

San Diego County Football Officials Association

Board of Directors Policies and Procedures

1. To be eligible for the HS Crew Draft, all eligible Certified officials must pay their dues before a date determined annually by the *Board*.
2. There are no full dues refunds; 50% refunds are available up to August 15, of the officiating year..
3. In order to be eligible for the following year's draft and not lose game assignments in the current year (including the playoffs), all members must attend nine (9) meetings (includes your Position Clinic) and pass both the Rules Exam and Mechanics Exam. If any member does not meet the requirements prior to the current year's playoffs then the member would need prior approval by the board to work the current year's playoff
4. ALL officials working ANY games are doing so as INDEPENDENT CONTRACTORS. As such, game officials are not EMPLOYEES of the School, the California Interscholastic Federation, or the San Diego County Football Officials' Association. Services rendered as an independent contractor do not come under the auspices of the Workers' Compensation Act.
5. The official, independent of the Association, must obtain insurance for liability and medical coverage. This coverage may be through the National Association of Sports Officials (NASO), the National Federation of State High School Associations (NFHS), or other means as decided by the individual official.
6. The Association shall maintain Directors and Officers ("D&O") liability insurance. The cost of the D&O coverage shall be listed as an expense in the annual budget.
7. To be eligible to be on the *Board* or be an *Appointed Officer*, an Association member must also be a member in good standing with NASO.
8. All members seeking to serve as an *Appointed Officer* shall notify the Executive Secretary in writing via e-mail or by letter. This correspondence must be received by Executive Secretary no later than a date determined by the *Board* annually.
9. The *Board* will meet in September to select *Appointed Officers* for the next Association year. Selection process will be determined by the Board.
10. Game assignments to *Additional Members* shall be at the discretion of the SDCFOA Assignment Secretary and his assistants.
11. The Executive Secretary is authorized a budget of up to \$100.00 to provide condolence cards or letters to Association members, past members of the Association, their immediate family and friends of the Association. Additional funds, if necessary, will require *Board* approval.
12. The Treasurer is authorized a budget of up to \$300.00 to provide condolence flowers or a donation to Association members, past members of the Association, their immediate family and friends of the Association. Additional funds, if necessary, will require *Board* approval.

13. Executive Secretary will maintain the election ballots until the day after the first scheduled meeting of the *Board* in the year following the election.
14. Crew Chiefs, members of the *Board* and *Appointed Officers* and their *Assistants* will be provided Ratings. Crew Chiefs can discuss ratings with their crew, all other requests for ratings will go to the Ratings Chairman.
15. The *Board* will direct the *Treasurer* to maintain a reserve for the current year in an amount to be determined annually.
16. The *President* will pick a Coordinator to conduct the nomination and voting for the George A. Shutte Award.
17. An Executive Session of the *Board* will consist of the *President, Past President, President-Elect, all elected Directors and all Appointed Officers (Executive Secretary, Treasurer, Instructional Chairman, and Assignment Secretary)*. Specific committee Chairs, or Association members will be called to attend as determined by the matters under discussion.
18. If there is no *Board* of Directors meeting scheduled for the month following a BOD meeting, those meeting minutes will be approved via e-mail utilizing the approval by negation method.
19. Members eligible to participate in the local NCAA class shall have at least five years of football officiating and be rated in the top 50% of the certified members from the previous year. Selection to participate in the local NCAA class will be, but not limited to, experience, class attendance, test scores, ratings, and skill level as determined by the subjective opinions of current NCAA qualified members or crew chiefs who are familiar with the member. It is the responsibility of the Association's NCAA officials as well as each crew chief to reach out and encourage those eligible and possessing the skills and experience needed to be a NCAA official to recommend those officials.
20. Anyone seeking to utilize the SDCFOA logo must first receive permission from the Board.
21. Developmental List officials shall work a minimum of 1 game as a Referee under the supervision of their Crew Chief. The members on this list may also have the opportunity to work an additional game as a Referee another crew as needed by the Assignment Secretary. Crew Chiefs need to be reminded that if they draft an official on the Developmental List they are agreeing to allow the Developmental List official to work the proper number of games as the Referee. At the discretion of the Crew Chief a Developmental List official may be assigned to an additional game as a Referee on the crew. Being on this list does not mean you will be a future Crew Chief it does expose you to determine your potential.
22. Membership in the SDCFOA does not guarantee that you will be assigned to officiate any games or being drafted on a crew during the football season.
23. All Appointed Officers and their designated assistants that receive monetary compensation due to their position, shall not be eligible to hold an elected office of the Association.

24. No official will be assigned to work two levels of football on the same day. (For example: Youth football and HS football, HS football and NCAA football, Youth football and NCAA football). In an emergency this may be waived by the assigner of the upper level.
25. Board emphasizes to the entire Association that Friday and Saturday assignments for high school and youth football are the cornerstones of the SDCFOA and the instructional program.
26. **ALL** officials should make every effort to work on Fridays and Saturdays.
27. Board allows officials to volunteer to work more than three games on any given Saturday provided that we are short officials. Heat will be taken into consideration.
28. Board directs college officials not to block out Saturdays as a matter of routine. If they are available to work college games, then they are available to work youth games.
29. Board directs high school officials not to block out the Saturdays after accepting high school assignments. If available to work high school games, then they should be available to work youth games.
30. Board to encourage college officials to work youth games prior to college game time permitting. If college officials can work double headers in college, then they can work youth games too. College officials (or HS officials with a Saturday game) are NOT REQUIRED to be available in the morning. An official MUST VOLUNTEER to work youth game(s) in the morning by making themselves available in Arbiter. While policy #24 was waived,-It is still up to the official if they feel they can mentally/physically work youth before an NCAA assignment.
31. Board waives Policies and Procedures #24 till further notice due to our emergency of officilas available for youth games.
32. Officials not on college crews or future college officials may not block out a Saturday to shadow a crew outside the San Diego County. They must shadow a crew in San Diego and be available to work youth games.
33. Officials assigned as timers for college games with a 6 or 7 o'clock kickoff should be available to work youth games prior to the timer assignment.
34. A list of officials who have blocked out Saturdays may be presented to the board for playoff considerations.
35. All officials should activate the Sharing Function on Arbiter and use one e-mail account for all Arbiter accounts
36. If an official is assigned to a youth game when a college game was already assigned (due to the Sharing Function not activated), then the official would be responsible for the turnback fee. If the official was assigned to a youth game but was needed for a high school or college game, then the turnback fee would not apply.

These policies shall remain in effect until cancelled, or modified by the incoming SDCFOA BOARD.

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