

SAN DIEGO COUNTY FOOTBALL OFFICIALS ASSOCIATION, INC.

A Federal Non Profit Tax Exempt Corporation

Assignment Policies and Procedures

Preamble

“The purpose of the Association shall be to provide quality football officiating services, to maintain and strive to improve the service through an education and training program...”, {Constitution Art II}. “The Board shall: Determine qualification and policies for assigning officials”, {Constitution Art IV (B) (4)}. Accordingly, the following Assignment Policies and Procedures have been developed. For purpose of identification, “Association”, shall mean the San Diego County Football Officials Association, Inc. and “Board” shall mean the Board of Directors of the San Diego County Football Officials Association, Inc.

I. The Assignment Secretary

A. Appointment:

The Association’s Board of Directors shall have the exclusive authority to appoint the Assignment Secretary. Appointments, and subsequent reappointments, are solely at the discretion of the Board. Such appointments shall be for one year commencing January 1st and concluding December 31st.

B. Accountability:

The Assignment Secretary is responsible and accountable to the Board only, {Constitution Art VII, By-Law Art XI (B)}. The Board exclusively maintains statutory power to determine assignment policy and member qualification, (Constitution Art IV (B) (4)).

C. Duties:

The Assignments Secretary’s duties and responsibilities are described within the Association’s By-Laws.

D. Qualifications:

Preferred, (but not required), qualifications for the Assignment Secretary are:

- A significant number of years of officiating experience.
- A significant number of years of Association experience.
- Association Board of Directors experience.
- Experience in officiating all levels of football.
- Experience in officiating all football officiating positions.
- Crew-chief experience.
- Excellent evaluation and assessment skills
- Excellent written and verbal communication skills.
- Excellent organizational and management skills.

II. Communication and Availability

The Assignment Secretary shall have the ability to effectively, efficiently, and in a timely manner, communicate with all applicable persons involved in all levels of football in San Diego County. This includes, but is not limited to, Association members, Association board members, officers and staff, CIF representatives, conference and league representative, school representatives, coaches and athletic directors

A. Telephone and Text:

The Assignment Secretary shall be telephonically available at all times and shall:

1. Purchase, at one's own expense, a cellular phone
2. Although phone will primarily be used for matters relating to assignment activity, it will also be used as a method to refer other Association business to the appropriate Association personnel, e.g., recruitment, CIF matters, educational activities, etc.
 - a. The cost of the telephone hardware shall be paid by the Assignment Secretary.
 - b. The cost of the telephone service shall be paid by the Association.
3. Frequently monitor and respond in a timely manner to all incoming calls and texts especially when the call involves re-assigning a game. The call will be acknowledged by voice, text or email as soon as possible. The calling official will receive confirmation e-mail from Arbiter stating he/she has been removed from the assignment.

B. E-Mail and Internet:

The Assignment Secretary shall be electronically available by e-mail at all times and shall purchase, install and maintain a computer with e-mail and Internet capabilities. Responses to all e-mail messages shall be made in a timely manner especially when the email involves re-assigning a game. The email will be acknowledged by voice, text or email as soon as possible. The emailing official will receive confirmation e-mail from Arbiter stating the official has been removed from the assignment.

III. Assistants

Upon Board approval, the Assignment Secretary shall select and utilize assistants as he or she deems necessary, {Constitution Art VII, By-Laws Art XI (B)}. Duties of such assistants may include, but are not limited to, the assignment of youth-level and post-high schools games.

IV. Compensation

A. From the Association:

Compensation paid by the Association to the Assignment Secretary for their services rendered, shall be determined annually by the Board, (Constitution Art VII, By-Law Art XI (B)).

B. From other associations or organizations:

Compensation paid to the Assignment Secretary and the assistants from other organization, (e.g. Pop Warner Associations), shall be the results of the negotiations between

the applicable assigner and said organizations. The assigners have the authorization to enter into, acknowledge and sign agreements regarding their fees for service and game fees with Board approval.

C. Disclosure:

The Assignment Secretary and the assistants shall disclose to the Board, upon the Board's request, the total amount of compensation received, or expected to receive from any source, for their respective assignment duties.

V. Assignment Secretary and Assistants Officiating

A. Assignment Secretary

The Assignment Secretary shall not be drafted to a high school varsity crew or be assigned to any playoff game at any level. This provision does not apply to the Assignment Secretary's assistants. The Assignment Secretary shall not otherwise officiate at any level, except when the he or she determines that:

1. There is no unassigned qualified member available to work a specific game;
2. There is a lack of a reasonable amount of time to obtain a replacement member; or
3. Prior approval is given by the board of directors.

B. Assistants

Assistants appointed by the Assignment Secretary pursuant to {Constitution Art VII, By-Laws Art XI (B)}, shall not be assigned youth football games during the regular or post season. In the event the Assistant determines that one or more of the following circumstances exist, he or she may be assigned youth football games:

1. There is no unassigned qualified member available to work a specific game.
2. There is a lack of reasonable amount of time to obtain a replacement member; or
3. Prior approval is given by the Assignment Secretary

VI. Crew-Chief Selection Committee

The Assignment Secretary shall be an ex-officio, non-voting member of the crew-chief selection committee.

VII. Request for Officials by Additional Football Organizations

Such requests for officials shall be dependent upon the availability of the membership. Availability factors shall be, but not limited to, the dates and times of the request and the number of members available, qualified, and willing to officiate said games. See Article V, B regarding compensation for such assignments.

VIII. Members' Availability

A. Prior Commitments:

Prior to the beginning of the football season, each member shall notify the Assignment Secretary electronically by way of the currently used web-based assignment program prior to the registration deadline date, of any prior time, day, or date commitments that he or she has during the football season that would preclude the member from officiating. The reason for the member's unavailability shall be specific and detailed.

B. Conflict of Interest:

Prior to the beginning of the football season, each member shall notify the Assignment Secretary electronically by way of the currently used web-based assignment program prior to the registration deadline date, of any possible conflicts of interest that the member may have with any particular game assignment. A conflict of interest is a factor that may be real, or perceived by others, as a bias or partiality to one team over the other that would affect the member's judgment. Conflicts of interest include but are not limited to; having a relative who is a player or coach of a team, being employed by a school, having administrative capabilities of a school or school district, or having an experience with a team or a coach that may cloud judgment. If a member is unsure of a potential conflict of interest, he or she should seek the opinion of the Assignment Secretary or the Board.

C. Assignments turned-back or declined:

1. Acceptable and unacceptable assignment turn-back or declined excuses:

After the registration deadline, the availability of a member to officiate is assumed, according to the information communicated to the Assignment Secretary electronically by way of the currently used web-based assignment program. Members cannot arbitrarily decide which games they choose, or don't choose, to officiate. Members must be willing to accept any game assignment at any level he or she is qualified to officiate, subject to the conflict of interest or time/day/date restrictions noted electronically on the currently used web-based assignment program. "Game contract assignments received shall be considered accepted and honored; all cancellations must be made within the first twenty-four hours of acceptance of the game contract, except in extreme emergencies, and then only with the concurrence of the Assignment Secretary." {By-Law Art X}.

Examples of accepted excuses for turning back a game contract include, but are not limited to:

- An acute injury or illness that actually prevents or substantially hinders the members' on-field physical performance.
- A family emergency that requires the presence of the member.
- Last minute employment demands where the member would significantly suffer financially.

Examples of unaccepted excuses include, but are not limited to:

- Lack of transportation.
- Social or athletic engagements.
- Distance to the game.
- Level of game.
- Lack of desire to do the game.
- Adverse weather conditions.
- Officiating a football game for another association.
- Officiating another sport.
- A minor injury or illness.

2. Resolution of unacceptable assignment turn-backs:

The Assignment Secretary, or the applicable assistant, shall solely determine the

validity of the excuse and if the excuse is acceptable or unacceptable. If the Assignment Secretary determines that the excuse for the turned back assignment is unacceptable, the Assignment Secretary will note the date, day and the reason for the excuse. Determinations of the Assignment Secretary may be appealed to the Mediation Committee whose decision shall be final.

At the conclusion of the season and by December 31st, the Assignment Secretary shall notify the member, in writing, the date and game of the unacceptable turn-back excuse and the reason it was determined to be unacceptable. The Assignment Secretary will further notify that the member must explain, in writing and in detail, by February 28th, of the next year, any facts that the member feels validates and make acceptable the excuse for the turned-backed assignment. The member will also be informed that if no written response is received by February 28th, it will be assumed that the member concurs that the turned-back assignment excuse was unacceptable.

The Assignment Secretary will compile the unacceptable turn-back excuses for all the members involved and present them to the Board at their March meeting. The Board will determine what action will be taken against the member.

3. Youth Football

All probationary, transfer, additional, and certified officials are expected to be available to officiate youth football games. Failure to do so may result in an official not being assigned to any playoff games during the current season. Members not satisfactorily participating in the officiating of youth football games during the current season (excludes spring and summer leagues) may be declared ineligible to be assigned to any playoff games during the current season. The Youth Football Compliance Committee, with assistance from the Assignment Secretary and assistants shall prepare a list of these members and present it to the Board by October 1. The named officials will be notified and may be required to submit a letter to the Board explaining why he or she could not satisfactorily participate in the officiating of youth football games. The Board will then decide if the official's playoff assignment privilege should be reinstated.

4. Assignment turn-back or declined assessment;

Assignments turned back or declined requires significant extra work by the applicable assignment secretary, accordingly, if a member turns back or declines an assignment anytime during or after the pre-established dates that assignment contracts are published electronically on the currently used web-based assignment program, the member will be assessed **fifty dollars (\$50) for the first game turned-back or declined and sixty dollars (\$60) for the second and any additional turned-back or declined per season.**

Turn-backs or declinations exempt from assessment are:

- a. A season ending injury or illness or an injury or illness requiring more than two weeks of convalescence after the injury or illness. Both of the above injuries or illnesses must require professional medical attention.
- b. Immediate deployment of a member who is in the military.
- c. A member who quits the Association.

The assignment secretaries, at their discretion, may waive the assessment for an acceptable excuse as described in Paragraph 1, above. Unacceptable excuses will always be assessed. Decisions of the assignment secretaries may be appealed to the Mediation Committee whose decision is final.

All assessments must be paid to the applicable assignment secretary on or before the next pre-established Association instructional meeting. If the assessment(s) are not paid on or before this date, the member's assignment contracts for the next assignment period will be withheld and re-distributed to other qualified members. If the turn-back occurs after the last pre-established Association instructional meeting, the assessment must be paid to the applicable assignment secretary prior to the notification of playoff assignments or the member's playoff assignment will be withheld. If a playoff assignment is turned back or if any assessments are still due after the end of football season, the assessment must be paid to the applicable assignment secretary before any assignments are made the following year.

D. Missed Games.

A missed game is defined when an official fails to appear at an accepted game, and no notification of the absence was conveyed to the applicable assignment secretary prior to the game.

1. Immediately after the game(s), the assigned Referee shall notify the applicable assignment secretary of the name of the absent official and the game(s) the official missed.
2. Within 24 hours, the applicable assignment secretary shall attempt to contact the official that missed the game(s) and obtain an explanation and reason for missing the game(s).
3. The applicable assignment secretary shall determine the validity of the official's explanation and the reason for missing the game(s) .
4. If the official's explanation and reason is deemed invalid by the applicable assignment secretary, the official shall be fined an amount equal to the game fee for the game(s) that was missed.
5. This fine shall be paid to the applicable assignment secretary prior to the official being assigned any further games.
6. The fine shall be equally distributed to the officials that worked the game(s).

IX. Game Assignment Contract Distribution

A. All initial game assignment contracts shall be published on the currently used web-based assignment program no less than 21 calendar days (3 weeks) prior to the assigned game date. Games not accepted within **5 days** of the day that they are published **will** be reassigned to another qualified member. It is recommended that all members electronically check their schedules daily in case of games changes or cancellations, site or time changes, etc. Members' telephone answering devices and e-mail should be also be monitored on a daily basis for any changes transmitted telephonically or electronically.

B. All Association sanctioned game assignments, assignment trades or turn-back replacements will exclusively be initiated by the Assignment Secretary or the assistants. A member may propose another member for a game assignment trade or a replacement for their turned-back or declined assignment; however, all such proposals will be communicated to, coordinated with, and approved by the applicable assignment secretary. Such a replacement or trade, without applicable assignment secretary coordination and approval, may cause the member initiating such action to relinquish the member's remaining games with said action reported to the Board for their approval.

C. A member who is also a member of another football officiating organization, or independently assigns officials to football games, at any level, shall not solicit the current Association membership to affect this activity without the expressed permission and authorization of the Board. Such solicitation also includes the use of the Association's membership roster. Such action may cause the member to relinquish their remaining games with said action reported to the Board for their approval.

X. Game, Scrimmage and Clinic Assignment Priorities

If a time and date conflict should occur between games, scrimmages and clinics, the applicable assignment secretary shall be immediately notified for correction of the conflict. The following priorities shall prevail:

1. Probationary members' clinic participation shall take priority over scrimmages or games of any level.
2. Games of any level take priority over scrimmages; however, the required number of scrimmages each member must participate in still prevails.
3. Post high school on-field assignments take priority over all other level of games.
4. High school varsity games take priority over JV, freshmen and youth games.
5. High school JV or freshmen games take priority over youth games.

XI. Game Assignment Selection Criteria

A. General policies for all levels of officiating:

1. The assignment of officials shall never be determined by race, age, gender, religion, ethnicity, or national origin.
2. Only members classified as probationary, transfer, additional, and certified will be eligible to officiate. Associate and affiliate members shall be ineligible to officiate, {Constitution Art III (B) (4&5)}.
3. "Members may not accept assignments for any game, clinic, practice session (scrimmage), or in any manner, represent the Association unless authorized by the Board or the Assignment Secretary, except in an employment related obligation." {By-Laws Art X}.

B. Youth (below the 9th grade; Pop Warner, parochial flag, etc.):

Recognizing that youth football provides an integral and necessary component of the Association's education and development of new and inexperienced members, the following criteria **are** used in selecting crews for this level:

1. First to be assigned: First year members.
2. Second to be assigned: Second year and transfer members.
3. Third to be assigned: Experienced certified members, preferably high school varsity crew-chiefs, who have the ability, knowledge, patience and teaching capabilities to effectively instruct, critique and evaluate probationary and transfer members.
4. Fourth to be assigned: Other certified members, considering ratings, members' availability, reliability, and subjective judgment of the applicable assignment secretary.

Officials selected for youth playoff games shall have worked youth football regular season game during that season, unless no other qualified officials are available.

C. High School Flag (9th to 12th grade):

First priority for assignments to high school flag football games will be an experienced certified member with flag referee capabilities, followed by remaining and available certified or 2nd year members. First year members may be assigned to flag games dependent upon the subjective judgment of the Assignment Secretary.

D. High School Tackle (9th to the 12th grade):

1. Varsity games:

a. Crews:

Crews will be assigned to varsity games with an attempt to diversify the assignments first by geographical location, then by teams, conferences, competing teams' skill level, and the significance of the game. The Assignment Secretary shall use both Objective data (Crew Chief Performance Assessment, Cumulative Crew ratings, Test Scores, Observations, etc.) and their subjective judgment regarding the general experience and skill level of the crew-chief and the crew in making varsity game assignments.

b. Make-up crews:

Recognizing that on several occasions there are more concurrent varsity games than standing crews, additional crews will be required. If all the current crew-chiefs are unavailable, members who have been identified as potential crew-chiefs by the Crew Chief Selection Committee, will be selected as the referee for the additional required crews. This will probably necessitate the removal of the member from their established crew. If all the current crew members are unavailable, the remaining members of the make-up crew and the replacement for the make-up crew-chief, will be certified members who are not on crews or qualified probationary and transfer members. The Assignment Secretary shall use both Objective data (Crew Chief Performance Assessment, Cumulative Crew ratings, Test Scores, Observations, etc.) and their subjective judgment regarding the general experience and skill level of the make-up crew.

c. Incomplete varsity crews:

After the assignment contracts have been distributed, if a member or members of a varsity crew turns back a game assignment, for any acceptable or unacceptable reason, the Assignment Secretary will replace that member subject to that crew-chief's approval.

2. JV/Varsity doubleheaders:

The JV or freshmen game preceding the varsity game will generally be officiated by four of the five varsity crew members. In the case of a current standing crew, every attempt will be made to equally rotate the crew member not officiating the JV or freshmen game.

3. Single JV and freshmen games:

First priority for assignments to single JV and freshmen games will be qualified 2nd year and transfer members, followed by an experienced certified member with JV or Freshmen game referee capabilities, followed by remaining and available certified members. 1st year member may be assigned to JV or freshmen games dependent upon the subjective judgment of the Assignment Secretary.

4. Playoff Assignments

- a. Each Crew Chief, at the request of the Assignment Secretary, shall provide a written report with the playoff capabilities of each member of the crew and each official shall not be assigned beyond the level indicated capable in that report, unless no other qualified officials are available.
- b. Members assigned to any playoff games shall:
 - Be a member of the Association.
 - Have been drafted on a varsity crew, subject to the following exceptions:
 - Any member who was drafted and worked a minimum of 6 Varsity games and could not finish the season on the crew due to unforeseen circumstances may be assigned to a playoff game in the first three rounds taking into account his/her ratings and abilities.
 - In the event that there is a shortage of qualified officials to adequately cover the all playoff games on a given day the Assignment Secretary, President, and President-Elect may assign a member who was voluntary not drafted and had worked 6 or more Varsity games that season to a playoff game in the first three rounds taking into account his/her ratings and abilities.
 - Have attended the required number of instructional meetings set forth by the Board in a given year.
 - Have completed rating forms for the previous season, on time.
 - The Rating Chairman shall annually prepare a list of these errant members and present it to the Assignment Secretary on or before March's Board meeting.
 - Have met the requirements of item VIII(5) above.
- c. Unless otherwise restricted, each Varsity Crew Chief shall be assigned at least one (1) playoff game, at the Referee position, with the eligible members of their crew when possible.

d. CIF SEMI-FINAL & FINAL CHAMPIONSHIP

- i. Championship assignments shall be made jointly between the Assignment Secretary, the President, and the President-Elect.
- ii. Members assigned to a Division IV or lower semi-final game shall:
 - Meet the requirements of items 4a and 4b above.
 - Have previously officiated at least one Association playoff game.
 - Have had three previous years of football officiating experience.
- iii. Members assigned to an Open, I, II, or III Division semi-final or any final game shall:
 - Meet the requirements of items 4a, 4b, and 4d(ii) above.
 - Been drafted on a varsity crew for the current season.
- iv. Members who have received the designation of Varsity Crew Chief for the current year, as well as item 4b above are by virtue of their designation deemed eligible for any playoff assignment.

E. Post High School, (above the 12th grade; Semi-Pro, amateur club, etc.):

Other adult football games:

Members assigned will be primarily from the Association's NCAA class; however, selected other members may be assigned based on the NCAA class participation criteria and the subjective judgment of the Assignment Secretary.

XII. Statutory Authority

Constitution Articles IV (B) (4), and VII.

By-Laws Sections VII, X, and XI (B), Job Description.

Adopted by the SDCFOA, Board of Directors, February 21, 1996.

Revision adopted by the SDCFOA, Board of Directors, April 12, 2000.

Revision adopted by the SDCFOA, Board of Directors, February 26, 2003.

Revision and amendment adopted by the SDCFOA, Board of Directors, March 30, 2005.

Revision adopted by the SDCFOA, Board of Directors, April 27, 2005.

Revision adopted by the SDCFOA, Board of Directors, February 22, 2006.

Revision adopted by the SDCFOA, Board of Directors, August 27, 2008

Revision adopted by the SDCFOA, Board of Directors, March 20, 2013

Revision adopted by the SDCFOA, Board of Directors, October 22, 2014

Revision adopted by the SDCFOA, Board of Directors, March 25, 2015

Revision adopted by the SDCFOA, Board of Directors, April 27, 2016

Revision adopted by the SDCFOA, Board of Directors, September 5, 2018

Revision adopted by the SDCFOA, Board of Directors, April 22, 2020

Revision adopted by the SDCFOA, Board of Directors, March 23, 2022

Revision adopted by the SDCFOA, Board of Directors, March 27, 2024

Revision adopted by the SDCFOA, Board of Directors, March 25, 2026