

YAKIMA VALLEY FOOTBALL OFFICIALS HANDBOOK



Scope: This handbook serves to provide for the administration and conduct of the YVFOA and its membership. It is meant to enhance and not replace the guidelines as set forth by the WOA, WIAA and the National Federation. Questions pertaining to specific sections should be addressed to the appropriate Committee Chair, the President or Vice-President.

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Chapter 1

CODE OF ETHICS

1. All officials should recognize that they are representing not only themselves but the entire organization. Their conduct on and about the field should be above reproach.
2. Officials should be prompt for all assignments, making certain of the correct starting time. They should be dressed and ready to work at least **one and one half hour** prior to starting times for Varsity games. For leagues and levels of football below Varsity, officials should be ready at least 15 minutes prior to starting time.
3. After games are accepted by an official, every reasonable effort should be made to fulfill the obligation.
4. An official must recognize and live up to his obligations to the Association, the competing teams, and his fellow officials as outlined in the "Prerequisites for Good Officials" in the Officials Manual.
5. Abstain from alcoholic beverages until all assignments are completed for the day.
6. Do not criticize the work of other officials at any time (even as spectators) except through proper evaluation procedures.
7. All games are to be assigned through the office of the Assigning Secretary.
8. The fees are set by the Fees Committee, approved by the Board of Directors. No games will be worked for a fee less than prescribed unless approved by the Board.
9. Do not discuss or complain about scheduled fees with coaches, players or spectators before, during or after any game sanctioned by YVFOA.
10. The YVFOA uniform as prescribed by the Board of Directors must be worn at all sanctioned games.
11. All problems or complaints should be brought to the attention of the proper committee without hesitation. Any such problem or complaint may be addressed to any member of the committee or Board member, either orally or in writing.
12. Violations of the above Code of Ethics are subject to Board action under Article V, Sections 5 and 6 of the YVFOA Constitution.

Chapter 2

CONSTITUTION OF THE YVFOA

Article I: NAME

Section I: The name of the organization shall be the “Yakima Valley Football Officials Association” (YVFOA). The YVFOA is an affiliate of the Washington Officials Association (WOA), the Washington Interscholastic Activities Association (WIAA), and the National Federation of State High School Associations (NFHS).

Article II: PURPOSE

Section I: The purpose of this organization shall be to provide qualified football officials to WIAA sanctioned interscholastic contests in the YVFOA service area and local youth and adult football leagues. The YVFOA officials are independent contractors.

Section II: YVFOA will:

- A. Conduct rules and mechanics study meetings and an apprenticeship program, thereby developing a sense of professional competency and pride and a conscientious obligation to those for whom service is provided.
- B. Promote a better understanding of the importance of fair play, sportsmanship and the official’s role among contestants and those in charge of athletic contests.
- C. Promote good fellowship among its members.

Article III: MEMBERSHIP

Section 1: Membership shall consist of Varsity, Apprentice and Honorary members.

Section 2: Active membership shall include all Varsity and Apprentice members in good standing.

Section 3: Transfers may be admitted as an active member by:

- A. Submitting an application along with a letter to the membership subcommittee indicating his membership in good standing in another recognized association.
- B. Paying appropriate fees.
- C. Being recommended by membership committee and approved by the Board of Directors.

Section 4: A Re-affiliate – previously active member of YVFOA who has been inactive for one or more seasons – may be readmitted as an active member by:

- A. Submitting an application to the membership subcommittee requesting reinstatement.
- B. Paying appropriate fees.
- C. Being recommended by the membership subcommittee and approved by the Board of Directors.

Section 5: Honorary membership shall include all active members who wish to continue membership in the organization, but do not elect to participate in the officiating activities of the organization. Honorary members shall be exempt from the payment of dues and shall not be eligible to hold office but may otherwise contribute to the organization.

Section 6: The privilege of voting and holding office is limited to Varsity and 2nd year Apprentices provided that they were YVFOA members the previous year.

Article IV: OFFICERS

Section 1: The officers of this organization shall be the President, Vice-President and Recording Secretary.

Section 2: All officers shall be active members in good standing.

Section 3: The officers shall be elected by the Board of Directors from its membership for a term of one year. Any Board member in his 1st year of service on the Board shall be ineligible to serve as President or Vice-President of the Board.

Section 4: The duties of President and Vice-President shall be the same as are usually attached to such offices and such other duties as this Constitution requires or Board of Directors may direct.

Section 5: The duties of the Recording Secretary shall consist of recording and publishing the minutes of all Board meetings and Association meetings and preparing correspondence at the direction of the Board within fourteen (14) days of such meeting or by the following Board meeting, whichever comes first.

Article V: BOARD OF DIRECTORS

Section 1: There shall be nine (9) Directors whose qualifications, elections, and term of office are as follows:

To be elected for a directorship, a member must be active and in good standing and must remain so during the period of his term in office.

The term of office for a director shall be a period of three (3) years, beginning the first of January following their election. Three (3) directors shall be elected each year.

Section 2: It shall be the duty of the Board of Directors to transact all the business of the organization.

Section 3: A quorum of the Board of Directors shall consist of five (5) members.

Section 4: The Board of Directors shall appoint auditor(s) to audit the financial records of the Association each year.

Section 5: The Board of Directors may discipline members.

Section 6: The Board of Directors, when considering disciplinary action, is obligated to offer due process.

Section 7: The Board of Directors shall hire an Assigning Secretary. He shall be tendered a contract of no more than two (2) years at a time. The Board of Directors shall provide the Assigning Secretary with a written description of his duties and obligations and supervise compliance therewith.

Section 8: If a Board member misses two consecutive meetings or three in one calendar year without an excuse from the Board his seat shall become vacant. The Board shall schedule its meetings.

Section 9: The Board of Directors shall appoint a Treasurer. The Treasurer shall be tendered a contract of no more than two (2) years at a time. It shall be noted the Treasurer and Assigning Secretary positions shall always be held by different people.

Section 10: Members who are finishing their second consecutive 3 year term, or who are finishing their sixth consecutive year of elected service on the board, may not serve on the board as an elected member during the following year. Members are eligible again for elected service after a one year absence from the board.

Article VI: ELECTIONS

Section 1: Nominations for the Board of Directors shall come from the floor during the second to last regular meeting of the football season. Only eligible members may be nominated.

Section 2: Election of the Board of Directors shall be held during the last regular meeting of the football season. Only active members present at this last regular meeting of the football season may vote.

Section 3: Elections to be by a slate of candidates to fill the required openings. Each voting member shall cast one vote for each open position. If due to a YVFOA assignment, a member is unable to attend the last regular meeting of the football season, the member may proxy their vote by a written statement to a member in good standing. The member receiving proxy authorization shall identify himself and present the proxy letter to the Board Member designated by the President to act as Tally Chairman during the election process. The proxy vote may then be cast and counted in regards to Board Member elections.

Section 4: Elections shall be by ballot and be in charge of a teller committee appointed by the President. Those candidates receiving a plurality of votes, up to the number of positions open, shall be named as elected Board members.

Section 5: Immediately following the election, the current President shall convene the new Board for the purpose of electing the officers of the Association. The newly elected officers will assume the responsibilities of office the following January 1st.

Section 6: Nominations shall stay open until there are four (4) or more nominations for the 3 open positions.

Article VII: COMMITTEES

Section 1: Standing Committees shall be

Ethics and Grievance	(See Addendum 1)
Fees and Audits	(See Addendum 1)
Evaluations	(See Addendum 1)
Constitution	(See Addendum 1)
Apprentices	(See Addendum 1)
Membership	(See Addendum 1)
Transfers	(See Addendum 1)
Apprenticeship	(See Addendum 1)
Social	(See Addendum 1)
Sunshine	(See Addendum 1)
YVIAA Liason	(See Addendum 1)

Section 2: The Rules Interpretation and Program Chairman shall be the Vice-President. Chairman of all other committees shall be appointed by the President and shall be from the membership of the Board of Directors.

Section 3: The duties of all committees and their chairman shall be as designated by the Board of Directors. The Vice-President shall make available to the general membership the date of the first summer training meeting no less than 45 days in advance of its occurrence.

Section 4: The chairman of each committee shall select the other members of his committee from the organization membership and they must be approved by the Board of Directors. Members of these committees must be in good standing.

Article VIII: FUNDS

Section 1: The annual membership dues shall be set by the Board of Directors and ratified by majority vote of those active members voting at the annual election meeting. Dues shall be paid at a date specified by the Board.

Section 2: The Board of Directors shall recommend assessments to the membership each year and have the power to levy such membership approved assessments.

Section 3: The fiscal year shall run from June 1 to May 31.

Section 4: A financial report shall be presented to the membership at the Business Meeting. The report shall cover the preceding fiscal year.

Article IX: AMENDMENTS

Section 1: The Board shall establish and publish a deadline for the submission of proposed amendments to the Constitution and/or By-Laws via Association-wide mailing not later than April 30 of each year. The established deadline shall be no fewer than 30 days past the post date of such mailing.

Section 2: Proposed amendments to the Constitution and/or By-Laws shall be submitted to the Constitution committee Chair or his representative along with the names of active members who support the amendment. This list of names must reflect no fewer than 10% of the active membership. A proposal received by the deadline date which is subsequently deemed a Constitutional or By-Law issue and for which membership support is verified shall be considered a valid amendment proposal. Constitution Chair shall verify the names and present them at the next Board of Directors meeting for the Constitution changes to be on the next Business Meeting's agenda and considered a valid amendment to be voted on. These names shall also be available following the Business Meeting for the General Membership.

Section 3: The Constitution Committee shall publish the valid amendments proposals via Association-wide mailing no fewer than 30 days prior to the Business meeting.

Section 4: This Constitution may be amended only by a two-thirds vote of the eligible members present and voting at the first regular meeting of the football season. Only valid amendment proposals may be voted upon.

Section 5: By-Laws may be adopted and amended only by a majority of those eligible members present and voting at the Business meeting of the football season. Only valid amendment proposals may be voted upon.

Section 6: The rules and regulations drawn up and approved by the Board of Directors shall be termed the Board Policy.

Section 7: Any amendment to the Constitution or By-Laws will be effective immediately upon ratification following the close of Constitutional business. Any amendment to Board Policy or other related policies shall be effective immediately upon notification of such change to the general membership. Notification shall be made at the next regular membership meeting or via the next Association-wide postal correspondence, whichever is first.

Article X: VACANCIES

Section 1: Vacancies occurring on the Board of Directors shall be filled by appointment by the President (or in his absence, the next succeeding officer) and approved by the Board of Directors.

Section 2: Directors appointed under ARTICLE X, Sect. 1 shall hold office until the next election, at which time the membership will elect a director to fill the unexpired term

ADDENDUM 1(To the YVFOA Constitution)

COMMITTEE DESCRIPTION

ETHICS & GRIEVANCE

Ethics & Grievance Committee

The Ethics & Grievance Committee is responsible for the arbitration of conflicts regarding the working relationship between Members within the YVFOA, a service group and the YVFOA, or a member and the YVFOA. The Ethics and Grievance Committee will pursue each complaint by applying "Due Process" as defined in the Ethics and Grievance procedures prescribed in YVFOA Board Policy.

The Ethics & Grievance chair responsibilities

- Evaluating all completed Corrective Action Statements, from the previous year, to see if changes or revisions are implied and need to be made to the Constitution, By-laws or Board Policy, pursuant to the change process for each of the listed documents.
- An annual review of the "Due Process" procedure for validity and applicability.
- A Review of any proposed revisions with the Ethics and Grievance committee.
- Accepting a filing for any grievance.
- Managing the processing of a grievance per the "Due Process" procedure.
- Keeping electronic records of all grievance proceedings. Electronic records for all grievances will be forwarded to the new Ethics and Grievance Chair before the first Board meeting held in January. The current chair will be updated on any open grievance(s) up thru the final resolution of the grievance.

Committee Member Selection

Immediately upon taking office, or as soon as possible thereafter, the Ethics & Grievance Committee Chair shall invite and appoint three to six (3 – 6) members in Good Standing, to be approved by the Board of Directors and serve as members of the Ethics and Grievance committee.

Committee Member Duties

Prior to a Formal hearing, the Ethics and Grievance Committee shall select and approve a three (3)

member "Formal Hearing Panel" to preside over said hearing.
Committee Member Term length:

Each committee member's term shall run concurrently with the appointing Ethics & Grievance Chair's term in office and shall expire accordingly.

FEES/AUDIT

Fees/Audit Committee is responsible for overseeing all matters pertaining to compensation of officials for game fees, mileage, or any other consideration. This committee reviews and stays abreast of current WIAA set game fees, assigning fees, mileage allowances, etc., for WIAA member service groups, and does the same for non-WIAA service groups. The committee is to attend with non-WIAA groups when fees are a topic of discussion or are to be negotiated and will do the same with WIAA representatives when necessary.

It shall coordinate with the Assigning Secretary to assure that an accurate fees schedule is published for each member of the association at the beginning of each season. It shall periodically review YVFOA cash flow for purposes of reporting at the Board meetings. At the end of the fiscal year it shall audit Association books and ensure that a Federal tax form is filed accordingly.

EVALUATION

The Evaluation Committee's duties fall into pre-season, in-season and post-season tasks.

Pre-Season

Committee shall meet with On-Line Evaluation delegate no later than 60 days prior to start of season for review of system. Also, have printed and make available at general meetings coaches cards.

In-Season

Committee shall coordinate with President and Assigning Secretary if any member is in violation of Board Policy regarding lateness of evaluations done on-line. Committee shall prepare any necessary information in the event of an evaluation challenge. Committee shall work with the On-Line Evaluation Host to compile the necessary information the Playoff list and make available to the Playoff Committee that information.

Post-Season

Committee shall finalize evaluations and mail each official's season ending results to him/her no later than 45 days following the Evaluation meeting in December. This committee shall submit recommendations for following season classification at the Evaluation meeting in December to the Board for consideration

CONSTITUTION

The primary purpose of the Constitution Committee is to encourage active involvement by the membership, in the knowledge and use of the YVFOA Constitution and By-Laws. It is necessary that the Committee Chair have a thorough knowledge of the Constitution and By-Laws to ensure that the Association is conducting YVFOA business in accordance with the YVFOA Constitution.

APPRENTICE

The Apprentice Committee's focus is broken down into four time frames: preseason, summer training sessions, seasonal sessions, and post-season.

Preseason

It is the committee's responsibility to arrange for appropriate summer meeting locations. The Committee will meet prior to the first apprentice meeting to design a basic course outline. The subject matter to be covered will deal primarily with the rules and mechanics as set forth by the National Federation. Time permitting, Policies and Procedures used by the YVFOA should be presented.

Summer training

Committee coordinates an organizational session in which the program is explained. At this time the members are responsible for registering officials, distributing packets and books, and collecting fees. Following the organizational session, committee members are responsible for tracking the attendance and test scores of apprentices. Members are to discuss rules and mechanics in accordance with Association guidelines.

In-season

Committee members are responsible for outlining the Observer Program to each apprentice. They are also to continue to record attendance, hand out informational items, and discuss problems which have arisen during the season. Committee persons are also to coordinate with the Assigning Secretary for any problems relating to apprentice officials.

Post-season

Committee compiles stats for use in evaluation of officials as an aid in determining advancement, and submits these evaluations and recommendations to the Board for approval.

MEMBERSHIP

The Membership Committee is responsible for overseeing all matters pertaining to the current members of YVFOA. Its primary responsibilities and authority include:

- Coordinating the joining of new members and transfers from other associations.
- Recruiting of new apprentices via local media advertising, coordinating with schools, etc.
- Recording attendance of members at scheduled YVFOA meetings.

- Receiving written request for excused absences from scheduled meetings.
- Reporting each member's annual attendance record to WIAA on forms provided; copy to Assigning Secretary.
- Appointing, as desired, committee members from YVFOA in good standing.
- Proposing and coordinating YVFOA and other awards to YVFOA Board for approval.

TRANSFER

The Transfer Committee's purpose is to welcome and help orient officials to YVFOA and to give YVFOA an opportunity to determine the classification of incoming officials. The Committee Chair will coordinate with the Assigning Secretary as soon as a transfer application is received, will contact the transfer, and give a general overview of YVFOA and its function.

Prior to the summer meetings and preferably in conjunction with the first training meeting, the Chair will contact all the transfers. This will serve to introduce the Transfer Committee Chair, provide an orientation to YVFOA, define the parameters of the YVFOA Transfer program, and provide information as to who to contact for more information. The Transfer chair will keep electronic records of all transfers who inquire about transferring to YVFOA regardless of the transfer or not. This electronic record will be forwarded at the end of the Transfer Chair's term to the new Transfer Chair.

Transfers should also be given information as to which Summer Training meetings to attend. Prior to or immediately following the first general membership meeting, the committee will again convene with transfers to welcome individuals not in attendance at summer meetings, reintroduce committee members, hand out the YVFOA Member's Handbook and answer any questions. The Transfer Chair and/or members of his committee and current or former members of the Board may also observe transfers. The Chair, based upon the feedback provided from the observation reports, will make known the recommendations for individual transfer classification within YVFOA to the YVFOA Board of Directors.

At the second to last general membership meeting, transfers will again meet with the committee to fill out a brief questionnaire on YVFOA and discuss the Association and the Transfer Program.

Before the final Board meeting of the year, the Transfer Program Chair will report to the Board his review of the Program and summarize responses and feedback from transfers.

APPRENTICESHIP

Three members, two of which are appointed by the president, with the president elect serving as ex-officio chairman. This committee shall be responsible for the apprenticeship-training program.

SOCIAL

This committee shall consist of two members that will be in charge of the Association parties at the conclusion of the sport season as well as other social activities of the organization.

SUNSHINE

This committee shall consist of two members that will be responsible for extending the good will of the association whenever and wherever the situation calls for it. The committee shall have the authority to make routine expenditures for this purpose.

YVIAA LIASON

This committee shall consist of the president as ex-officio chairman, the president, and the executive secretary. The committee shall be responsible for all negotiations with the YVIAA and shall meet annually with the liaison committee representing that organization.

Chapter 3

BY-LAWS OF YVFOA

ARTICLE I: APPRENTICESHIP REQUIREMENTS

Section 1: An Apprentice is a person interested in becoming a Varsity Official status member as provided for in Article III of the Constitution. To become an apprentice, an individual must submit an application and pay all dues by the due date indicated by the YVFOA Board.

Section 2: Apprentices will serve a minimum of two years before being considered for advancement to Varsity classification. The Board may declare exceptions by unanimous vote of the Board members present and voting to advance an Apprentice to a higher classification earlier than the minimum two year requirement.

Section 3: The following instructions will be used to evaluate the performance for promotion:

- A. Peer group evaluations
- B. Summary of number and caliber of games worked.
- C. Any written reports from coaches or fellow officials bearing on the applicant's competency.
- D. Observations from mentors and veteran officials.
- E. Information from Assigning Secretary regarding number of games worked, cancellations, chain-crew, no-shows, fines and other information requested.

Section 4: With the recommendation of the Apprenticeship subcommittee, the Board may approve graduation to the rank of active member.

Section 5: The Apprenticeship subcommittee shall be responsible for training and setting standards for apprentices.

ARTICLE II: CONDUCT OF MEMBERS

Section 1: All members shall abide by the Association's Code of Ethics as established by the Ethics and Grievance committee and approved by the Board of Directors.

Section 2: The Ethics and Grievance Committee shall abide by the Ethics and Grievances procedures.

Section 3: Any official who is tardy or misses a game or cancels less than twenty-four (24) hours prior to the scheduled game is subject to disciplinary action as determined by the Board pursuant to Article V, Sections 5 and 6 of the Constitution.

ARTICLE III: ASSIGNING SECRETARY

Section 1: The Assigning Secretary is eligible to officiate any games assigned through YVFOA.

Section 2: The Assigning Secretary shall have voice without vote at Board meetings.

Section 3: The Assigning Secretary shall attend Board meetings at the direction of the Board.

ARTICLE IV: TREASURER

Section 1: The Treasurer is eligible to officiate any games assigned through YVFOA.

Section 2: The Treasurer shall attend Board meetings at the direction of the Board.

ARTICLE V: MANDATORY MEETING ATTENDANCE

Section 1: The Washington Interscholastic Activities Association and the Yakima Valley Football Officials Association require that members attend 75% of the Association's meetings. However, members attending NCAA Football Association meetings can count those meetings as part of the 75% requirement.

ARTICLE VI: DUE PROCESS

Section 1-Due process procedure:

- A. Any member(s) of the YVFOA may be disciplined for:
 - a. Conduct – any act or said action deemed to violate, discredit, dishonor or otherwise embarrass the best interests of the YVFOA or any member of the YVFOA.
 - b. Failure to meet membership standards of the YVFOA by breach of Board Policy, Constitution, or the By-Laws.

- B. Grievances will be addressed pursuant to the following procedures in Section 2.

Section 2-Complaint:

- A. Any complaint (grievance) of act(s) or conduct that coincide with the above shall be filed in writing or emailed to the Chair of the Ethics and Grievance Committee within four (4) calendar days of the alleged act.
- B. Any external (service group) complaint will be acted on, upon receipt, in accordance with the following process.
- C. At any time during the "Due Process" procedure, the filing agent may withdraw the complaint (grievance). The Grievance shall be closed and the Ethics and Grievance chair shall report that withdrawal and closure to the Board of Directors.
- D. The complaint (grievance) shall include:
 - a. Date of the grievance filing
 - b. Date of the incident and information including game site and teams involved
 - c. All names and/or parties involved, including witnesses
 - d. Nature of the grievance
 - e. Effect on the offended person reporting the incident
- E. Resolution desired, if any, by the reporting person

- F. The reporting individual or service group is encouraged to include all documents and pertinent information to support their position.

Section 3-Notification/correspondence:

- A. The Ethics and Grievance Committee Chair is responsible for notifying or corresponding with all parties within four (4) calendar days, unless otherwise specified.
- B. The Ethics and Grievance Committee Chair shall provide a physical copy of the complaint (grievance) of alleged misconduct along with interview times, dates, and locations to the accused and aggrieved.
- C. The physical copy of the complaint must be delivered to the accused and aggrieved member(s) by a means that provide positive confirmation of receipt by:
 - a. Confirmed email response within 1 calendar day
 - b. Certified mail with return receipt
 - c. UPS signature required
- D. All parties have four (4) calendar days to respond to correspondence from the Ethics and Grievance Committee, if requested to do so. Failure to respond shall be addressed by the Ethics and Grievance Chair.

Section 4-Informal hearing:

- A. The Ethics and Grievance Committee Chair shall schedule an informal hearing with the accused and aggrieved. The Informal Hearing shall be held before the Ethics and Grievance Committee Chair, or designated committee member(s), within seven (7) days of confirmed notification of the grievance.
- B. The hearing may be by telephone, email or in person with all parties in attendance, or one for each side.
- C. The member(s) filing the complaint shall present the alleged act(s) of misconduct to the Ethics and Grievance Committee Chair or designee.
- D. The grievated member (s) shall then be given the opportunity to rebut the accusations.
- E. If the Ethics and Grievance chair/designee can derive a mutually acceptable resolution, then:
 - a. The Ethics and Grievance chair shall prepare a "Corrective Action Statement". (Reference Section 3.3)
 - b. The Grievance shall be closed
- F. If the Ethics and Grievance Committee Chair cannot arbitrate a mutual acceptable resolution or finds sufficient cause for a Formal Disciplinary Hearing exists:
 - a. A formal statement of charges shall be prepared and presented to the Disciplinary Hearing Panel.
 - b. The Ethics and Grievance chair shall notify the Board of Directors of the Formal Hearing.

Section 5-Formal statement of charges:

- A. The Ethics and Grievance Committee Chair shall write a concise Formal Statement of Charges. The charges shall include, but not be limited to, the following:
 - a. Date of the incident.
 - b. Information including game site, teams involved.

- c. All names and/or parties involved, including witnesses.
- d. Nature of the grievance.
- e. Add pertinent information from the informal hearing the Ethics & Grievance chair feels necessary to include.
- f. Give notice as to the date, time and place of the Formal Hearing.
- g. Advise the respondent member(s) that they must respond to the Ethics and Grievance committee from the receipt of the Formal Statement of Charges
- h. Notify all parties in accordance with Notifications and Correspondence, Section 3, above.

Section 6-Formal hearing:

- A. A Formal Hearing shall be scheduled not more than fourteen (14) calendar days after the Formal Statement of Charges is delivered.
- B. The hearing shall be held in a quasi-judicial manner, and the strict rules of evidence shall not apply.
- C. The Agenda for the disciplinary hearing is:
 - a. Formal opening
 - b. Presentation of charges to accused
 - c. Accused rebuttal
 - d. Grievant submission of evidence, witness testimony
 - e. Accused submission of evidence, witness testimony
 - f. Formal Hearing committee panel questioning
 - g. Panel Discussion and Formal Hearing Determination (Ref. Section 7 Below)
 - h. Adjournment
- D. The Ethics and Grievance Committee Chair/designee is responsible for formal record keeping of the meeting, including identification of all participants or witnesses.

Section 7-Formal hearing determination:

- A. The Formal Hearing Panel shall:
 - a. By a 2/3 vote taken by closed ballot, find the accused to be either "Guilty" or "Not Guilty".
- B. The Determination shall contain the Committee's findings of fact(s) and their conclusions that are derived from those findings.
- C. The Formal Hearing Panel shall file its determination with the Ethics and Grievance Committee Chair, within two (2) calendar days after the adjournment of the Formal Hearing.

Section 8-Corrective action phase:

- A. The Ethics and Grievance Committee Chair shall:
 - a. Use the Fines/Penalty table and/or previous historic rulings, but not be limited to, in determining any corrective actions as is deemed appropriate.
 - b. Corrective action(s) shall be presented in a "Corrective Actions Statement". That statement should include:

- i. A formal request of reply for the Accused.
- ii. The findings of facts from the Informal/Formal Hearing.
- iii. A statement outlining what the corrective action shall be.
- iv. A time frame for compliance or completion of this corrective action.
- v. In all instances, a compliance time frame shall not be longer than 10 days from notification by the Ethics and Grievance Chair.
- vi. A statement of consequences of loss of "member in Good Standing" if the corrective action(s) or time frame for compliance are not met.
- vii. A request for all parties to respond (REF: Sect. 2) to the Ethics and Grievance Chair when:
 1. Compliance has been completed. The Grievance shall be closed and the Ethics and Grievance chair shall report the results to the Board of Directors.
 2. Compliance has not occurred and/or the corrective actions are unacceptable. The Grievance shall be forwarded to the YVFOA Appeals process and the Ethics and Grievance chair shall report this to the Board of Directors.
- c. Deliver the findings of the Formal Hearing Determination and the corrective action to the Accused, Grievant, and the Board of Directors in accordance with Notifications and Correspondence, Section 3, above.
- d. Confirm compliance.

Section 9-YVFOA appeals process:

- A. Upon a Determination of Finding by the Formal Hearing Committee Panel the accused or aggrieved member(s) may appeal. The appeal party shall respond to the Ethics and Grievance Chair in accordance with Notifications and Correspondence, Section 3, above.
- B. The Ethics and Grievance chair shall schedule an Appeals hearing before an Appeals Panel within four (4) days of the filing of the appeal.
- C. In the appeals hearing, the accused or aggrieved shall present to the Appeals Panel the basis for the appeal of the Determination or any part thereof.
- D. The members of the Appeal Hearing Panel may question either party and/or a representative of the Formal Hearing Committee.

Section 10-Appeals hearing determination:

- A. The Appeals Hearing Panel shall be required to uphold or offer suggestions to modify the Formal Hearing Determination.
- B. The Appeals Hearing Panel determination(s) shall be confirmed by a 2/3 vote taken by closed ballot.
- C. The Appeals Hearing Panel determination(s) shall contain their findings of fact(s) and their conclusions that are derived from those findings.
- D. The Ethics and Grievance Committee Chair/designee is responsible for formal record keeping of the meeting, including identification of all participants or witnesses.
- E. The Appeals Hearing Panel shall file its determination(s) with the Ethics and Grievance Committee Chair, within two (2) calendar days after the adjournment of the Formal Hearing.

Section 11-Appeals corrective action phase:

- A. The Ethics and Grievance Committee Chair shall:
- a. Revise the "Corrective Action(s)" statement if/as is deemed appropriate.
 - b. Corrective action(s) shall be presented in a "Corrective Actions Statement". (Reference Section 7 for details to be included in a "Corrective Actions" statement.)
 - c. Deliver the findings of the Appeals Hearing Determination(s) and the "Corrective Action(s)" statement to the Accused, Grievant, and the Board of Directors in accordance with Notifications and Correspondence, Section 3, above.
 - d. Request for all parties to respond (REF: Sect. 2) to the Ethics and Grievance Chair when:
 - i. Compliance has been completed. The Grievance shall be closed and the Ethics and Grievance chair shall report the results to the Board of Directors.
 - ii. Compliance has not occurred and/or the corrective actions are unacceptable. The Ethics and Grievance chair shall report this to the Board of Directors.
 - e. Confirm compliance.

Section 12-Final appeal: Any official still aggrieved by the recommendations of the Appeals Hearing Committee and/or the decision of the Board of Directors may appeal to the Washington Officials' Association and shall be subject to the rules and regulations of that body.

Chapter 4

BOARD POLICY

Section 1: Members failing to attend 75% of the scheduled meetings in a season shall be fined a fee of \$50.00 from their current year-end earnings. Additionally, they will be ineligible for play-off assignment the following year. Attendance will not be counted for a meeting if a member leaves prior to the completion of the meeting without first informing the Membership Chair as to the reason for an early departure.

Section 2: Current YVFOA members shall have until the end of September to pass the YVFOA written test and to be certified by the WOA as defined by the WOA By-Laws which may be found on the WOA website at <http://www.woa-officials.com>. If these requirements are not met, members will be ineligible to work varsity games.

Section 3: The only automatic excuse for missing a scheduled meeting shall be officiating an assigned game coinciding with the meeting time.

Section 4: No official shall be assigned more than three varsity games in one calendar week, unless there is an overriding requirement as determined by the Assigning Secretary and coordinated through the President.

Section 5: For administrative purposes, home schools will be notified of initial assignments of officials for Varsity and Non-varsity games via Arbiter Sports. Changes in assignments are subject to notification.

Section 6: When a league upholds a protest and replays the protested game, the YVFOA will charge full fees for both games and every effort will be made to assign a different crew for the replay.

Section 7: YVFOA will only review game films if the film is mailed or emailed to us. The film will be reviewed only with the idea of critiquing for the purpose of improving officiating, but not to correct abuses of rules or to provide for correcting bad habits on the part of the team and we will not enter into any discussions as to which teams or officials were involved.

Section 8: The Officers of YVFOA and Assigning Secretary are authorized to sign checks on behalf of YVFOA.

Section 9: The Board will provide the Assigning Secretary, prior to the season, points of emphasis and guidelines for assigning Varsity games.

Section 10: Unless there is an emergency, there will be no switching of positions at the game site without the advanced approval of the Assigning Secretary.

Section 11: All pre-season scrimmages and jamborees are to be assigned through the Assigning Secretary. It is highly encouraged that all officials participate in pre-season scrimmages or jamborees, when available, prior to working a Varsity game.

Section 12: YVFOA will pay the current mileage fee as opposed to a regular game fee for pre-season scrimmages/clinics and jamborees.

Section 13: If the case where a school schedules officials for a game(s) and changes the date of a game(s) without notifying our Assigning Secretary, the school shall be billed according to the fees dictated in the state-wide "Agreement Between WIAA Member Schools, Leagues, And Districts And WOA Associations And Boards."

Section 14: Each Varsity ranked official must submit an evaluation on every other official they work a varsity level game with. Apprentice ranked officials shall not evaluate other officials. The evaluations shall be done via the web based on-line evaluation system as chosen by the YVFOA Board. If a member does not have internet availability, this shall be brought to the Evaluation Chairperson's attention prior to the first YVFOA regular meeting for consideration.

Section 15: Officials are to arrive one hour and fifteen minutes and be dressed business casual for varsity games.

Section 16: Evaluations shall be done on-line and those evaluations shall be kept on a web-based platform for a period of the current season and the previous season. Evaluations are not required for grid kid football.

Section 17: All correspondence must be sent out on YVFOA letterhead and must be reviewed by the President or Vice-President if the President is absent. The Assigning Secretary is exempt from review for that correspondence which is part of the day-to-day job.

Section 18: There shall be a minimum of six (6) regular meeting dates, one National Federation Test date and one Business Meeting per year for a total of eight (8) meetings.

Section 19: Before an official can be assigned a football game, he/she must send a signed YVFOA Member Agreement to the Membership Chair and submit a completed form on line through the approved scheduling system.

Section 20: YVFOA will schedule the appropriate number of officials per contest. At no time will YVFOA members officiate a game with fewer than the following number of officials per classification level:

- A. Three (3) officials: High School Varsity
- B. Two (2) officials: All other YVFOA assigned contests

Section 21: Officials who take a leave of absence (LOA) of one (1) year or less shall, with Board approval, be reinstated at their former classification. LOA in excess of one (1) year shall, with Board approval, be reinstated at Varsity Level.

Section 22: Assigning procedures, referee policy, play-off policy, committee descriptions and all attachments to this handbook are YVFOA Board Policy per Article IX, Section 6 of the YVFOA Constitution.

Section 23:

- A. A member in "Good Standing" is a YVFOA official that complies with the following:
 - a. Has a completed YVFOA Application form on file
 - b. Abides by the YVFOA Code of Ethics (Chapter 1)
 - c. Adheres to YVFOA Constitution (Chapter 2)
 - d. Adheres to the BY-LAWS (Chapter 3)
 - e. Adheres to the YVFOA Board Policies (Chapter 4)
 - f. Current on WIAA/WOA and YVFOA dues for current season
 - g. Has a complete and signed YVFOA Member Agreement on file, due No later than September 30
 - h. An acceptable Criminal History Background Check Form on file
- B. Additionally, any YVFOA official desiring to work Varsity and/or postseason contests must qualify for WOA "Certified" membership in accordance with WOA By-Laws, due no later than September 30.
- C. That official shall accept the promotion to YVFOA Varsity Status from the Board of Directors, either by appointment through transfer-tryout or by promotion through the evaluation process.
- D. Loss of membership in "good standing" is defined as when all of the following exist or have occurred:
 - a. Found guilty of an Ethics & Grievance offense via the Due Process procedure as outlined under the YVFOA policy and procedures.
 - b. Failure to comply with the corrective action as directed by the YVFOA Board of Directors in the timeframe prescribed by said corrective action.
- E. Reinstatement of membership in "good standing" would be accomplished by compliance with the corrective action.

Section 24: Conflict of Interest Policy: This policy would only apply to Varsity level contests, league and non-league and playoffs. (Family member defined as immediate family member including children of the immediate family. Ex's Father, Mother, Son, Daughter, Sister, Brother, Nieces and Nephews.)

- 1. You are a school district employee or elected official.
- 2. If you are a coach at the high school level in any sport you cannot work games in that league.
- 3. You cannot directly sponsor or donate to that school.
- 4. Official's family member cannot be playing that sport at that High School.
- 5. Cannot have been a graduate of that school within the last 3 years.

Section 25: The YVFOA Board of Directors may conduct business via electronic mail in between scheduled board meetings per the policy attached as Attachment 3.

Section 26: The YVFOA Board of Directors will use Robert's Rules of Order as general guidelines for conducting meetings.

Section 27: All website content must be approved by the President or board committee chair as designated by the President to oversee web content.

Chapter 5

ASSIGNING PROCEDURES

Section 1-ssignment of officials:

- A. Without exception, all games worked under the auspices of YVFOA must be assigned by the YVFOA Assigning Secretary.
- B. The Assigning Secretary should make every effort not to work the same officials(s) together for more than two (2) consecutive Varsity games nor more than five (5) Varsity games during the regular season. The exception to this procedure will involve the assigning of officials working under the playoffs.
- C. Varsity Officials:
 - a. Shall receive preference for Thursday, Friday and Saturday varsity assignments. Assignments shall be made on previous year's evaluation ranking and rating, first with the overall then by position.
 - b. Shall be assigned no more than two (2) varsity games per week unless shortages create an emergency.
 - c. Must be certified by WOA.
- D. Apprentice
 - a. May receive varsity assignments only in case of emergency with approval of Association President or, if time permits, Board approval. Assigning Secretary will coordinate with Apprentice Chairman for current data regarding attendance, test scores, ranking by peers, observation game results and experience at position needed.
 - b. May not be assigned Thursday/Saturday varsity games unless all other varsity officials have declined assignment or, in case of emergency, with approval of the President.
 - c. Shall not be assigned as Referee of a varsity game.
 - d. Shall be assigned with the most experienced crews possible.
 - e. Must be certified by WOA to work varsity games.
- E. Transfer Officials:
 - a. All first year transfers shall initially be assigned to work with one or two varsity rated, current or past Board member(s).

Section 2-Assignments:

- A. An official shall not be assigned two varsity games in a row involving the same school, nor be assigned to work a member school more than 3 times during the regular season, when feasible.
- B. Non-varsity assignments shall be based on availability for that date and efforts will be made to assign a varsity official with an apprentice official.

Section 3-Assigning secretary responsibilities to association:

- A. Year-end membership earnings shall be paid as follows:
 - a. Top ten earnings makers
 - b. Apprentices
 - c. General Membership – order of earnings
 - d. Board Members

Chapter 6

TRANSFER POLICY

Section 1: YVFOA shall accept into full membership any official who is a transfer from another association, following receipt of written evidence from their former local association, and receipts of dues.

Section 2: Transfer officials will be placed into either the Varsity or Apprentice program. The following criteria will be used to evaluate and classify transfers:

- A. Have a minimum of three years of football officiating experience.
- B. Have worked at least 6 varsity games in the prior season.
- C. Have been a member in "good standing" in their prior association.
- D. Supplied written evidence of their above requirements from their former Secretary.
- E. Worked at least one "on-field" scrimmage in which they are observed by one, two preferred current or past Board members of Varsity classification who will make their recommendation to the entire Board pertaining to classification.

Section 3: Transfers who do not meet Varsity criteria will be subject to apprentice status and apprentice requirements, but will still be members of the "transfer program" and shall attend apprentice meetings.

Chapter 7

PLAYOFF POLICY

Article I: DEFINITIONS AND RESPONSIBILITIES

Section 1-Definition: YVFOA defines a play-off game as, “any regulation game played outside the regular season whose sole purpose is to determine advancement to the Gridiron Classic (State Finals). This does not include intra-league games which determine final seeding or pairing to District playoffs”.

Section 2-YVFOA board responsibilities:

- A. The Board shall determine and set forth criteria and/or guidelines which officials must meet to qualify for play-offs.
- B. The Board shall determine, with inputs from the WOA and the Assigning Secretary, the maximum number of officials required to service play-off needs each season prior to the Playoff Committee meeting.
- C. The President shall ensure that the Assigning Secretary secures the appropriate forms from WIAA, fills them out at the Play-off Committee meeting, signs and returns them to the WIAA within stated deadlines.

Section 3-Playoff committee responsibilities:

- A. A committee shall determine a sanctioned YVFOA list using the guidelines and criteria set forth by YVFOA Play-off policy. The committee shall consist of the President, Assigning Secretary, two previous state playoff officials that are not eligible in that given year, and one at-large member. At-large member shall be appointed by the President. The committee may be enlarged at any time by a majority vote of the YVFOA Board of Directors.
- B. The Committee shall determine the play-off list and from this list it shall also determine submissions to the WIAA for Semi and Final play-off assignments.
- C. Committee member responsibilities:
 - a. *President:* Shall bring all attendance information for regular and summer meetings.
 - b. *Vice-President:* Shall bring all state test score information, along with ratings from peer evaluation of previous year.
 - c. *Evaluation Chairman:* Shall bring evaluation scores and written comments.
 - d. *Assigning Secretary:* Shall bring updated information pertaining to assignments including number of Varsity games worked and assigned, number of missed assignments, official's availability information, number of late arrivals, number of turned down assignments and any written information from serviced group.

Section 4-YVFOA member's responsibilities:

- A. Assume the responsibility of meeting the requirements to qualify for YVFOA Playoff list consideration.
- B. Evaluate each official of varsity games worked with during the season.
- C. Review this policy and inform the Board of suggestions or concerns regarding this policy.

Section 5-Playoff list-Right of Appeal: Any member who feels that he/she met the requirements to qualify for the YVFOA Play-off list for a given season, yet did not make the list, has the right of appeal to the YVFOA Board.

Article II: STATE PLAYOFF LIST PROCEDURES

Section 1: Officials submitted to WIAA shall meet all YVFOA/WIAA criteria/qualifications.

Section 2: Assigning Secretary shall notify President of any WIAA changes and procedures.

Section 3: State lay-off Committee shall convene to select officials from YVFOA Play-off list to send to the WIAA.

Section 4: State Playoff Committee shall consider the following for the WIAA list:

- A. Number of allocations by the WIAA
- B. Number of positions requested by WIAA
- C. Previous YVFOA Play-off experience
- D. Previous WIAA Play-off experience
- E. Combination of official ratings using overall rank and by position

Section 5: The Assigning Secretary shall complete the WIAA form and submit to the President who shall sign off and send the document to the WIAA.

Section 6: Officials may not be on the WIAA list list if they worked a Gridiron Classic Final the previous season.

Section 7: Officials may not accept assignment by the WIAA for positions other than that for which they were submitted. Officials so assigned must notify the President immediately. The President shall notify the WIAA if irregularities occur. Officials who may lose an assignment will automatically be resubmitted to the WIAA the following year provided they meet YVFOA requirements that season.

Section 8: Officials turning back a WIAA assignment must write a letter to the Board stating the reason for turning back the game. The Board will determine their eligibility for play-off consideration the following year.

Article III: YVFOA PLAY-OFF POLICIES

Section 1: An official must work a minimum of seven (7) varsity games.

Section 2: An official must be a member of YVFOA for twelve months.

Section 3: An official must be classified as "Varsity".

Section 4: An official must have worked a minimum of four (4) games by the end of the 8th week of the regular season, at the position for which he/she is being considered, and it shall be each official's responsibility to coordinate with the Assigning Secretary to ensure that this requirement is fulfilled.

Section 5: An official must be available during the playoffs. Any official, who after stating availability for playoffs, and due to reasons not totally beyond his control, turns down an assignment, shall not be eligible for play-offs the following season.

Section 6: It is the goal of the YVFOA that the Assigning Secretary, to the best of his efforts, assigns only officials appearing on the list to Playoff games. If for some reason the district or state requests officials not on the Playoff list, the Board shall convene to act accordingly on the situation. The Assigning Secretary shall notify the President of any requests by coaches, schools, and districts, regarding Play-off assignments.

Article IV: PLAYOFF CRITERIA

Section 1: Peer evaluation scores.

Section 2: Fall meeting attendance.

Section 3: Availability during the Playoff period.

Section 4: WOA test completed on his or her own by the shut-off date by the WOA each year.

Section 5: Number of total games worked for the season at the position needed.

Chapter 8

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Yakima Valley Football Officials Association not to discriminate against current members or prospective applicants/officials on the basis of race, color, sex, age, martial or veteran status, national origin or the presence of any sensory, mental, or physical handicaps. It is our intent that such policy shall apply but not be limited to selection, scheduling, training, transfer or promotion in classification, recruitment, rates of pay or other forms of compensation, career development, disciplinary action, or termination.

Each officer acting in connection with selection, promotion, training, benefits, demotion, disciplinary action or termination shall in good faith and with all diligence comply with this stated policy as published in applicable state and federal laws. This policy is intended to insure that all members/officials are treated with respect and dignity. Any form of harassment or discriminatory action by fellow officials, coaches, players or other individuals associated with Yakima Valley Football Officials Association is expressly prohibited and will not be tolerated.

Officials who feel they have been discriminated against or harassed in any manner should notify any member of the Board of Directors or the Associations designated Ethics and Grievance Chair as listed on the Support Personnel Roster. The Grievance Board Chair is responsible for the implementation, development/training and investigation of any violations of this policy.

Attachment 1

UNIFORM FOR FOOTBALL OFFICIALS

The official uniform for all contest assigned by YVFOA shall be in accordance with the standards set by the National Federation as delineated in the National Federal Officials Manual. Additionally, the following items/exceptions are authorized by YVFOA:

1. Shirt: Crew shall wear the same style sleeve length during assigned contest. The WIAA patch shall be centered on the pocket. The American Flag shall be placed five (5) inches below the shoulder seam on the left arm. No other patches, insignias or ornamental pins are authorized.
2. Jackets are not authorized to be worn during a Varsity contest. Only striped jackets are allowed to be worn during any NON-Varsity school contest.
3. Solid black coaches or athletic shorts with socks may be used for Grid Kids football games.
4. Black pants with a white stripe down the leg and black crew socks are allowed if all officials on a game are wearing the same type of pant. If any crew member does not have black pants with a white stripe and black crew socks, the entire crew must wear the regular uniform's knickers and socks.
5. Members will comply with Federation requirements for jewelry with the exception of rings.

Attachment 2

YVFOA SPORTSMANSHIP AWARD

The Board of Directors for YVFOA has created an award that will highlight in a positive way, our association recognizing the role that sportsmanship plays in high school athletics. Through this award, we hope to continue to foster the importance that both the National Federation and YVFOA place on the positive aspects of high school football. Membership participation will be on a strictly voluntary basis in the establishment and continuation of this annual award.

The purpose of this award is to promote and reward positive sportsmanship exhibited on the field by a team in our service area. It will further reward a member of that squad who exhibits those positive sportsmanship qualities looked for in high school student/athletes.

Team Sportsmanship Award

YVFOA members will nominate to the Board of Directors a school that they have had the opportunity to observe during the season that has exhibited a high degree of sportsmanship during a game. Consideration should be given as to how the team handles itself on the field, the attitude displayed by the coaching staff and the players in dealing with both positive as well as adverse situations, and how the team met the expectations of the crew regarding sportsmanship.

The Board of Directors will compile the list of candidates prior to the last regular association meeting of the year and will present the list to the membership for consideration. At that time, members may present their reason as to why a team was nominated and deserves this award recognition. The association will vote during the last regular season meeting. Two awards will be presented during the year. These awards will be determined by a vote of the membership present at the last scheduled annual meeting.

The School Sportsmanship Award(s) will be in the form of a plaque presented to the school by the Board of Directors on behalf of the membership of YVFOA

Attachment 3

BOARD VOTING BY EMAIL POLICY

Email voting may be used by the YVFOA Board of Directors when an important issue must be discussed and decided upon prior to the next scheduled meeting of the board. This policy documents how such email voting may take place. This policy assumes all board members have email accounts.

1. Email voting should be used only for matters of great importance and/or urgency to the organization, which must be decided before the next scheduled meeting. All other issues should be addressed at the next regularly scheduled meeting of the board.
2. Email voting will not be used to revise Board Policy, to change membership dues and categories, or to establish or revise the yearly budget. It will not be used to authorize expenditures of more than \$500 unless such expenditures have already been included in the yearly budget.
3. All email discussion and voting will be accomplished by using the board@YVFOA.com email list. Emails to individuals will not be used.
4. The motion must be seconded by a board member before any discussion will take place. If no second is made, the motion will be considered to be deferred until the next regularly scheduled board meeting.
5. Any board member except the President may make a motion via email.
6. The member who proposed the motion may, at any time prior to approval, withdraw the motion or defer the motion to the next scheduled board meeting.
7. The motion will expire in seven calendar days or at the start of the next board or membership meeting – whichever comes first.
8. All board members except the President may vote. The President may vote to break a tie.
9. Five affirmative votes are required to approve an email motion. If the motion doesn't receive the required five votes within the seven calendar days deadline it fails. The member who proposed the motion is automatically counted as an affirmative vote.
10. Email motions can only be voted up or down. They can't be amended.
11. The secretary shall be responsible for tallying the votes and informing the board of the outcome. Votes should be circulated to all board members using the board@YVFOA.org mailing list. If a member fails to use the board@YVFOA.org mailing on his/her vote, the secretary shall be responsible for forwarding the email to the mailing list.
12. The subject line should include the word "Motion."
13. The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
14. Board members should include the words "I vote No" or "I vote Yes" in the first line of their response. Any member of the Board who does not respond or who is not available to email prior to the seven calendar days deadline shall have his/her vote considered a "no." An abstention will also be considered a "no" vote.
15. The board shall review any email motions, approved or unapproved, at the next board meeting. The secretary should include that review in the minutes of the meeting.

16. Passage, denial, deferment, or lack of action on an email motion will not in any way affect the power of the board to address the same issue at future board meetings.

Attachment 4 EVALUATION GUIDELINES

Preparation

Arrives on time, uniform conforms to code, actively participates in pre-game.

1. Uniform is clean and sharp looking
2. Looks professional and confident when arriving, best judged by players, coaches and "fans" that may observe the arrival
3. Comes up with helpful and timely comments in pre-game, even for lower level => conducts a pre-game!
4. "R" has officials game cards filled out prior to arriving at the game site.
5. Officials carry spare uniform components (in case of damage)
6. Shoes shined, socks clean (not mud stained), knickers clean (not mud stained)
7. Uniform negatives: Using a Basketball Official's uniform top (without pocket); having a hat that looks like it is one of the original versions from the "old days;" Having knickers with the elastic in the legs all but gone, allowing the pant leg to travel down the leg.
8. Participates in pre-game, Shoes already shined, (don't shine shoes at pre-game)
9. On time, dressed prior to pre-game, pays attention and contributes. Knows position responsibilities and is able to communicate what actions to expect or what help he/she might need or be able to give in certain situations during the game.

Attitude

Demonstrates teamwork, positive influence on crew and others.

1. Very helpful and supportive to everybody, but especially the least experienced members of crew
2. Enjoys the job and looks like it!
3. Gives positive feedback to other members of crew.
4. identifies situations, offers positive feedback
5. address situations immediately, in a timely manner
6. Doesn't embarrass a fellow crew member, player or coach.
7. "Can do" is always a positive; "I don't care" is always a negative. Both can be seen in the official's body language and voice.
8. Should handle constructive comments (negative comments, don't have chip on shoulder etc.) If you have had a bad day at work/home leave it in the car, don't pout.
9. Professional, positive and upbeat. Able to have fun but not distract from game responsibilities at hand. Able to stay positive with other members of the crew when difficult situations arise such that the crews work does not deteriorate later.

Judgment

Judgment - Makes consistent and proper calls appropriate for situation, demonstrates game and common sense.

1. Professional and consistent dealings with coaches and players
2. Chooses the appropriate time for a "no call"
3. Naturally knows when to help out another official who may be out of position, or confused.

4. clearly applies the correct rule for the play situation
5. applies rules for play situations
6. calls the same foul for the same action each time
7. Judgment: This is a hard abstract term to place concrete examples.
8. Chooses the appropriate time for a "no call" or good call.
9. Naturally knows when to help out another official who may be out of position, or confused.
10. Careful with this one, some veterans or new guys, get offended easily on this topic.
11. Applies rules properly and consistently. Knows the difference between dead ball and at the snap infractions, also difference between unsportsmanlike and personal foul. Does not attempt to change an infraction to another to punish one team.
12. Understands the difference between the "letter" of the rules and the "spirit" of the rules.
13. Uses preventative officiating as frequently as possible

Rules Knowledge

Uses appropriate and consistent application of the rules, aware of all fouls and their enforcement.

1. Able to discuss the rules properly and appropriately with officials, coaches and players.
2. Chooses the appropriate time for a "no call".
3. Naturally knows when to help out another official who may be out of position, or confused.
4. Clearly applies the correct rule for the play situation.
5. Calls the same foul for the same action each time.
6. Knows the penalty for each foul when signaled by the referee.
7. Chooses the appropriate time for a "no call" or a good call.
8. Correct terminology and rules location in the book. (Know definitions, where rules are found)
9. Try to be in good position to make call. (this crosses over with good mechanics)
10. Able to communicate the application of the rules clearly.

Signals

Appropriate, distinct, sharp

1. Signals as sharp at the end of the 4th QTR as they were in the opening kickoff
2. Signals shown as soon as reasonably possible to help other officials move game along
3. Puts self in position where signals can be seen by others
4. Knows correct signal for reported foul if asked by "R"
5. Holds, exaggerates, accentuates signals when asked by other officials
6. Acknowledges other officials signals
7. Clearly relay signals to the middle (Ump/Ref) during/after pass plays either complete or incomplete. Retain the clear, consistent, sharp signals even if the score is a gazillion to zip in the 4th quarter.
8. Not moving when giving signals.
9. Distinct, sharp, controlled. Signals should not be rushed and held until information is relayed.

Mechanics

Proper position on all types of plays, smooth movement.

1. Knows the mechanics from the books and pre-game, uses, evaluates and teaches others.

2. Easily moves within the players without being an obstruction or putting self in danger.
3. Referees from a wide position (outside in) to the play, doesn't turn back to the field.
4. Works to prevent play and/or players from getting behind him closes at end of play, projects a "presence".
5. I don't have a problem with another official calling a penalty in an area I am supposed to be covering . . . maybe I didn't see it. Clearly giving an indication of the on-the- field count of players to the appropriate official.
6. Moves smoothly, not too quick or too slow. Good sideline control helps with this.
7. Know YVFOA exceptions, keeps head in game between downs, look professional prior to the snap
8. Don't move too far ahead of play. (read play, run or pass)
9. Proper position on all types of plays. Movement is controlled not rushed. Example: When play inside the five moves crisply to goal line such that attention on other responsibilities is not lost.
10. In position to be able to "slow down and then go slower".

Hustle

Anticipates plays and moves to cover.

1. Physically fit (for age) and can easily keep up with the game. (understandable to be puffing after a long run or pass)
1. Moves like an old experienced racquetball player, watches the play and moves easily to the right spot.
2. "Verbal hustle": uses the correct terminology to efficiently explain situations and rules to teammates, coaches and players.
3. Jogs or brisk walks when moving to his next position.
4. Does not slow play by delaying getting to into position (distracted at sideline, team bench, non-players, players questions, or coaches) moves to cover a spot releasing crew member to report (a foul) to the referee.
5. Seems to always be there where ever the ball is located. During tense games, the official is always in the pile and with a swiveling head/eyes to forego any problems.
6. Jogs back to positions between downs. Always on the move, (smoothly) during the down, know how to read plays.
7. Can adjust coverage to changing situations smoothly to ensure proper coverage. Example: Treats 3rd or 4th (under 1 or 2 yards) and short the same as plays inside the five moves to line to gain so as to be in position to rule on first down.
8. Hustles to be in position to apply proper mechanics.

Poise

Tactful handling of game situations, good game control, shows confidence.

1. Confident when talking with players and coaches.
2. Posture and signals on the field demonstrate confidence to everybody on and around the field.
3. Uses tact and good judgment when dealing with coaches and players.
4. Proper comm. with sideline. (coaches, non-players)
5. Positive reaffirmation of rules with players, don't criticize, yell.
6. Doesn't embarrass a player, coach or crew member.
7. Impervious, or nearly so, to the taunts of coaches and players, but to a point . . . draw the line

- and let them know where it is.
8. Know info, don't make things up.
 9. Stays calm, does not resort to baiting statements with coaches and players when they are out of control.
 10. Able to overcome mistakes and continuing officiating game.

Alertness

Awareness of game conditions such as down, distance, time.

1. Knows when and how to remind other officials about what is coming up.
2. Has a sense where the line to gain is and reacts accordingly.
3. Knows the team tendencies and uses this knowledge to adjust position and focus.
4. Knows what play is appropriate for down/distance at this position on the field. (3rd down - passing situation: 4th down - Punt?/field goal?)
5. Have the sideline cleaned up (teams moved back, non-players moved back) before you need the space.
6. Remains focused to on- field activity, not distracted by off field actions. Does not have a "Deer in the headlights" look on plays. Knows what is happening at all times.
7. For Ump to stay on the ball until the Ref is ready . . . and for the Ref to tell the Ump the he is ready and to get off the ball. Getting together after the quarter is over to communicate distance, down, ball position, etc.
8. For Ump communicate fourth down field goals and live ball play. Continual dialog with the players in the middle.
9. Knows clock status after a foul etc. and is able to communicate it. Knows # of player that committed penalty.
10. Aware of sideline.

Communication

Communicates clearly with officials, players, coaches, regarding fouls, penalties, time, down, etc.

1. Knows the rules and uses correct terminology with players, coaches and other officials.
2. Knows the right time to give some verbal advice or info to another official.
3. Voice is loud enough to be heard when necessary.
4. Holds, exaggerates, and accentuates signals when asked by other officials.
5. Acknowledges other officials signals.
6. Reports all pertinent data clearly to the referee.
7. Knows the right time to give some verbal advice or info to another official. ****also know how to handle comments (see attitude)
8. Always talking to players and officials (down/distance, time, etc) during to the game.
9. Consistent and clear communication on down, distance, count, line to gain, time etc. Ability to give and receive information to ensure proper application of rules.