

# Policies & Procedures Manual

## Denver Football Officials Association

### Member of Colorado Football Officials Association

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This *Policies & Procedures Manual* is a compilation of the policies and procedures as enacted by the Denver Area Directors of the Denver Football Officials Association (DFOA) as submitted to the membership on May 1, 2009, and amended in 2010, 2011, 2012 and 2014.

**Failure to abide by these policies and procedures will lead to suspension and loss of playoff privileges.**

## **Alcohol Consumption and Substance Abuse**

Consumption of ANY alcoholic beverage or illegal substance prior to the game on the day of a game is expressly forbidden. Any complaint filed by a school against an official for violation of this policy will be reviewed by the Area Directors and may result in suspension or dismissal from this organization.

## **Amendment of the Policy and Procedure Manual**

May be amended or repealed by a simple majority vote of the active area directors.

## **Appearance**

One of the critical factors affecting perception of an official's ability is an individual's appearance. It is important that an official start a game in a clean uniform, including clean polished foot wear. There may be extenuating circumstances, such as closely assigned contests wherein an official may display the results or working in inclement weather. If there is travel between multiple games, the official should have extra knickers/shorts and a shirt that the official should change into before starting another contest. Personal grooming, particularly facial hair, is also important. If an official has a beard, or mustache, they should be groomed in good order. If an official is normally clean shaven they should also appear at their assignment clean shaven.

**Officials should be in good physical condition and good health. The DFOA recommends that each member seek an annual physical from their physician.**

## **Area Directors**

- 1) Serves as liaison between DFOA membership and the CFOA State Board.
- 2) Develop and devise chapter budget
- 3) Maintaining records of attendance, test scores and any other bookkeeping items
- 4) Assist State Leadership with the master clinic
- 5) Determination and discipline of any member not abiding by CFOA Guidelines/DFOA procedures and policies
- 6) Conducting and education of the members with the latest NFHS and CHSAA rules/mechanics
- 7) Attend monthly meetings February - June and bimonthly meetings July – October
- 8) Recruitment and retention of new members - assist in the training of the new members
- 9) Facilitation and implementation of a strategy plan for the DFOA
- 10) Work in conjunction with CHSAA to determine playoff officials based on members minimum requirements
- 11) Attendance at two State CFOA board meetings - December and June
- 12) Supply information to CHSAA by April on meeting dates, test dates, books needed, etc.
- 13) Any duties which the Denver CFOA members determines to be appropriate for the chapter
- 14) The directors will divide the following duties among the four directors each year in the month of January.

They will run for the term of the director for consistency.

CHSAA Liaison, CFOA Liaison, Rules Interpreter, Crew Chief Liaison, New member/Apprentice Coordinator and technology.

### ***Election of Area Directors***

*Those interested in running for an area director's position must complete an application form and submit to the current area directors before the third meeting of the year. Voting will be open to all members and use of online voting may be used, but voting will be required to be completed by the second meeting in September.*

## **Arrival at Games**

Each official shall arrive at Varsity contests at least 60 minutes before the scheduled starting time of the game. For any lower level contest, officials shall arrive at least 30 minutes in advance of the scheduled game starting time. For weekday contests where an official is coming from work, the official shall arrive as soon as possible within the above parameters. Referees shall report to their assigner and area directors any official that arrives at the contest later than the scheduled starting time. Multiple instances of tardiness by any officials will be addressed through review by the Area Directors.

## Chain Crews/Chart Penalties

First-year officials shall work at least two (2) contests as a member of the crew at contests wherein the DFOA has agreed to provide officials. Associates may also be recruited to work such contests as needed. Crew officials shall wear a black shirt/jacket and remaining full uniform components (less flag, beanbag and other ancillary items) to the contest and report to the head referee as a crew at least one hour before the contest. Crew assignments will be assigned in the same manner as normal assignments by the Area Directors. The associated learning experience is second only to being on the field. Please contact the Referee of the contest before the date of the contest so the Referee can make arrangements for your participation.

## Closed Dates

Each official shall submit closed-dates (dates and times wherein the official will be unavailable to accept an assignment) either through the online system or in written form to the Area Directors/Crew Chiefs. If possible, closed date notification to assignors should be as far in advance of the date as possible. Multiple refusals of assignments may result in further fines after review by the Area Directors. Extenuating circumstance turn-backs may be reviewed by the Area Directors. At minimum, a third turn-back of a previously accepted assignment will result in a varsity game fee fine plus loss of play-off privileges.

## Code of Ethics

The Code of Ethics as published by the *National Federation of State High School Associations* shall be recognized by the DFOA as applicable to all members of the organization. Items apply to all levels of contests assigned by the DFOA. Some items may have further embellishment in the *DFOA Policies & Procedures Manual*. The details of the *National Federation Officials Code of Ethics* follow.

**Officials** at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

**Officials** shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

**Officials** shall work with each other and their state associations in a constructive and cooperative manner.

**Officials** shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

**Officials** shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

**Officials** shall be punctual and professional in the fulfillment of all contractual obligations.

**Officials** shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

**Officials** shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

**Officials** shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

## Committee Participation

Membership is encouraged to participate in committee meetings as a member or attend the meetings to contribute input. All DFOA committee meetings are open to all members. The committee chair may ask guests to leave the room during sensitive/personnel discussions. All committees shall use a majority vote process when a quorum is present. Ballots may also be recorded from emails, or other participatory means with the voting record being maintained by the committee chair and resultant tabulation being available for committee review. *Roberts Rules of Order* shall be the methodology of meeting decorum.

To attend meetings please contact the committee chair with notice of your intent to attend. Some meetings are posted on the Internet site, but you may have to obtain location and time from the committee chair for some meetings.

## Conflicts of Interest

*No official shall work a varsity game which may be seen as a conflict of interest. Examples of such conflicts include:*

Child attends one of the schools (applies to all levels)  
Child plays for one of the teams (applies to all levels)  
Official works for the school  
Official works for a district of one team but not both  
Official attended the school within the past five years  
Official is related to the coach of one of the teams

Officials should not accept more than two games for any team in a season.

Officials should not be assigned to the same team during post season play more than once.

Assignors should not work games they assign where teams are from their assigning schools and one that is not.

Assignors should endeavor to not assign themselves to more games than the average for other officials.

Any other situation where there can be a perceived conflict of interest that would detract from the integrity of the crew or unbiased officiating of the game.

## **Contractual Relationship of Members**

By becoming a member of the DFOA, each member of the DFOA agrees that these policy and procedures and all other rules, regulations, directives, instructions and policies of the DFOA, including the CFOA Constitution and the agreement between member schools, shall be binding upon the member and the member shall abide by the DFOA policies and procedures.

## **Crew Chiefs**

### **Definition:**

A crew chief in the DFOA is a person who has been selected by the selection process (defined below) to manage, educate and oversee the scheduling, growth, and continuity of a crew of varsity and sub-varsity football officials in the Denver metro area for a three-year period. The number of crews and crew chiefs will be determined each off-season based on association members, CHSAA sanctioned schools, and games that will be assigned to the DFOA.

### **Requirements:**

There are a number of items that a person must be able to commit to in order to fulfill the duties of a crew chief, they are listed below in no certain order.

A crew chief must...

- 1- Attend the proper number of in-season meetings (5), and a master clinic a minimum of once every-other-year
- 2- Assure that his dues are current and paid by December 1<sup>st</sup> each off-season.
- 3- Work at least 60% of the varsity games assigned to his crew.
- 4- Officiate at least three sub-varsity games each season.
- 5- Attend 1 varsity games of his crew that he is not working in order to perform a written evaluation. A crew chief must be able to address deficiencies in a crew member and outline a plan for improving the deficiencies. No game fee will be paid.
- 6- Attend or work sub-varsity games with non-varsity eligible crew members in order to perform a written evaluation when possible.
- 7- Demonstrate that he / she are mentoring the crew in the areas of rules, mechanics, communication, attire, and professionalism. ie... pre-season meeting with crew.

- 8- See to it that game reports get turned into CHSAA consistently and timely for each varsity assignment assigned to his crew. This should be done within 72 hours of each contest.
- 9- Attend a minimum of 75% of the off-season and in-season crew chief meetings as set by the area directors.
- 10- Be physically fit and have an athletically fit appearance that reflects my professionalism as a sports official.
- 11- If an individual feels that he cannot continue to commit to the duties listed above, the courtesy of a notice-of-resignation will be expected prior to January 1.

#### **Disciplinary Process:**

Once an individual has committed to become a crew chief and it is determined by his peers that he can no longer fulfill the requirements, it can be recommended by no less than two other crew chiefs to the area directors that he be addressed in the following manner.

- 1- Area directors will address the concerns of the fellow crew chiefs, and will conduct an informal discussion. Written notes of the meeting must be kept on file.
- 2- If the first step fails, a written letter will then be sent to the non-compliant crew chief signed by the area directors stating that immediate compliance to the Crew Chief Requirements must be adhered to or formal steps toward the termination of his position will begin.
- 3- If corrective action is still not evident, a vote will be taken by the remaining crew chiefs and area directors to determine if the non-compliant crew chief will be relieved of his duties as a DFOA crew chief. A simple majority of those in attendance will be required to remove a crew chief. If termination is to happen mid-season an interim crew chief will be elevated from within that crew to maintain continuity. In order for the interim to maintain the position for the following season, he will have to apply for the position along with the rest of the association during the off-season.

This disciplinary process can be expedited if, in the opinion of the area directors, the crew chiefs, or the association, a crew chief has committed some level of "gross misconduct". This could include certain illegal or inappropriate acts that disgrace the reputation of the DFOA will be dealt with by an immediate action up to and including expulsion.

#### **Application Process:**

In order to apply to become a crew chief a person must fill out a "Crew Chief Application Form". Only forms from members in good standing with the DFOA or other high school football officials association for at least 8 years will be considered. The application form will have specific instructions as to who will be collecting the forms and will simply ask for some personal contact information and a resume outlining the applicant's qualifications and desires to become a crew chief. This process will take place sometime early after a football season has completed. Once an application is received it is assumed by the selection committee that the applicant understands the requirements. Applications will be cut off on December 31<sup>st</sup> each off-season.

#### **Selection Process:**

After the application deadline passes a selection committee will review all applications. They will then discuss, and vote on who will fill the vacant crew chief positions. Crew chiefs will be selected for three year assignments and must re-apply at the end of the assignment to be considered for another crew chief assignment. The selection committee will be made up of the current area directors, and five (5) other members of the DFOA selected by the area directors for a total of nine (9). Selection of this committee will be open to the membership. No current crew chiefs or those applying to be a crew chief may be on the selection committee. Those that apply to be a crew chief must receive six (6) votes from the committee to become a Crew Chief.

#### **Playoff Eligibility:**

There are no specific restrictions of play-off advancement.

## **Crew Member Selection**

Each year in February, the crew chiefs will assemble to select members for their crew from those that passed the new officials class and test.

*Every three years crews will be selected by crew chiefs using a selection process developed by a committee for this purpose consisting of Area Directors, CFOA members and Assignors. (Changed Oct 2012)*

## **Crew Transfers**

Any DFOA member that is in good standing and has paid their annual dues by December 31st can request a transfer from his or her current crew for the upcoming season. It must be sent to the current area director that is in charge of transfers no later than December 31st. All transfers are subject to current crew chief's decision and cannot be guaranteed.

## **Dues**

Dues shall be submitted and received by the Association no later than December 1st of the current officiating year. A late fee of \$30 shall be assessed for dues received after December 1st. Any check returned for insufficient funds shall result in a fee of \$35 being assessed the delinquent official. Any member who has not paid their dues by April 1st shall be considered a non-member of the association and is subject to review by the Area Directors before reinstatement. Those not paid by April 1<sup>st</sup> will not be eligible for the Varsity draw and removed from their current crew. Any member paying dues between April 2 – August 15 will be re-assigned to a crew by the area directors and may be eligible to work varsity games after the draw is completed.

## **Electronic Dissemination of Information**

The Association will provide a website to disseminate organizational information from time to time to individual Members in lieu of written copies. Any official form that requires information and/or the signature of a Member can be provided or submitted via electronic means. The site administrator will be responsible for including that information which is approved by the Area Directors for distribution. The official DFOA chapter website is [www.cfoa-denver.org](http://www.cfoa-denver.org).

## **Evaluations**

Evaluations and the resulting ratings will be used for future game assignments and playoff considerations. Because of the importance of these ratings in an official's selection for important games and post season assignments, they should not and cannot be taken lightly. The evaluation system will involve two areas of evaluations: Crew Chief Evaluations and Director Evaluations. Evaluation scores and comments will be made available to the evaluated official throughout the season. The evaluations will be used as a primary category to determine if an individual is eligible for post season games. These evaluations in addition to the list of restrictions listed under Playoff Assignment Considerations will determine who will be nominated for playoff assignments.

### **Crew Chief Evaluations**

He/she will provide a separate evaluation of each of his varsity members for a game in which he observed rather than participated. The evaluation will be provided in the form provided by the directors prior to the beginning of the season. If possible, the evaluation process will be available on the association web site. If not, they will be submitted to the director assigned the duty of Evaluations at the next scheduled general meeting. They can also be submitted via mail to the Evaluations director. No game fee or mileage will be given, although a stipend as determined by the Area Directors at the beginning of each season may be provided to those evaluating a game. Total stipends shall not exceed \$100 in any given year. (Changed Oct 2011)

### **Director Evaluations**

The directors will either individually or as a team evaluate each of the crews during the regular season. The evaluation will be in the form provided by the directors prior to the beginning of the season. These evaluations will be provided to the Crew Chiefs within 7 days of the game evaluated. The scores may be posted and retained for use during the post season crew assignments. They may also evaluate the crew members of the crew individually but if they do, they must evaluate all members for all crews that they observe. No game fee or mileage will be given, although a stipend of \$10 may be requested by those evaluating a game. Requests for stipends shall not exceed \$100 in any given year.

## Failure to Appear for a Contest

A failure to show up for a game you have accepted will be reviewed by the Area Directors and the official will be subject to penalties for such failure to honor the assignment unless having previously notified the Assignor or there was a legitimate emergency, as determined by the Area Directors, which prevented the official from fulfilling the responsibility. A failure to appear may result in a fine or other action by the Area Directors.

## Fee Structure

Game fees are set by CHSAA and will be announce to the members via the website.

## Felony

Each member is required to list any felony conviction of record at time of application to the CFOA. Each member shall also be responsible for reporting the incurrence of any felony charge to the Area Directors.

## Filling Vacancies for Varsity Games

Individuals involved – Officials who cancel, crew chief and league assignor.

The following steps will be followed:

1. Official who needs to cancel informs crew chief ASAP.
2. Official who cancels will personally inform assignor to let them know that the crew chief will be contacting assignor regarding this vacancy.
3. Crew chief will contact assignor. Crew chiefs prefer that the substitute comes from their crew, if possible. If substitute from crew is not available, crew chiefs will pick a substitute from another DENVER crew.
4. Regardless of how substitute is located, crew chief contacts home school to inform them of the change.

In addition, crew chiefs would like to know what officials are not available for games involving particular schools or leagues. For example, an official who works at a particular school or an official who has deemed unsatisfactory by a league, athletic director and/or head coach.

## Game Day Card

The game day referees are required to hand out cards to both head coaches and provide a card for the back judge to give to the announcer. The card should list the date, time, teams, and official's names by position. **At no time will the card include official's telephone numbers or other personal information.**

## Independent Contractors

All officials working ANY game do so as independent contractors. As such, you are not an employee of the school, or the DFOA, and your Service as a game official DOES NOT come under the auspices of the *Worker's Compensation Act*. Payment of dues to the DFOA does not guarantee receiving any assignments to officiate. Assignments are exclusively at the option of the assignor and the Area Directors.

## Mechanics

DFOA will strictly use the National Federation Officials Manual only.

## Meeting Attendance Requirement

Must attend at least five (5) meetings throughout the season and must have attended the master clinic once in the last two years to become playoff eligible; attend at least three (3) meetings per season and must have attended the master clinic once in the last two years to remain varsity eligible. First year officials must attend three (3) meetings or you will remain under Rookie status. No exceptions are allowed for meeting attendance.

Working a scrimmage will count towards one (1) meeting credit. Taking the test with your crew will count as one (1) meeting credit.

## **Personal Conduct**

Each official is required to act in a professional manner. Officials are to avoid any derogatory comments towards players, coaches, administrators, fellow officials or spectators. Officials will avoid hostile contact with any player, coach, fan or other official. Failure to abide by this rule will lead to suspension and loss of playoff privileges.

## **Play-off Assignment Considerations**

Post season assignments will be made following a pre-established process. Typically DFOA will receive and manage playoffs that will decide league and division rankings, to include championships. Assignments for these games will be assigned as follows:

### **1<sup>st</sup> and/or 2<sup>nd</sup> rounds (not Semi Final or Final State Championship games)**

1. Crews may be assigned.
  2. Crew chiefs may assign the officials for these games and must submit these names in writing to the area directors.
  3. If a crew chief or the area directors does not feel he has sufficient qualified officials within his crew, they may request other officials.
  4. Only Officials that meet qualifications for post season will be used
  5. Officials will only be used in their primary or secondary position and only if they worked in that position in at least six games during the regular season.
  6. No official will be allowed to work more than one post season game in one week.
  7. No more than 2 college officials may be used in any post season game.
  8. State Championship officials for the previous year will be eligible to work a maximum of two (2) playoff games, not to include a semi-final or final game, excepting 8Man and 6Man Championship officials who can work any game(s). 8Man and 6Man officials can officiate a maximum of three (3) games if a State Championship is the third playoff game.
- 2) Area Directors can work a maximum of two (2) playoff games, including, but not beyond, a quarter-final game.

### **Quarterfinal games and other games below not included in the Crew games described above**

1. Games will be ranked by the Area Directors to establish how the officials will be assigned
2. Officials will be assigned by position.
3. Only officials qualified for post season games will be assigned

### **Semi-final and Championship games**

1. Games will be assigned by CHSAA/DFOA.
2. Officials will be nominated by the DFOA Area Directors based on the established criteria.

For officials that have worked State Finals eligibility will be as follows

- 5A Eligibility the third year
- 4A Eligibility the third year
- 3A Eligibility the second year
- 2A Eligibility the second year
- 1A Eligibility the second year
- 8M Eligibility the first year
- 6M Eligibility the first year

Examples: Official that works the 2010 5A State Championship is eligible to work another championship in the 2013 season. If an 8Man or 6Man Championship was worked in 2010, eligibility for another Championship, not the same classification, would be in 2011.

3. Area Directors are not eligible to work Semi-finals or Championship games during their term.

### **Qualifications for playoffs:**

1. Have officiated a minimum of ten (10) varsity games during the year.
2. Be a member in good standing.
3. Have paid all of their annual organizational financial responsibilities on time.
4. Have an acceptable attendance record as prescribed in the meeting attendance requirements.
5. Have documented proof (check stub, assignor note) of officiating three (3) lower level high school football games.
6. Any official declining a playoff game will not be eligible for another post season game for the remainder of the current playoff season and the following year.

## **Reports**

### **Ejection Report**

If a coach or player is ejected, the official who ejected the individual shall report the incident, in writing, within 24 hours to CHSAA. Please follow the CHSAA stated ejection policy.

### **Referee Varsity Game Report**

The referee shall assume the responsibility for filing a game report with CHSAA. The report should include participant ejections, unusually vehement discourse with a game participant(s), or any other game factor that under the judgment of the Referee should be communicated to CHSAA and the Area Directors. The report may be made using the online report form on the CHSAA web site.

## **Scrimmages**

Every member of DFOA should work at least one preseason high school scrimmage. The organization will assign one scrimmage as a crew and officials are encouraged to work additional season warm-ups as available.

## **Tobacco**

No member shall use tobacco products within the proximity of high school or youth football fields. All High Schools are posted as non-smoking and are tobacco free environments. Any complaint filed by any venue against an official for violation of this policy will be reviewed by the Area Directors.

## **Uniform for Contests**

All officials working any organizationally assigned game regardless of game start time, will wear the required uniform components including striped shirt (short or long sleeves, dependent upon the weather), knickers or shorts (dependent upon the weather), a black hat with white piping for crew officials and a white hat for the referee, striped varsity socks, and mostly black shoes. Fitted hats are preferred. Shorts are to be avoided for Varsity contests, but for lower level they will be black coach's shorts with belt loops (NO EXCEPTIONS). Socks for lower level will be crew length solid white socks. All officials shall wear the same format of either short or long sleeve shirts and knickers. Officials shall also have at minimum a black whistle (lanyard or finger-type), a yellow weighted penalty flag, a **white** throw down beanbag, a black elastic down counter and a game card.

## **Use of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year officials for varsity football games**

1<sup>st</sup> year officials will be prohibited from doing any varsity assignments during their first year. **NO EXCEPTIONS.**

2<sup>nd</sup> year officials may be used in an emergency if the league assignor and area directors approves.

3<sup>rd</sup> year officials may be used by the crew chief for the regular game assignment. Like all assignments, the league assignor can request any official and/or crew to be moved on any given assignment.