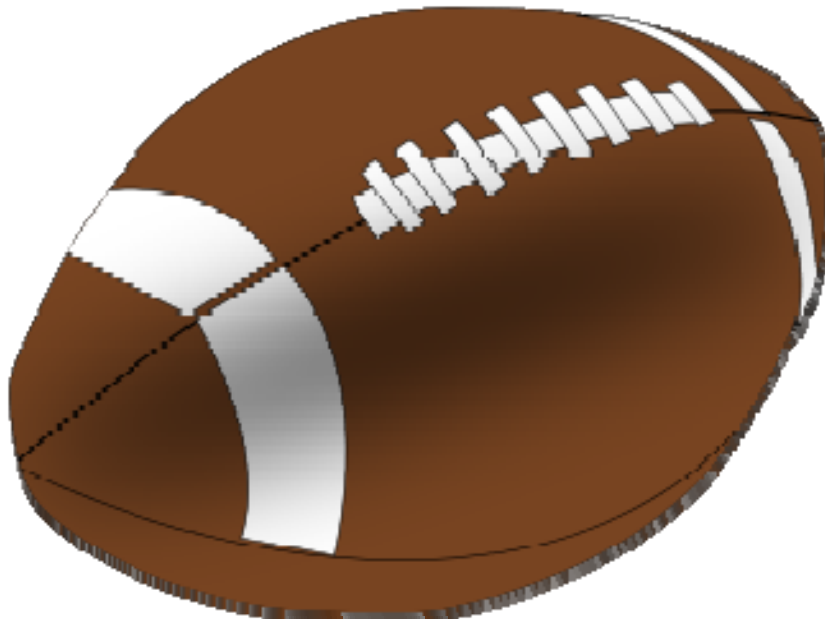


Long Beach Football Officials Association

Policies and Procedures Manual

The Policies & Procedures Manual is a compilation of policies and procedures as enacted by the Executive Board of the Long Beach Football Officials Association (LBFOA). This manual is made available to the membership to inform and educate them regarding the day-to-day management as well as the expectations and requirements of membership.



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LBFOA MEMBERSHIP

1. A member in Good Standing has paid their membership dues *and* all assigning fees, passed the classification test, completed the study guide, and has attended the required minimum number of instructional hours and any other requirements of the CFOA and the LBFOA.
2. Dual membership in multiple Associations is allowed. Members must obtain 14 hours of instructional credit from LBFOA.
3. Membership applications shall be open each year on May 1. Members must submit the required forms and pay dues to the Secretary/Treasurer no later than May 31 of the current year. A late fee shall be assessed for dues postmarked or received after June 1
4. Any member who does not pay their dues by May 31, shall not be scheduled for any games until dues are paid.
5. Any crew member that hasn't paid his/her dues by June 30 shall be removed from the crew for the current year. The Assignor shall fill this vacancy for the upcoming season, on a weekly basis, with a qualified member of the LBFOA.
6. First Year members shall not be charged late fees for membership.
7. Members are not eligible to vote in the election for Association Officers until their second year of membership with LBFOA.
8. Members who do not complete the certification process by November 1 as required by the LBFOA by November 1 will not be assigned games for the remainder of the season.
9. Members who are not considered in good standing shall not be eligible to be placed on a crew for *the* next football season.
10. Officials who transfer from another association or are returning to LBFOA after taking leave shall be eligible to be on a crew, pending approval from the LBFOA Board. **
11. By January 15 of each year the LBFOA Secretary/Treasurer shall create a list of members who are and who are not in good standing for review by the Board.
12. ALL officials working ANY games are doing so as INDEPENDENT CONTRACTORS. As such, game officials are not EMPLOYEES of the School, the California Interscholastic Federation, or the LBFOA. Services rendered as an independent contractor do not come under the auspices of the Workers' Compensation Act.

13. Members of the Association are Independent Contractors and therefore strongly encouraged to obtain insurance for liability and medical coverage. This coverage may be through the National Association of Sports Officials (NASO), the National Federation of State High School Associations (NFHS), or other means as decided by the individual official.

LEAVE OF ABSENCE

1. Any member of this Association in good standing may request a leave of absence for up to one (1) year without forfeiting his/her qualification status.
2. To request a leave of absence members must submit a letter or email addressed to the President and Secretary/Treasurer of LBFOA stating the reason(s) for the request. Approval of a request for a leave of absence shall be at the discretion of the Board.
3. Upon returning to active membership, the official returning after a leave of absence shall pay all current membership dues and any past due fees and meet the LBFOA certification requirements in order to become eligible to officiate football games for the current season.
4. If said official was on a crew, he/she is eligible to return to that crew for the season following the leave of absence. Crew Chiefs taking a leave will not lose their status as a Crew Chief.
5. Any official on leave of absence for longer than one (1) year will be treated as an official transferring in from another Association as far as eligibility to officiate and to be on a crew.

INSTRUCTIONAL CLASSES AND CLINICS

Members are asked to make a commitment to the unit and to themselves to become better Officials by attending all required Instructional Classes and Clinics. Members must arrive on time and not leave until dismissed by instructors. Instructors shall inform the Instructional Chair regarding classroom and clinic participation and engagement. Members, out of respect to the unit, are asked to arrive on time. A grace period of fifteen (15) minutes is allowed for extenuating circumstances. Members arriving after the grace period are subject to a reduction in credits to instructional time. Tardiness may also be reflected in game and playoff assignments.

PERSONAL CONDUCT

1. All high schools are non-smoking, tobacco, and drug free environments. Any complaint filed by a school against an official for violation of this policy shall be subject to review and recommendation by the Ethics Committee.
2. On game day, consumption of ANY alcoholic beverage or illicit drug prior to the game is expressly forbidden. Any complaint filed by a school or Association member against an official for violation of this policy is subject to a review and recommendation by the Ethics Committee.
3. Members are expected to respect and treat school officials and district personnel professionally at all times. Members must also respect the dressing and shower facilities that are provided by the host school.
4. Any complaint filed against an official for violation of this policy is an Ethics Committee matter and may be grounds for disciplinary action up to and including dismissal from membership in LBFOA.

UNIFORMS

1. All officials working ANY assigned varsity game, including 8-man games, regardless of game start time, shall wear the prescribed uniform as follows:
 - a. 2 ¼" black and white striped shirt with black Byron collar. Short sleeve or long sleeve shirts to be determined by the Referee.
 - i. The shirt will have an American flag, whose dimensions are 3 1/8" (W) X 2 1/8" (H) with a white border. If an official is a veteran, the border may be gold in color.
 - b. Black pants with a 1-1/4" white stripe down the outside of each leg.
 - c. Black cap with white piping (the referee shall wear a white cap)
 - d. Black socks without logos of any kind showing (minimum crew sock length)
 - e. Black shoes (predominately black in color)
 - f. Black undershirt. The type of shirt shall be at the official's discretion.
 - g. Officials shall be properly groomed, and uniforms shall be neat and clean. Shoes shall be clean and shined.
 - h. Officials not in proper uniform may be removed from the game at the discretion of the Referee.
2. The alternate uniform for all sub-varsity game assignments is as follows:
 - a. 2 ¼" black and white striped shirt with black Byron collar. Short sleeve or long sleeve shirts to be determined by the Referee.
 - b. The shirt will have an American flag, whose dimensions are 3 1/8" (W) X 2 1/8" (H) with a white border. If an official is a veteran, the border may be gold.

- c. Black shorts (No white stripe)
 - d. Black crew socks
 - e. Black shoes (predominately black in color)
 - f. Black undershirt. The type of shirt shall be at the official's discretion.
 - g. Officials shall be properly groomed and uniforms shall be neat and clean. Shoes shall be clean and shined.
 - h. Officials not in proper uniform may be removed from the game at the discretion of the Referee.
- 3. The alternate uniform shall not be worn during any varsity game.
 - 4. Uniforms for scrimmages shall be at the discretion of the Referee.
 - 5. During a specified period, officials may wear wristbands, whistles and/or lanyards, or a specified patch as authorized by the Board to recognize approved awareness or memorial causes.
 - 6. No other attachments or adornments shall be worn on the officials' uniforms.

ASSEMBLY OF CREWS

- 1. Crew Chiefs must notify the Secretary-Treasurer of their decision to retire or to be removed as a Varsity Crew Chief by January 15 for the upcoming season. The Crew Chief is obligated to notify his/her crew of this decision as well.
- 2. If a Crew Chief retires or steps down as Crew Chief, the remaining crew members will remain in-tact and a new Crew Chief will be appointed to work with the crew for the upcoming season. After the season ends, the new Crew Chief can select his own crew for the following season.
- 3. Crew Chiefs are required to notify their Crew and the Secretary-Treasurer of their decision to remove a crew member on or before June 1. In return, the Secretary-Treasurer will then have three (3) business days to notify the Executive Board and the Assignor of the Crew Chief's decision.
- 4. Crew members may remove themselves by notifying their Crew Chief at any time on or before June 1.
- 5. Crew Chiefs shall notify the Secretary-Treasurer of all crew openings as positions become available.
- 6. The Observation Committee shall request that members wishing to be considered to be a Crew Chief for the upcoming season notify the Observation Chair in writing (an email is sufficient). Members wishing to be considered for a Crew Chief position must currently be an approved FLR. In the event there are an

insufficient number of qualified FLR's to fill the required number of Crew Chief openings, the Committee may open this up to any member in good standing.

7. The Observation Committee shall select and submit recommendations for Crew Chiefs to the Board of Directors by March 15.
8. Any official who transfers in from another association may serve on a crew pending approval from the Executive Board.**
9. A transferring official may be assigned varsity games as a Free Lance Official upon confirmation of their varsity qualification from their previous association as verified by the LBFOA Instructional Chairman. Further, the transfer official must also pass the required LBFOA classification exam before working their first game assignment.
10. It is mandatory for crew chiefs to post open crew positions for any member of the unit in good standing to apply for. Crew Chiefs must now open all vacant slots on their crews so that any member of the unit in good standing and who meets the requirements for being on a crew can apply for an open position. Crew Chiefs with open positions must put together a letter to the membership including the positions that they have open and their contact information and then forward it to the unit Secretary-Treasurer. The Secretary-Treasurer will then post the open positions to the unit membership via email.
11. Crew Chiefs may begin interviews immediately after posting their open positions. Once the Crew Chief decides who to hire, he must send this information to the Secretary-Treasurer. The Secretary-Treasurer then needs to send this information to the Executive Board and the Assignor within three (3) business days. Once the Executive Board reviews and approves the hire, then the President will contact the Secretary-Treasurer, who will then publish it to the Unit's Membership. Crew Chiefs with open positions after June 1 are subject to having a member assigned to their crew by the Assignor. *

FREE LANCE REFEREES

1. FLR Program: there are two (2) types of Free Lance Referee. 1) Member of a crew, 2) Not a member of a crew, both types may receive Referee assignments.
2. Only approved FLR's are to be assigned as the Referee for a Varsity game.
3. FLR's may be assigned to other positions when not assigned as a Referee.
4. Only FLRs who are deemed qualified by the Observation Committee are eligible for consideration as a Crew Chief.
5. The number of FLR officials shall be reviewed annually by the Board.* * *

6. The Observation Committee shall request that members wishing to be considered to be a FLR for the upcoming season must notify the Observation Chair in writing, (an email is sufficient). The Observation Committee shall have an on-going application period to accept FLR applications. Applications will be accepted beginning April 1 until the beginning of the football season or until the maximum number of FLR Referees is reached.
7. Members wishing to be considered must be a member in good standing for a minimum of five years.
8. Transfer members with five years experience are eligible to be considered for the FLR program.

GAME ASSIGNMENTS AND COMPENSATION

1. All games shall be assigned and accepted through the use of Arbiter Sports internet program. The LBFOA shall be responsible for paying the annual Arbiter Sports license fees. Members shall have the opportunity to view all accepted assignments through the View Slots tool.
2. Payment of dues to the LBFOA does not guarantee the member to be assigned games to officiate. Assignments are at the discretion of the Assignor.
3. All Officials who accept game assignments are required to pay an assignment fee as determined by the LBFOA. Failure to pay the fee may jeopardize an Official's eligibility for playoffs. Members who do not pay assignment fees by December 31 will not be considered a member in Good Standing.
4. Officials shall not switch games with another official.
5. If the Assignor is contacted and informed that the game to which an official has been assigned has been rescheduled, the Assignor will endeavor to contact the assigned official(s) prior to the rescheduled date and time to determine if the official(s) is/are able to accommodate the change. The Assignor has the right to replace the official(s) prior to game day and the officials will not be entitled to compensation.
6. There are four (4) recognized and acceptable forms of game fee payment. The methods of payment are at the discretion of the school.

The methods of payment are:

1. The school may pay in cash at the game.
2. The school may pay by check at the game.
3. The school may ask the official to complete a pay voucher and W4. A check will be mailed. *Allow 3 weeks for delivery of game fee payment.* If an

official refuses to sign a payment voucher or required tax documents, they will not be entitled to compensation.

4. The school may pay via Arbiter Pay, (formerly RefPay) a division of Arbiter Sports. For this method of payment, the official must complete an enrollment form online via Arbiter Sports.

BUY-OFF PROCEDURES FOR SCHOOLS

(Per CIF Bluebook)

- For varsity games, once an official has accepted a game assignment, both Schools retain the right to have the crew removed from the game through a buy-off procedure at ANY TIME prior to the game.
- A school, at the request of the Principal, may exercise this right by informing the Assignor of such a decision.
- The school will adhere to the Current CIF Blue Book policy which states the following:

1217. REMOVAL OF OFFICIAL

After an official has accepted an assignment, the official can be removed from the contest only at the direction of the school principal and by the payment of the full fees by the objecting school. A replacement will be assigned by the appropriate assigner. This rule does not apply to CIF-SS playoff contests.

MISSED ASSIGNMENTS

1. An Official who fails to show up for a game assignment that has been accepted either through Arbiter or verbal commitment is required to pay a fine equal to the amount of the game fee to the unit. The fine shall be paid within fourteen (14) days. The remaining officials shall receive an equal portion of the fine that is paid.
2. For the second missed assignment of the current football season, the official who missed the assignment shall again be required to pay a fine equal to the game fee and at the discretion of the Assignor may be removed from any and all future game assignments.
3. Members may appeal against the fine within five days to the Board. The decision of the Board shall be final.
4. Officials who cancel an assignment may do so verbally and/or in writing by text or email. Officials remain responsible and obligated to fulfill the assignment until the Assignor confirms that the official has been removed from the assignment.

Officials are responsible to verify on the Arbiter Website to confirm the assignor has cancelled the assignment.

5. The Referee shall notify the Assignor if an official does not show or arrives after the scheduled opening kickoff. If another Long Beach Unit Official is present, at the discretion of the Referee, the official may replace the Official who is not present. If this occurs the Official who is late or does not show shall not be paid for the assignment. In the event of a no show the official is responsible to pay a fine equal to the amount of the game fee.
6. The Unit web site shall include a place for Referees to report tardiness and/or uniform issues by other officials assigned to a game. If an official receives two (2) 'tardy' reports, that official will lose one (1) assigned game. An official is considered 'tardy' if he or she is not at the game site at least ten (10) minutes before the scheduled game time for non-varsity games, and sixty (60) minutes before the scheduled game time for a Varsity game. If an official receives two (2) reports of having an unacceptable uniform, that official will lose one assigned game. Subsequent incidents of tardiness or uniform violations may result in further disciplinary including losing his or her remaining schedule.

GAME ADMINISTRATION

1. Bands – A band can play during a contest but only during breaks in the action. For example, between plays a band may play until the offense breaks the huddle. If there is no huddle then the band must stop once the quarterback is in position, i.e. under center or lines up in shotgun formation. Bands may play at the end of a quarter, during timeouts, and at half time. If a band is playing during a game, it can be considered unsportsmanlike conduct. It is the expectation of game officials that the administration of the offending school will make sure the band adheres to this standard. Back Judges are required to speak to both team band directors prior to the game to ensure they understand when they can play.
2. Basic Radio Etiquette - Crews have the option to use two-way radios for communication on the football field. Officiating mechanics do not change because radios are being used by the officials. Radios are a tool to help officials communicate and better administrate the game, therefore basic radio etiquette that must be followed at all times:
 - A. Never transmit sensitive or confidential information – officials should assume that their conversations can be heard by others.
 - B. Perform regular radio checks to ensure that radios are in good working condition and that radios are in range to receive signals.
 - C. Decide what to say and whom it is meant for before speaking.
 - D. Make conversations as concise, precise, and clear as possible. Less is more and only in an emergency.

- E. Officials should be careful of what they say and where they say it – especially in the team areas.
- F. Do not speak right before the snap or during play unless you have something important to say.

EJECTION PROCEDURE

1. If a coach or player is ejected, the calling official is required to submit a written report (available online at www.cifss.org). Communicate of the circumstances that surrounded the ejection to the CIF Liaison and the assignor within twenty four (24) hours of the event.
2. Questions regarding an ejection are to be directed to the LBFOA President or the CIF Liaison and not to the officials involved in the ejection.
3. Members shall not speak to school representatives, media, or anyone outside the LBFOA unless requested to do so by the President.

GAME FILM/VIDEO/PHOTOGRAPHIC REVIEW

1. No official, other than the Instructional Chairman, his designee, or the Assignor shall review a video recording of another official's game for the purpose of an official review that is requested by a school, coach, or the California Interscholastic Federation (CIF).
2. Game film may be used for evaluations or ratings by the Observation Committee.
3. The Ethics Committee, during the course of their investigation of an alleged ethics violation(s) by an official(s) may review any and all film, video, or photographic materials as necessary to discharge their duties.
4. Members shall be provided with a Hudl account for the purpose of reviewing film of games worked by LBFOA members. Any complaint of abuse of this privilege shall result in an Ethics Committee review. Members' access to this program may be restricted at the discretion of the Board.
5. Referees are not obligated to review video provided by a team prior to that week's game.

PLAYOFF ASSIGNMENTS

1. In order to qualify for playoffs, the official must be a member in good standing. All other criteria and procedures are outlined in the LBFOA bylaws.
2. Members who are assigned by the LBFOA to work a championship game at any

position shall not be assigned to work a championship game for the next two (2) years following that assignment. The exception to this policy is for members who work an eight-man championship, a seven man championship as a Field Judge/Side Judge or who are assigned directly by the CIF office.

3. The Observation Committee shall recommend crews to the Board for approval for State Championship games per criteria established from the CIF-Southern Section and CIF State Offices.

COACHES FEEDBACK

The Unit web site will be used for Coaches Feedback Reports. The Reports will go directly to the Instructional Chairman and President for review.

UNIT COMMUNICATION

1. All Financial statements and Minutes of Board meetings shall be posted on the unit website within seven (7) days following approval of such item by the Board.
2. Dates and location of all Board meetings shall be posted on the unit website at least 72 hours prior to the scheduled meeting. Emergency meetings shall be posted as quickly as possible.
3. Election results shall be posted within seven (7) days of the annual election on the unit website.
4. All communication regarding fees, due dates, instructional meetings, etc. shall be sent to all members by email in addition to being posted on the unit website and home Arbiter page.
5. During the Playoffs, the Secretary-Treasurer will send out emails to the Unit advising where LBFOA officials will be working.

TWENTY (20) YEAR SERVICE RECOGNITION

1. To be eligible for a Ring or Plaque, the official must have been a member of the LBFOA for not less than twenty (20) years and be a member in good standing.
2. The Ring or Plaque must be requested through the Service Chairman.
3. The Service Chairman will verify through the Secretary-Treasurer the official's years of service with the LBFOA.
4. Officials who are retiring from the Long Beach Unit, may request to purchase a ring. The amount provided for reimbursement is at the discretion of the board based on the availability of funds. The retiring official must have been a member of the LBFOA for at least fifteen (15 years).

SOCIAL MEDIA POLICY

1. Representing on behalf of the LBFOA, without Board approval, any online media or community is prohibited.
2. Members who post opinions regarding the LBFOA should make it clear to readers that the communications are the individual's personal opinions and do not reflect the opinion of LBFOA.
3. Members shall not use online media or communities to attack, bully, call out, or abuse any members of the LBFOA, CIF, CFOA, School District personnel, players, parents, or anyone affiliated with the Officiating Community.
4. LBFOA members are personally responsible for their posts when produced as written, audio, video, photographs or otherwise. In such situations it is recommended that a disclaimer be used such as "the views expressed on this blog are my own and do not reflect the views of the LBFOA."
5. Members are not allowed to use the LBFOA name to endorse or promote any products, opinions, or causes.
6. Members cannot disguise, impersonate, or otherwise misrepresent their identity or affiliation with any other person or entity.
7. Members shall not give the impression that they are affiliated with LBFOA while posting communities to online communities. I.E. *"I am a football official that works high school football in the Long Beach area."*

POLICY AMENDMENTS

Amendments to these Policies are approved by a majority vote of the Board of Directors and shall not take effect for 60 days following the vote. For a Policy amendment to take place in less than 60 days a vote a two-thirds approval of the board is required.

EXECUTIVE BOARD DISCRETION

Any policies or procedures not specifically addressed by this manual may be reviewed at the direction of the Executive Board.

