

# CCAFO Policies and Procedures

---

## **I: A CCAFO member in good standing is a member who:**

- Remains current and all financial obligations to the board
- ADHERE TO THE NFHS OFFICIALS CODE OF ETHICS LISTED IN THE BEGINING OF THE OFFICIALS MANUAL AND RULE BOOK
- Completes game reports as needed and complete rating cards on fellow officials
- Offers advice, not criticism to fellow officials
- Participates, where appropriate in board business and activities
- Attends the required number of meetings and game assignments
- Attends games in a timely manner and participate in pregame preparation when called upon
- Completes and passes the required preseason test and CIAC background check
- Attends a required interpretation meeting
- It is expected that all officials whether officiating the game or in attendance will obey all school rules while on school grounds and conduct themselves in a professional manner. (i.e. No smoking or drinking)

## **II: Postponed Games**

Postponed games are few and will need the cooperation of all officials to ensure that games are covered. In the event of a postponed varsity game the assigned official is required to make every effort to accommodate the game change. This may require the forfeiture of a previously scheduled sub varsity or youth game. A mechanism involving JV coordinators and regional supervisors is in place to take care of that. The number of postponed varsity games is limited and officials are expected, in the best interest of the board, to assist in the rescheduling effort by making themselves available to the Commissioner or their-designee. We are a service organization and the schools and the student athletes we work for deserve our best effort both on and off the field.

## **III: Promotion of Officials**

Our goal is to continuously train and promote officials from Group 2 to Group 1. Official's grades are a part of that promotional process and failure to accurately grade fellow officials hinders advancement of the official and the board. It is to all members advantage to constructively grade their fellow official and provide a critique of their performance. In order to ensure the advancement of each official and particularly our young officials all officials are strongly encouraged to accurately grade each crew member of that game.

## **IV: Meeting Attendance**

It is important for all officials to attend as many meetings as possible with the interpretation meeting being a mandatory meeting. Missing an interpretation meeting will result in a forfeiture of a varsity schedule for that season. Penalties are in place for unexcused absences of CCAFO meetings. You must attend at least 50% of all meetings to be considered for playoff assignments.

## **V: Media Relations**

Under no circumstance should any CCAFO member communicate with the media without express consent of the Commissioner or the Executive Committee. Members of the CCAFO shall make no public comment about any official regardless of the circumstances and whether they were part of the crew, a spectator or any other capacity. Members of the media should be informed in a polite and professional manner that it is a policy of this board not to conduct interviews.

## **VI: Communication**

The Commissioner may issue a **blanket statement that allows permission** for all officials to answer any reasonable question by a coach or school administrator. This “blanket statement” does not include any communication with the CIAC pertaining to any game situation. Officials are encouraged to communicate basic information to coaches regarding game incidents. The referee shall serve as the spokesperson for a crew. It is paramount that game officials be professional at all times including all communications with any game day personnel.

## **VII: Sub-Varsity**

Officials who sign up for a sub varsity game are expected to officiate that game. If an official is unable to officiate a sub varsity game it is the responsibility of that official to find a replacement. If unable to find a replacement, the official must contact the JV coordinator and if unavailable, contact the area coordinator.

Failure to officiate the minimum of two sub varsity games may result in a penalty or loss of varsity schedule for the following year.

## **VIII: Game Schedule**

It is strongly recommended that game assignments be confirmed between the referee and his crew via an email that includes arrival time, directions if needed, uniform of the day and any other relevant information in a timely manner. For any late addition or deletions from the assignment, the official(s) being added is encouraged to notify the referee of that game change in a timely manner. If the referee is the official being replaced, the newly assigned referee should contact that crew. It is required that the referee contact game administration prior to the game by email or phone call depending on how soon the game will be.

Communication is vitally important leading up to a game. All officials should have current cell phone numbers posted and available for review. It is important to communicate both on and off the field.

Game officials, with the exception of the ECO, are expected to be in the locker room no less than 60 min. prior to kickoff. It is highly recommended that if someone is not going to be at the game site by these time frames, they notify the referee. Timely attendance to pregame meetings is critical to prepare as a crew by reviewing our standard mechanics, recent unusual plays and other items you feel are important for discussion to enhance the game readiness. ECOs are encouraged to check in with the crew no later than 30 minutes prior to the game to go over any special circumstances.

At the conclusion of the game, crews are to leave the field quickly and together. Postgame conversations should be for the benefit of the entire crew and should cover any strange plays or special conditions that may have taken place during the game. The referee **MUST** report any disqualifications, 50+ DIFFERENTIAL SITUATION (SEE CCAFO.ORG FOR PROCEDURES ON THESE) or special circumstances to the Commissioner as soon as possible.

## **IX: FINES and ASSESSMENTS**

A: All dues/assessments are to be mailed by the Treasurer by December 31<sup>st</sup> and are due in full by January 31<sup>st</sup>.

B: Dues/assessments received after January 31<sup>st</sup> will result in a \$25 fine.

C: Dues/assessments that are not received by February 28<sup>th</sup> will result in a \$50 fine plus a loss of assignments for the month of September.

D: Dues not received by March 31<sup>st</sup> will result in the \$50 fine plus a possible forfeiture of assignments for the entire season.

E: If dues/assessments are not received by March 31<sup>st</sup> an official will no longer be a member in good standing and will not be available to officiate at any level supported by the CCAFO.

F: Any member may appeal to the Executive Committee regarding hardship cases by giving written notice to the Treasurer by January 15<sup>th</sup>. The Executive Committee will then rule on said hardship cases.

## **X: Awards**

Upon Retirement:

A: To be eligible for a Silver Whistle award an official must be a member of the CCAFO in good standing for at least 15 years.

B: To be eligible for a Gold Whistle award an official must be a member of the CCAFO in good standing for at least 25 years

## **XII: Executive Board**

Any member of the Central Connecticut Association of Football Officials Executive Board may be exposed to confidential information about the organization and/or its membership. It is vitally important for members of the Executive Board to keep the trust of the CCAFO and its membership, and in the course of doing so, to keep confidential certain information.

**Confidential Information:** “Confidential Information” means all non-public information, including (i) any contracts,(ii) all information marked confidential, restricted or (iii) any other information treated as confidential by the CCAFO, that would reasonably be understood to be confidential, whether or not so marked, included but not limited to that of the CCAFO and its members, and officers. Confidential Information also includes personal information of members, financial information, account information, information regarding business operations.

**Non-Disclosure:** All confidential information or information that is to be treated as confidential will not be disclosed to other parties. The President and Executive Board may direct the disclosure of confidential information to third parties (i.e. CIAC, insurance carriers) if it is in the best interest of the CCAFO. Additionally, those members appointed to deal directly with the CIAC with regard to background checks may disclose necessary information, to the CIAC and/or other authorized entities, without the approval of the Executive Board, so long as such disclosure is done in the course of their work for the CCAFO.

Members of the Executive Board, by adopting this policy, hereby agree that any breach of confidentiality as discussed above, will be brought to the attention of the Executive Board, and necessary action may be taken by the Executive Board as a whole.

