

# **HIGH SCHOOL SPORTS OFFICIATING COALITION**

**2009-10**

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## **TABLE OF CONTENTS**

DESCRIPTION OF ORGANIZATION	2
GOVERNANCE OF ORGANIZATION	2
CALIFORNIA OFFICIALS ASSOCIATION ACCREDITATION	3
PROCEDURES FOR COMPLAINTS AGAINST OFFICIALS	4
OFFICIALS ASSIGNMENT POLICY	4
OFFICIALS' FEES	5
RECOMMENDED SCHOOL RESPONSIBILITIES RELATING TO GAME OFFICIALS	8
FEE SCHEDULES	9

# **HIGH SCHOOL SPORTS OFFICIATING COALITION**

## **Description of Organization**

The High School Sports Officiating Coalition (HSSOC) is a California Nonprofit Mutual Benefit Corporation organized for the specific purposes as follows:

1. To create a coalition of public and private school representatives to provide athletic officials at school athletic events;
2. To improve the quality of officiating at athletic activities; and
3. To strengthen a positive relationship between the schools it serves and the athletic officials associations.

## **Governance of Organization**

In January 1999, the High School Sports Officiating Coalition was formed for the specific purpose of meeting and conferring with high school sport officials associations to establish competitive game fees affordable to schools as well as to ensure that only those organizations accredited by the State CIF to officiate games in the CIF-San Diego Section.

The membership consists of representatives of the member schools as follows:

1. One (1) from East San Diego County Schools
2. One (1) from San Diego City Schools
3. One (1) from North San Diego County Schools
4. One (1) from South San Diego County Schools
5. One (1) from small private and public schools (San Diego and Imperial Counties)
6. One (1) from parochial and Catholic schools (San Diego and Imperial Counties)
7. One (1) from Associated Student Body Advisors (San Diego and Imperial Counties)
8. One (1) from Athletic Directors (San Diego and Imperial Counties)
9. One (1) from CIFSDS Coordinating Council
10. Two (2) from CIFSDS Commissioner's Office

The officers and representatives of the organization are elected annually at the general meeting in May of each school year. The officers of the organization are: President, Vice President, Secretary, Treasurer and others as appointed. None of the membership, officers, or directors of the organization receives any compensation.

The presidents of the organization have been:

1999	Michael Eddy, J.D.	Grossmont Conference
1999-2000	William B. McLaughlin, J.D.	Metro Conference
2000-2001	William B. McLaughlin, J.D.	Metro Conference
2001-2002	Tom Pack, A.D.	North County Conference
2002-2003	Tom Pack, A.D.	North County Conference
2003-2006	John Shacklett, A.D. (ret.)	San Diego City Conference
2007-200_	Bill Stout, A.D.	Coastal Conference

Each year a “meet and confer” team is selected by the HSSOC representatives to establish game fees with representatives from each official’s association desiring to provide services to the member schools of the CIFSDS. Only those associations accredited through the State CIF are invited to participate. The meet and confer team meets individually with each accredited association to discuss game fees. All associations are encouraged to select a meet and confer representative to discuss those issues common to all associations in providing services to the CIFSDS.

### **California Officials’ Association Accreditation**

All officials associations seeking to officiate high school contests in any section of the State CIF must be accredited. An application must be filed with the California Officials Association Accreditation Program and be approved before any services may be provided. The purpose of the association is “... to assist officials organizations in their efforts to provide quality officiating by establishing standards that promote effective training procedures and desirable behavior in order to ensure that officials involved in athletic activities meet standards as adopted by the Accredited Officials Committee and the CIF. An Additional purpose of this committee is to promote respect for officials and principles of good sportsmanship by players, coaches and spectators by insuring that CIF member schools shall abide by accepted game management practices.”

The Criteria for accreditation include:

1. Statement of Purpose with By Laws required
2. Definition of membership
3. Clarification of liability
4. Definition of management structure
5. Policy of due process
6. Operational information
7. Training requirements
8. Certification of officials procedure
9. Policy governing the assignment of officials
10. Evaluation system for instructional program and officials
11. Policy on qualifications of officials for post season assignment
12. Agreement to comply

The application form and a model template are available in the CIFSDS office for associations seeking accreditation. Accreditation can be for a period of one, three or six years.

### **PROCEDURES FOR COMPLAINTS AGAINST OFFICIALS**

- A. Coach, other official, athlete, administrator, or other legitimate complainant must forward a signed letter to the HSSOC president. The letter shall refer to one or more of the following categories of justifiable criticism of officials:
  - 1. Non-professional attitude, action, or language.
  - 2. Lack of sufficient rules knowledge and/or failure to bring rulebook to contest.
  - 3. Improper position from which to make judgment rulings.
  - 4. Lack of hustle.
  - 5. Arriving late for assignment.
  - 6. Sloppy personal appearance.
  - 7. Poor physical condition.
  - 8. Inappropriate comments to media regarding the conduct of contest.
  - 9. Possession and/or consumption of unacceptable substance(s) at contest.
- B. The HSSOC, if deemed appropriate, will send a copy to president of the officials' association and requests an investigation and report.
- C. The officials' organization shall investigate charge, take action deemed appropriate, and send written report of findings and any action taken to the HSSOC.
- D. The HSSOC shall review the report and either accepts the findings and action taken or discusses the matter with officer of officials' organization regarding further action.
- E. If the HSSOC and the officials' organization officer cannot agree on action to be taken, the HSSOC will request the Commissioner of the CIFSDS to establish a committee to review the matter. The committee may either accept action of the officials' organization or make a recommendation to the CIFSDS Board of Managers.

### **OFFICIALS ASSIGNMENT POLICY**

Officials' associations that wish to be authorized by the HSSOC during the school year will be expected to do the following:

- A. Fill all officiating requests by member schools at the fee schedules agreed upon by the High School Sports Officiating Coalition (HSSOC) and officials' associations.
- B. Treat all leagues equally in the assignment of quality officials in terms of ability, rating, and experience.
- C. Assign and compensate officials for all member school's contests on a sex-neutral basis.
- D. Ensure that no official will be assigned to a member school's tournament or invitational that has not first secured a sanction number for the tournament from the CIFSDS office.
- E. Provide of complete roster (including names, addresses, phone numbers, and e-mail addresses) of all their qualified officials to CIFSDS office and the athletic director and/or the

applicable head coach of each CIFSDS member school that requests them. Association will also provide their qualified officials' social security numbers to all CIFSDS member school's financial offices. Confidentiality of the social security numbers is a responsibility of the member school.

- F. Honor requests by school officials on scratch lists supplied by school prior to the beginning of season not to assign particular officials to any home or playoff contests.
- G. Provide advanced notification to schools of officials assigned by Association.
- H. Enforce the policy that no official may use or be in possession of any form of tobacco at any CIF contest.
- I. Process complaints against its members according to HSSOC policy and procedure.
- J. Recruit, train, and evaluate officials.
- K. Designate one person in the association as the Instructional Chair to whom requests for rule interpretations may be forwarded.
- L. Enforce disciplinary guidelines for officials who fail to meet responsibilities.
- M. Agree that failure to fulfill terms of the agreed upon contract with HSSOC may cause withholding of remuneration and failure to rehire.
- N. Acknowledge that in the opinion of the California Attorney General's office and by legislative action, officials are considered to be independent contractors and are not covered by workers' compensation programs of the school districts, the HSSOC or the San Diego Section of the CIF.
- O. Abide by the CIF-San Diego Section "ETHICS IN SPORTS" Policy, copies of which are to be distributed to, and discussed with, each member of the association.
- P. Continue to be accredited during the term of any contract for services with the HSSOC by the Officials' Association Accreditation Program.

## **OFFICIALS FEES**

### **A. OFFICIALS FOR ATHLETIC CONTESTS**

1. All officials' associations shall be accredited. In an emergency situation, the CIFSDS Board of Managers may approve other officials to ensure playing of the game. Schools, leagues, and conferences may not solicit paid officials for any contest (including tournaments and invitationals) from other than the approved association, unless the latter is unable to provide service due to unavailability of officials. Paid officials may not be solicited if the association was not given sufficient notice for assignment.
2. In the event of non-arrival of officials, the contest may proceed by mutual consent of the competing schools.
3. Schools who reschedule sites or times of contests without proper advance notification to officials originally assigned shall be obligated to pay full officials' fees to those officials who show up as originally scheduled.
4. The number of officials required/recommended by the National Federation rules of sport (if available) will be assigned unless otherwise requested by home school and if not in violation of the rules of the sport concerned or otherwise indicated in the CIFSDS Green Book.

5. Tournaments

- a. Tournament/invitational management must provide the association with a sanction number (issued by the CIFSDS office) at the time a request to assign officials is made.
- b. At least two weeks advance notice should be given to association for tournament requests. Additional assignment fees may be charged for late requests.
- c. The payment of tournament officials shall be made directly to the officials by the tournament management, not either or both of the schools involved in a tournament contest. With mutual agreement, the Tournament Management may make payment directly to the officials' association.
- d. Tournament/Invitational Management will negotiate official tournament fees with the officials' association.

A minimum fee is recommended to be paid by home schools to officials who have been requested as non-paid officials of interscholastic scrimmages that have been changed without proper notification to the officials or the association.

- B. CIFSDS OFFICIALS' FEE SCHEDULES** - to be distributed to schools and officials' associations prior to the start of each season of sport and posted on the CIFSDS web site.
- C. TOURNAMENT FEES FOR ASSOCIATION ASSIGNMENT SECRETARIES** - to be negotiated between officials' association and tournament management.

**D. CIFSDS TRANSPORTATION FEES FOR OFFICIALS**

- 1. Transportation fees are considered in determining the game rate compensation for officials for contests in the local areas of San Diego County and Imperial County.
- 2. In addition to the game rate fee, the following additional transportation fee will be paid for the driver of one car for the following schools that lie outside a 50-mile radius of the CIFSDS office:

- a. Mt. Empire           \$13.00
  - b. Fallbrook            \$13.00
- (except for basketball, baseball & softball)
- c. Julian                 \$15.00
  - d. Borrego Springs   \$23.00
  - e. Warner                \$15.00
  - f. Holtville             \$33.00
  - g. Imperial             \$33.00
  - h. Palo Verde           \$33.00
  - i. Central                \$33.00
  - j. Southwest (IV)     \$33.00
  - k. Brawley               \$33.00
  - l. Calipatria            \$33.00
  - m. Calexico             \$33.00
  - n. Vincent Memorial   \$33.00
  - o. West Shores         \$33.00

**NOTE: The CIFSDS Office will reimburse the above schools for each driver paid.**

- a. Mt. Empire           \$8.00
- b. Fallbrook             \$8.00
- c. Julian                 \$8.00
- d. Warner                \$8.00

- e. Borrego Springs \$11.00
- 3. The following additional transportation fees in have been designated for schools serviced by the Imperial Valley Officials' Association.
  - a. Borrego Springs \$30.00
  - b. Palo Verde \$40.00
  - c. San Diego \$40.00

**E. PAYMENT OF OFFICIALS**

Schools are expected to begin processing the payment of officials within one week of the contest concerned but in no case more than 10 working days following the contest.

**F. PAYMENT OF OFFICIALS WHO WORK ALONE**

An official who works a contest alone when two (2) or more officials are recommended by the NFHS rules for that sport will be paid the base rate plus \$20.

**G. PAYMENT OF OFFICIALS FOR EARLY TERMINATION OF CONTESTS**

- 1. Official who works early-terminated contest and does not return: Full pay.
- 2. Official who works early-terminated contest and returns for completion or replay: One half pay for first day and full pay for second day.
- 3. Official who works only the second day (either replay or completed contest): Full pay.

**H. PAYMENT OF OFFICIALS ARRIVING LATE FOR A CONTEST**

- 1. One-half of the fee for an official who arrives between the scheduled start and the midpoint of the assigned contest.
- 2. No fee for an official who arrives after the midpoint of the assigned contest even if he/she works the remainder of the contest.

**I. PAYMENT OF OFFICIALS FOR CONTEST CHANGES**

- 1. Schools who reschedule or cancel contests for any reason are obligated to contact assigned officials prior to the latter's departure for contest, or officials must be paid in full. If assigned officials are not known, school must contact Assignment Secretary in sufficient time to contact the officials. Home schools are obligated for full pay for all officials who, for any reason, did not receive word on the change of contest. The home school is obligated to pay the officials regardless of whom or what caused the cancellation. The home school will be reimbursed by the visiting school if the home school did not cause the cancellation.
- 2. Should an act of God cause a contest's cancellation or postponement without sufficient time to notify the official(s) assigned, the school is obligated to pay only a transportation fee of \$10.00, except as listed in paragraph D.2.

**J. PAYMENT OF OFFICIALS FOR FORFEITED CONTEST**

Officials present when contest is forfeited for any reason are to be paid in full. Such officials may leave the field of play at the time of forfeiture or may (if it is their desire) remain to officiate any portion of the unfinished contest. Teams and individuals so competing may do so without additional penalty or jeopardization of eligibility.

**K. PAYMENT OF INJURED OFFICIAL**

Officials who are unable to continue their assignment during the course of an athletic contest due to injury, illness, or medical problem are to be paid in full.

**L. ASSIGNMENT SECRETARIES**

- 1. Each authorized officials' association shall provide its own assignment secretary.
- 2. Each assignment secretary is an independent contractor and, as such, may negotiate his/her assignment fees with the officials' association and/or its members.

3. Complete schedules are due to the assignment secretary as follows: Fall sports on or before June 1; winter sports on or before October 1; and, spring sports on or before December 1.
4. Schools will pay a "late schedule fee" of \$50.00 to the officials association if the schedule is not received on the due date. For each succeeding month that the schedule is late an additional \$50.00 penalty will be assessed. By way of example, a schedule due on June 1 but received on August 2 or later may be assessed a fee of \$150.00 (base plus 2 late months). The association will be solely responsible for disbursement of all late fees.
5. Schools will pay a \$10 "change fee" to the assignment secretary for every change in schedule (time, date, site) made after official(s) have been assigned to the contest(s) providing the officials have not been given the assignment(s) concerned more than two weeks before the first day of practice. This fee will not apply if the home school cancels the contest, notifies the officials in reasonable time, notifies the assignment secretary, and does not reschedule the contest.

*Three weeks after the CIF's "first allowed game," schools will be assessed a \$10 "change fee" to the assignment secretary for every change in schedule (time, date, site) regardless of whether the assignment has already been made. This will apply to additions and cancellations as well as changes. This clause will go into effect in the 2008-2009 school year.*

**NOTE:** The home school is obligated to pay the assignment secretary even if the visiting school, or any other entity, is at fault.

### **RECOMMENDED SCHOOL RESPONSIBILITIES RELATING TO GAME OFFICIALS**

Providing for the game official—it is recommended that:

1. The host school have available someone who will handle the needs of the officials assigned to the contest. This should include, but not be limited to, facility orientation, dressing facility, and parking. School game management representative meet with the officials prior to the contest for introductions and discussion of potential situations.
2. The officials dressing facilities be open at half time and immediately after the contest.
3. At the completion of the contest, the officials' dressing facilities remain secured for 30 minutes in football and 20 minutes in all other sports. Coaches and other school personnel should not enter an officials' dressing area for the purpose of complaints.
4. Coaches publicly display respect and sportsmanship before, during, and after a contest.
5. Coaches and school personnel not make public statements to the news media criticizing officials.
6. School personnel be alert to potential problem situations and, when necessary, provide security for officials to and from their dressing facilities and to the parking area after the contest
7. Athletic administrators convey to their coaching staff that if there is a problem regarding the officiating, it should be referred first to the principal or designee who will be responsible for filing the proper complaint according to section guidelines.

8. School staffs assure that officials are able to proceed to dressing facilities immediately after the contest without confrontation.

# FEE SCHEDULES

**NOTE: FEE SCHEDULES MAY BE SUBJECT TO CHANGE THROUGHOUT THE YEAR, PLEASE BE SURE TO CHECK THE WEBSITE FOR UPDATED SCHEDULES [WWW.CIFSDS.ORG](http://WWW.CIFSDS.ORG), CLICK ON OFFICIALS.**