



# MWFOA Operating Procedures

## 1 Responsibilities of Elected Officers

### 1.1 Duties of the President

- Attend Board meetings and facilitate the governing of the MWFOA
- Select committee members for all defined committees, create new committees when necessary
- Preside over and delegate authority for all MWFOA meetings
- Represent the MWFOA at OSAA meetings and events
- Render decisions in the name of the MWFOA
- Supervise conduct of officials and activities of the MWFOA
- Schedule enough regular MWFOA meetings to meet state requirements for meeting attendance and training
- Develop and distribute agendas for each regularly scheduled meeting
- Assist Commissioner in representing MWFOA to member clients
- Act as signatory on association bank accounts.
- Appoint a Rules Interpreter on an annual basis to the Training Committee
- Other duties as constituted through events of the MWFOA

### 1.2 Duties of the Vice President

- Attend Board meetings and assist in the governing of the MWFOA
- Assist the President in their duties and assume the duties of the President in their absence
- Be Chair of all committees unless otherwise instructed by the President
- Keep a schedule of all non-OSAA member clients' executive board meetings, and attend as many of those meetings as possible as a liason between the client and the MWFOA.
- Other duties as assigned by the President.

### 1.3 Duties of the Secretary

- Attend Board meetings and assist in the governing of the MWFOA
- Maintain a record of all MWFOA meetings
- Be responsible for all correspondence for the MWFOA, including advertising and promotional materials
- Maintain and make available the following lists



- o Site mileage lists
- o List of MWFOA officials
- o Officials rankings and playoff rankings lists
- o List of playoff assignments
- Other duties as assigned by the President.
- Manage and keep up-to-date the MWFOA website

## **1.4 Duties of the Treasurer**

- Attend Board meetings and assist in the governing of the MWFOA
- Maintain a record of all MWFOA finances and financial transactions
- Make MWFOA financial records open and available to anyone on request
- Be responsible for MWFOA Accounts Receivable, including, but not limited to:
  - o Client fees
  - o Member initiation fees
  - o Member dues
  - o Member fines
- Be responsible for MWFOA Accounts Payable, including, but not limited to:
  - o Officials' game fees and mileage payments
  - o Refunds or credits to clients
  - o Payments to OSAA and OSAA organizations
  - o Federal, state, and local taxes and/or corporate payments
  - o Other business related payments as required
- Prepare an "End of Year" financial statement and distribute it to all members
- Prepare and manage year end taxes, including all independent contractor tax reporting, and associating tax reporting
- Other duties as assigned by the President

## **1.5 Duties of the Trainer**

- Attend Board meetings and assist in the governing of the MWFOA
- Attend OSAA rules clinics and training sessions
- Work with clients to provide on-field training opportunities
- Conduct classroom and on-field training for all member officials
- Other duties as assigned by the President



## **1.6 Duties of the Member-at-Large**

- Attend Board meetings and assist in the governing of the MWFOA
- Represent members who have concerns about issues relevant to the MWFOA and report such concerns to the Board.
- Represent the members to the Board and scheduling processes
- Other duties as assigned by the President

## **1.7 Other General Duties of the Entire Board**

- Negotiate game fees, mileage fees, and other fees relevant to officiating games with the groups, leagues, agencies, and other clients allotting games to the MWFOA
- Evaluate and rank officials
- No member of the Board shall be required to incur personal cost based on performance of MWFOA activities.
- For matters decided by a vote of the Board (unless otherwise specified for specific situations) a majority of the entire Board is required for passage of the matter being voted upon

## **2 Responsibilities of Contracted Positions**

### **2.1 Duties of the Commissioner**

- Act as liaison between clients and the MWFOA
- Act as liaison between the OSAA and MWFOA
- Represent the MWFOA in OSAA meetings
- Represent the MWFOA in client meetings
- Handle ejection procedures as prescribed by the OSAA
- Produce a schedule of Youth, Varsity, Sub-Varsity, and Post-High School game assignments as outlined in Assignments Section of Operating Procedures
- Make changes throughout the season to the schedule of game assignments as prescribed by the board or as required by situations and schedule changes that arise.
- Observe games and evaluate officials and provide feedback to officials regarding their performance
- Work with the Board to develop contracts between the MWFOA and client organizations
- In the event that no qualified MWFOA member officials are available to be assigned, the Commissioner will seek qualified officials from neighboring associations
- The Commissioner will evaluate at least 1 youth, 1 sub-varsity, and 1 varsity MWFOA assigned games each week of the regular season.



The MWFOA Commissioner shall not:

- Make assignments for any OSAA game for any client not specifically assigned by the OSAA to the MWFOA without case-by-case written permission by the Local Officials Association that client is assigned to.
- Violate any rules governing behavior and actions of a commissioner as defined by the OSAA or the MWFOA.

## **2.2 Commissioner Failure to Perform Clause**

In the event that the Commissioner fails to perform the duties as prescribed, and issues are raised relevant to the performance of duties, the Commissioner may have their contract terminated by any one of the following:

- A 2/3 vote of the Executive Board
- A 2/3 vote of members in good standing at a regularly scheduled meeting
- A 2/3 vote of OSAA client schools serviced by the MWFOA
- A request from the OSAA

For conditions that are defined by the President as “failure to perform appropriate duties”, but that do not warrant termination of contract, a majority vote of the Board is authorized to levy fines equivalent to all Commissioner fees to be received for the weeks in which the Commissioner failed to perform appropriately.

## **2.3 Duties of Member Officials**

Members of the MWFOA are independent contractors pursuant to ORS 670.600 and are not employees, agents or servants of the Association. The Association is not required to and, therefore, will not provide any employee related benefits such as workers compensation or unemployment insurance and will not withhold any employee/employer related taxes. Members are solely and entirely responsible for their acts during the performance of their officiating duties.

Member officials shall:

- Abide by the MWFOA governing documents
- Abide by the OSAA policies which govern officials
- Act professionally as a representative of the MWFOA before, during, and after all assignments
- Show up on time for all assignments



- Attend and participate in MWFOA meetings
- Attend at least 10 hours of Commissioner approved training
- Officiate all games assigned
- File game reports as requested by the Board
- Report conflict of interests to the Commissioner

## **2.4 Officials Failure To Perform Clause**

In the event that an official fails to perform their duties as prescribed, or issues are raised relevant to the performance of duties, the Board may authorize:

- Fees and fines related to performance
- Reduction in effective rating for future games
- Change in assignments
- Reduction or elimination of assignments

## **2.5 Disciplinary Procedures**

If an official is deemed to have failed to perform his or her duties appropriately, they may be disciplined by the Board. Disciplinary actions are to be based on the severity of the actions, and may include penalties up to and including elimination of all assignments and membership from the MWFOA.

- 1) The Board may investigate any perceived misconduct or failure to perform issues. Based on the type of misconduct, the Board may refer the issue to review by the Mediation Committee.
  - a) Formal complaints against members must be submitted in writing to the Member-At-Large who will present them to the Board for review.
- 2) If disciplinary action is being considered by the board
  - a) The member will be invited to a Board meeting to make statements on their own behalf
  - b) A 2/3 vote of the Board will be required for disciplinary action
  - c) Official may appeal the disciplinary action once to the board through the Member-At-Large within ten calendar days of being notified by the board of the initial decision
- 3) The Mediation Committee shall complete any investigation, submit findings, refer potential disciplinary recommendations to the Board within 21 days of referral.

## **3 Meeting and Meeting Procedures**



Meetings are scheduled by the President, or another Board member with approval of three (3) other Executive Board members.

### **3.1 Authority to Facilitate Meetings**

The President or his designee will preside over all meetings, approve agendas, and recognize those members who wish to speak. Only when there is a dispute over a procedural issue will Robert's Rules of Order be invoked to settle the dispute. If a meeting is scheduled at the request of a Board Member other than the President, the Vice-President or the next available Board Member shall preside over the meeting.

The MWFOA President shall also have authority to do the following:

- Set the annual schedule of regular MWFOA meetings.
- Designate any other MWFOA member to facilitate all or part of any meeting.
- Recommend that non-MWFOA meetings, camps or clinics be substituted for attendance at an MWFOA regular meeting for achieving the minimum number of meetings for playoff eligibility. This recommendation must be approved by a majority vote of the Executive Board.

### **3.2 Business Meetings**

The business of the MWFOA shall be administered by the Executive Board. The President shall have the authority to schedule a business meeting and shall notify all members of the Executive Board of the location and time of such meeting. No business of the MWFOA can be conducted at such meetings unless there is a quorum of the Executive Board Present. The President or any member of the Executive Board may invite any MWFOA member, or other person who may have information or an interest in the action of the Executive Board. The Commissioner should be invited to all business meetings unless there is a specific reason to exclude him/her.

### **3.3 Regular Association Meetings**

A schedule of regular meeting dates shall be formed by the President and forwarded to the MWFOA membership from the previous year no later than two months before pre-season meetings and training begin. The schedule shall include the location, dates and times for all meetings. The President may reschedule a meeting date or change the time of a meeting if unforeseen circumstances arise or it is in the best interest of the MWFOA. The President may also schedule a maximum of two (2) additional regular meetings after the meeting schedule has been released to the membership if the following criteria are met:



- Minimum seven (7) days notice to the MWFOA membership via a regular meeting, email or, through the Arbiter.
- An agenda is compiled that includes game reports or training
- These additional meetings may be attended by MWFOA members and can be used to make up an excused absence from a regular meeting to meet playoff eligibility.

There shall be a minimum of eight (8) regular meetings scheduled each year.

### **3.4 Regular Association Meeting Attendance**

To be credited with attending a regular MWFOA meeting a member must be present for any training that is conducted during the meeting including game reports and rule interpretations. It shall be the responsibility of the Secretary to confirm and document the attendance of all members.

Any member may be excused from attending a regular membership meeting if they are:

- Assigned to officiate a game by the MWFOA Commissioner or;
- Receive approval by discretion of the MWFOA Secretary with prior notification or;
- Receive approval from the MWFOA Board.

Members may remediate excused absences on a case-by-case basis by completing training approved by the Training Committee, Commissioner, or Board.

To meet OSAA requirements for playoff eligibility attendance at six (6) meetings is required.

### **3.5 Regular Meeting Agenda**

The agenda for each regular meeting will be compiled by the President or his designee and shall be posted at each regular meeting. At a minimum time shall be designated for the following topics:

- Treasurers Report
- Training/Rules Interpretation
- Old Business
- New Business
- Game Reports (after the season starts)
- Commissioner Time
- Game Assignments (Excluding Pop Warner)



The President or a majority of the Executive Board may include other topics on the agenda, including items suggested or recommended by any member of the MWFOA.

## **4 Training**

Training for first- and second-year officials shall normally be conducted prior to the regular scheduled meetings and at any other time recommended by the training committee and approved by the President. The location of the training shall be at the same location as the regular meetings, but other locations may be used depending on the training to be conducted. General membership training shall be conducted during the regular meetings and attendance is mandatory.

The format and content of all training shall be determined by the Trainers and presented in lesson plan form to the Executive Board for review and approval. It is recommended that the training be presented in a combination of classroom, on-field and video review. The Trainers may call upon other members of the MWFOA, other Oregon Associations, the OSAA, O.A.O.A., or any other person with relevant knowledge to assist or conduct training. The use of such resources shall require Executive Board Approval.

It shall be the responsibility of the Trainers to maintain documentation of the training presented during all training sessions. The Trainers and Executive Board members designated by the President shall review this documentation at the conclusion of the season and prior to March 15th of each year. An evaluation of the training and suggestions for improvements or changes will be presented to the Executive Board for review by April 15 th of each year.





## 4.1 MWFOA Mentorship Program

### 1. Goals and objectives of the mentoring program:

The goals and objective of the mentoring program is designed to help bring awareness of professional and personal development of talents that may be hidden or not revealed at this time. The mentor helps bring these talents to life or in some cases helps the individual decide on realistic expectations, next steps and/or potential opportunities in officiating.

### 2. How the mentorship program will be administered:

#### Role of the Mentor

As a mentor, your primary role is to provide guidance and support to your mentee based on his or her unique developmental needs. At different points in the relationship, you will take on some or all of the following roles:

#### 1. Coach/Advisor

- Give advice and guidance, share ideas, and provide feedback
- Share information on "unwritten rules for success" within environment/organization
- Provide input to the mentoring action plan

#### 2. Source of Encouragement/Support

- Act as sounding board for ideas/concerns about referee choices; provide insights into possible opportunities
- Provide support on personal issues, if appropriate

#### 3. Resource Person

- Identify resources to help mentee enhance personal development and career growth
- Expand the mentee's network of contacts

#### 4. Champion

- Serve as advocate for mentee whenever opportunity presents itself
- Seek opportunities for increased visibility for mentee

#### 5. Devil's Advocate

- When appropriate, play devil's advocate to help mentee think through important decisions and strategies



## Role of the Mentee

As a mentee, you will play many different roles during the course of your mentoring relationship. The following are some important roles for you to keep in mind:

### 1. Driver of Relationship

- Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor
- Bring up new topics that are important to you at any point and give feedback to your mentor

### 2. Development Planner

- Develop and maintain the mentoring action plan and work with your mentor to set up goals, developmental activities, and time frames

### 3. Resource Partner

- Work with your mentor to seek resources for learning; identify people and information that might be helpful

### 4. Continuous Learner

- Take full advantage of this opportunity to learn

## 3. Qualifications, Responsibilities, and Expectations of Mentors and Mentees

### Qualifications

- A Varsity official with a minimum of 3 years of experience
- Adequate expertise in the referee's area of study
- Willingness to devote time and energy to advisees above and beyond normal referee responsibilities.
- Be approachable and accessible with good interpersonal communication skills

### Responsibilities

#### Mentor Roles & Responsibilities:

#### Phase 1: Identifying Roles

- Have a clear understanding of why you want to be a mentor
- Have a clear understanding of why you want to be a mentor
- Mentor with a realistic assessment of your skills and experience

#### Phase 2: Communicating Expectations

- Have a clear understanding of your expectations for your mentee
- Clearly communicate those expectations
- Stay flexible in changing expectations or plans
- Create goals with milestones and deliverables



- Adapt your feedback to your mentee's learning style
- Be realistic about setting timelines

### **Phase 3: Working Together**

- Advise, don't dictate
- Advise on what you know and admit the things you don't know
- Give good examples
- Recognize your mentee's weaknesses and build on his/her strengths
- Offer constructive feedback
- Evaluate progress
- Be your mentee's supporter when he/she reaches his/her goals
- Be consistent and reliable

### **Phase 4: Meeting All the Goals**

- After mentoring is completed, follow up on successes
- Provide an evaluation of the experience
- Repeat the mentoring process with others

### **Mentee Roles & Responsibilities:**

#### **Phase 1: Identifying Roles**

- Have a clear understanding of why you want to be mentored

#### **Phase 2: Communicating Expectations**

- Have a clear understanding of your expectations for your mentor
- Clearly communicate those expectations
- Stay flexible in changing expectations or plans
- Create goals with milestones and deliverables
- Inform your mentor about your preferred learning style
- Be realistic about setting timelines

#### **Phase 3: Working Together**

- Listen and contribute to the conversation
- Understand that your mentor will not have all the answers
- Accept constructive feedback
- Set time aside for self-reflection
- Evaluate progress
- Celebrate success
- Be consistent and reliable

#### **Phase 4: Meeting All of the Goals**

- Provide your mentor with updates after the mentoring is completed
- Provide an evaluation of the experience
- Say thank you
- Give back to the profession and volunteer to become a mentor



#### **Expectations Mentors:**

- Meet as often as your schedules permit.
- Provide help by answering questions. Serve as a learning broker, and be a sounding board for issues relating to the mentee's career goals and development. Talk about skills mentee could acquire to add value.
- Discuss eliciting getting feedback and help mentee look for information on impact he or she is having.
- Provide suggestions and advice on goals and activities that lead to effective and rewarding work. Tell stories about how others made their way in the career that might be relevant to the mentee.
- Be a catalyst for the mentee developing their own networking. Point to others he or she might reach out to and engage.
- Keep any commitments made.
- Keep confidences with mentee.
- Work out any minor concerns about the relationship.
- Evaluate the relationship at various points.

#### **Mentees:**

- Meet as often as your schedules permit.
- Take initiative to drive the relationship and be responsible for your own career development and planning. Ask questions.
- Focus and be interested in getting feedback and measuring how you are perceived.
- Ask for suggestions and advice early in the relationship. When advice is given, listen to the mentor, apply at least some of their ideas, and let him or her know the results.
- Elicit mentor's advice on developing other informal mentoring relationships
- Keep any commitments made.
- Keep confidences with mentor.
- Work out any minor concerns about the relationship.
- Evaluate the relationship at various points.

## **4.2 Evaluation and Rating of Officials**

Each official will receive a start of season rating, equal to their highest rating from the prior season, if available. New officials will be assessed during pre-season trainings for initial ratings. P-ratings will expire at the end of every post-season, and officials' ratings will revert to their highest "A" rating from the prior season. Each official's ratings will be reviewed twice during the season (mid-season, end of season).

Playoff ratings will be created between two sources of feedback for the Board and Commissioner:



- Membership will be offered a chance to vote on the top 4-5 officials by position
- Board feedback on game evaluations from officials, Coaches, and the Commissioner.

### 4.3 Rating Process

The board has created an in-depth rubric and explanation of each individual rating and what the expectations of officials are in each category. (Rubric will be added soon)

- A new rating of “C” has been added. This rating is for championship-caliber officials. Officials with this rating will be in the pool of officials that are eligible to be selected by the commissioner for State Semifinal and State Championship games. There is a limit of 3 championship officials per position.
- The membership will rank their top 5 officials for each subsequent position. These rankings will be used as a score card/point system. For example, the top official in each membership evaluation, will receive 5 points, the 2nd official will receive 4, the 3rd will receive 3, 4th receive 2, 5th receive 1. These points will be added into a “score” for each official, and the top 3 scores in each position will receive the “C” rating. Those present at the general meeting when this vote is in session will be able to vote. Others, who are not present, will not have the opportunity to vote.
- Along with the ranking list that each member would provide, members will have to give a written detailed explanation as to why the officials are ranked in the order, they are in. Specifically, why the top three officials on their list deserve the “C” rating over the bottom two. If insufficient detail is provided the member will be asked to re-submit more of an explanation.
- If there is a tie in the point totals, the board will vote between the officials in question to break the tie with a majority needed.
- The board will tally up the scores for each official and name the top three in each position as a “C”. The board does have the ability to override the membership decision for an official. This can only be done if all board members unanimously vote that the person in question is either playoff ineligible and/or does not display the qualities that are presented in the rubric that the board will provide. If a member is ineligible, they will be notified.
- There is no limit to how many “C” ratings an official can have. For example, if an official is good enough and voted as such, they may be a “C” in all five positions.
- The “C” rating will not be carried over to the next season, it will be treated like the “P” rating and will need to be re-earned.
- These lists will be compiled twice per season. Once at the mid-season rating point and at the end of the season prior to playoffs.
- The board will continue rating officials for all other rankings.



### 4.3.1 Purpose of Official's Ratings

- Clarify to officials and assigners the official's abilities and skill levels to assist in assigning officials to games
- Provide input and feedback about what they can do to improve as an official

### 4.3.2 Position Based Ratings

Each official may be given a ranking at each of the following positions:

- Referee
- Umpire
- Wings (Head Linesman, Line Judge)
- Back Judge

In the event that a game assignment includes Side Judge or Field Judge, the Wings rating will apply. If Side Judge and Field Judge become regular positions for game assignments, a Deep Wings rating will be added.

### 4.3.3 Rating Categories

At each position each official will receive one of the following ratings (assignment classifications are based on the classification of the home team of the contest):

- T Training still required
- S Sub-varsity assignment only. (Which includes middle school and pop warner)
- 1A Any level up to 1A Varsity
- 1A/2A Any level up to 1A Varsity, and secondary assignments up to 2A Varsity
- 2A Any level up to 2A Varsity
- 2A/3A Any level up to 2A Varsity, and secondary assignments up to 3A Varsity
- 3A Any level up to 3A Varsity
- 3A/4A Any level up to 3A Varsity, and secondary assignments up to 4A Varsity
- 4A Any level up to 4A Varsity
- 4A/5A Any level up to 4A Varsity, and secondary assignments up to 5A Varsity
- 5A Any level up to 5A Varsity
- 5A/6A Any level up to 5A Varsity, and any assignments up to 6A Varsity
- P Any level up to Playoff level (This rating may be further clarified by "capping" an official at a first-round game assignment to give the assigner a more accurate indication of the official's skills) P-ratings will expire at the end of every Post-season.

### 4.3.4 Rating Notification

Each official will be notified of their ratings in a timely manner after the ratings are complete. Ratings will be accompanied by requested and directed points of emphasis and areas of improvement for rated officials.



Ratings will be made available to the membership upon request.

### **4.3.5 Ratings Appeal Process**

An official may appeal their rating to the Executive Board

- Appeals of mid-season ratings will not be heard in that current season due to the limited time with which to assign games to re-evaluate the official.
- The President will assign 1 Board member and 2 non-Board member 4/5/6A referees to re-evaluate the appealing official.
- The rating assigned by the appeals committee's re-evaluation is final and cannot be changed until the next officials review meeting.

## **5 Scheduling**

The Commissioner shall be responsible for making all assignments. No member of the MWFOA may work an assignment for an MWFOA client unless so assigned by the Commissioner.

### **5.1 Authority of the Commissioner to make assignments**

The Commissioner has the sole authority to make assignments. With approval of  $\frac{2}{3}$  of the Board, the Board may provide the Commissioner with temporary scheduling limitations for a member or members' assignments.

## **6 Sabbaticals**

Any member in good standing may request in writing to the Executive Board for a one-year sabbatical.

The request must be made prior to the member working a Varsity game for the season and may be granted for the upcoming season only.

Any member returning from an approved sabbatical having been gone for no more than one season, will maintain the same membership status, and ranking status held at the time the sabbatical was approved.

Absences lasting longer than one season may result in changes to their membership status or ranking.



## **7 Access to Information**

The Commissioner and/or Executive Board are required to maintain the following information and make it available to any member of the MWFOA Unless otherwise specified, the information should be available for distribution electronically or in hard copy format Regular Meetings. In the event that a request for information is not received in time for distribution at the next Regular Meeting, it shall then be distributed electronically prior to the next Regular Meeting and/or available for distribution at the next Regular Meeting.

### **7.1 General Information**

The following information will be available at all Regular Meetings. Digital copies also made available in the 'Members' section of the MWFOA website.

- Contact information for the Commissioner.
- All meeting minutes for the current and previous season.
- Game fee and mileage information.
- MWFOA membership information including names, addresses, phone numbers and e-mail.
- Copies of school/client information for the current season including contact numbers for each client school and a contact person.
- League information for all client schools.
- Association By-Laws and Operating Procedures.
- A Treasury Report shall be presented to the membership at each Regular Meeting by the Treasurer. This report shall include at a minimum the balance of all MWFOA accounts, the totals of accounts receivable and accounts payable, and any pending actions that may/will affect the financial position of the MWFOA.

## **10 Conflict of Interest**

Questions regarding Conflict of Interest matters shall be presented by the Commissioner to the Executive Board. The Executive Board will make the final decision regarding the ability of the Commissioner to schedule a member to a school or a program where an actual or potential conflict of interest exists. This decision may be appealed by the member to the





Executive Board. The following conflict of interest policy shall be enforced by the Executive Board and Commissioner.

1. Unless the athletic directors of the schools involved in the contest and the assigning commissioner agree, no official shall be assigned to a varsity contest if:
  - a. The contest involves a school currently attended by the official's child or stepchild.
  - b. The contest involves a school at which the official or a member of their immediate family\* is a current employee or coach.
  - c. An immediate family\* member of the official is a team member of one of the involved teams.
  - d. The contest involves a school from which the official has graduated within the last four years.
  - e. There are other factors or relationships between the official and a participating school that, in the judgment of the commissioner or the official, might give rise to the appearance of a conflict of interest.

\*Definition of "immediate family" as used in this policy: Spouse, parents and grandparents, children and grandchildren (including adopted and step), brothers and sisters, mother and father-in-law, brother and sister-in-law, daughter and son-in-law.

## **11 Check Signing**

The MWFOA shall maintain a dual signature check writing system. Any new account changes or change in banks must maintain this dual-signature requirement.

All checks issued by the MWFOA shall be issued by and signed by the Treasurer. These checks shall also have the signature of the President, Vice President, or Secretary. In the event that the Treasurer would become unavailable for an extended period of time, the President may appoint a new Treasurer, or the Executive Board may meet and designate a Temporary Treasurer to perform the designated duties until the Treasurer is able to return.

Between January and March, any newly elected President, Vice President or Treasurer for the MWFOA must update bank records to qualify themselves as a recognized signing party.

## **12 Budget**

Estimated budgets for operating expenses, payroll, legal counsel, financial obligations and other expenditures must be established and reported to the membership by the second Regular Meeting of the season. The monitoring of these budgets is the responsibility of the Treasurer.

The accountability for expenditures related to these budgets rests with the Executive Board. The Treasurer will review the budgets and expenditures and make a detailed report to the membership at the last Regular Meeting of the season. This report shall include at



a minimum, total income received and pending, total and projected payroll, Commissioner fees paid by MWFOA members, Treasurer fees paid by MWFOA members, total operating expenses and available funds.

### **13 Missing and/or Late to an Assignment**

Once an assignment has been placed on the schedule by the Commissioner and accepted by a member of the MWFOA it is that member's responsibility to complete that assignment or make a timely notification to the Commissioner that they will not be able to do so. Timely notification shall be considered to be as soon as the member is aware that they will not be able to complete the assignment, but in all but emergency situations, no less than four (4) hours prior to the scheduled starting time of the game.

A member is deemed to be late for an assignment if they are not properly attired and on the field prior to the opening kick-off for a sub-varsity game, or are not prepared to take the field with the assigned crew ½ hour prior to the scheduled game time for a varsity assignment. The assigned Referee is required to make notification to the Commissioner and the Member at Large within 24 hours that a member was late to and/or missed an assignment. In the event that it is the Referee that is late and /or misses an assignment it shall be the responsibility of the Umpire to make the required notifications.

#### **13.1 Penalties for Missing and/or Being Late to an Assignment**

The board may assess a monetary penalty for members who miss or are late to an assignment, not to exceed a 4/5/6A Varsity assignment fee.

#### **13.2 Notification to the Member of Sanctions**

Sanctions issued by the Board shall be provided to the member through the Member-At-Large.

### **14 Playoffs**

Playoff assignments for the MWFOA are determined by the OSAA and are scheduled according to the OSAA Athletic Officials Handbook rules regarding State Championship Officials.



## **14.1 Playoff Eligibility**

Members must satisfy the State Championship Officials criteria as established in the OSAA Athletic Officials Handbook to become playoff eligible and must maintain a playoff rating for each crew position for which they may be assigned.

## **14.2 Playoff Alternates**

Officials may be assigned as alternates for playoff games by the Commissioner (any alternates assigned to work games by anyone other than the Commissioner are not subject to this policy). Alternates may only participate in a playoff game if they have met the minimum standards for playoff officials as set forth by the OSAA.

Any payments made to assigned alternates are contingent upon available funds in the MWFOA budget.

## **14.3 All Star Games Crew Selection**

When the MWFOA is requested to provide officials for the All-Star Games, the Commissioner with input and approval of the Executive Board will select the officials to be assigned.

## **15 Game Reports**

Referees are required to submit game reports for all MWFOA sanctioned games that they work. These game reports are a primary basis for rating officials and every effort should be made to ensure that they are complete, accurate and honest. Any referee that has not submitted required game reports prior to the Playoff Referee selection meeting will not be eligible for Playoff Referee assignment. Every effort will be made to provide information at Regular Meetings as to who is missing game reports. However, the responsibility for completing these reports rests only on the referee assigned to the game.

Any MWFOA member who works or watches a game officiated by MWFOA officials may submit a game report. Game reports should be professional and should not contain personal opinion. They should report observations that are complementary and criticism should be constructive.



## **16 Officials School/Client Communications Protocol**

The primary contact person between the MWFOA and the client/schools is the Commissioner. Individual members of the MWFOA should limit official communications to information concerning game locations, being late to a game, issues regarding safety during the ongoing game.