

Hamilton Football Officials Association



Policies and Procedures Manual V 1.0

Mission Statement

Our responsibility is to provide the amateur football community in Hamilton with qualified officials to ensure the participants receive a fair and safe playing environment.

We strive to improve through continuing education, ongoing development and evaluation of our officials to provide the best possible services to our customers.

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Game Day

Assignments

All HFOA assignments must be approved and assigned by the respective "Referee in Chief" or their representative.

Some assignments will have different requirements with regards to pre-game duties involved. Your RIC will define what these requirements are.

If you are unable to make an assigned game please notify the appropriate RIC upon receipt of the assignment.

If you are not able to make an assignment that you have already confirmed it is your responsibility to contact your RIC and make arrangements for a suitable replacement.

If an assignment is missed in part or whole, the following fines will be levied against the member:

Situation	Fine
Late Arrival	\$10.00
Missed Assignment	A game fee

Uniform

All HFOA members are to wear the prescribed uniforms at all times when officiating.

Tackle Uniform:

- Black and white striped shirt with 1 inch stripes
 - Long or short sleeves depending on conditions
 - The entire crew must wear the same type of shirt
 - In case of dispute, the Referee has the final say
 - In inclement weather, a black and white striped jacket with 1 inch stripes may be worn.
- Knicker style pants that are all white
- Black pants with a white stripe on the side designed for officiating may be worn in cases of inclement weather or when temperatures are at or below 9°C
- Black Belt
- White socks with the stirrup worn over top
- Black shoes with white laces
 - White accents or highlights on the shoes are permitted
- Orange penalty flag not altered from manufacturer's specifications
- Black Fox40 Classic whistle, either on a black lanyard or finger grip.
- Appropriate hat for the position assigned
 - Referee

- White hat with black bill and black piping
 - All other positions
 - Black hat with white piping
- HFOA assigned number is to be affixed on the rear of the jersey
- HFOA crest is to be affixed on the front of the jersey over the left breast

Touch Uniform

- Black and white striped shirt with 1 inch stripes
 - Long or short sleeves depending on conditions
 - The entire crew must wear the same type of shirt
 - In case of dispute, the Referee has the final say
 - In inclement weather, a black and white striped jacket with 1 inch stripes may be worn.
- Black Shorts with the appropriate touch sock or black wind pants may be worn.
 - The entire crew must wear the same pants
 - In case of dispute the Referee has the final say
- Black shoes with white laces
 - White accents or highlights on the shoes are permitted
- Orange penalty flag not altered from manufacturer's specifications
- Black Fox40 Classic whistle, either on a black lanyard or finger grip.
- Appropriate hat for the position assigned
 - Referee
 - White hat with black bill and black piping
 - All other positions
 - Black hat with white piping
- HFOA assigned number is to be affixed on the rear of the jersey
- HFOA crest is to be affixed on the front of the jersey over the left breast

If an uniform is worn improperly or is missing components the following fine will be levied.

Situation	Fine
Improper Uniform	\$10.00

Attendance

It is expected that all members attend the games to which they have confirmed their attendance.

Attendance at the game site should be in accordance with the information communicated in the assignment with regards to pre-game duties.

If you cannot attend a confirmed assignment please contact the appropriate RIC for assistance in finding a replacement. All replacements must be approved by the RIC.

In circumstances where assignments are either in whole or part habitually missed, the executive may levy additional sanctions.

Conduct

When an HFOA member goes to officiate a game they are representing the HFOA through their conduct and appearance.

Profanity	Profanity by members should be avoided at all times when representing the HFOA
Impairment	No member of the HFOA shall officiate while under the influence of alcohol or drugs.
Drugs	No member of the HFOA shall possess or use illegal substances while performing their duties
Alcohol	No member of the HFOA shall publically consume alcohol during the course of their duties.
Harassment	No member of the HFOA shall harass another member, spectator or participant while performing their duties.
Discrimination	No member of the HFOA shall discriminate against any person with regards to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability

Penalties for violating the code of conduct will be levied by the executive on a case by case basis and can range from a monetary fine to suspension or dismissal.

Participant Safety

The main focus of the HFOA is to ensure a safe environment for the participants of the game. In order to ensure this the HFOA has adopted a policy whereby in any game governed by the HFOA there shall be nobody other than the 24 players and officials within 5 yards of either sideline or dead ball line.

Rules which are put in place to protect the safety of the participants should never be disregarded.

Prior to any game, officials must walk around the field to identify any potential hazards or issues with the field and to ensure that all safety measures have been met. As well as ensure that all participants are wearing the required safety equipment.

If there is a concern regarding the safety of the participants halt the game immediately and do not allow it to resume until it is safe. Contact the appropriate RIC to apprise them of the situation.

Inclement Weather

The game of football is played in a variety of weather conditions. The only time a game should be postponed or cancelled should be in the event of lightning.

If lightning is observed, halt the game immediately, and encourage all participants to take cover under shelter.

The game shall not be resumed until 30 minutes has elapsed since the most recent lightning strike.

If the lightning continues for more than an hour the remainder of the game will not be played.

Ejections

It is the referee's decision based on the information provided by the other officials whether or not to eject a participant. If the referee decides to eject the participant, it is the referee's responsible to communicate to the coach the nature of the disqualification and note the incident on the game sheet if one exists. All ejections must be reported within 24 hours to the RIC responsible for assigning the game.

Training and Development

Certification Program

The HFOA follows the Football Canada Officials Certification Program. A member may progress through this program by attending clinics and receiving satisfactory evaluations by certified observers. All members are encouraged to attend clinics to keep their certifications current or to raise their level of certification.

All assignments will be made taking into account the level of certification held by the member.

Training Meetings

Each RIC shall develop a training plan for their officials. In order to ensure that all officials keep their knowledge of the game current, training meetings will be mandatory. If you are unable to make the meeting due to a legitimate reason, please contact the appropriate RIC. There may be sanctions levied for a missed meeting.

Examinations

Each RIC will prescribe how they will handle yearly rules knowledge examinations. Fines or sanctions may be levied for failing to write an examination or failing to receive an appropriate grade.

Continuing Education

The HFOA fully supports any member who wishes to attend clinics, conferences or camps for self advancement. The HFOA may cover a certain portion of the cost of these endeavors.

Advancement

Any member who is interested in advancing to a level above that where they currently work is encouraged to speak to their respective RIC with regards to their officiating goals and developing an action plan to obtain them.

Position Progression

The normal course of progression through the various positions on field starts with the side positions (HL, LJ). Once proficiency is shown, the member may progress into the umpire position, or a deep position. Once rule knowledge and on field proficiency has been demonstrated, a member may begin to work in the referee position.

Because of this progression please respect the position assigned to you by the RIC.

Association Administration

Communication/Release of Information

No member shall release information pertaining to the business of the association without prior approval of the HFOA

Any requests for information shall be directed to the executive.

The executive will not release any information about the members without their expressed consent unless such information is to be used to determine eligibility for provincial or national appointments or awards.

Grievance

The following grievance procedure shall be used if any member has a concern about any facet of the HFOA

1. Attempt to resolve with person concerned verbally.
2. Approach R.I.C. verbally if concerns his duties and responsibilities.
3. Approach President verbally.
4. Submit in duplicate to President and Secretary, written grievance stating all avenues taken.
5. Request Special General Meeting as outlined in Article 6.
6. Grievance procedures must begin within two weeks of occurrence.

Response shall be received within one week at each step.

Discipline

All members of the HFOA are bound by the HFOA rules and guidelines while working for the association. In the event these rules are broken, sanctions may be levied by the RIC/Executive. Sanctions may range from fines to suspension or expulsion. In cases where dismissal is warranted it shall be discussed and approved by the executive.

Communicating Between Members

E-mail will be one method of communication between executive and the membership.

The association e-mail list is to be used to convey official business only. Do not send personal issues to the entire membership. If there is a concern, address it with the respective member or the executive.

All e-mails sent concerning association business are deemed confidential and shall not be redistributed outside of the association.

Payment

The following payment schedule shall be used governing all games assigned by the HFOA:

See Appendix A

All game fees will be collected by the association treasurer and distributed to the membership at the annual general meeting at the conclusion of the football season.

Fines

The HFOA has set fines governing conduct. Any member that is fined will have that amount deducted from their year-end pay. All monies collected in fines will be applied to the budget for the Annual General Meeting.

Reference Requests

As the members of the HFOA provide a service for our customers the President or designate if requested will complete letters of reference or recommendation for any member in good standing.

In addition any member who wishes to transfer to another football officials association can request a letter from either the President or designate outlining their current standing as a member and certification level.

Number Policy

Each member is assigned a number that is their identifier while on the field. The secretary holds the master number list and has final approval over any number request. No two members may hold the same number, and no member shall wear a number that they were not assigned. As a new member, one number will be supplied for you by the HFOA.

Insurance

Every member is enrolled in the Football Canada insurance policy. This policy provides liability insurance for our members for incidents that may happen during games approved and assigned by the RICs.

Service Awards

The HFOA has a number of annual awards that are presented to recognize outstanding achievement among the membership, and the football community.

Seymour Wilson Award	Recognizes outstanding service to football in the Hamilton area
Jim Tinson Award	Recognizes the most improved touch football official
Tony Schlosser Memorial Award	Recognizes the most improved tackle football official
Bill Shephard Award	Recognizes the HFOA rookie-of-the-year
EMS Award for Minor Football	Recognizes the official who gives an outstanding contribution on the at the minor football level

Voting and Elections

All members in good standing are eligible to vote at any annual general meeting or special general meeting for the election of officers, amendments to the constitution or general resolutions. All voting will be done in accordance with the constitution.

Scholarship Committee

A committee of three members will be selected to review the nominations for the HFOA annual scholarship and determine which applicant best meets the criteria to receive the award.