

Policies and Procedures Manual for the Eastern Ontario Tackle Football Officials Association

Association Goals:

- That the EOTFOA will develop officials to protect and promote the best interests of amateur football in the Ottawa area;
- That the Eastern Ontario Tackle Footballs Officials Association (EOTFOA) and its members conduct themselves in a professional manner and to the best of their ability at all times;
- That the EOTFOA provide the required amount of training for its officials to advance through the Canadian Football Officials Association (CFOA) and Football Canada Program;
- That EOTFOA Executive support meetings at the Provincial and National level.

1.0 Background/Introduction

The Eastern Ontario Tackle Football Officials Association has been in existence since 1999. The EOTFOA is sanctioned as an official association under the Ontario Football Officials Association and supports the goals, ideals, and objectives of Football Canada and the Canadian Football Officials Association. The EOTFOA was founded to bring all tackle football officials in eastern Ontario and western Quebec including the Ottawa Valley, Seaway and greater Ottawa, into a single organization. The EOTFOA can trace its roots to 1935 with the formation of the Ottawa District Football Officials Association.

Officials from the EOTFOA may be assigned to work games at various levels of play including minor football (National Capital Amateur Football Association), high school (both Ontario and West Quebec), Ontario Varsity League, Junior (Quebec Junior Football League and Ontario Football Conference), university (Canadian Interuniversity Sport), semi-professional (Empire Football League) and professional (Canadian Football League).

2.0 Constitution

The EOTFOA maintains a Constitution in order that it can carry out the necessary business of the Association and give its members an idea of their rights and privileges. Copies of the Constitution are available to all members.

3.0 Officers of the EOTFOA

3.1 Executive

The EOTFOA is operated with an Executive membership of 3 individuals. The constitution indicates the positions and roles of the Executive members. Executive members are elected for a two year term, on a rotating basis, as indicated in the constitution. Elections are held every second year (or as necessary) as detailed under Annual General Meeting below.

3.2 Duties of the Executive:

3.2.1 Chairperson

The duties of the Chairperson shall be as follows:

- i. To chair all general and executive meetings;
- ii. To supervise and coordinate the activities of EOTFOA;
- iii. To liaise with third parties, as required, with the assistance of appointed active members;
- iv. To exercise voting privilege in the event of a tie at all meetings;
- v. To provide all records to the new Chairperson upon adjournment of the Annual General Meeting after two years of service or after resignation.

3.2.2 Secretary

The duties of the Secretary shall be as follows:

- i. To record all meeting minutes with the exception of training meetings. Will need to record all attendees to training meetings;
- ii. To provide copies of the minutes to all Executive members and post the minutes in the EOTFOA binder, which will be available to all members at the meetings. Binder to contain data for the current fiscal year;
- iii. To receive, distribute and file (a copy in the binder) of all correspondence;
- iv. To mail all EOTFOA correspondence, as endorsed by the Executive;
- v. To provide notice to all Executive and members of General and Executive meetings;
- vi. To prepare yearly membership files and update as required;
- vii. To provide all records to the new Secretary upon adjournment of the Annual General Meeting after two years of service or resignation.;
- viii. To ensure that the Bank has the appropriate documents pertaining to EOTFOA and copies of Authorized signatures.

3.2.3 Treasurer

The duties of the Treasurer shall be as follows:

- i. To prepare the annual budget projection;
- ii. To prepare an annual Balance sheet;
- iii. To maintain a receipt and disbursement journal as endorsed by the Executive;
- iv. Account and collect all game fees from the respective Leagues;
- v. Hold in trust all EOTFOA monies in the EOTFOA account with Canada Trust (account number: 533-5004001);
- vi. To make available all records for auditing by selected Active Members;
- vii. To provide all records to the new Treasurer upon adjournment of the Annual General Meeting after two years of service or after resignation.

3.3 The Assigning Officer(s)

EOTFOA will have up to two Assignors, who will assign games based on merit, in accordance with the capabilities of the officials as stipulated by Football Canada, availability of game assignments and availability of the official and the level of games worked.

Honoraria: 1.5 % of the all Game fees to a maximum of \$1000 to be divided equally between assignor(s).

4.0 EOTFOA Administration

4.1 Roster

Rosters will be made available to each member. Each member is responsible to advise the Secretary of any changes to the Roster. Each active member shall provide a current address, residence telephone number, business work number if applicable, and email address if applicable. Member shall also indicate preferred method of communication. All data will be kept in strict confidence for the sole purpose of EOTFOA. Any change to the address, email address or telephone numbers is the responsibility of the member to provide to the secretary for record purposes.

4.2 Annual Contract

The contract shall have specific statements regarding: Recognition of Level; Term of the Contract; EOTFOA Requirements; Requirements of the Official and Disposition of the Contract. The contract may be extended for a period of up to one year upon mutual agreement of the official and the EOTFOA. See Appendix 1 for a copy of the text of the current contract.

4.3 Requirements of an Active Member:

4.3.1 Minor Game Minimum

An official who is of a level equivalent to Level III or higher must work a minimum of four (4) minor (tyke and mosquito, or some combination thereof) games per year without exception.

4.3.2 Weekly Meetings

It is the responsibility of the Membership to attend Weekly Meetings and complete an Availability Form, according to *section 9.4* below.

4.3.3 Conflict of Interest

Conflicts include such items as: a family member playing football for a particular team, a member of EOTFOA working with a team in any capacity, or attending a high school. It is the decision of the EOTFOA membership that an official will not work the games of the team in conflict and for students attending high school, the member will not work games of any high school in the same conference. If a member has a Conflict of Interest with respect to a particular team, the Member must submit the details of the conflict in writing.

4.3.4 Missed Game Procedure

If an official cannot work an assigned game and gives notice to the Assignor less than twenty four (24) hours before, a fine equal to the game will be assessed. An official who missed an assignment will be penalized by a fine equal to that game fee. The fine will be split by the official(s) who worked the game. If there is a serious event (accident, death, mechanical breakdown etc), and that was the reason for the missed assignment, an exception may be made by the Executive.

4.4 Insurance Coverage

All EOTFOA members are covered under an insurance policy arranged on their behalf by the OFOA. The insurance coverage typically runs annually from July 1st to June 30th. This insurance covers an Official to and from, and while working a football game. If an Official is injured while participating in a football game, the following is a brief explanation of the procedures that should be followed:

- Obtain the required medical attention immediately;
- Make notes;
- Contact the Association Chairperson and provide detailed information on the situation;
- the Chairperson is to contact Football Ontario and provide information on the situation;
- Contact the Ontario Football Officials Association to report the situation.

4.5 Officials liabilities

Each Official working a football game has specific responsibilities that they should be aware of. An Official can minimize their liability through knowledge gained from the rule book and manuals. All Officials are expected to be fully aware of their responsibilities before they work a game.

4.6 Discipline: Removal for Cause

Any member of the EOTFOA may be removed for cause. The definition of cause is defined by the Contract between the Association and the Official. Any motion for removal for cause must be signed by at least seven (7) active members of the Association. The written motion shall be presented to the Membership at the first available meeting of the EOTFOA and acted upon immediately. All decisions voted upon by the Membership with respect to removal of a member for cause shall be final.

4.7 Uniforms

All members of the EOTFOA will wear the proper field uniform while assigned games by this association. Each official is responsible for bringing the correct equipment to the field so all officials look the same. The EOTFOA approved uniform is described as follows:

- One pair of clean black cleats with white laces;
- One pair of 1 piece white socks with black strips at the top;
- One pair of long white knickers;
- One black belt;
- One striped sweater (long and short for different weather conditions);
- One official's piped hat (black for all other positions except referee, who will wear a white piped hat);
- One penalty orange marker (sand weighted);
- One official's black jacket; and,
- One whistle either black or chrome for either finger or black lanyard.

Uniform must not have any crests or markings displayed other than the manufacturer's labelling. Sunglasses will not be worn on the field unless a physician prescribes the glasses. Jewellery (i.e. chains or bracelets) will not be visible. All members of the assigned officiating team are to wear the same style of uniform; the stick crews can dress accordingly. Timers do not have an assigned uniform. Each new EOTFOA member is eligible to receive one number plaque for their jersey (black number on white background).

4.8 Rule book

Each Official will be responsible to purchase a copy of the current rulebook. The Official should carry their rulebook to games to review/discuss correct rules/interpretations. Rulebooks must be brought to each clinic and meeting. Rule books are available from the EOTFOA Secretary.

4.9 Manuals

Each Official will be responsible to purchase a copy of the manual that relates to the level they have attained. Each Official should review the manual on a regular basis as these are the definitive source for mechanics and other non-rule activities. Members are responsible for supplementing with appropriate training materials. Manuals must be brought to each clinic. Manuals may be obtained through the EOTFOA Secretary.

4.10 CFL and CIS Nominations

The nominees shall be selected by the membership and presented to the Executive. The Nominees must have successfully obtained a Football Canada Level 3 for Officials and be active within the EOTFOA.

4.11 Player ejection:

Each ejection will be documented on the game sheet. The Referee on the game must contact the Executive Chairperson immediately after the game to explain the circumstances surrounding the ejection. The Officials involved should make notes of the situation for future reference.

4.12 Fights during or following a game:

It is not EOTFOA Policy to get involved in fights between players or others during or after a football game. If a fight occurs during the game, the Officials are not to get physically involved, but are to observe which players are involved, apply rules and record observations on the appropriate game sheets.

Details of fighting incidents that occur during the game or immediately after the game and have been observed by the officials need to be reported to the EOTFOA Chairperson. As well, Officials who have observed the fighting incident should make notes of the situation for future reference.

4.13 Abuse of an Official:

Any abuse, whether verbal or physical, will not be tolerated. The Official will immediately contact the EOTFOA Chairperson regarding the incident following the game. All Officials on the game should make their own notes of the situation and submit them.

The EOTFOA Executive will take the appropriate action with each situation and keep the affected Officials informed.

5.0 EOTFOA Finances

5.1 Use of funds

The Association maintains funds for various uses involving the Association's business, including printing, postage, insurance, Provincial/National dues, meetings, clinics, etc. relating to Touch and Tackle Officials.

5.2 Authority to Sign

All money account transactions, for withdraws including cheques, shall require two signatures from the present Executive. The signatures can be any two of the current Executive membership. At a minimum of every two years the Bank records shall be updated to reflect the current Executive membership.

All contractual agreements entered into by EOTFOA and agreed upon by the Active Membership shall require the joint signatures of the Secretary and the Chairperson. No other Executive members are permitted to sign.

5.3 Fees, Dues and Assessments

5.3.1 Fees

The fee structure for the EOTFOA shall be reviewed and revised on an annual basis. The fee structure for the present year (including mileage fees) shall be distributed to the membership no later than 15 September of each year.

5.3.2 Dues

As stated in *Article Six* of the Constitution, dues shall be determined by the Executive each year. The annual membership, which becomes payable at the Annual General Meeting, will pay for the membership to OFOA. Operational funds shall be obtained from the membership through an assessment of 8% (eight per cent) against game fees; this will not include travel costs.

Once all EOTFOA expenses have been paid (this includes payment of fees and travel expenses to the membership), it is the desire of EOTFOA to maintain a \$1 000.00 reserve fund. If there are funds over and above the \$1 000.00, the membership of EOTFOA shall decide the purpose for which the funds will be used and method of dispersal. Further deductions from a member's payment may be made to cover the cost of any equipment purchased, rule books, manuals, and for attendance at meetings, clinics, etc. as appropriate.

5.3.3 Missed games fines

An official who missed an assignment will be penalized by a fine equal to that game fee. The fine will be split by the official(s) who worked the game. If there is a serious event (accident, death, mechanical breakdown etc), and that was the reason for the missed assignment, an exception may be made by the Executive (see also 4.3.4 Missed Game Procedure).

5.3.4 Expenses - Representing EOTFOA

If an EOTFOA member attends a sanctioned meeting which is approved by the Executive, their reasonable expenses shall be covered. Receipts must be submitted to the Treasurer for reimbursement.

5.3.5 Expenses - Clinics

If an EOTFOA member attends a Certification Program/Clinic, they may be eligible for reimbursement from the Association towards their expenses. Receipts must be submitted to the Treasurer for reimbursement, subject to approval of the Executive.

6.0 Certification

EOTFOA is prepared to offer the necessary levels to its members on a scheduled basis. Officials are welcome and encouraged to participate in regional clinics. Details of CFOA requirements for certification are included as Appendix 2 of this document.

6.1 Annual Exams

All EOTFOA members are expected to complete and submit the current years CFOA Exam before September 1st each year. It is expected that all members attain a mark of greater than 75%. All new members (Level 1) are invited to write the exam but are not required to submit the exam to be marked.

6.2 Tests/Quiz

Officials should be prepared to write a test/quiz at clinics on rules (interpretations & applications) and mechanics. Marks of greater than 75% should also be achieved.

6.3 Annual Evaluation

Each Official may receive a written summary of their performance during the previous year. The rating will be comprised of comments received during the year from senior EOTFOA Officials. Officials may appeal their rating to the Executive. If, during the year, the Chairman is made aware of a situation concerning an Official, the Chairman will personally contact the Official to discuss the matter. The conversation shall be documented to ensure that the Official improves.

7.0 Discipline

It is extremely important that all discipline be documented. The EOTFOA Executive should be informed of all disciplinary actions. Verbal complaints may be noted but not necessarily acted upon. All complaints about the Association or an EOTFOA Official will be asked for in writing. All written complaints will be replied too.

8.0 Working with other Associations/Association with other Officials groups

All EOTFOA Officials who participate in tournaments or who work with other officials associations must receive prior permission from the Executive.

9.0 Association Meetings

9.1 Annual Dinner

The Annual Dinner is held in November - December. The cost of this event will be automatically deducted from each member as part of their dues/assessment. The cost of this event is subject to an annual review. Honorary Members and their Guest shall be invited to attend the year-end Banquet as a guest of EOTFOA.

9.2 Annual General Meeting

The Annual General Meeting (AGM) shall be held each year at a convenient time before 15 March at suitable meeting site where there will be privacy for our members. This event is open to each EOTFOA active member as defined in the Constitution. The Purpose shall be to conduct business for EOTFOA, ratify actions of the Executive through the acceptance of reports.

Every second year EOTFOA will have an election for a new Treasurer. Any member can nominate an active member and there must be a seconder. By progression, the current Treasurer shall advance to the position of Secretary, and the Secretary shall advance to the position of Chairperson. Therefore, once elected, the selected Member shall serve EOTFOA for a period of not longer than six (6) years. If an Executive member resigns before the six-year term is completed, or is removed for cause, 21-day notice will be given to the membership before a meeting of EOTFOA will be called to select a new Executive member.

Constitutional Amendments will only be permitted during the AGM and shall be submitted in writing 21 days prior. The Secretary will forward copies to the Executive and the Membership for their review prior to the AGM. The Secretary shall provide notice to all Members of EOTFOA at least 14 days prior to the AGM. Notice can be given by telephone, regular mail or email.

Quorum for the AGM shall be 66% (or two thirds) of the registered membership; this will include any proxy received by any member. All proxies to be presented to the Secretary before the AGM begins. For voting purposes, under any circumstance, simple majority plus one will be rule. The Chairperson shall exercise the right to vote in the event of a tie.

All EOTFOA meetings will be conducted in accordance with parliamentary procedures.

9.3 Training Meetings

Training meetings shall be held as deemed necessary by the Executive and the membership. The Purpose shall be to provide updates with respect to the Football Canada and OFOA positioning guidelines and procedures, to review the Canadian (Amateur) Rule Book for Tackle Football and to review specific requirements as deemed important by the Leagues serviced by EOTFOA. Attendance at these meetings is mandatory. Failure to attend will result in removal of play off privileges. The Secretary shall provide notice to all Members of EOTFOA at least 21 days prior to a Training Meeting. Notice can be given by telephone, regular mail and email.

9.4 Weekly Meetings

Starting with the last Monday of July, a meeting will be convened to obtain the first three weeks availability for the month of August from the Membership for the junior and midget leagues. Starting from the third Monday of August until the last Monday of October, EOTFOA will be conducting weekly meetings. Time and Place to be determined.

Attendance is mandatory for seven of ten meetings. Failure to attend these seven meetings without just cause (work, school or distance, etc.) will result in removal of play-off privileges. The weekly meeting shall consist of three parts:

- Part One: Business meeting for EOTFOA;
- Part Two: Rule interpretation;
- Part Three: Availability and Assignments. It is the responsibility of the Membership to complete an availability form each week.;
- Availability will be assigned as follows:
 - Monday to Friday:
 - D - Days, 9:00 a.m. to 4:00 p.m.
 - A - Afternoons, only 3:00 p.m. on
 - N - Nights, 6:00 p.m. on
 - Saturday, Sunday and Designated Holidays:
 - D - Days, 9:00 a.m. to 5:00 p.m.
 - N - Nights, 5:00 p.m. on

9.5 Special Meetings

The Executive has the authority to call Special Meeting(s) with regards to decisions that are to be made that impact the Membership. At this meeting, the Chairman must allow "Constitutional amendments to be presented" that are going to be based only on the subject of this/these meeting(s). A "Sunset Rule" will be applied to the amendment(s) so that decision(s) made can be added to or removed from the Constitution at the Annual General Meeting.

The Executive must give the Membership a twenty-one (21) day window of notice of said meeting(s). At this time of notification, the Executive must also provide all of the information regarding the situation in writing, to be reviewed by each Member. Based on this information, the Membership can ask questions of the Executive and submit amendments for consideration.

10.0 Amendments to Policies and Procedures

The EOTFOA Constitution will always take priority over the Policies and Procedures. The Policies and Procedures information is meant to document the procedures the EOTFOA will follow in particular circumstances. From time-to-time, it will be necessary to amend the Policies and Procedures. Amendments to Policies and Procedures can be made at any weekly or special meeting. The Executive will decide what changes are approved. Members requesting changes should do so in writing to the Executive. Amendments will be provided to members in a timely manner.

Appendix 1: EOTFOA Officials Contract

This agreement between «**Officials Name**» and the Eastern Ontario Tackle Football Officials, hereafter referred to as EOTFOA, is binding as of this the **xx** day of **xxxx** of 200**X**.

The parties hereto agree to carry out the terms and conditions of this agreement in accordance with the requirements of Football Canada, the regulating body for Amateur Football and the Constitution of EOTFOA.

The parties Recognition

The EOTFOA recognizes that said Official is ranked by Ontario Football Officials Association and Football Canada as a Level «**CFOA Level**» official.

Article One

That said Official is capable of working said level for the leagues EOTFOA provides officials, which includes and is not limited to OVFL, NCAFA, QMJFL and NCHSF (National Capital High School Football).

The term of this agreement shall be from the date assigned to the contract to December 31, 200**X**, unless it is mutual agreed to extend the contract for a period of one additional year.

The EOTFOA hereby agrees to provide the following:

- To provide positional training in accordance with the requirements of Football Canada.
- To assist with the interpretation of the current edition of the Canadian Rule Book for Tackle Football as prepared by Football Canada Amateur.
- To assign said official to games in accordance with the capabilities of the said official as stipulated by Football Canada.
- To reimburse the official for the games worked in accordance with the EOTFOA Constitution.

The Official hereby agrees to hold the following principles and realizes that failure to maintain these requirements can result in removal from the EOTFOA for cause:

- To study the rules, observe the work of other officials, and will, at all times, attempt to improve self.
- To build game assignments through accepted worth, potential possibilities and inherent character, rather than trading of favours or attempted pressures.
- By accepting game assignments will fulfill the responsibility without question.
- To dress and maintain my presence in a manner befitting the dignity and importance of the game.
- To prepare physically and mentally to administer the game.
- To shape self's character and conduct to be worthy example to the younger players who play under my jurisdiction.
- To remember that while my work, as an official is important, I must conduct myself in such manner that attention is drawn not to me, rather to the players of the game.

- To cooperate and be systematic, prompt and businesslike in association affairs, with fellow officials and will do nothing to cause them or the EOTFOA any public embarrassment.
- To remember that my responsibility also extends to my fellow officials and that I must work as one member of the team.
- To keep in mind that the game is more important than the wishes of any individual player or coach, or ambitions of any individual.
- To keep in mind that my first charge is the safety and general welfare of those under my supervision.
- To be fair and unbiased in my decision, rendering these without regard to the score or the options of partisan fans.
- To present myself as firm, courteous, positive, dignified, friendly and calm at times before, during and after the game.
- Will not smoke in the vicinity of the playing field.
- Will not drink alcoholic beverages during the day prior to the game.
- Will not provide any information that may be used by a team's opponent.
- To abide by the regulations defined by the Constitution of EOTFOA.

Article Five: Copies

Two copies of this agreement will be held, one copy for the Official and one copy for EOTFOA.

Article Six: Signatures

By signing below, I declare that I have read both the EOTFOA Contract as well as the EOTFOA Constitution. Further, I agree to abide by both the EOTFOA Contract as well as the EOTFOA Constitution. Failure to abide by either the EOTFOA Contract as well as the EOTFOA Constitution can result in either disciplinary action, removal from EOTFOA, or both.

Officials Name

EOTFOA Chairperson

EOTFOA Treasurer

Appendix 2: CFOA Certification Requirements

Canadian Football Officials' Certification Program certification requirements

FROM: CFOCP GUIDELINE and POLICY MANUAL

BY: OFFICIALS' TECHNICAL COMMITTEE - JUNE 2004

INTRODUCTION:

The following data is a summary of information contained in the CFOCP Guideline and Policy Manual as prepared and revised by the Football Canada Officials Technical Committee (OTC). The information contained in this document is a general guideline to the CFOCP and for specific details on the program please refer to the *CFOCP Guideline and Policy Manual*, which is available from Football Canada.

TRAINING and CERTIFICATION GUIDELINES:

LEVEL I

Purpose:

To prepare a beginning Official for assignments as a Sideline Official in a Three (3) or Four (4) Official System - i.e. Head Linesman and/or Line Judge at the Minor and High School levels of play.

Clinic Instruction:

Level I requires approx. 5 - 7 hours of classroom instruction followed by 1 - 2 hours of on-field review. Clinic and on-field time should be supplemented by on-field work within the local association. A take home / open book examination is to be written.

LEVEL I CERTIFICATION REQUIREMENTS:

1. Attend all theory sessions.
2. Take home examination as a teaching and reference aid.
3. Work the sideline positions at Minor and/or High School levels of play.

LEVEL II

Purpose:

To refine and improve their understanding of the duties and responsibilities as sideline officials (H.L. and L.J.) in a Three (3) and Four (4) Official System at the Minor and/or High School levels of play.

To prepare Sideline Officials for assignments in the Umpire position at the Minor and/or High School levels of play.

Clinic Instruction:

Level II requires approx. 6 hours of classroom instruction followed by 2 hours of on-field review. .
Either the classroom or on-field time may be extended as required.

A formal CFOCP examination is to be written.

A formal CFOCP on-field evaluation at each position is to be given (1 or 2 as required).

LEVEL II CERTIFICATION REQUIREMENTS:

1. An Official must be a minimum of 16 years of age to be certified at level II.
2. Have successfully completed the Level I CFOCP requirements.
3. Have worked at least one full season as a Level I Sideline official.
4. Attend and participate fully in all sessions of the Level II Clinic.
5. Must obtain a minimum of 70% on the Level II written examination.
6. Must obtain a minimum of 70% on his/her on field evaluation at each position (Sideline/Umpire) for which he/she wishes to receive certification.

LEVEL III

Purpose:

To prepare Officials for assignment to Referee in Minor and/or High School levels of play; and to the Umpire positions (Umpire and Back Umpire) in the Five (5) Official System as well as work sideline positions in the Five (5) Official system.

Clinic Instruction:

Level III requires approx. 6 - 8 hours of classroom instruction followed by 2 hours of on-field review.

This instruction may be extended if required and time permits. On-field instruction should be followed up by on-field work within the local association.