



## **I.E.F.O.A. POLICY: Assigning**

Consistent with Association Bylaw section 5.17, it is among the powers of the board of directors to do everything necessary, proper and requisite for carrying out the objectives and purposes of the association. Chief among these purposes is the assignment of competent officiating crews to area football games. Further, in Bylaw section 6.08, the board has responsibility to procure (an) independent contractor(s) to perform the duties of assigner and provide said contractor(s) with a written description of the duties and obligations of that position. Chief among those duties is assignment of officials to area football games. WOA requires all assigners or assistant assigners to be members of WOA in the sport or sports in which they assign. Finally, Bylaw section 3 requires an association assigning policy.

Intent of this Policy: This policy, then, provides compliance with association Bylaws and outlines the philosophy and guidelines directed by the board to the assigner for purposes of carrying out the assignment of officials to service area games. The guidelines include granted areas of discretion and flexibility, as well as outlining those situations requiring specific board direction in carrying out this policy - with the intent that assigning can be carried out efficiently, effectively and in a timely manner.

Members shall recognize that assignment of officials for an association as large as IEFOA is a complicated task. While the Board shall administer this assignment policy with intent of making assignments in the best interest of both the schools and other clients that we serve and the members we represent, absolute equality of assignment will be impossible to achieve. Given the challenge, the Board shall instead endeavor to fairly administrate this policy in an open and transparent manner.

### **A. Assigning Philosophy**

Assignments will be made according to this policy which reflects the association's goal of excellence in officiating. Excellence implies both providing a competent crew for all games, without regard to level, but also developing officials in a manner that ensures excellence in the future. To achieve these dual goals, the following philosophy will govern assignments:

- 1.0 All varsity assignments may be subject to review and approval by the board. Changes may be directed by the board or implemented by the assigner when deemed in the best interests of the official, the school and/or the IEFOA.
- 2.0 IEFOA will assign officials considering the following objectives:
  - 2.1 To provide a competent crew for all games serviced by the association.
  - 2.2 To the extent possible and consistent with the needs of the association, assign an official to his/her preferred position(s).

- 2.3 To recognize the relative importance of specific games in relationship to league standings and/or ramification on post-season eligibility.
  - 2.4 To provide opportunities for development and observation of officials.
  - 2.5 To recognize that availability, eligibility, and conflict of interest considerations may influence assignments.
  - 2.6 To recognize that due to the unequal distribution of schools in each classification, the number of varsity assignments at various classification levels will not always be equal.
  - 2.7 All 1- and 2-rated officials will rotate throughout our service area in an effort to ensure quality of officiating throughout our service area.
- 3.0 Assignments may be directed by the board for reasons including, but not limited to adjustments necessitated by unique or confidential circumstances, individual official development, or in support of an IEFOA training/development initiative.
- 4.0 Conflicts of Interest for Varsity Assignments: To avoid the appearance, real or perceived, that an official has been assigned to a varsity game for which he/she cannot be fair and impartial, it is the intent of the IEFOA that any potential conflict of interest will be disclosed by members prior to each season. Any potential conflict that is reported will then be evaluated by a board appointee(s) and direction will be given to the assigner regarding how to manage confirmed conflicts.
- 4.1 For purposes of this policy, a conflict of interest is defined to include, but is not necessarily limited to, when an official has:
- Attended one of the participating schools as a student in the last three years,
  - An immediate family member who is now attending or who, last year, attended one of the participating schools as a student. (There may be circumstances in which this should be a longer window, such as if the family member was a star athlete at the school)
  - An employment relationship with, or has an immediate family member who is a full-time employee of one of the participating schools or of a middle school that feeds into a participating school,
  - A financial interest with one of the participating schools, its coaches, or alumni association, and/or
  - Any other situation that the official believes may result in the perception of a conflict of interest

## **B. Assigning Guidelines**

No games will be assigned to any IEFOA official unless he is a member in good standing, per Bylaw Article III.

- 1.0 High School Varsity Assigning Guidelines: ***to the extent possible given this policy's intent, an official's availability/eligibility/conflicts of interest, and the above assigning philosophies:***
- 1.1 1-rated officials will receive assignments that consider preferred postseason position.

- 1.2 2-rated officials will be assigned to GSL assignments in a manner that recognizes Board-approved preferred position and Board-directed development plans.
- 1.3 3-rated officials will receive GSL assignments as needed and for developmental purposes.
- 1.4 All officials will rotate throughout the service region and work all level games as assigned.
- 1.5 4-rated officials (which, for this purpose, includes officials who have not yet passed field trials but who are WOA-certified football officials) will be used as necessary, with the primary objective of individual development dictating the type and number of assignments.
- 1.6 Officials who do not maintain current knowledge of IEFOA/WOA rules interpretations, philosophies and mechanics will be subject to receiving fewer assignments at all levels.
- 1.7 Non-Friday varsity games may be used to fulfill the above. In addition, these games will be used for the following:
  - 1.7.A Number 1 officials have the opportunity to work together in a playoff-style environment and receive feedback from other number 1 officials
  - 1.7.B Number 2 and number 3 officials have the opportunity to work with 3 or 4 number 1 officials
  - 1.7.C Officials that are not normally available on Friday nights have the opportunity to work varsity games.
  - 1.7.D Officials who need to be observed for either IEFOA or WOA observations programs can work when observers are available.

2.0 Afternoon varsity, Sub-varsity and/or Non-High School Assigning Guidelines: It is a general expectation of association membership that officials will make themselves periodically available for sub-varsity/non-high school assignments, rotation throughout the service area, and for assignments occurring on afternoons or weekends. Consideration will be given to availability, travel restrictions and past similar assignments. Such consideration, however, will not be an acceptable excuse for failure to meet this general membership expectation and may become a Board-assigning consideration under section C.

### **C. Assigning Responsibilities**

- 1.0 The board has responsibility for implementing assigning policy, approving game assignments when deemed necessary, directing specific assignments based on the best interest or developmental needs of members or the association at large, and assessing the assigner(s) in implementation of this policy.
- 2.0 The Assigner will have the responsibility of game assignment following the guidelines provided herein and, where given, specific direction of the board of directors. The Assigner will publish initial regular season game assignments to the members at least 10 days prior to the date of the assignment. Because there are often extenuating circumstances such as changes made to the schedule by the teams or officials becoming unavailable, the assigner will make changes as

needed until the time of the game. The assigner will work individually with officials who have limited availability and may post their games weeks in advance. Postseason and other special games should be published with as much lead time as possible.

3.0 Member officials will have the responsibility to keep their availability updated at least 14 days in advance, declare conflicts of interest under this policy, accept/decline assigned games in a timely manner, accept rotation throughout our region, and provide availability for sub-varsity, afternoon varsity or non-high school assignments to the extent possible.

#### **D. Grievance Procedure**

If after first discussing an assigning concern with the assigner a member still has what he/she believes to be a bona fide grievance concerning assignments, he/she may submit the grievance to the third-year board member. The third-year board member shall be responsible for mediating the grievance and attempting to find an acceptable resolution. If the attempt at resolution is not successful, the matter shall be referred to the full Board for consideration. The member will be given an opportunity to present his/her grievance to the Board prior to any decision. If any action is taken to rectify the grievance, it will be final and binding on all parties and not subject to further review.

#### **E. Postseason Assignments**

Assignments for high school play-off games will be made in accordance with the IEFOA Board's play-off assignment policies.

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