

San Joaquin Officials Association Policies and Procedures

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Mission statement

To train and develop qualified officials and instill guiding principles of transparency, integrity, dedication, accountability, and professionalism.

SJVOA Football Supervisors

Bryan Pinto
Phillip Murdock (Assistant Supervisor)

SJVOA Advisory Board Members

President - John Delgado
Assigners - Cody Wilson
Ethics Committee - Kevin Mitsuoka, Adrian Lee,, Thomas Pinedo

Code of Conduct

The San Joaquin Valley Officials Association (SJVOA) is a group of independently contracted men and women dedicated to the principles of excellence in officiating. To maintain a professional association, each official must be committed to the principles and code of conduct listed below. All officials are expected to read, understand and carry out the responsibilities of this code.

1. As an Independent Contractor you have been approved for the SJVOA Football Officiating List as a staff member. Inclusion on this list does not guarantee you assignments or a certain on field position during the season. However, returning staff members will be assigned to their previous on field position by default, unless a member is notified of reassignment to a different on field position. In addition, you must be willing and able to meet the following requirements to demonstrate the ability and education levels required to perform to the standards of SJVOA Football. (*Note: Failure to complete these requirements could result in reassignment of on field position, and or, loss of game assignments.*)
2. Per the Division Supervisor and Advisory Boards decision, any staff member can be reassigned to a different on field position. This decision can be either permanent or temporary for the season on the basis of a staff member's request, necessity, and or, performance at that members current on field position.
3. An official shall know the rules and mechanics of the sport being officiated, maintain the necessary physical condition to officiate that sport and continually strive to improve his/her officiating ability.
4. An official shall wear the complete uniform as prescribed by the National Federation of State High School Associations rule book for the sport he/she officiates.
5. An official shall observe the following policies on appearance:
 - a. The uniform shall be clean, neat, and in good condition.
 - b. The hair, including facial hair (mustaches extended only to the corners of the mouth), must be neat, appropriately trimmed and moderately short.
 - c. An official should be dressed in presentable and appropriate clothing when he/she appears at the school(s) or place he/she is to official
 - d. Other appearance and uniform requirements shall be stated by the Division Supervisor as deemed necessary.
6. An official shall not, on the day of an officiating event, consume any alcoholic beverages, take any intoxicating drug and/or controlled substance, present an appearance or behavior, smell, or have the disposition of taking any of the said substances.

7. An official shall be prompt to the assigned officiating event and shall be prompt at the designated site of the Division meetings.
8. An official shall not openly criticize a fellow official of the SJVOA, including whether they are working together or being in attendance at the contest being officiated.
9. An official shall handle a dispute at a game by explaining the contested ruling(s). Other officials should remain silent, unless circumstances warrant their statement. Any further statement(s) should come from the Supervisor of the Division. Circumstances leading to an ejection of any coach and/or player shall be reported to the Division Supervisor the same day of the ejection. Written documentation may be required of the reporting official(s).
10. An official shall accept officiating assignments only from the Division Supervisor. If an official accepts an assignment, he/ she shall consider it a contract and be expected to work that assignment. An official shall not cancel an accepted assignment, except for reasons acceptable to the Division Supervisor.
11. An official shall receive pay at the rate prescribed by the SJVOA's pay scale.
12. An official shall not approach any coach or school administrator to seek games, either practice or otherwise, for pay.
13. An official shall not seek out a coach, school administrator, player or spectator during or after the event has been officiated to ask for an opinion of the officiating. At the conclusion of the contest, the official shall go about his/her business and leave the contest site.
14. An official shall conduct himself/herself in a professional manner at all times, including while carrying out his/her assignments.
15. An official shall adhere to the Policies and Procedures governing the sports specific Division.
16. An official not adhering to this Code of Conduct will be subject to disciplinary action by the Division Supervisor, or the Division Advisory Committee to which the violation relates. After researching the violation, the Division Supervisor, or the Division Advisory Committee, may take disciplinary action as follows:
 - First Violation : Censure (a written reprimand) by the Division Supervisor unless the violation is deemed serious enough to impose stiffer penalty(s).
 - Second Violation: Suspension (an official being removed) by the Division Supervisor from all assignments for a given period of time as determined by the Division Supervisor, Division Advisory Committee. If a violation results in a suspension, the duration of the imposed suspension shall be at the discretion of the Division Supervisor, or the Division Advisory Committee.
 - Third Violation: Expulsion (removal of an official) from SJVOA for a given period of time and upheld by the SJVOA Board of Directors. If a violation results in an expulsion, the duration of the imposed expulsion shall be at the discretion of the SJVOA Board of Directors. An official may petition to be reinstated into SJVOA after the length of expulsion has ended.
17. Any of the above items are subject to disciplinary actions appropriate to the violation(s).

(Note: An official who works any contest with a school or organization that is not under contract with SJVOA or assigned by the Division Supervisor, does so at his/her own risk and is not considered an official of SJVOA for that work. The general liability policy of SJVOA does not cover the official for any non-contracted contests.)

Complaint Against a Member by a Member or Division Advisory Board

In a situation where a complaint by a member of the Association is made against a member, the following steps will be completing in handling the complaint:

1. Complaints must be made in writing to the Ethics Board of the SJVOA Football within 3 business days after the possible ethics issue.
2. The Ethics Board must accept the complaint, investigate the complaint, and interview the parties involved.
3. The Ethics Board will provide a copy of their decision regarding the complaint to the involved parties, the Division supervisor, and the Advisory Board President within 10 business days after the initial complaint was notified to the ethics board.
4. If either the individuals filing the complaint, or the member does not agree with the decision of the Ethics Board, the complaint can be appealed to the entire Advisory Board of the SJVOA Football within 5 business after the both parties have been notified of the Ethics Board's judgement.
5. The Advisory Board will review the Ethics Board investigation and decision, conduct any further necessary investigation, interview the parties involved and come to a decision regarding the complaint in writing within 10 business days after an appeal has been made to the Advisory Board.
6. If either the individuals filing the complaint, or the member does not agree with the decision of the Advisory Board, the decision may be appealed to the Football Supervisor of SJVOA. The appeal must be in writing and sent to the SJVOA Football Supervisor within 5 business days after the Advisory Boards decision has been made, and a decision will be made in writing by the Supervisor within 10 business days following the notification of appeal to the football Supervisor.
7. If the issue is still not resolved then the complaint can be sent to The Board of Directors, in writing and within 5 business days following the Football Supervisors decision. The Board of Directors will conduct a review of the complaint and meet with both parties and then come to a final decision regarding the complaint within 15 business days following the notification of appeal to the Board of Directors. This decision will be final.

Complaint or Request for Removal Process Against Division Supervisor by a Member or Division Advisory Board

In a situation where a complaint by a member of the Association is made against a Division Supervisor, the following steps will be completing in handling the complaint:

1. Complaint must be made in writing to the Ethics Board of the sport the Division Supervisor is in charge of.
2. The Ethics Board must accept the complaint, investigate the complaint, and interview the parties involved.
3. The Ethics Board will provide a copy of their decision regarding the complaint to the involved parties.
4. If either the individual filing the complaint, or the Supervisor does not agree with the decision of the Ethics Board, the complaint can be appealed to the entire Advisory Board of the Sport the Supervisor is assigned to.
5. The Advisory Board will review the Ethics Board investigation and decision, conduct any further necessary investigation, interview the parties involved and come to a decision regarding the complaint.
6. If either the individual filing the complaint, or the Supervisor does not agree with the decision of the Advisory Board, the decision may be appealed to the Board of Directors of SJVOA. The appeal must be in writing and sent to the Secretary of the Association (If the complaint is regarding the Secretary, the complaint will be sent to the President of the Association).
7. The Board of Directors will conduct a review of the complaint and meet with both parties and then come to a final decision regarding the complaint. This decision will be final.

(Note: The approved time frames used in the section titled, Complaint Against a Member by a Member or Division Advisory Board, shall be the same time frame that is used in the section titled, Complaint or Request for Removal Process Against Division Supervisor by a Member or Division Advisory Board.)

Locker Room Etiquette

- We are representatives of SJVOA. Leave the locker room better than you found it. The schools do not have to provide us food, so don't be rude when they don't offer you food.
- Do not walk around naked or in your underwear.
- We do not make negative comments about teams, administration, and officials, before or after the game.

Dress Code to Game

- Collared Shirts
- Slacks
- Nice shoes

New (2022) Facial Hair Policy

BEARDS & GOATEES

- Beards and goatees are permitted but must have a natural human hair color and be well maintained to present a professional appearance.
- Beard and goatee facial hair shall not exceed one quarter inch (1/4") in length, must be accompanied by a mustache, and is contiguous with no designs shaved into it.
- A beard must be connected with the sideburns.
- The neck and area above the cheek bones must remain cleanly shaven and the perimeter lines of the beard and goatee must be neatly trimmed and defined.
- Beards and goatees shall not extend beyond the top of the Adam's apple.
- If a member intends to grow facial hair, they must initiate growing the facial hair during a period of at least five consecutive days off to not give the appearance of failing to shave.
- Failure to abide by this policy could potentially result in the removal of a current game and future games.
- The wearing and appropriateness of facial hair as defined by this policy shall remain at the sole discretion of the President of SJVOA or the Executive Board.

Approved Uniforms

Hats

1. White, for referees.
2. Black with white piping for other positions.

Shirts

1. 2 inch or 2 1/4 inch striped shirts with a CIF Patch
2. Undershirt must be black, NO WHITE.
3. Certain officials may need to think about getting extra-long shirts

Pants

1. Black only.
2. 1 1/2 inch white stripe down the sides.
3. Pants will be worn on ALL high school level games, and competitive scrimmages, i.e., frosh/soph, JV, and Varsity.
Black shorts are allowed during intrasquad scrimmages only.

Towels

1. Black only. Only the umpire may use a towel.

Belt.

1. Black.

Shoes

1. Black. You may have some white/silver/gray on them but must be predominately black. CLEAN and shined if leather!

Socks

Privacy Policy

1. Black only

Bean Bags

1. Black, white, or blue.

American Flag

1. Sublimated on the shirt above the pocket.

Sunglasses

1. Only Sunglasses with prescriptions

Gloves

1. Black or predominately black.

Whistles & Lanyards

1. Black only. Pink is allowed during October only.

Pink equipment

1. Only worn during the month of October
2. The entire crew must be the same.

S.J.V.O.A. Crew Guidelines

These guidelines outline how the crew system will work for our unit.

1. Number of Crews: 18 Dedicated Crews, This number is subject to change per the unit supervisors and expected manpower needed for the season.
2. Each Crew will consist of Five Varsity Members
3. Assigned positions are not to be changed by crew chief, for Varsity Contest, unless approved by the S.J.V.O.A. Supervisor. (exception; Flanks are interchangeable)
4. Position changes by crew officials will be permitted, for training purposes, only during the J.V. Contest
5. Newer officials may be placed on a crew, as soon as these officials are deemed ready for assignment of a Varsity Contest.
6. Playoff Crews will be selected and assigned by the S.J.V.O.A. Football Supervisor.
7. Crew chiefs are accountable to assist in the adherence to NFHS mechanics and crew motivation to improve as an official.
8. Crew members are to continue to improve as an official. This official may be replaced at the discretion of the Football Supervisor.
9. There are always variables that may cause changes, so your flexibility is greatly appreciated.
10. Required use of HUDL and participate in pregame.

Crew Member Transfer Procedure

These are the procedures for officials requesting to leave their current crew to go to another crew.

1. Officials who have requested to leave his/her current crew, MUST notify his/her

- current Referee (Whitehat) and the Football Supervisor.
2. The Future Referee, will contact the Current Referee to acknowledge the possible transfer.
 3. The Future Referee and the Division Supervisor must agree and authorize said move.
 4. Any request to transfer to another crew must be submitted and finalized between the dates of January 1st and April 1st.

If it is the Referee requesting to *trade* his/her official for another official, the Referee MUST;

1. Notify both officials of the move requested, the Referee (Whitehat) whom this move will affect and the Football Supervisor.
2. Both Referees (Whitehats), both officials, and the Division Supervisor must agree to the requested trade.
3. Any trade between two crews must also be submitted and finalized between the dates of January 1st and April 1st.

(Note: If a Referee is requesting to remove an Official from his/her crew, the Referee must contact the Assigners and the Division Supervisor immediately. This request does not carry a time frame due to possible issues throughout the season.)

Crew Chief Responsibilities

The Crew Chiefs are our leadership on the field, receiving both great praise and scrutiny coming forth hand in hand. The criteria below will be used to help bring all of our crews to a level of consistency, and accountability.

1. Must present professional knowledge of NFHS rules and mechanics to crew.
2. Must conduct knowledgeable pregame prior to every contest.
3. Will hold crew accountable of pregame preparation both mentally and physically.
4. Must present a professional appearance of crew both on and off the field when at the game site.
5. Must write full game report of that contest and must have it sent in by Monday morning.

Future Crew Chief Criteria

Future Crew Chiefs are veteran officials that have shown interest in becoming a Crew Chief, and have been selected by executive and instructional staff members. The following list will be the criteria in which an official is selected.

1. Must demonstrate a extensive knowledge of both rules and mechanics.
2. Must present effective leadership traits.
3. Have the ability to mentor new officials in a positive manor.
4. Must be available to work lower level contest (youth, frosh, jv) in order to prepare and gain experience to officiate varsity contests.

Officials Evaluation Criteria

Officials will receive written evaluations from supervisor appointed evaluators periodically through the season. These are to be used as a training tool and a metric in determining the possibility of advancement and postseason assignments. Officials will receive ratings on 4 sections: General, Game Management, Mechanics and Live Ball Situations. The topics addressed are as follows:

General

- Appearance/Uniform
- Hustle & Movement

Game Management

- On Field Pregame Responsibilities
- Sideline Communication
- Sideline & Team Box Control
- Crew Communication
- Rules Application

Mechanics

- Game Procedures listed in NFHS Officials Manual

Live Ball Situations

- Free Kick
- Scrimmage Kick
- Field Goal or Try
- Running Plays
- Forward Pass
- Goal-line Plays

Officials will receive the following ratings

- S – Meets Standard
- A – Above Average
- N – Not observed
- O – Opportunity for Improvement

Post Season Eligibility

The list below will be the criteria that the leadership will use to help decide which officials work playoffs.

1. 80% attendance of all on-line or in person meetings. Name must be in print accompanied by your signature. On-Line roll call will be taken by recording secretary.
2. Take and pass yearly exam with a minimum of 80%, on first try.
3. Work more than 50% of the regular season games scheduled. ex: 5 games played must work 3 games. A full season 10 games must work 6 varsity games.
4. Must have 2 years varsity experience. Exceptions can be made in case of a shortage of qualified officials at that position.

5. Attend a Clinic that is CIF or NCAA qualified once every other season minimally and can be used as a factor for a playoff spot.

VALLEY SEM-FINALS AND FINALS 7 man games

1 Meet all the above standards

2 Have 5 years of varsity experience

3 If a position does not have enough qualified officials, The Supervisor, Evaluators and assignors will determine what officials will fill the open spots.

4 The crews will be based on factors of experience, attendance, test score, evaluations and possibly clinic attendance

5 FJ/SJ will be assigned to the best qualified officials as determined by the Supervisors. assignors and evaluators.

6 *NOTE ELIGIBILITY DOES NOT GUARANTEE AN ASSIGNMENT.

STATE CIF PLAYOFF ELIGIBILITY

1. **Must have worked a section final within the last 4 years.**
2. **Be in good standing with all requirements as stated above up to and including day of nomination. This includes dues, attendance, clinic and test score.**
3. **7 years of varsity experience NOTE* Supervisors reserve all rights to make changes due to any unforeseen circumstances for all post-season assignments.**

(Note: Semi-Final and Section Final Selection will be determined by the Central Section 2021 contract and are subject to change. 02/12/2021)

Ejection Procedure

- Supervisor must be contacted via phone call (If either do not answer leave a voicemail.) by the Referee immediately following the conclusion of the game. Text messages or emails do not suffice as a form of contact. *(Note: Failure to adhere to these requirements will result as a noncompliance of the Code of Conduct, and*

could result in reassignment of an on field position, and or, disciplinary action if deemed necessary.)

Ejection Report

- Officials will use the CIF Officials Ejection Form. These forms must be completed and sent to the supervisor before 12:00 pm the following Saturday. (*Note: Failure to adhere to these requirements will result as a noncompliance of the Code of Conduct, and could result in reassignment of an on field position, and or, disciplinary action if deemed necessary.*)