

Central Florida Officials Association Football Recommendation Committee Guidelines

The Recommendation Committee will be appointed by VP of Football and will follow the guidelines provided in the FHSAA Officials Guidebook as well as the procedures and CFOA By-Laws as outlined below. The Central Florida Official Association will be referred to in the rest of this document as CFOA. The Committee Chairman will consult with the VP of Football and the Assignment Officer if they have questions about specific officials. The Committee will follow the policies outlined below and not be influenced by outside pressure from members of the Board of Directors, individual officials or groups of officials. The guidelines are being evaluated by the Recommendation Committee as they work through the process of assigning crew. The VP of Football is also evaluating the guidelines along with the Assignment Officer to make it easier for the committee to assign crews.

Playoff Crew Recommendations due to VP of Football two week before the specified date as listed on the FHSAA calendar for the current season.

The CFOA will hold a members meeting to approve the Playoff list as submitted by the Recommendations Committee.

Playoff Crews to be submitted to the FHSAA on or before the specified date as listed on the FHSAA calendar for the current season.

Committee Members

The committee will be comprised of the following

1. Three (3) active officials in good standing with the CFOA. The 3 officials will consist of: R & U and one official from the following positions: L/LJ or BJ.
2. Each member should have a minimum of 6 years of experience with the CFOA.
3. The chair of the committee should have at least 10 years of experience with the CFOA and have worked a championship game.
4. All members of the committee must have playoff experience.
5. At least one member must have officiated at least one championship game sanctioned by the FHSAA as a CFOA official. The ideal committee will consist of officials that all have championship game experience.

Guidelines for Selecting Playoff Crews

1. The recommendations committee should strive to put the best officials on the field for the playoffs.
2. Members of the Recommendation Committee cannot be on any crew higher than Crew four (4) or be elevated to the number 1-3 playoff crews.

3. No current Board Members can be on a playoff crew higher than *Crew four (4).
* **Exception:** If a serving board member has never worked an FHSAA Championship Game they will be eligible to be selected to crew 1 (one) while serving on the Board of Directors for the CFOA. If multiple board members are currently serving on the Board of Directors and have not worked an FHSAA Championship game then only one of those serving board members may be selected for the number one crew for the current year. Multiple members of the Board of Directors cannot be on the number one crew at the same time. This provision is included so as not to discourage members of the CFOA who have not been on crew one from running for an office on the CFOA Board of Directors. The board member must meet all the qualifications as any other official for the number one crew and no special consideration will be given to him or her because they are on the CFOA Board.

4. Officials that are under suspension or been disciplined by the CFOA, FHSAA, have not cleared the JLA or owe fines to either are not eligible for any playoff crew assignment.
5. Any official who has worked an FHSAA championship game on the field is not eligible to be considered for the number 1 through 3 crews for at least 3 years after working an FHSAA championship. For example, if an official was selected to work the championship game in 2012, they would not be eligible until the 2015 season to be selected for the #1 crew.
6. If another crew other than the number one (1) crew is chosen for the championship game then the crew who worked the championship game will be considered the number one crew for that year. The previous number one crew members will once again be eligible for consideration the next year for the number one crew but are not guaranteed selection consecutive years.
7. Any official assigned to work a FHSAA Championship game may not work back to back FHSAA Championship games that are assigned to the CFOA. Note; FHSAA request for a particular officials to work a championship game may cause a conflict with this and will be discussed with the FHSAA by the VP of Football and the Assigner.
8. CFOA Officials and Transfer officials must be a member of the CFOA for 4 years before being considered for a playoff crew. Eligibility will start after completing their 4th year with the CFOA. This means that during their 4th year with the CFOA they are eligible.
9. Officials must have the CFOA listed as their primary association with the FHSAA and be and an active member of the CFOA. Officials that have the CFOA listed as a secondary association are not eligible for a playoff crew for the CFOA.

Information for the Committee to use

1. The Recommendation Committee Chairman and committee members will be provided with a current copy of the CFOA Muster Report with all officials that are in good standing with the CFOA and the FHSAA. This report is not to be shared with any other CFOA member, associations or leagues. The Muster Report will have the years of service in the CFOA/FHSAA; test scores of each official for the current season, showing attendance at an FHSAA approved field clinic in

- the past 4 years and have passed the JLA and listed on the schools systems master JLA list.
2. If an official or ECO is suspended or has been disciplined during the season it will be noted on the roster.
 3. If an official or ECO has been selected for a playoff crew and subsequently is suspended or fined by the FHSAA or the CFOA they will be removed from the playoff crew.
 4. Evaluations will not be used at this time as part of the criteria for picking playoff crews. The VP of Football and the Evaluation committee will review the results of the previous year's evaluations to determine if a fair and equitable system has been achieved. If they feel the above has been achieved they will present the findings to the Board of Directors to amend the playoff selection process to include evaluations in the selection of playoff crews.
 5. A list of officials that have worked previous championship games and when, will be provided to the committee.
 6. Any requirements or changes enacted by the FHSAA in regards to policy changes or specific guidelines in selection of playoff crews will be provided to the committee.

Criteria for selecting officials for the playoffs

1. To be considered for a position on a playoff crew on the field or clock, the official must have made at least an 80 on the current years FHSAA test, is a level 1 or 2 ranking with the FHSAA and be in good standing with the CFOA and the FHSAA.
2. Officials chosen for a playoff crew must have passed the JLA as required by the Florida Legislature and be listed on the Florida report from one to the school boards in the state of Florida. No other fingerprint service will be recognized.
3. Officials must notify the CFOA/FHSAA if they have committed an offense that will nullify their JLA clearance. If this happens the official must remove him or herself from the playoff crew immediately.
4. All CFOA officials must have participated in an FHSAA approved field clinic within the past 4 years to be eligible as specified by the FHSAA. It is the official's responsibility to prove he or she has attended a sanctioned clinic if the need arises. The VP of Football will communicate with the FHSAA to help verify the status of an official if a question arises.
5. The official must be physically able to work the position assigned for the duration of a game. If an official is not able to comply with the physical demands of the position assigned he or she may be removed by the VP of Football, Assignment Officer and the Commissioner after reviewing all of the fact that led to this decision.
6. Referees will be considered for a playoff crew if they make a 90 or better on the FHSAA test, are a rank 1 and meet all other FHSAA & CFOA requirements for playoffs. These referees who score a 90 or better on the FHSAA test will be selected before those making below a 90. Referees with a score of 80 – 89 or a rank 2 will be considered only if there are not enough qualified referees to fill

the number of crews required from the CFOA by the FHSAA. In these cases the officials with a score below 90 will be assigned to the lower crews.

7. Referees must have worked at least four (4) FHSAA playoff games as a referee to be considered for the referees position on the number one crew.
8. Officials, including transfers, must have worked at least 3 playoff games, at any position, on the field with the CFOA before being considered for the number one crew.
9. In the event there are two officials who are equally qualified for a position on the number one crew, the following will be used to select the official:
 - a. If one official has worked a prior championship game the other official that has not worked a championship game will be selected for that crew.
 - b. A rank 1 official will be chosen over a rank 2 official if the Recommendation Committee feels the rank 1 is better qualified.
 - c. If both officials have worked a championship game in the past, the official with the longest time since last working a championship game will be selected.
 - d. The official that has devoted their time to training, serving on a committee or served on the board will be considered if necessary.
 - e. Length of time as a member of the CFOA will only be considered if the officials have the physical and mental ability to work a championship game.
10. For the Field Judge and Side Judge positions on the 7 man crews, only those officials who have worked Linesman, Line Judge or Back Judge will be considered for these positions. Referees and Umpires will not be considered for these positions unless they have worked the above positions at least 4 times during the previous or current high school season with the CFOA. Varsity games only will be considered. JV/FR, college, semi-pro or youth league games do not count.
11. To be eligible for a playoff crew the official must have worked a minimum of six (6) varsity games for the CFOA during the previous or current season. If using the current season only the official must have worked at least 4 games for the CFOA.
12. The selection process may necessitate that some officials who have worked previous championship games be placed on crews 4 & 5 to make sure we have the best officials available for the playoffs. Championship games are not a reward for longevity but rather a reward for striving for excellence in officiating.

Electronic Clock Operators (ECO)

1. ECO will be a field qualified official who meets the requirements of being assigned to a playoff crew as stated above. The ECO for the number one (1) crew must meet the same qualifications as the rest of the number one crew.
2. The ECO should be an official that can work several positions if possible.
3. The ECO will wear full uniform for the games and be prepared to come down on the field in the event one of the crew members is unable to complete the game.

4. The ECO must have a countdown timer not a stop watch or a cell phone.
5. The ECO must be familiar with all timing rules.
6. The CFOA Recommendation Committee may chooses to use aCFOA official for the clock that does not meet the CFOA or FHSAA requirements to be a field official (example; an official who only works clock due to health or age). If that is the case the Recommendation Committee will appoint an alternate field official who meets the requirements for the number one crew or lower crews who can work the game if an official goes down and will be paid a full game fee to the alternate official even if he does not work a game on the field.. If not for the number one crew the alternate official should meet all other criteria to be on a playoff crew.
7. If necessary, the VP of Football after consulting with the Assignment Officer and Recommendation Committee Chairman will appoint a 25 second clock operator if so requested by the home team or the FHSAA. They must be playoff qualified. The 25 second clock operator will be moved up from the next highest crew not working a playoff game that week.
8. The ECO will not be deemed as working a championship game if he worked the game as the clock operator for the championship game. The ECO will be eligible the next year for the number one crew as a field official if so chosen by the Recommendation Committee.

Clarifications

1. If an official cancels a playoff game, once he or she has been selected for a crew, they will be replaced by a member of the next crew below them for that game or as a permanent replacement if the other official is not able to return. The VP of Football and the Assignment officer will consult with the Chairman of the Recommendation Committee before making the change. If this replacement is for the championship game, the official chosen to move up cannot have worked a championship game the previous 3 years. In this instance, the next qualified official for the position vacated will be chosen.
2. Suspensions or Fines: this also applies to officials who were suspended or fined the prior season and the suspension or fine is carried over to the current season. If the official has been reinstated before the regular season starts, he or she is eligible. This also applies to an official that has been suspended as a basketball or flag football official by the FHSAA or the CFOA. If the CFOA adds additional sports in the future, these rules will apply to those sports as well.
3. In an emergency, the VP of Football, Assignment officer and the Chairman of the Recommendation Committee will consult and appoint a replacement official, if it is required the day of the game. They will use the same requirements as stated above.
4. In an emergency or an official get hurt at the game site the Referee of the crew will make the necessary changes to make sure the game has the official he deems appropriate for each position. Game time decisions are the responsibility of the referee of any playoff or regular season crew.

Selection Committee Clarification and Meetings

1. All members of the committee will meet at least twice to determine the playoff crews.
2. They are to be objective in their duties and select the best officials available for the playoffs.
3. Once the crews are selected, the Recommendation Committee Chairman will submit the necessary form/s to the VP of Football. The VP of Football will set up a meeting of the CFOA members to vote on the playoff crew selections. This may not be included in the By-Laws but it is in keeping with a tradition established by the CFOA over many years and is required by the FHSAA.
4. The Recommendation Committee will keep any discussions that take place in their meetings confidential. The list of playoff crews will not be distributed or eluded to by any member of the committee before the membership sees the list.
5. If an official or officials have a complaint or concern about the selection of a playoff official/s they should do the following:
 - a) Contact the VP of Tackle Football to resolve the issue.
 - b) A vote of accept or decline is the only discussion that will take place at the members meeting to review the selections.
 - c) Crews will not be adjusted or officials removed because of objections by members in attendance.
6. In order for an official to file a complaint about the selection of the playoff crews they must be a member in good standing with the CFOA and the FHSAA (The CFOA must be listed as their primary association with the FHSAA). **No action will be taken on Anonymous e-mails or letters that are not signed or phone conversations that are relayed as anonymous.**

Note: If the FHSAA changes the playoff criteria, the CFOA Recommendation policy will be addressed to conform to the new requirements. The FHSAA has reserved the right to choose any of the crews the CFOA has submitted or any individual officials to work a championship game. Being the number one crew does not guarantee that the number one crew will be selected to work a championship game by the FHSAA. The CFOA crews may be evaluated by the FHSAA and those doing the best job will be selected and those who are doing a substandard job will be passed over.

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