



**AUSTIN CHAPTER**  
**GENERAL POLICIES**

**I. POLICY ENFORCEMENT**

Failure to comply with these policies will result in expulsion, suspension, cancellation of assigned games, or such other penalty as the Executive Committee deems necessary and proper.

**II. ASSIGNMENTS**

A. Officials shall specify a primary and secondary position preference, and these may be subject to review by the Executive Committee.. The positions shall be referee, umpire, linesman, line judge and back judge. Any request for a primary position change by an official in Division III or above, must be submitted in writing to his Division representative.

B. The Executive Secretary shall maintain a list of these officials and other information for varsity games. Such list shall be circulated to the appropriate school officials as soon as possible after the conclusion of the most recent season. Any official not appearing on this list will not be assigned a regular schedule or any playoff games. He can, however, be used on an "as-needed" basis with the approval of the Executive Committee.

**1. *Scratches***

- a. The Executive Secretary shall receive back from the schools their scratches and enter such for games assignments.
- b. The Executive Secretary shall receive back from the membership their individual scratches. Members shall be allowed 6 scratches of fellow members and may scratch special dates, schools and municipalities without limitation. Excess scratches on the part of the official will be presented to the Executive Committee for review and justification.
- c. When one official scratches another, the senior official shall prevail and be assigned to the game. Seniority shall be determined by total points.

**2. *School Game Schedules***

- a. The Executive Secretary shall receive back from the schools their game schedules.
- b. The Executive Secretary shall compile all games in game date order and distribute to the Executive Committee.

### 3. *Game Assignments*

- a. The Executive Committee shall rank all games for each playing date. Rankings should take into consideration school history, rivalry with opponent, expected strength of teams, district or nondistrict and impact on the Austin Chapter.
  - b. Officials shall not be assigned to work a school more than three (3) times a season and no closer together than nineteen (19) days. Exceptions - playoffs and extreme emergencies.
  - c. Officials may be moved down the assignment order only after consultation with the supervisor of officials and their division representative.
  - d. All original game assignments shall be made by the Executive Committee.
    - (i) The games shall be assigned in order of their ranking and officials assigned on a random basis. Any and all changes to game assignments prior to the season shall be made or approved by the Executive Committee.
    - (ii) Non Friday night Varsity games shall be assigned on a rotating basis.
    - (iii) The Executive Secretary shall be empowered to make changes, assignments and re-assignments to schedules once the season begins as the situation dictates.
  - e. Playoffs shall be assigned by the Playoff Committee.
- C. At least two (2) Division IV or above officials shall be assigned to 9-JV games, and at least one (1) Division IV or above to 7-8 games. First year officials shall be assigned only after approval by the Supervisor of Officials. All officials should be available to accept assignment to at least four (4) non-varsity scheduled nights.
- D. If, for any reason, an official is unable to work in an assigned game, he shall notify the appropriate Secretary at once. If the appropriate Secretary is not available, he is to notify the Referee or other member of the crew so a replacement may be secured.
- E. All members shall be available to accept and officiate at least three (3) pre-season scrimmages prior to the start of the regular season.

### **III. EVALUATION**

- A. Evaluation of official's on-field performance is the responsibility of the Supervisor of Officials. The Supervisor will establish the criteria to be used for evaluation and present it to the chapter. Officials will be evaluated at the Varsity and Sub-Varsity Level.

- B. The Supervisor of Officials will designate individuals to assist him in this evaluation.
- C. The results of the evaluations will be communicated to the officials.

**IV. CANCELLATION FEES/FINES**

- A. Officials shall have two (2) weeks from the receipt of their varsity schedules to refuse in writing any game assignment. Thereafter, an automatic fee of \$10.00 shall be assessed for any varsity game cancelled. Unless the Executive Committee determines there was good cause for the cancellation, the official shall be assessed an additional \$25.00 for the cancellation.
- B. Non-varsity games will be assigned by the Assistant Secretary. An official will have twenty-four (24) hours after receiving his schedule to refuse any assignment. Thereafter, if the official requests a game change, an automatic fee of \$5.00 shall be assessed. In the event the official requests cancellation of the assignment after the aforementioned 24-hour period, a fee of \$10.00 shall be assessed if good cause is demonstrated. If good cause is not demonstrated, a fee of \$15.00 shall be assessed.
- C. If an official misses a game - varsity or non-varsity - he shall be assessed a fine equal to the game fee for that game and will be required to appear before the Executive Committee.
- D. The Executive Committee shall waive all fees and/or fines in the event of an official's medical disability or a death in his immediate family. The Executive Committee shall be the sole decision maker regarding the waiver of fees/fines for "good cause."
- E. All fees/fines are payable to the Treasurer as provided in Section 2.03(d) of the Chapter Bylaws.

**V. PERSONAL BEHAVIOR/APPEARANCE**

- A. Chapter officials are prohibited from taking an intoxicating substance the day of a game. There shall be no association with intoxicants in any public place by chapter members while dressed in a recognizable official's uniform. The minimum requirements of a "non-recognizable" uniform is the removal of the cap, and the removal or covering of the striped shirt and socks. The driver of the vehicle and the members of the crew shall abide by all applicable laws and regulations.
- B. All officials shall wear the regulation uniform as specified in the CCA Manual of Officiating, with these modifications:
  - a. Mesh and adjustable caps shall not be worn while officiating varsity games.

- b. The members of The Austin Chapter will wear white knicker-type pants while officiating all regularly scheduled varsity games. Members of the Austin Chapter may wear CCA approved shorts while officiating non-varsity games only if all members of the officiating crew agree. If any member of the crew elects not to wear shorts, the entire crew must wear knicker type pants.
- c. It is strongly recommended that officials change their uniforms before leaving the site of the completed game; if not possible due to inadequate dressing facilities, the officials shall remove striped shirts and caps.
- d. All officials are expected to be well-groomed, including, but not limited to, clean and neat uniforms, shined shoes, clean-shaven, except for neatly trimmed moustaches, and neatly trimmed hair.

**VI. PROFESSIONAL ETHICS**

- A. All officials are expected to know the meaning and application of the rules and mechanics of football officiating.
- B. All officials are expected to be physically, mentally and emotionally fit to discharge their duties on the football field.
- C. No official shall discuss or criticize other officials or the Chapter with coaches, school authorities, media personnel, or fans. All comments will be made through the Executive Committee at official Chapter meetings.
- D. No member of this Chapter shall work with a suspended or expelled member.

**VII. TRAVEL POLICIES**

- A. The Referee, or in his absence, the Umpire, should coordinate the travel plan for their crew(s) at the regular weekly meeting.
- B. The Referee is responsible for contacting the home coach for nonvarsity games.
- C. All crew members, including timers and chainmen who miss the regular weekly meeting should contact the Referee and/or Umpire no later than noon Tuesday to confirm travel plans for that week's game(s). Members who violate this policy will be subject to disciplinary action.
- D. It is recommended that the crew travel together to and from the game. Preparations can be made enroute, and evaluations made returning. In any event, crew members shall be at the site for a varsity game no less than 90 minutes before kickoff.