

# **State Mandated Committee Policy**

## **1. Membership – (General)**

- a. Committees will consist of Five (5) members approved by the Football Committee.
- b. Participation will be on a volunteer basis.
- c. A maximum of two (2) members may serve for two (2) consecutive years.
- d. A member of the Football Committee will act as a non-voting chairman and may serve no more than two (2) consecutive years on the committee.

## **2. Assignment Committee**

- a. Goal – Monitor the entire contest assignment procedure to ensure that the best interests of both the organization and the individual are served.
- b. Responsibilities:
  - i. Review all contest assignment schedules to ensure conformance with the Football Booking Commissioner Policy and the Contest Assignment Listing with crew replacement order by position.
  - ii. Communicate with the Booking Commissioner to resolve any noted irregularities prior to publication of the schedules. Issues not resolved will be forwarded to the Football Committee.
- c. Procedure:
  - i. Receive the tentative Varsity/JV schedule for the first half of the season two (2) weeks prior to the opening Classic games.
  - ii. Receive the tentative Varsity/JV schedule for the second half of the season on or about September 20.
  - iii. Provide recommendations to the Booking Commissioner within five (5) days of receipt of each schedule.

## **3. Evaluation Committee**

- a. Goal:
  - i. Improve the officiating skills of every member in the association and thereby ensure that the association will continue to provide a better service to the community.
  - ii. Identify negative trends and common deficiencies that can be addressed by the training program of the association.
  - iii. Provide valid evaluations, which can be utilized in the advancement of officials and playoff selections.
- b. Responsibilities:
  - i. Administration of the evaluation program at all levels.
  - ii. Selection and coordination of evaluations at the Varsity level.
  - iii. Ensure evaluations use guidelines provided by Committee on all evaluations.
  - iv. Collections and organization of evaluation reports for all levels.
  - v. Responsibility for each evaluation level will be delegated to a member(s) of the Committee.
  - vi. Submit recommendations to the Football Committee for changes to Contest Assignment listing.
  - vii. Chairman report to the Football Committee and/or membership on actions of the committee.
- c. Evaluations:
  - i. Varsity:
    1. Paid evaluators will be assigned to evaluate varsity games without crew notification.
    2. Goal is to have two (2) evaluations for each crew.
    3. WCOA Football Evaluation Report will be utilized.
  - ii. Junior Varsity:
    1. 4 and 5 rated officials will be assigned to act as ECO and evaluate the crew.
    2. WCOA Football Evaluation Report will be utilized.
    3. Reports must be handed in to receive evaluation compensation.
  - iii. Youth:
    1. Youth referees will evaluate every non-varsity official on the crew.
    2. WCOA Football Evaluation Report will be utilized.
    3. Reports must be submitted to the evaluation committee at next football meeting.

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### **4. Recommendation Committee**

- a. Goal – Prepare and submit to the Football Committee a recommended list of crews to be submitted to the FHSAA for football playoff consideration.
- b. Responsibilities:
  - i. Collect
  - ii. Booking Commissioner:
    1. Current State Ratings
    2. Current Test Scores
    3. Current Contest Assignment Listing
    4. Youth Participation Report
    5. Playoff Availability Report
    6. Current and Previous Year Crew Assignments
  - iii. Attendance Officer:
    1. Meeting Attendance Report
    2. Scrimmage Attendance Report
  - iv. Evaluation Committee:
    1. Varsity Evaluations
  - v. Prepare recommendations for playoff crews utilizing the above mentioned information.
- c. Recommendation Process:
  - i. Initially select the best officials at each position who meet basic criteria.
  - ii. Determine the maximum number of crews that can be formed from eligible officials.
  - iii. Determine the maximum number of crews that are considered capable to officiate the highest level (Championship Game) and identify the top tier of crews.
  - iv. Form crews in the top tier with emphasis on regular season crews.
  - v. Make adjustments between top and lower tiers based on playoff availability.
  - vi. Select tentative order of top tier by lottery.
  - vii. Adjust top tier crews based on previous year assignments and minority balance.
  - viii. Form lower tier based on regular season crews, individual rankings, and minority balance.
  - ix. Select clock operators with preference to referees.
  - x. Submit the final selections to the Football Committee for approval prior to publication for approval by the membership of WCOA.

### **5. Grievance Committee**

- a. Goal – Provide a forum for the Football Committee for dissatisfied members to air grievances.
- b. Responsibilities and Procedures:
  - i. Hear grievances from members who do not believe that the Football Committee has satisfied their grievances.
  - ii. Investigate complaints to the fullest possible extent and make recommendations to the Football Committee for resolutions of the grievance.
  - iii. If the Football Committee is not in agreement with the proposed solution, the member may appeal to the Board of Directors for further review.