



EVERGREEN FOOTBALL OFFICIALS ASSOCIATION

HANDBOOK

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Table of Contents

INTRODUCTION.....	3
DEFINITIONS	3
1. ASSOCIATION ADMINISTRATION.....	4
1.1. Meetings.....	4
1.2. Meeting Attendance.....	4
1.3. Dues and Refunds	4
1.4. Pay advance	5
1.5. Uniform Loaner Program.....	5
1.6. Hall of Fame	6
2. OFFICIALS.....	8
2.1. Levels of Officiating (100,200,300).....	8
2.2. Officials in Good Standing.....	11
2.3. Third Party Evaluations (TPE Program).....	11
2.4. State Playoff Evaluations (SPE Program)	12
2.5. Fail to Work Assigned Contest	13
2.6. Professional Conduct and Behavior	13
3. GAME ASSIGNMENTS.....	15
3.1. Non-State Playoffs and Out of Area Assignments.....	15
3.2. State Tournament Official Qualifications:	16
3.3. Normal Season Assignments - The Assigning Secretary shall follow the following guidelines in making assignments:	17
4. GAME DAY	19
4.1. Uniforms	19
4.2. Ejection and Concussion reports.....	20

INTRODUCTION

This guideline is published for members of EFOA to know what is expected of them and what they should expect from the EFOA board as it manages the association. While these policies, procedures, and processes serve as guidelines in the running of the association, they do not cover every possible situation that may occur during the course of a season. Situations may arise that are not specifically detailed in this document and when that happens, the board will make decisions as needed without further explanation or recourse to the membership as necessary for the efficient operation of the EFOA.

The board intends to run the association to the betterment of all officials. In other words, ideally, each official will progress to the highest level of officiating they possibly can achieve. Every official shall have an equal opportunity to enhance their officiating skills. However, officials are not guaranteed equal outcomes. The degree to which they progress is determined solely by their own efforts, attitudes, capabilities, and performance.

The association recognizes the twin goals of maximizing the opportunities for officials while providing the best qualified officials in the more critical contests. When these two goals clash, the second goal will take precedence. This is the commitment we make as an association to the players, coaches and fans, as well as ensuring the safety of all participants.

Finally, EFOA is committed to following the WOA state approved mechanics as published in the WOA Official's Manual. All members are expected to follow the manual and may be held accountable for any violations thereof.

DEFINITIONS

Year of service

A year of service is a normal 9-week football season where the official works games at their highest level for five of those weeks. For example, a varsity official must work five varsity games to have the year counted as a year of service. Officials injured during officiating will receive credit for any weeks they were unable to officiate because of their injury.

State tournament

The state tournament consists of the semi-final and final games for each classification. While the EFOA will determine who represents the association at these games, all compensation is paid directly from the WOA/WIAA office.

Playoff game

The playoff games are normally held in weeks 10-12 of the season. They are comprised of district play-in games, regional and quarter final games. Additionally, any special playoff games due to ties in the final league standings are considered playoff games.

1. ASSOCIATION ADMINISTRATION

1.1. Meetings

- 1.1.1. In order to ensure that the focus during the season is on football related items, the first meeting of the year (usually in early August) will be the only meeting dedicated to business items. Other meetings are training meetings and business items will not be addressed.
- 1.1.2. The agenda for the business meeting will be published in advance and will contain items from the board that are of interest to the general membership on topics about the organization.
- 1.1.3. Members may also have topics placed on the business meeting agenda if time permits. Members will be asked to bring these items to any board meeting prior to the business meeting so that they can be resolved there first. Only if they cannot be adequately addressed by the board will they be brought to the membership.
- 1.1.4. If there is time permitting at the end of the business meeting, topics can be brought up by members.
- 1.1.5. Members are expected to exhibit proper and respectful behavior at all meetings, including general, training, board or special membership. Any rude, obnoxious, loud, abusive, or disrespectful activity will not be tolerated and may result in disciplinary action.

1.2. Meeting Attendance

- 1.2.1. Prior to July 1st, the EFOA Board shall determine and announce the dates of the regular Association meetings.
- 1.2.2. To be considered in "good standing" with EFOA, all officials must attend a minimum of 75% of all scheduled association meetings by year end.
- 1.2.3. In order to be considered for any state assignment, officials must be in good standing; however, the minimum number of meetings attended shall be no less than seven (7).
- 1.2.4. Officials that fail to meet the above criteria may have assignments withheld, reassigned or have their service terminated.

1.3. Dues and Refunds

- 1.3.1. WOA Dues are charged by the WOA and are collected each year as a deduction from the official's pay. The WOA dues are chargeable regardless of whether the official is a member of any other sports officiating association.
- 1.3.2. EFOA dues are collected for the succeeding year as a deduction from the official's pay in the current year. New officials may pay their dues upon completion of a background check as administered through The Arbiter.

- 1.3.3. Officials who are new to EFOA must pay their dues for the current year when joining EFOA. They will also be charged their EFOA dues for the succeeding year at the end of the current year.
- 1.3.4. Officials who decline to have their succeeding year's dues deducted in the current year are removed from the membership roster and must reapply and be approved by the board should they wish to return to EFOA.
- 1.3.5. Current dues are \$40 for EFOA membership and \$95 for WOA membership.
- 1.3.6. Because the operation of the association is year-round, the following refund schedule is established:

Request by date	Percentage
May 1	100%
After May 1	0%

1.4. Independent Contractor

- 1.4.1. Upon becoming a member of EFOA, you provide services as an Amateur sports official as defined by Revised Code of Washington (RCW) 50.04.248. As such, you are not considered an employee of the EFOA, school districts or youth leagues for which you perform officiating functions.

1.5. Pay advance

- 1.5.1. Pay Advances may be granted according to the following terms and conditions:
- 1.5.2. The requesting official must make his request to the Secretary Treasurer of EFOA.
- 1.5.3. The amount of the request cannot exceed 75% of the earnings from the games worked for that official less any outstanding charges.
- 1.5.4. The official will be charged a \$20.00 for the Secretary/Treasurer to process the advance.
- 1.5.5. Only one advance per official per season is permitted.
- 1.5.6. The Treasurer will deny requests only if there are not sufficient funds available for the payment.

1.6. Uniform Loaner Program

- 1.6.1. The intent of the Uniform Loaner Program is to assist new officials in obtaining uniforms for their first season so that they can begin officiating without undue financial hardship.
- 1.6.2. Each new official borrowing a uniform must complete the EFOA Uniform Loaner Program Charge form. If they fail to return the items borrowed at the end of the season in a clean and undamaged condition, they will be charged the amount for the item indicated on the charge sheet

- 1.6.3. All officials in EFOA will be asked to donate their items that they have outgrown or otherwise no longer need. EFOA will provide receipts for tax purposes to anyone making a donation of uniforms and related materials.
- 1.6.4. The EFOA President will make an announcement at the 1st general meeting asking the membership to bring clothing donations to the next general meeting.
- 1.6.5. Priority is given to first year officials in the use of this program.

1.7. Hall of Fame

- 1.7.1. For an official to be considered as a possible inductee into the EFOA Hall of Fame, they must:
 - 1.7.1.1. Be a retired football official in good standing for the last three years.
 - 1.7.1.2. This requirement can be waived by the nomination committee if the potential inductee is deceased or has a terminal health condition.
 - 1.7.1.3. Have served as a certified high school football official.
 - 1.7.1.4. Must have been a member of EFOA for a minimum of 5 years.
 - 1.7.1.5. Must have served on the board of directors of the association or made a significant contribution to the association.
- 1.7.2. The following process will be followed in selecting officials for induction to the EFOA Hall of Fame:
 - 1.7.2.1. A three-person nominating committee will be formed by the board. This committee may have 1 retired official (preferably one who has been inducted into the hall previously) and 2 active officials who are not board members.
 - 1.7.2.2. The nominating committee shall select up to 5 names to be considered for induction into the Hall of Fame.
 - 1.7.2.3. Varsity members with a minimum of 15 years of service and all Hall of Fame members shall serve as electors.
 - 1.7.2.4. The nominating committee shall provide a brief summary of the nominee's officiating career and a brief biography. This information will be presented to the electors at a general meeting early in the season or via mail/email.
 - 1.7.2.5. The electors shall cast votes for those nominees they feel merit inclusion in the hall of fame. Each varsity elector will cast votes equal to no more than half the number of candidates.
 - 1.7.2.6. To be selected for induction, a nominee must receive a simple majority (50% + 1) of the votes from the electors who cast votes.
- 1.7.3. The following honors will be rendered to the inductees:
 - 1.7.3.1. Inductees shall be inducted at an appropriate EFOA ceremony or event.

- 1.7.3.2. They will receive an EFOA Hall of Fame induction plaque.
- 1.7.3.3. They will receive an EFOA Hall of Fame commemorative coin.
- 1.7.3.4. EFOA will attempt to recognize them by having them toss the coin at the beginning of a football contest.
- 1.7.3.5. EFOA will include them in the EFOA online Hall of Fame on the EFOA website.

2. OFFICIALS

2.1. Levels of Officiating (100,200,300)

2.1.1. The following Levels of officials are established within the membership of EFOA:

2.1.1.1. Apprentice level (300): All new officials (not transfers) are entered as apprentices.

2.1.1.1.1. Normally, an official should remain an apprentice for no more than 2 years unless there is an unusual situation (injury, military service, etc.) that prevents him from completing the requirements to advance.

2.1.1.1.2. Apprentices will normally be scheduled to work 4-man crews at the youth league level (Clark County Youth Football, Pop Warner, & Middle School).

2.1.1.1.3. All apprentices must attend the apprentice training sessions.

2.1.1.1.4. All apprentices must follow the WOA requirements each season to become certified official.

2.1.1.2. Intermediate level (200): The next level of officiating beyond the apprentice level.

2.1.1.2.1. Normally, an official should be able to complete the promotion requirements to the next level within three (3) years unless there is an unusual situation.

2.1.1.2.2. Intermediate level officials will be assigned high school sub-varsity games as they progress in the completion of the promotion requirements.

2.1.1.2.3. Intermediate level officials will occasionally be assigned to varsity games as they gain experience at the high school level.

2.1.1.2.4. Intermediate level officials will be given priority to attend the WOA football summer camps. Financial aid will be considered by the board of directors if requested.

2.1.1.2.5. All Intermediate officials must follow the WOA requirements each season to become a certified official.

2.1.1.3. Varsity level (150-100): The top level of officiating in EFOA.

2.1.1.3.1. Normally, varsity level officials will work at least one varsity game per week.

- 2.1.1.3.2. Varsity level officials are eligible to work local and district varsity playoff games. Only 100 level officials will be considered for working state playoff (semi or final) games.
- 2.1.1.3.3. All Varsity officials must complete the WOA requirements each season to become a certified official.
- 2.1.1.3.4. Varsity level officials are expected to mentor apprentice level officials as needed.
- 2.1.1.3.5. Varsity level officials are expected to evaluate lower level official as needed.

2.1.2. Promotion Requirements

2.1.2.1. To be promoted from Apprentice (300) to Intermediate (200) level, the official must:

- 2.1.2.1.1. Individually take the training committee approved test (administered by the Training Coordinator) in an open book environment and achieve a score of at least 70%. (This is not the normal WOA state test).
- 2.1.2.1.2. Work a minimum of 35 games which must include 26 at the youth or middle school level and 9 at the high school sub varsity level.
- 2.1.2.1.3. The Training Coordinator will keep track of the games worked by the Apprentice and Intermediate officials for promotional purposes. It is suggested that each official keep track of his/her games worked.
- 2.1.2.1.4. Attend at least 70% of the training sessions each season. Any season in which the 70% number is not achieved will not have the games for that season counted in the requirements for promotion.
- 2.1.2.1.5. Receive a recommendation for promotion evaluation by the Training Coordinator and Apprentice trainers.
- 2.1.2.1.6. Pass an on-field evaluation by the training instructors.

2.1.2.2. To be promoted from Intermediate (200) to varsity (150) level, the official must:

- 2.1.2.2.1. Achieve a closed book test score of 70% on the training committee approved test (administered by the Training Coordinator) which they can take after working 15 varsity games.
- 2.1.2.2.2. Work at least 55 games as an intermediate level official which must include 22 games at the high school sub varsity level, 20

games at the varsity level, and 13 games at the youth or middle school level).

- 2.1.2.2.3. Attend at least 70% of the training sessions each season. Any season in which the 70% number is not achieved will not have the games for that season counted in the requirements for promotion.
 - 2.1.2.2.4. Attend the WOA football officials summer camp. Financial aid will be considered by the board of directors if requested.
 - 2.1.2.2.5. Work a minimum of 20 varsity level games.
 - 2.1.2.2.6. Pass an on-field evaluation by the training instructors.
 - 2.1.2.2.7. Be recommended for promotion by the training instructors.
 - 2.1.2.2.8. Be approved by the EFOA Board of Directors.
- 2.1.2.3. After 5 full years at the intermediate level, an official must have completed the requirements to move to the varsity level or they will be placed at the bottom of the official's list for varsity assignments until they complete the promotional requirements.
- 2.1.2.4. An apprentice level official who is promoted will be normally be placed at the lowest intermediate ranking (200) for the next season.
- 2.1.2.5. An intermediate level official who is not a varsity level transfer from another association, upon being promoted to varsity level, will be placed at the lowest varsity level ranking (150) for the next season.
- 2.1.2.6. An intermediate level official who is a varsity level transfer from another association, upon being promoted to varsity level, will be ranked according to their subsequent EFOA evaluation, including WOA and RTO. scores.
- 2.1.3. Transfers and Returning Officials:
- 2.1.3.1. An official transferring in from another association operating under the guidelines of the NFHS shall be required to submit a placement letter from the assigning secretary of his old association. This letter should certify the number of years the official was with that association and the level at which he worked as well as the number of varsity level games and total games that the official has worked.
 - 2.1.3.2. If the transferring official's letter indicates he has two or more years of experience, he will be placed as an intermediate official and given up to 4 years' credit for his experience. Otherwise he will be placed as an apprentice level official.

- 2.1.3.3. The transferring official will be given credit for their varsity and total games worked in the other association. They will need to meet all other requirements for promotion to the next level.
- 2.1.3.4. An out-of-state transfer will need to attend the Intermediate training class for one Fall season and be assigned as a 200-level official.
- 2.1.3.5. An official who returns to work with EFOA after an absence of one year or less may return at their last level as if they had not left.
- 2.1.3.6. An official who returns to work with EFOA after an absence of more than one year will be treated the same as a transferring official and be placed as an intermediate or apprentice level in accordance with paragraphs 2.1.3.2 and 2.1.3.3 above.
- 2.1.4. Training Coordinator & Instructors must be varsity level officials who have either attended the WOA summer camp or the Senior Officials seminar and been approved by the EFOA Board of Directors.
- 2.2. Officials in Good Standing
 - 2.2.1. In order to be considered in "good standing", Officials are required to complete the following by the required deadline(s):
 - 2.2.1.1. Submit appropriate registration form and fee
 - 2.2.1.2. Pass the The Arbiter background check
 - 2.2.1.3. Submit a completed "Independent Contractor Agreement" (one time)
 - 2.2.1.4. Submit availability calendar
 - 2.2.1.5. Complete the WIAA state clinic by the appointed date
 - 2.2.1.6. Complete the WOA state required test with a minimum passing score of 70% by the appointed date
 - 2.2.1.7. Work at least 10 non-varsity assignments each season
 - 2.2.2. In addition to the above all officials must also have regular meeting attendance and meet all other requirements as determined by the Board. (See the appropriate sections of this handbook for these items).
 - 2.2.3. The Assigning Secretary shall then make assignments based on the schedule of games, availability and relative ranking (100 level rankings) and classification (100, 200, or 300 level) of the official.
 - 2.2.4. Officials that fail to comply with the above requirements may have assignments withheld, reassigned or have their service terminated based on non-compliance with this Board Policy.
- 2.3. Third Party Evaluations (TPE Program)

- 2.3.1. The goal of the TPE Program is to give officials useful feedback to help them improve as officials. The priority of who should receive evaluations is:
- 2.3.1.1. Those who have declared interest in going to the state tournament shall be evaluated a minimum of three times during the season.
 - 2.3.1.2. Those who have requested a change in ranking or those whom the board believes may have a change in their performance will be evaluated a minimum of three times during a season based on availability.
 - 2.3.1.3. Intermediate level officials who are being considered for promotion to varsity level shall be evaluated at least once and preferably twice.
 - 2.3.1.4. All other varsity level officials shall be evaluated at least twice per season based on availability.
 - 2.3.1.5. Officials may be evaluated more than the minimum as evaluators are available.

2.4. State Playoff Evaluations (SPE Program)

- 2.4.1. The goal of the SPE Program is to, within each position, rank all 100 level officials who have expressed an interest in being a playoff official during the next football season.
- 2.4.2. Officials will receive a score based on an evaluation using the 'EFOA Official Scorecard.xlsx' scorecard.
- 2.4.2.1. The most current RTO/TPE evaluations (including the current year and two-years prior) will be used to determine ratings on the scorecard.
 - 2.4.2.2. All data points scored on a 1 to 5 scale will start at a 4. Comments within the RTO/TPE (as evaluated against the Football Official Rubric) can increase or decrease the officials score accordingly.
 - 2.4.2.3. EFOA contributions and total meetings attended in the current year will also be used to determine ratings on the scorecard.
 - 2.4.2.4. Four (4) officials will be on the committee that evaluates and documents the ratings process (recommended; two Board Members and two General Assembly members with differing primary positions). The President will act as the arbiter in the event of identical rankings.
 - 2.4.2.5. If an official believes that the score assigned is not indicative of their actual abilities, they may appeal their score to the Board of Directors with:
 - 2.4.2.5.1. A written account of why they disagree with the results.
 - 2.4.2.5.2. A self-evaluation of their own performance referencing current year HUDL game footage that references specific plays which negate committee comments from 2.4.2.4 to be reviewed by the committee members and the Board of Directors.

2.5. Fail to Work Assigned Contest

- 2.5.1. When an official accepts a game assignment, he is agreeing to work that assignment.
- 2.5.2. As a part of that acceptance, the official agrees to arrive as follows:
 - 2.5.2.1. For youth league games and middle school games, officials should be onsite, dressed and ready to work a minimum of 15 minutes prior to the game start.
 - 2.5.2.2. For non-varsity high school games, officials should be onsite, dressed and ready to work a minimum of 30 minutes prior to the game start.
 - 2.5.2.3. For varsity games officials should be onsite, dressed and ready to work a minimum of 90 minutes prior to the game start. The referee has the option to require an earlier meeting time.
- 2.5.3. Officials who do not show up for a game assignment will forfeit their total compensation for that game. Additionally, they will be fined an additional game fee for each game they did not show up for. They may appeal this to the board if there are extenuating circumstances.
- 2.5.4. If an official miss's games more than once per season without extenuating circumstances approved by the board, the EFOA contract with that official will be terminated.
- 2.5.5. If an official knows in advance that they are unable to make an assignment, it is their responsibility to notify the Assigning Secretary. This notification must be given with enough time for the Assigning Secretary to find a replacement.
- 2.5.6. If the official is unable to reach the Assigning Secretary by phone, he should try the Secretary second, and if necessary, the President third.
- 2.5.7. Voice mail, e-mail, and leaving messages with others is not considered making proper notification. Only speaking directly with the Assigning Secretary or alternate is acceptable.

2.6. Professional Conduct and Behavior

- 2.6.1. It is the policy of the EFOA Board that all members shall be treated professionally with respect and dignity. Furthermore, this shall also be extended to all players, coaches, school administration and others we come in contact with in the performance of our duties.
- 2.6.2. All items, issues, complaints or suggestions should be presented to the President or other Board member. These items will be discussed by the Board at the next possible Board Meeting. Items are requested to be submitted in writing.
- 2.6.3. Any modifications to the association bylaws should be directed to a Board member to assist in the preparation of the modification. Submissions must be in writing and contain the complete section to be modified.

- 2.6.4. The Board will not engage in email debates and recommend that others refrain from the same. Following consideration of any item by the Board, the member will be contacted and provided information and/or a response.
- 2.6.5. All members of the association shall be held accountable to the Officials Code of Conduct as well as all Association, WOA and WIAA rules and policies.
- 2.6.6. Using electronic or other communications to cause divisiveness among members is not permitted and may be cause for disciplinary action.
- 2.6.7. Communication with players, coaches, and school/league officials regarding any problems with any issues with any game or program is prohibited. Such items should be reported to the Assigning Secretary or President.
- 2.6.8. Violation of the above may be cause for disciplinary action including termination.

3. GAME ASSIGNMENTS

3.1. Non-State Playoffs and Out of Area Assignments

- 3.1.1. For an official to be considered for an assignment to a non- state playoff (NSP) game, they must:
 - 3.1.1.1. Must work a minimum of five (5) varsity games with at three at the assigned position. If the state current state requirement changes, this section may become void and the new state requirement shall be followed.
 - 3.1.1.2. Have 3 years of service as varsity level official
 - 3.1.1.3. Have attended the WOA Camp (officials who were varsity level official prior to the inauguration of these summer camps [2000] will be exempt from this requirement.)
 - 3.1.1.4. Be a WOA Certified Official
 - 3.1.1.5. Be an Official in Good Standing with the Association.
- 3.1.2. The following process will be followed in selecting officials for NSP assignments:
 - 3.1.2.1. The officials selected for the state tournament will be assigned to playoff games for the first playoff week by position.
 - 3.1.2.2. The assigning secretary will utilize the remaining 100 level (in order of their evaluation rankings), 125 and 150 level officials for playoff assignments until all 100, 125 and 150 level officials have received a playoff assignment.
 - 3.1.2.3. For week eleven (second playoff week), the assigning secretary will give priority to the state tournament official. Additional assignments will be made starting from the top of the list.
 - 3.1.2.4. For week twelve (third playoff week), the assigning secretary will again give priority to the state tournament official. Additional assignments will be made starting from the top of the list.
- 3.1.3. An official may only work one playoff game per week not counting the “extra official position” unless all varsity capable and available officials have been used.
- 3.1.4. If an official blocks a playoff week, there is no guarantee that he will get a game the following week to make up for the week he blocked out.
- 3.1.5. If the assigning secretary runs out of 100 and 125 level officials in any given playoff week, he may choose any qualified 150 level official at his discretion.
- 3.1.6. Exceptions to the above may be implemented if there is an insufficient number of qualified officials to work. Said exceptions shall be made by the assignor with the approval of the President and/or Board as necessary.

3.1.7. For out of area games (Emerald City Classic or similar high-profile games), the assigning secretary may assign any 100 level officials as needed. Where possible, he should try to rotate through the list of 100 level officials.

3.2. State Tournament Official Qualifications:

3.2.1. For an official to be considered for a state tournament playoff game, they must:

3.2.1.1. Have 3 years of service as varsity level official

3.2.1.2. Have attended the WOA Camp (officials who were varsity level official prior to the inauguration of these summer camps will be exempt from this requirement.)

3.2.1.3. Be a certified Official

3.2.1.4. Be an Official in Good Standing with Association.

3.2.1.5. Agree to be available to work all playoff weeks except in emergency.

3.2.1.6. EFOA evaluation rankings process, which include RTO scores will be used in the selection process.

3.2.1.7. Must work a minimum of five (5) varsity games with at least three at the assigned position. If the state current state requirement changes, this section may become void and the new state requirement shall be followed.

3.2.2. The following process will be followed in selecting officials for state tournament games:

3.2.2.1. The 100 level official will apply to the Secretary by July 1 of that year specifying position desired. Only one position may be requested.

3.2.2.2. The Board will review all 100 level official's applications and rankings.

3.2.2.3. The Board shall have at least one EFOA evaluation from the previous season (carry-over) and one RTO report from the previous two seasons.

3.2.2.4. The Board shall make final determination and submit the qualified official's names to the WOA for final consideration.

3.2.2.5. In case of emergency, the board may select any qualified official to fill in for a selected state tournament official who is unable to work their assignment.

3.2.3. An Official who refuses to accept a state tournament assignment will be required to wait one additional year before being considered again unless the board approves a waiver of this section.

3.2.4. After working a state playoff game, an official will not be eligible for state playoff consideration the following year if they:

3.2.4.1. Worked two consecutive semi-final games in the past two years or,

3.2.4.2. Worked a final game in the prior year.

- 3.3. Normal Season Assignments - The Assigning Secretary shall follow the following guidelines in making assignments:
- 3.3.1. Officials should not be scheduled for the Thursday freshman game and then the Varsity assignment for the same teams. The same also applies to Varsity and subsequent JV games.
 - 3.3.2. Officials should not work the same varsity team back to back; nor the same school more than three (3) times per regular season.
 - 3.3.3. Each year, all varsity and intermediate level officials will be asked to declare their primary and secondary positions (HL, LJ, U, BJ, R).
 - 3.3.3.1. If you are a varsity level official and elect to change your primary position, you will normally be given a 150 ranking in that position for the coming season. At the end of the season, you will be ranked according to your EFOA Evaluation for that season.
 - 3.3.3.2. If you are an intermediate level official and elect to change your primary position, your ranking will not change.
 - 3.3.4. Officials shall not work out of their primary position to train another official (i.e. a BJ working as LJ to train a new BJ).
 - 3.3.5. Intermediate officials should work HL at the varsity level for a minimum of 10 games before being assigned to other positions.
 - 3.3.6. Intermediate or Varsity officials will not work the Back Judge position until completing a Back Judge class approved by the EFOA Training Coordinator.
 - 3.3.7. Varsity assignments should be one (1) per week at primary position, minimum of 5 primary position assignments per season. Remaining assignments can be at primary or secondary position. The Assigning Secretary may, if the situation warrants it, utilize any official in any position needed or have them work multiple assignments to properly cover a game.
 - 3.3.8. Highest rated officials should be assigned first to varsity contests before other officials.
 - 3.3.9. Referees:
 - 3.3.9.1. No one shall be assigned as a referee for a varsity contest without having been approved by the board.
 - 3.3.9.2. No one shall be assigned as a referee to a non-varsity high school game unless they are a varsity level official who is either an approved varsity referee or has completed the training course for referees in the past 3 years and have 5 years of officiating experience.
 - 3.3.9.3. No one shall be assigned to youth league and middle school games as a referee unless they are a varsity or high school referee or are an intermediate level

official and have completed a training course in being a referee within the past 2 years and have 3 years of officiating experience.

- 3.3.10. Direction to assignor should be from the President. The President will communicate with the board in this case.
- 3.3.11. The same crew working together back to back or multiple times per season should be avoided.
- 3.3.12. Total number of assignments per season should be spread across all members.
- 3.3.13. Officials may not "blacklist" any school or fellow official. If an official cancels a game due to a crew/team assignment, that official shall forfeit the opportunity to work that week.
- 3.3.14. Assignments should be made in three (3) week blocks for the regular season.
- 3.3.15. When the assignor needs to violate these guidelines, he shall notify the president prior to making the assignment. The President will then communicate this information to the board.

4. GAME DAY

4.1. Uniforms

- 4.1.1. In addition to all required equipment per the WOA Officials Manual, all officials working Varsity level contests shall be required to have the following uniform items available and with them at each Varsity contest:
 - 4.1.1.1. Long sleeve sublimated shirt with white or gold bordered American flag patch and WOA patch
 - 4.1.1.2. Short sleeve sublimated shirt with white or gold bordered American flag patch and WOA patch
 - 4.1.1.3. Black Pants with white stripe
 - 4.1.1.4. Black coach's shorts with no white stripe (e.g. Honig's SKU K60B or similar). Shorts are allowed up to and including the first Friday in October. The board may extend this date as needed.
 - 4.1.1.5. 2" black leather belt
 - 4.1.1.6. Approved black crew socks (for use with black pants and shorts)
 - 4.1.1.7. Rain jacket with 1" black and white stripes (all officials must wear rain jackets if they are worn during the game)
 - 4.1.1.8. Predominantly black turf shoes or cleats. Shoes can contain some white areas.
- 4.1.2. If you are missing the proper uniform for a game, you may not work the game and may be brought before the board for disciplinary action.
- 4.1.3. Uniform and clothing shall be clean and in good condition. Items worn or torn or discolored are not to be worn.
- 4.1.4. Any items worn under the outer uniform must not be exposed and/or show through the uniform.
- 4.1.5. Other non-uniform non-approved items may not be worn at any contest.
- 4.1.6. All officials working contests at any level are to be clean, clean shaven, and in proper condition to work the game. Clean shaven shall mean that any beards, mustaches, etc. are neatly trimmed and clean and that all other areas of the face and neck are closely shaven with no visible stubble.
- 4.1.7. Determination of the uniform worn (shirt and pant type) shall be determined by the Referee at each contest. However, no Referee can mandate the use of optional equipment at non-varsity games.
- 4.1.8. Since the goal is consistency and "uniformity" for all officials, it is required that all officials wear the same uniform at a given contest.

- 4.1.9. If you are assigned to a set of weekend games that spans more than one crew, you will dress as required for the first crew and must change as needed for the second or subsequent crew.
- 4.1.10. The referee must contact the crew prior to all contests and advise them as to the expected uniform.
- 4.1.11. An official who is injured and incapable of working a contest at a high degree of performance should remove themselves from the assignment. The referee has the final authority to remove an obviously injured official from the contest.

4.2. Ejection and Concussion reports

- 4.2.1. Officials will submit Ejection and Concussion reports via the WOA website per the WOA guidelines.
- 4.2.2. Referees of varsity level High School Football contests will submit an official game report. It is intended that the review and initial preparation of this information is a responsibility of the entire crew and should be completed during the post-game conference.
- 4.2.3. The game report shall include information on sportsmanship, game management issues, players/coaches that caused problems, etc. Optionally, at the request of the referee, it may include penalty information. The back judge (5 man) or line judge (4 man) shall then assist in recording the fouls called by the referee and umpire.
- 4.2.4. In the case of disqualification of a player, information to be recorded must include the quarter, game clock time, home/visitor, name of foul, team unit (offense, defense, kickers, receivers), player number, who called the foul, and whether or not the team elects to appeal the disqualification.
- 4.2.5. During the post-game conference, the referee shall optionally review the fouls called by each crew member. A game report worksheet is provided for this purpose and may be downloaded from the EFOA web site if used.
- 4.2.6. The referee must complete the online game report within 48 hours of the end of the game.
 - 4.2.6.1. Failure to enter the information in a timely manner may cause the referee to lose future varsity assignments or such other disciplinary action as the board may decide.
 - 4.2.6.2. In the case of extenuating circumstances where the referee feels that they are unable to complete the report in a timely manner, the referee shall notify the President of EFOA of the situation. The referee shall take whatever action the President requires to have the game report submitted.

4.3. Safety Plan

- 4.3.1. Each member of the EFOA is responsible for his or her own personal safety and to be aware of his or her surroundings when arriving to and exiting from a football game location.
 - 4.3.2. It is recommended the White Hat (EFOA member assigned as Referee) contact the crew (officials assigned to officiate the game) regarding arrival time, location to park and assuming the field together. No EFOA member should arrive to or exit a game alone.
 - 4.3.3. The White Hat should also contact game management before the event, or upon arrival at the event, to determine the safety dynamics at the game site (examples include but are not limited to rivalry games, playoff games, potential issues with fans, parent conflicts, player special needs or other circumstances the crew should be aware of for their personal safety during the event).
 - 4.3.4. The White Hat and crew should determine, before taking the field, a safety location to shelter in place (examples would be the officials' locker room or dressing room) and an evacuation route.
 - 4.3.5. The White Hat and crew should determine with game management who has a cell phone or other method of communication, and is responsible for summoning police, fire or medical assistance. Members are expected not to provoke or confront angry participants after the event, but to move to an area of safety, or summon police if they feel physically threatened.
- 4.4. In case of injury
 - 4.4.1. All registered officials are covered for injuries occurring during a WIAA member High School, Junior High or Middle School contest through the Washington State Department of Labor and Industries. If an Association or Board elects to do so and pays the appropriate fee to the WIAA, coverage can be extended to non-WIAA Middle Schools/Junior Highs. Additionally, all WOA Certified Officials are covered under the NASO agreement for all contests officiated at any level.
 - 4.4.2. In case of injury, contact the WOA Central Hub at:
<https://woa.arbitersports.com/front/104759/Site/Officials/Insurance>
- 4.5. Levels of contests
 - 4.5.1. Youth football
 - 4.5.1.1. EFOA currently provides officials to three youth leagues: Clark County Youth Football (www.ccyf.com), Pacific Youth Football League, (<http://www.pacificyouthfootballleague.com/>), and Pop Warner (<http://www.gncpw.com>).
 - 4.5.1.2. Each league uses NFHS rules as their basic foundation to play football, with some exceptions for each league and level (age) of play.

4.5.1.3. White Hats and crews are encouraged to determine, in the week prior to the game assigned, the level of play and if there are unique rules. The level of play and league are usually provided through the Arbiter assignments

<http://www.arbitersports.com>

4.5.1.4. Crews are expected to arrive at least 15 minutes prior to kick off to meet with coaches, walk the field and assemble chain crews. Old varsity shirts (narrow stripes), long and short sleeve, black pants or black shorts, black socks, black shoes, and black/white striped jackets are all accepted uniforms. Crews should strive to have matching uniforms (length of sleeve and pants versus shorts). However, this is not mandatory.

4.5.2. Middle School football

4.5.2.1. EFOA currently provides officials to middle schools east to Stevenson and north to La Center. Middle Schools use NFHS as their basic foundation to play football, with some additional provisions (usually the number of time outs and a "5th quarter" to allow all students an opportunity to participate).

4.5.2.2. White Hats are encouraged to determine upon arrival to the game the number of quarters and timeouts.

4.5.2.3. Crews are expected to arrive at least 30 minutes prior to kick off to meet with coaches, walk the field and assemble chain crews. Old varsity shirts (narrow stripes), long and short sleeve, black pants or black shorts, black socks, black shoes, and black/white striped jackets are all accepted uniforms. Crews should strive to have matching uniforms (length of sleeve and pants versus shorts). However, this is not mandatory.

4.5.3. Sub-varsity football

4.5.3.1. EFOA currently provides officials to high east to Stevenson and north to La Center. Varsity games uses NFHS rules, with exceptions outlined by the WOA and WIAA. These determinations and exceptions will be announced at regular season meetings and posted on the EFOA website.

4.5.3.2. Crews are expected to arrive at least 30 minutes prior to kick off to meet with coaches, walk the field and assemble chain crews. Old varsity shirts (narrow stripes), long and short sleeve, black pants or black shorts, black socks, black shoes, and black/white striped jackets are all accepted uniforms. Crews should strive to have matching uniforms (length of sleeve and pants versus shorts). However, this is not mandatory.

4.5.4. Varsity football

4.5.4.1. EFOA currently provides officials to high east to Stevenson and north to La Center. Varsity games use NFHS rules, with exceptions outlined by the WOA

and WIAA. These determinations and exceptions will be announced at regular season meetings and posted on the EFOA website.

4.5.4.2. White Hats are expected to contact game management during the week, prior to the game, to determine dressing rooms, field contact and any special circumstances the crew should be aware of.

4.5.4.3. New varsity shirts (wide stripes), long and short sleeve, black pants, black socks, black shoes are the accepted uniforms. Crews will wear matching uniforms (length of sleeve and pants versus shorts). White hats will communicate the uniform to be worn when communicating with the crew in the week prior to the game. However, all members are strongly encouraged to carry all lengths of shirts in their equipment bags.

4.5.5. Playoffs/State Semi-Finals and Finals

4.5.5.1. EFOA currently provides playoff officials to high east to Stevenson and north to La Center. Local playoff games use NFHS rules, with exceptions outlined by the WOA and WIAA.

4.5.5.2. Beyond the first round of the local playoff games, assignments are made to officials who request consideration at the beginning of the year, state the position they wish to work, are a 100 level official in the position they want to work and have acceptable Retention Training and Observation (RTO) reports from the WOA.