

Appendix 1

COMMITTEE ON HIGH SCHOOL SPORTS OFFICIATING

Description of Organization

The Committee on High School Sports Officiating (CHSSO) is responsible for establishing Officials pay rates and Standard Operating Procedures. This committee is organized for the specific purposes as follows:

1. To create a committee of public and private school representatives to provide athletic officials at school athletic events
2. To improve the quality of officiating at athletic activities; and
3. To strengthen a positive relationship between the schools it serves and the athletic officials associations.

Committee Membership

In April of 2022, the CHSSO (formerly known as the HSSOC), was formed with the purpose of meeting and conferring with high school sport officials' associations to establish competitive game fees affordable to schools as well as to ensure that only those organizations accredited by the State CIF to officiate games in the CIF-San Diego Section.

The membership consists of representatives of the member schools as follows:

1. One (1) from East San Diego County Schools
2. One (1) from San Diego City Schools
3. One (1) from North San Diego County Schools
4. One (1) from South San Diego County Schools
5. One (1) from small private and public schools (San Diego and Imperial Counties)
6. One (1) from parochial and Catholic schools (San Diego and Imperial Counties)
7. One (1) from Associated Student Body Advisors (San Diego and Imperial Counties)
8. One (1) from Athletic Directors (San Diego and Imperial Counties)
9. One (1) from CIFSDS Coordinating Council
10. One (1) Non-voting advisory member from CIFSDS Office
11. One (1) from an Officials Association within the CIFSDS who will also serve as a non-voting member of the CIFSDS Coordinating Council.

The officers and representatives of the organization are elected annually at the general meeting in May of each school year. The officers of this committee are: Chair, Vice Chair, and others as appointed. None of the membership, officers, or directors of this committee receive any compensation.

Every 2 years, a “meet and confer ” team is selected by the CHSSO representatives to establish game fees with representatives from each official’s association desiring to provide services to the member schools of the CIFSDS. Only those associations accredited through the State CIF are invited to participate. The meet and confer team meets individually with each accredited association to discuss game fees. All associations are encouraged to select a meet and confer representative to discuss those issues common to all associations in providing services to the CIFSDS.

California Officials’ Association Accreditation

All officials’ associations seeking to officiate high school contests in any section of the State CIF must be accredited. An application must be filed with the California Officials Association Accreditation Program and be approved before any services may be provided. The purpose of the association is “... to assist officials’ organizations in their efforts to provide quality officiating by establishing standards that promote effective training procedures and desirable behavior in order to ensure that officials involved in athletic activities meet standards as adopted by the Accredited Officials Committee and the CIF. An Additional purpose of this committee is to promote respect for officials and principles of good sportsmanship by players, coaches and spectators by ensuring that CIF member schools shall abide by accepted game management practices.”

The Criteria for accreditation include:

1. Statement of Purpose with Bylaws required
2. Definition of membership
3. Clarification of liability
4. Definition of management structure
5. Policy of due process
6. Operational information
7. Training requirements
8. Certification of officials procedure
9. Policy governing the assignment of officials
10. Evaluation system for instructional program and officials
11. Policy on qualifications of officials for post season assignment
12. Agreement to comply

The application form and a model template are available in the CIFSDS office for associations seeking accreditation. Accreditation can be for a period of one, three or six years.

Procedures for Complaints Against Officials

- A. In the event of any formal or informal complaint or comment by school personnel relative to game officials' performance and/or conduct at game site, such complaint or comment shall be taken to the school administration first. Only afterward, if the administration seeks further discussion, shall the complaint or comment be taken to that sports Association's board. No communication of this nature shall be directed to the game official, especially after the contest. When a school wishes to file a complaint, the following process is to be followed:

The school's Athletic Director or Principal will file the complaint in writing to the president of the officials' association.:

- Non-professional attitude, action, or language.
 - Lack of sufficient rules knowledge and/or failure to bring a rulebook to the contest.
 - Improper position from which to make judgment rulings.
 - Lack of hustle.
 - Arriving late for assignment.
 - Sloppy personal appearance.
 - Poor physical condition.
 - Inappropriate comments to the media regarding the conduct of the contest.
 - Possession and/or consumption of unacceptable substance(s) at contest.
1. The officials' organization shall investigate the charge, take action deemed appropriate, and send a written report of findings and any action taken to the CHSSO.
 2. The CHSSO shall review the report and either accept the findings and action taken or discuss the matter with officers of officials' organization regarding further action.
 3. If the CHSSO and the officials' organization officer cannot agree on action to be taken, the CHSSO will request the Commissioner of the CIFSDS to establish a committee to review the matter. The committee may either accept the action of the officials' organization or make a recommendation to the CIFSDS Board of Managers.

B. Complaints regarding schools or coaches

When an official wishes to file a complaint, the following process is to be followed: Official's complaints against a school or coach must be made through the supervisor of officials who will make the actual contact.

1. First contact: Athletic Director
2. Second contact: Principal
3. Third contact: Section Office

Officials Assignment Policy

Officials' associations that wish to be authorized by the CHSSO during the school year will be expected to do the following:

- A. Fill all officiating requests by member schools at the fee schedules agreed upon by the Committee on High School Sports Officiating CHSSO and officials' associations.
- B. Treat all leagues equally in the assignment of quality officials in terms of ability, rating, and experience.
- C. Assign and compensate officials for all member school's contests on a sex-neutral basis.
- D. Ensure that no official will be assigned to a member school's tournament or invitational that has not first secured a sanction number for the tournament from the CIFSDS office.
- E. Provide a complete roster (including names, addresses, phone numbers, and e-mail addresses) of all their qualified officials to the CIFSDS office and the athletic director and/or the applicable head coach of each CIFSDS member school that requests them. Association will also provide their qualified officials' social security numbers to all CIFSDS member school's financial offices. Confidentiality of the social security numbers is a responsibility of the member school.
- F. Honor requests by school officials on scratch lists supplied by school prior to the beginning of season not to assign particular officials to any home or playoff contests.
- G. Provide advanced notification to schools of officials assigned by Association.
- H. Enforce the policy that no official may use or be in possession of any form of tobacco at any CIF contest.
- I. Process complaints against its members according to CHSSO policy and procedure.
- J. Recruit, train, and evaluate officials.
- K. Designate one person in the association as the Instructional Chair to whom requests for rule interpretations may be forwarded.
- L. Enforce disciplinary guidelines for officials who fail to meet responsibilities.
- M. Agree that failure to fulfill terms of the agreed upon contract with CHSSO may cause withholding of remuneration and failure to rehire.
- N. Acknowledge that in the opinion of the California Attorney General's office and by legislative action, officials are considered to be independent contractors and are not covered by workers' compensation programs of the school districts, the CHSSO or the San Diego Section of the CIF.
- O. Abide by the CIF-San Diego Section "ETHICS IN SPORTS" Policy, copies of which are to be distributed to, and discussed with, each member of the association.
- P. Continue to be accredited during the term of any contract for services with the CHSSO by the Officials' Association Accreditation Program.

Officials Fees

A. OFFICIALS FOR ATHLETIC CONTESTS

1. All officials' associations shall be accredited. In an emergency situation, the CIFSDS Board of Managers may approve other officials to ensure playing of the game. Schools, leagues, and conferences may not solicit paid officials for any contest (including tournaments and invitationals) from other than the approved association, unless the latter is unable to provide service due to unavailability of officials. Paid officials may not be solicited if the association was not given sufficient notice for assignment.
2. In the event of non-arrival of officials, the contest may proceed by mutual consent of the competing schools.
3. Schools who reschedule sites or times of contests without proper advance notification to officials originally assigned shall be obligated to pay full officials' fees to those officials who show up as originally scheduled.

4. The number of officials required/recommended by the National Federation rules of sport (if available) will be assigned unless otherwise requested by home school and if not in violation of the rules of the sport concerned or otherwise indicated in the CIFSDS Green Book.

5. Tournaments

a. Tournament/invitational management must provide the association with a sanction number (issued by the CIFSDS office) at the time a request to assign officials is made.

b. At least two weeks advance notice should be given to the association for tournament requests. Additional assignment fees may be charged for late requests.

c. The payment of tournament officials shall be made directly to the officials by the tournament management, not either or both of the schools involved in a tournament contest. With mutual agreement, the Tournament Management may make payment directly to the officials' association.

d. Tournament/Invitational Management will negotiate official tournament fees with the officials' association.

A minimum fee is recommended to be paid by home schools to officials who have been requested as non-paid officials of interscholastic scrimmages that have been changed without proper notification to the officials or the association.

B. CIFSDS OFFICIALS' FEE SCHEDULES - to be distributed to schools and officials' associations prior to the start of each season of sport and posted on the CIFSDS web site.

C. TOURNAMENT FEES FOR ASSOCIATION ASSIGNMENT SECRETARIES - to be negotiated between officials' association and tournament management.

D. TRANSPORTATION FEES FOR OFFICIALS

1. *A flat fee will be used to compensate officials for round-trip travel based on the following scale:*

51 - 75 miles = \$13.00

76 - 125 miles = \$19.00

126 - 175 miles = \$31.00

176 - 250 miles = \$43.00

251 - 350 miles = \$55.00

Note: The CIF San Diego Sections reserves the right to provide support to San Diego Section member schools experiencing a significant financial impact due to their geographical location within the section boundaries.

A. The origination point for official's mileage will be determined in the following way:

From the official's home residence within the assignment area, to the location of their contest. Officials who live or work outside their assignment area will only be compensated for mileage from the "Zip Code Departure Point" to the location of their contest. The "Zip Code Departure Point" is either the home or work address closest to the official's association boundaries. This will be entered under the "Travel Limits Function" by the assigner of each association.

B. If origination point is not from home address, the official's zip code of record must be vetted by the respective official's association president.

C. Travels fee's will be evaluated at the end of each officials' associations fees review cycle.

E. PAYMENT OF OFFICIALS

Schools are expected to begin processing the payment of officials within one week of the contest concerned but in no case more than 10 working days following the contest.

F. PAYMENT OF OFFICIALS WHO WORK ALONE

1. An official who works a contest alone, when two officials were assigned by their respective official's association, the single official will be paid the base rate plus + **50% of Base Rate**.
When a single official is assigned by their respective association officiate a contest, the official will be paid the base rate + **\$20.00**

G. PAYMENT OF OFFICIALS FOR EARLY TERMINATION OF CONTESTS

1. Official who works an early-terminated contest and does not return: Full pay.
2. Official who works an early-terminated contest and returns for completion or replay:
One half pay for first day and full pay for second day.
3. Official who works only the second day (either replay or completed contest): Full pay.

H. PAYMENT OF OFFICIALS ARRIVING LATE FOR A CONTEST

1. One-half of the fee for an official who arrives between the scheduled start and the midpoint of the assigned contest.
2. No fee for an official who arrives after the midpoint of the assigned contest even if he/she works the remainder of the contest.

I. PAYMENT OF OFFICIALS FOR CONTEST CHANGES

1. Schools who reschedule or cancel contests for **any reason 24 hours or less, prior to the start of the contest**, are obligated to contact assigned officials prior to the latter's departure for the contest, or officials must be paid in full. If assigned officials are not known, schools must contact the Assignment Secretary via phone call or text message in sufficient time to contact the officials. Home schools are obligated for full pay for all officials who, for any reason, did not receive word on the change of contest. The home school is obligated to pay the officials regardless of whom or what caused the cancellation. The home school will be reimbursed by the visiting school if the home school did not cause the cancellation.
2. Should an unforeseen act of nature (weather, earthquake, fire, etc...) that cause's a contest's cancellation or postponement without sufficient time to notify the official(s) assigned, the school is obligated to pay only a transportation fee of \$10.00, except as listed in paragraph D.2.

J. PAYMENT OF OFFICIALS FOR FORFEITED CONTEST

Officials present when a contest is forfeited for any reason are to be paid in full. Such officials may leave the field of play at the time of forfeiture or may (if it is their desire) remain to officiate any portion of the unfinished contest. Teams and individuals so competing may do so without additional penalty or jeopardization of eligibility.

K. PAYMENT OF INJURED OFFICIAL

Officials who are unable to continue their assignment during the course of an athletic contest due to injury, illness, or medical problem are to be paid in full.

L. ASSIGNMENT SECRETARIES

1. Each authorized officials' association shall provide its own assignment secretary.
2. Each assignment secretary is an independent contractor and, as such, may negotiate

his/her assignment fees with the officials' association and/or its members.

3. Complete schedules are due to the assignment secretary as follows: Fall sports on or before June 1; Winter sports on or before October 1; and Spring sports on or before December 1.
 - Schools will pay a "late schedule fee" of \$50.00 to the officials' association if the schedule is not received on the due date. For each succeeding month that the schedule is late an additional \$50.00 penalty will be assessed. By way of example, a schedule due on June 1 but received on August 2 or later may be assessed a fee of \$150.00 (base plus 2 late months). The association will be solely responsible for disbursement of all late fees.
 - Schools will pay a **\$15** "change fee" to the assignment secretary for every change in schedule (time, date, site) made after official(s) have been assigned to the contest(s) providing the officials have not been given the assignment(s) concerned more than two weeks before the first day of practice. This fee will not apply if the home school cancels the contest, notifies the officials in reasonable time, notifies the assignment secretary, and does not reschedule the contest.

Three weeks after the CIF's "first allowed game," schools will be assessed a \$15 "change fee" to the assignment secretary for every change in schedule (time, date, site) regardless of whether the assignment has already been made. This will apply to additions and cancellations as well as changes

NOTE: The home school is obligated to pay the assignment secretary even if the visiting school, or any other entity, is at fault.

Recommended School Responsibilities for Game Officials

Providing for the game official—it is recommended that:

- The host school should have available someone who will handle the needs of the officials assigned to the contest. This should include, but not be limited to, facility orientation, dressing facility, and parking. School game management representatives meet with the officials prior to the contest for introductions and discussion of potential situations.
- The officials' dressing facilities will be open at half time and immediately after the contest. At the completion of the contest, the officials' dressing facilities remain secured for 30 minutes in football and 20 minutes in all other sports. Coaches and other school personnel should not enter an officials' dressing area for the purpose of complaints.
- Coaches publicly display respect and sportsmanship before, during, and after a contest.
- Coaches and school personnel do not make public statements to the news media criticizing officials.
- School personnel be alert to potential problem situations and, when necessary, provide security for officials to and from their dressing facilities and to the parking area after

the contest.

- Athletic administrators convey to their coaching staff that if there is a problem regarding the officiating, it should be referred first to the principal or designee who will be responsible for filing the proper complaint according to section guidelines
- School staff assure that officials are able to proceed to dressing facilities immediately after the contest without confrontation