

OVAC POLICY MANUAL



2007

Football Officials
and
Conference Schools

UPDATED: 08.09.07

FORWARD

A sincere thanks to those coaches, officials, and administrators who shared in making this policy booklet a reality.

Long in coming, it will further serve to all in the Ohio Valley Athletic Conference as one basic policy relative to those responsibilities in game rules, officiating, conduct, and athletic administration.

However, the strength of this policy lies with those who actively support, respect, and practice that which is herein printed.

The Ohio Valley Athletic Conference Executive Board wishes each and every one the very best in order that we all may “better serve the youth of the Upper Ohio Valley.”

TIMELINE

Dec. 11, 2007	All officials are to turn in crew picks and school scratches to the Commissioner.
Jan. 3, 2008	Crews are sent to each school for scratches.
Feb. 1, 2008	Schools send scratch sheets and schedules (complete or partial) to the Commissioner
Feb. 2, 2008	The Commissioner will start assigning officials for games. Schools not turning in scratches and schedules on time will receive their officials from the pool of officials that have not been assigned.
Apr. 13, 2008	The Commissioner sends football assignments to all officials.
Apr. 25, 2008	The officials must return confirmation of the assignments to the Commissioner.
May 8, 2008	Each school will receive a listing of the officials assigned to their games.
May 18, 2008	All assigned officials should have a signed contract from the appropriate athletic director for each game assigned. Officials should contact the Commissioner if they do not receive contracts by this date.

SCHEDULING OFFICIALS FOR GAMES

1. The Commissioner assigns officials to all games between OVAC teams.
2. The Commissioner schedules home games played against non-Conference opponents unless a contractual agreement between the schools indicates otherwise.
3. A new OVAC member school has a two-year exemption pertaining to assignment of officials. During the first two (2) years, new schools to the Conference may contract their own officials for all games. If the new member school desires, the Commissioner will assign officials for some or all home games.

OVAC REQUIREMENTS FOR FOOTBALL OFFICIALS

1. All officials on a crew must have a valid registration card to officiate varsity contests from Ohio and West Virginia to be assigned football contests by the Commissioner.
2. Officials must be available to work all football games as assigned (Conference and non-Conference). Any crew or official who returns an assignment from the OVAC Commissioner and then officiates a non-Conference game shall not be permitted to be a member of a crew the following season. However, he can be on the extra board for the fifth man assignment.
3. If an official is not on the OVAC-approved list of officials (crew or extra board), he can officiate games between an OVAC school and a non-Conference opponent. *This regulation may be superceded by the Football Commissioner if scheduled games exceed the number of crews available on a particular date.
4. Supplemental roster of officials is to be used as the need arises during the year. These officials are to be used mainly for non-Conference games of the schools on the fringe areas of the OVAC.

GUIDELINES FOR CREW OFFICIATING

1. There will be nineteen (19) four-man officiating crews. A five-man crew will be used for all games assigned by the Commissioner.
2. All nineteen (19) four-man crews will be scheduled to work on Fridays, provided sufficient games are available, with major emphasis on keeping crews intact.
3. The Commissioner will have the authority to assign additional Friday and all Saturday games using officials at his discretion, with considerations of total game assignments, experience, scratches, and restrictive guidelines as stated in this manual.
4. The referee, his crew, and the fifth man officially assigned by the Commissioner are the only individuals who are to work the game. Most crews will be assigned together unless a contract between an OVAC school and a non-Conference opponent indicates a split crew, or an extenuating circumstance dictates a change. (Example: Crew member may have direct connection to a school.)
5. All crew officials should work the same position at each game. The Commissioner, before the contest date, must approve any changes in position assignment.

RESPONSIBILITIES OF FOOTBALL COMMISSIONER AND OFFICIATING BOARD REPRESENTATIVES

1. Assign officials as stated in the guidelines for all Conference and non-Conference games.
2. Assign all replacement of officials who are unable to work a contest (from the extra board or best available officials).
3. When an official cannot work a contest, the Commissioner will assign the official for that game only.
4. The Commissioner must notify the home team's athletic director or head coach of all officials changed or added by Wednesday, or as soon as possible before game day.
5. The Commissioner will assign the fifth man for each crew from the extra board or from the best official available.
6. When vacancies are known by the Commissioner, they shall be filled one week before the contest (except in an emergency).
7. He is to notify the referee concerning any change on that officiating crew.
8. Officials will be assigned to a school only twice during a season, and will not be assigned back-to-back weeks unless an extenuating circumstance arises.
9. He shall attend all meetings involving officials, representing the OVAC.
10. Two (2) copies of game assignments will be sent to each school: one copy for the athletic director; one copy for the head coach.
11. One person from each official's board will be assigned to act as a liaison between the Board and the Commissioner, the OVAC, the Coaches' Association, and member schools. The Board liaison will help solve problems occurring between the Board and member schools, and will participate in reviewing policies that will affect the Board of Officials.
12. The Commissioner shall give a copy of the evaluation sheets from coaches to each referee.
13. If a questionable situation arises during the season, the Commissioner's office has the authority to make changes as deemed necessary.
14. All scratch sheets are to be available for review by each Board's secretary.

NOTE: Evaluation forms and all other OVAC materials should be presented to the school's representative during the fall business meeting.

RESPONSIBILITIES OF REFEREE

1. The referee is in charge of the crew for the mandatory pre-game conference.
2. The referee will present a card listing each official's name and position, and introduce each official to each head coach.
3. It will be the responsibility of the referee to have his crew view and write a self-evaluation of their game performance on all game tapes sent to him from Conference coaches.
4. The referee must return the original game tape and a copy of their self-evaluation performance to each school within ten (10) days after receiving a game tape.
5. If a head coach/referee conference is necessary, it shall be scheduled and completed at least forty-eight (48) hours before the next scheduled game.
6. If unable to work an assigned contest, the referee must call the home school athletic director to be released from contractual obligation, and then the Commissioner for assignment of a replacement by midnight Tuesday, the week of the game. If not done prior to the deadline, the official must live up to the contract.
7. The referee should assign officials to visit each locker room for an equipment check and to present and receive necessary information.
8. The referee should assign the head linesman to meet with the ball boys and chain crew at least one-half hour before game time.
9. The referee is responsible for returning a game evaluation report to the Commissioner within twenty-four (24) hours after the game. All major problems must be reported immediately to both the Commissioner and the class representatives.

RESPONSIBILITIES OF OFFICIALS

1. An official must honor all OVAC requirements and responsibilities as stated in this policy manual.
2. An official must sign, return within ten (10) days, and honor all contracts.
3. If unable to work an assigned contract, the official **must** call the home school athletic director to be released from contractual obligation and **then** the **Commissioner** for assignment of a replacement by midnight Tuesday the week of the game. If not done before the deadline, the official must live up to the contract. Notification to the local officials' board officer does not release an official from contacting the home school athletic director and the OVAC Commissioner.
4. An official must be allowed to be freed from a contract for one of the following emergencies:
 - A. Death in family;
 - B. Injury;
 - C. Illness;
 - D. Livelihood.

NOTE: The official shall not be released from contract in order to officiate another contest, high school or college. If the official is released, he should pay the amount of his fee stated in the contract.
5. Officials should scratch or remove their name from all games related to their home school.
6. Officials should have control of games at all times and be in position to make critical calls when the need occurs.
7. Officials should view previous game tapes to assist them to improve overall mechanics and judgment when making calls.
8. Officials encountering problems with schools related to fees, contracts, game protection, etc. should contact the Commissioner.

GAME DAY RESPONSIBILITIES FOR OFFICIALS

1. Officials should ride together, when possible.
2. Officials should arrive at the game site one and one-half hours before the start of the game.
3. Officials are to attend a pre-game conference with the referee. The crew chief will assign various responsibilities for each official.
4. Officials are to be on the playing field thirty (30) minutes before the game.
5. Officials are in charge of the game and must keep control of the game at all times.
6. Officials shall assume all other responsibilities as delineated in the ***Official's Handbook*** approved by the National Federation, OHSAA, WVSSAC, and the OVAC.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. Officials for games played between OVAC teams are to be assigned by the Commissioner.
2. Home games played against non-Conference opponents are to be scheduled by the Commissioner unless contractual agreement between the schools indicate otherwise.
3. The athletic director is responsible for presenting all OVAC information to the head coach. The information includes, but is not limited to, assignment of officials, changes in officials, evaluation forms, and a directory.
4. The athletic director is to oversee the return of forms, reports, and officials' evaluation from the head coach to the appropriate OVAC official.
5. The athletic director shall prepare all contracts for all home games. He shall make sure that every official has signed a contract with the school for the game they are officiating.
6. The athletic director shall report all game-related problems needing attention to the appropriate class representative.
7. The athletic director shall inform all persons related to the athletic event of all important matters related to OVAC regulations and responsibilities.
8. The athletic director shall notify the Commissioner after releasing ANY official from a contractual agreement.
9. The athletic director shall send the football schedule and the officials' scratch sheet of the school to the Commissioner by February 1. If the schedule is not complete, list open dates as "Game Pending."

The school principal shall be notified by telephone if the school does not send a schedule to the Commissioner by February 15.

GAME DAY RESPONSIBILITIES FOR THE HOME ATHLETIC DIRECTOR

1. The athletic director shall provide a private locker room and shower facilities for the game officials. Provisions should be made to keep officials from showering with the teams.
2. Arrangements should be made for a host to greet and direct officials to the appropriate dressing area on game night.
3. The athletic director should pay the officials according to the scale listed on the OVAC website.
4. The athletic director must require the clock operators to meet with the referee prior to the game for instruction concerning clock operations. **NOTE:** It is recommended that the meeting take place in the officials' locker room. The distance between the officials' dressing room and the field may necessitate that the meeting takes place at another area designated by the referee.
5. Halftime intermission shall be twenty (20) minutes, with an additional three (3) minutes for the mandatory player warmup. Halftime may be shortened by mutual agreement of the competing coaches, but may not exceed twenty (20) minutes and the three (3) minute warmup.
6. The athletic director will provide police protection for the game officials **pre-game, at halftime, and post-game. Police should accompany the officials anytime the officials are moving in or around the public.** **NOTE:** Schools may use a member of their staff to provide protection for the game officials if the police officer is preoccupied. Schools are urged to follow the policies of the OHSAA and the WVSSAC regarding police protection.
7. The athletic director must notify the visiting athletic director of all changes to the officiating crew.
8. Thirty (30) minutes before the start of the game, the athletic director must have the chain crew and the ball boys report to the head linesman for a meeting.
9. It is requested that the athletic director have refreshments available for the officials at half time.
10. It is requested that the athletic field be marked (painted) so that the varsity game is the first game to use the newly marked field.

SCRATCH POLICY FOR COACHES AND OFFICIALS

1. A coach may scratch two (2) crews and ten percent (10%) of the extra board.
2. Officials may scratch ten percent (10%) of the Conference schools.

RESPONSIBILITIES OF THE HEAD COACH

1. The coach is to request all OVAC materials from the athletic director (list of assigned officials, evaluation forms, etc.).
2. The coach must complete the officials' evaluation form and send the form to their respective class representative within one week of the game. Game evaluations and end of the season evaluation must be turned in to the Commissioner. If the evaluation forms are not filled out and turned in to the appropriate OVAC official, **the coach will NOT be permitted to scratch officials for the following season.** **NOTE:** Send all West Virginia official evaluation forms to the West Virginia State Association. West Virginia official evaluation forms are given to you by the officials working your game.
3. If you wish to have the officials view and evaluate their game performance, the coach must send a game tape to the referee within three (3) days after the game. The referee will send the tape and an evaluation of the officials' performance to the coach within ten (10) days.
4. A coach may request a conference with the referee concerning previous games no later than forty-eight (48) hours before the next scheduled game. **NOTE:** If the coach is not satisfied after the conference with the referee, the coach may request a conference with the Commissioner or with the game officials. The coach should arrange this meeting by contacting the appropriate class representative.
5. The coach may scratch officials as stated in the scratch policy for coaches and officials.
6. The coach is responsible for bench and sideline control before, during, and after the game.
7. Each coach is to make available a minimum of two (2) films or video tapes for exchange with all Conference opponents whenever possible.
8. All Conference member schools shall have a common film/tape exchange to include three (3) film/tapes, including scrimmages. Game tapes/films are subject to the opponent's choice. **NOTE:** If a school is on television and the opponent is not, the television game(s) will be an automatic selection of the non-television team. The television film will be exchanged as one of the three games unless the game is not in the recent half (five games) of the schedule.

RATING SYSTEM FOR EVALUATION OF OFFICIALS

1. Evaluation forms are to be distributed at the fall general meeting. A game evaluation is to be completed and returned to the class representative within one week of the completing of the game.
2. Weekly, class representatives will send a copy of the game evaluations to the secretaries of the Weirton and Wheeling boards and the Football Commissioner. The Commissioner will send a copy of the evaluations to the referee of the game.
3. Each board will review the evaluations, hold conferences when needed, and make constructive corrections for members of their respective board.

SEASON EVALUATION PROCEDURES

1. At the end of the season, the Conference coaches will evaluate each crew concerning:
 - *General officiating
 - *Reviewing personnel on each crew
 - *Reviewing evaluations from officials and coaches

NOTE: Crews or crew members not receiving satisfactory reports will be placed on a one-year probation. Additional evaluations shall be performed on the crew during the probationary period. If, after the probationary period, their work is still unsatisfactory, the crew or crew member will be removed and placed on the extra board.
2. The crew evaluations, at the end of the season, will be part of the coaches' scratch list.
3. If a school does not submit evaluations during the time frame outlined, the Commissioner will notify the class representative, who shall notify the offending school principal of the delinquency.

POLICIES & PROCEDURES GOVERNING DELINQUENCY BY A CONFERENCE SCHOOL

1. Members of school (principal, athletic director, coaches, etc.) of the OVAC are required to comply with all of the policies and procedures of the OVAC. Schools violating policies and procedures shall be placed on probation for the next school year. A school on probation for two (2) consecutive years shall not be eligible for a team championship in their division.
2. All approved officials are required to comply with all of the policies and procedures of the OVAC. Officials violating the policies and procedures shall be placed on probation for the next school year. An official on probation for two (2) consecutive years shall not be permitted to officiate OVAC football games for a period of one (1) year.

OVAC FOOTBALL COACHES' OFFICIAL GAME REPORT

SEND TO:

Class 1A: Doug Tush, Bridgeport High School, 126 Westgate Drive, Wheeling, WV 26003 (Home Address)
Class 2A: Bob Koch, Cameron High School, 61 Maple Avenue, Cameron, West Virginia 26033
Class 3A: Ed Cihy, Wheeling Central Catholic High School, 75 - 14th Street, Wheeling, West Virginia 26003
Kelly Rine, St. Clairsville High School, 102 Woodrow Avenue, St. Clairsville, OH 43950
Class 4A: Blair Closser, Buckeye Local School District, 216 Market Street, Yorkville, OH 43971 (Home Address)

Date: _____

Home Team: _____ Score: _____

Visitors: _____ Score: _____

Please rate the officiating crew on their performance in this game. The purpose of this rating is to help the officiating crew improve their officiating. Please comment constructively on areas that the crew needs to improve. Coaches should comment when a rating of average or below is given.

CIRCLE ONE

- | | | |
|--|-----|----|
| 1. Did the officials give introductory cards? | YES | NO |
| 2. Did the officials arrive on the field promptly? | YES | NO |
| 3. Did the officials display rules knowledge? | YES | NO |

Explain: _____

- | | | |
|---|-----|----|
| 4. Did the officials display proper field coverage? | YES | NO |
|---|-----|----|

Explain: _____

- | | | |
|---|-----|----|
| 5. Did the officials keep you informed during the game? | YES | NO |
|---|-----|----|

Explain: _____

Overall rating of the crew officiating the game (check one)

- | | |
|--------------------------------|---------------------------------------|
| ____ 1. Very good to excellent | (Capable of doing playoff games) |
| ____ 2. Good to very good | (Above average/very capable) |
| ____ 3. Average | (Needs some improvement/Satisfactory) |
| ____ 4. Below Average | (Needs considerable improvement) |
| ____ 5. Far to unsatisfactory | (Needs more lower level games) |

School

Coach (Signature)

Coaches: Please comment constructively on areas where an official may improve. Examples: communication on the sidelines, signaling, rapport with coaches and players, appearance, hustle, judgment, coverage of total game. The evaluation is an individual evaluation. Please evaluate each person accordingly. **A single call or the judgment of one individual should not affect the evaluation of another member of that crew.**

Referee: _____ Reg. # _____

- _____ 1. Very good to excellent
- _____ 2. Good to very good
- _____ 3. Average
- _____ 4. Below average
- _____ 5. Poor to unsatisfactory

Comments: _____

Linesman: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

Umpire: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

Line Judge: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

Back Judge: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

OFFICIALS' GAME AND SCHOOL RATING FORM

Crew Chief: _____ Game Date: _____

Members of Crew: _____

Home: _____ Score _____ Visitor: _____ Score _____

Please circle level of competition:

Varsity Reserve Freshman Junior High

Use the following code for rating:

- 1. Superior 3. Average 5. Unsatisfactory
- 2. Above average 4. Below average

NOTE: Comments are required when rating a school below average or unsatisfactory.

_____ _____
Home School Visiting School

CRITERIA:

- 1. Locker room & shower facilities _____
- 2. Security protection _____
- 3. Administration _____
- 4. Conduct of players on field _____
- 5. Conduct of sideline _____
- 6. Conduct of coaches _____
- 7. Conduct of spectators _____
- 8. Comments: _____

Signature: _____ Date: _____

This report must be received by the OVAC Commissioner within three (3) days from the game. Use reverse side for additional comments.

OFFICIALS' RATES

1. Officials are to be paid as promptly as feasible.
2. Schools must have signed contracts from scheduled officials. Schools must send a copy of each signed official's contract to the visiting school.
3. All officials for varsity football games played between OVAC schools are to be assigned by the Football Commissioner.
4. All officials for home games played against non-Conference opponents are to be scheduled by the Commissioner unless contractual agreement between the schools indicate otherwise.

FOOTBALL OFFICIAL RATES 2005, 2006, 2007, 2008

VARSITY: Five-man crew per official; no mileage

2005: \$65.00 2006: \$70.00 2007: \$70.00 2008: \$75.00

RESERVE/SOPHOMORE: Per official; no mileage

2005: \$30.00 2006: \$33.00 2007: \$33.00 2008: \$35.00

FRESHMEN: Per official; no mileage

2005: \$25.00 2006: \$28.00 2007: \$28.00 2008: \$30.00

7th OR 8th grade: Per official; no mileage

2005: \$25.00 2006: \$28.00 2007: \$28.00 2008: \$30.00

BOTH 7th AND 8th grade: Per official; no mileage

2005: \$43.00 2006: \$46.00 2007: \$46.00 2008: \$50.00

Accepted: 03.04.05