

**The San Fernando Valley Football Officials Association**  
an affiliate of the California Football Officials Association

**By-Laws**

These By-Laws of the San Fernando Valley Football Association (SFV) are a supplement to and a compliment of the association Constitution. The purpose of this document is to detail and illuminate the procedures, practices, and definitions to which the association uses to operate.

- I. **MISSION** (Constitution Article II) – To train and maintain a high level of football officiating by means of a carefully planned and conducted program of study, discussion, analysis, and examinations of the rules of football and the mechanics of officiating the game.

**II. MEETING PROCEDURES**

- o Pre-Season General Meeting:
  - Prior season review
  - Overview of new rules, mechanics, philosophies
- o In-Season Meetings:
  - Clinics
  - Regular meetings: instruction, administration
  - General Assembly: association business
- o Board of Directors Meeting:
  - Run according to Robert's Rules of Order
  - Number of meetings will be determined by association President based upon needs of unit.

**III. MEMBERSHIP CLASSIFICATION** Member class is outlined in Article III, Section 2 of the Constitution. Fuller details below:

- o Qualified: A person who attends the requisite number of association meetings, fulfills all requirements of instructional program, and pays the fees as set by the association. All qualified members have the right to vote in association elections, hold office, and enjoy the full privileges of association membership; including but not limited to game assignments.
- o Associate: An Associate member is a person who is a qualified member of another CFOA association, and attends meetings primarily at another association. An Associate member may also be a qualified member of the SFV association who has taken a leave of absence from officiating but still has paid the normal association fees. An Associate member may attend

any and all meetings of the SFV association, may be assigned games, but will not be able to vote in elections, hold elected office or other leadership positions within the association.

An Associate member who has not taken a leave of absence must still satisfy all instructional program requirements to be eligible to receive game assignments.

An Associate member must declare as such on association registration form.

- Non-Qualified: A member who has not satisfied any of the requirements to be either Qualified or an Associate member. Therefore, a Non-Qualified member does not enjoy the rights or privileges of membership.
- Honorary: An Honorary member is one who has rendered distinguished service to the game of football or to the SFV association or who has been a member in good standing of this association and is no longer active as an official. Honorary members may enjoy full rights and privileges of Qualified members except for receiving game assignments.

IV. **GAME ASSIGNMENTS** Membership in the association does not guarantee a member game assignments. Receiving game assignments is based upon the following criteria:

- a. Availability
- b. Ratings
- c. Observations
- d. Assigner knowledge of member ability

It is incumbent on the association to provide the best possible product (officials) on the field.

***Conflicts of Interest.*** Involving Unit members: Both returning members, and prospective members are surveyed as part of the registration process to determine if any affiliation or conflicts of interest exist between the individual and a school the Unit services. Affiliation includes and is not limited to 1. Employee of school 2. Spouse/partner employee of school 3. Child attends school... When a conflict exists that member shall not be assigned to a contest involving that school. Involving a board member or Assignor: Any issue(s) to be voted on or discussed regarding a sitting board member or Assignor shall not include said member, and that individual shall recuse him/herself from the proceedings.

V. **CREW SELECTION** The association will maintain a certain number of set varsity level crews. The number of crews and their crew chiefs will be determined by the Board of Directors with input from the Assigner and Instructional Chair. Crew membership is determined by requirements set by the Board of Directors. Crew chiefs may request to add a member to their crew from the Board of Directors approved list of members.

- a. Currently eligibility requirements are as follows: Varsity crew candidate has been a Qualified member of the SFV for at least the minimum amount of time necessary to have been rated at an on-field position.
  - i. Transfers: An official who has transferred into the SFV from another association shall be considered for varsity crew placement based upon independent references and officiating experience in outside association.

VI. **POST SEASON ASSIGNMENTS**

Post season assignments will be overseen by a “Playoff Committee.” The structure of the committee is:

- a. President
- b. Immediate Past-President
- c. Secretary-Treasurer
- d. Instructional Chair
- e. Assigner

First and second round games will be assigned, per usual, by the Assigner using the list of approved playoff officials. Assignments will be communicated to officials utilizing the normal & usual assigning processes.

The Secretary-Treasurer or other appointed officer shall be the liaison between the CIF and the SFV.

All turnbacks, CIF “Games of Interest,” semi-finals and finals assignments will be set and assembled through the Playoff committee.

\*\* “Games of Interest” is defined as game assignments deemed as high profile or of great importance by the CIF office.

## **VII. GRIEVANCE PROCEDURE**

Individual members may be heard at all general and special meetings and may always write the Board of Directors addressing any grievance. Disciplinary action may be taken by the Board of Directors following a complaint made in writing. The Board of Directors will call a special meeting to discuss the matter with the accused, complainant and any witnesses; then confer in private and render a decision on a case-by-case basis. It is important to note that the San Fernando Valley Unit is not a public or governmental entity and does not have the capacity to take state action. The Board of Directors retains the right, power and authority to take any action without notice for cause; discipline as appropriate when an official acts to the detriment or the embarrassment of the San Fernando Valley Unit or football officials community at large.

APPEALS: If a member believes a ruling is in error, an appeal may be submitted to the Secretary-Treasurer within 24 hours of the initial ruling. All appeals must state specific reason for appeal substantiated with evidence of ruling error. A subsequent grievance review will be scheduled by the Board of Directors. Once the Board rules on the appeal no further action by filing member may be taken to alter decision.

## **VIII. SOCIAL MEDIA POLICY**

Consider social media communications as public at all times — even if created with private intentions.

Any online post is a direct reflection on that member and thusly a direct reflection on the SFV.

Any post dealing with officiating should promote officiating in a positive light and with a general feeling of pride and professionalism. All members are ambassadors for officiating.

The same ethical restrictions that apply to any form of public speech also apply to social media. It is inappropriate to communicate specifics about assignments, other officials, conferences/schools, coaches, players or any related personnel.

Engaging in specific play and or ruling evaluation/commentary is prohibited and can lead to disciplinary actions; whether it be of a game worked, one that was witnessed or in general about the impact of officials in any sporting event.

Communications among officials for learning purposes should be done privately and not through the use of social media. Be mindful that email and other forms of direct communication can be made public.

Be very sparing in the sharing of personal information, including photos. Adjust security settings accordingly. Report fake profiles or posts to the appropriate authorities/governing bodies in a timely fashion.

## IX. **AUXILIARY BOARD MEMBERS**

The Board of Directors may be assisted by any number of Auxiliary members to help with Association business. These Auxiliary members must be members in good standing with the Association, have no official vote in board matters, and serve at the pleasure of the board.

The current Auxiliary board members consist of the following:

- Assistant Instructional Chair: Assists IC (Instructional Chair) with setting Association curriculum and lesson plans. Answers rules questions and interprets rules/mechanics situations when the IC is unavailable. *\*Appointed by IC.*
- Business Manager: Advises and counsels board of directors in general and president specifically in Association matters as well as board matters- including and not limited to procedures, policies, Association history, and Association finances. Business Manager works in conjunction with Association Treasurer and may sign checks and handle financial matters when Treasurer is unavailable.

Respectfully submitted by

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San Fernando Valley Football Association

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