

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

**By-Laws**

These By-Laws of the San Fernando Valley Football Unit (SFV Unit) are a supplement to and a complement of the SFV Unit Constitution. The purpose of this By-Laws is to detail the procedures and practices which the SFV Unit uses to operate. If there is any conflict between these By-Laws and the SFV Unit Constitution, the Constitution prevails. Changes to any part of the By-Laws must be implemented by a minimum of a 2/3 vote of the elected voting board members.

I. **MISSION** (see 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 examination of the rules of High School football and the mechanics of officiating the game. The SFV Unit "year" runs from July 1st to June 30th.

II. **MEETING PROCEDURES**

- o Pre-Season General Meeting:
  - Prior season review
  - Overview of new rules, mechanics, philosophies
- o In-Season Meetings:
  - Run according to Robert's Rules of Order
  - Clinics
  - Regular meetings: instruction, administration
  - General Assembly: association business
- o Board of Directors Meetings:
  - Run according to Robert's Rules of Order
  - Number of meetings will be determined by association President based upon needs of unit.
  - Board of Directors reserves the right to call its own meetings
  - Secretary-Treasurer shall provide to all SFV Unit members a copy of a detailed Financial report and minutes from all meetings.

III. **MEMBERSHIP CLASSIFICATION** Member classification is outlined in Article III, Section 2 of the SFV Unit Constitution. Fuller details are provided 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. The right to vote continues into the off-season and into the following years new season. Officials must become re-qualified in order to take part in nominations and vote by the day prior to the second to last meeting, when scheduled nominations are to take place.
- 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 Unit where he or she has taken a leave of absence from officiating but still has paid the normal SFV Unit fees.

An associate member who attends the required amount of meetings as well as complete all testing requirements of the SFV Unit and paid their dues, 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 must declare as such on the SFV Unit registration form.

- Non-Qualified: A Non-Qualified member is a person who has not satisfied all the requirements to be either a Qualified or an Associate member. A Non-Qualified member does not enjoy the rights or privileges of membership.
- Honorary: An Honorary member is a person who has rendered distinguished service to the game of football or to the SFV Unit or who has been a member in good standing of the SFV Unit 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 SFV Unit 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 SFV Unit to provide the best possible product (officials) on the field.

***Conflicts of Interest.*** Involving SFV Unit members: Returning members, new 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 SFV Unit services. "Affiliation" includes but is not limited to 1. being an employee of school or the school district. 2. the person's spouse or partner being employee of school. 3. the person's child attends the 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/CREW CHIEF SELECTION** The position of crew chief shall be appointed by the "Playoff Committee" as designated by the current bylaws along with input from observers, crew chiefs, ratings, and instructors. The committee shall review all applicants who have filed a letter of intent/application prior to choosing the replacement or new crew chief.

Crew chiefs may request to add a member to their crew from the Board of Director's approved list of members; and to delete a member of their crew for reasons stated by the crew chief to the Board in writing. The approved list will include all officials who have filed a letter of intent/application with the Board of Directors. Crew Chiefs are encouraged to review all applicants and their ratings prior to adding a member to the crew.

a. Eligibility for a varsity crew: candidate has been a Qualified member of the SFV for at least the minimum amount of time necessary to have been rated in an on-field position at the varsity level.

b. Transfers: An official who has transferred into the SFV from an another association shall be considered for varsity crew placement based upon independent references, officiating experience outside the SFV Unit and upon completion of their first year in the SFV Unit.

## VI. **POST SEASON ASSIGNMENTS**

Post season assignments will be overseen by a "Playoff Committee." The Playoff committee is composed of the following:

- a. President
- b. Vice President
- c. Secretary-Treasurer
- d. Instructional Chair
- e. Assignor

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

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

All turnbacks of first and second round games; and all assignments to CIF "Games of Interest," semi-finals and finals will be made by 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. If warranted in the the Board of Director's discretion, the Board 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 SFV 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; and to discipline as appropriate when a member's action is found to be to the detriment or embarrassment of the SFV Unit or the football officials community at large.

APPEALS: If a member believes a disciplinary ruling on a grievance is in error, an appeal may be submitted in writing (email preferred) to the SFV Unit Board of Directors within 24 hours of that ruling. All appeals must state the specific reason for the appeal supported by evidence of the ruling error. Once the Board rules on the appeal no further action by the filing member may be taken to alter decision.

## **VIII. SOCIAL MEDIA POLICY**

The SFV Unit considers social media communications by members to be public at all times — even if they are created with private intentions.

Any online post is a direct reflection on that member and , therefore, considered a direct reflection on the SFVUnit.

Any social media post dealing with officiating should promote officiating in a positive light and with a general feeling of pride and professionalism. Social media posts at odds with this standard may be subject to disciplinary action.

The same ethical restrictions that apply to any form of public speech also apply to social media. Engaging in specific play and or ruling evaluations or commentary is prohibited and is one type of several actions that can lead to disciplinary actions, whether it pertains to 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 or governing bodies in a timely fashion

## **IX. AUXILIARY BOARD MEMBERS**

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

The current Auxiliary Board Members are the following:

1. 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.
2. Business Manager: Advises and counsels Board of Directors in general and the president specifically in SFV Unit matters as well as Board matters- including and not limited to procedures, policies, SFV Unit history, and SFV Unit finances. The Business Manager works in conjunction with SFV Unit Treasurer and may sign checks and handle financial matters when Treasurer is unavailable.

This Constitution supersedes all previous constitutions.

Respectfully Submitted by:

*Wade McKenzie*

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President SFV FOOTBALL UNIT

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