

SMFOA Policies and Procedures

**As adopted by the Executive Committee of the Southwest Missouri Football
Officials Association
April 2019/Jan 2025**

- **Non-Varsity Work Policy**
- **Varsity Official Replacement Policy**
- **Game Cancellation Policy and Procedure**
- **Referee/Crew Chief Succession List and Program Policy**
- **Playoff Recommendation Requirements**
- **HUDL Policy**

SMFOA

Non-Varsity Work Policy

All Southwest Missouri Football Officials Association varsity crews shall work a minimum of thirty (30) combined non-varsity football dates during the current season.

Failure for a crew to meet this minimum requirement shall result in the crew not receiving a post-season recommendation from the SMFOA to the MSHSAA office, whether the crew has qualified for post season contests or not.

After completion of the regular season week 9 contests, all crews shall be reviewed to determine if they have satisfied the non-varsity work policy. All crews that have not meet the non-varsity work policy shall be notified by the current Executive Director or the current President of the association, of their failure to comply.

Failure for a crew to meet the minimum requirement of this policy shall not necessarily exclude the crew from being assigned to a post-season game. Week 10 (district-first round) officials thru the state championship games are selected and assigned through the MSHSAA office. Please refer to the MSHSAA Officials' Manual, Appointment to MSHSAA Tournaments, for their post-season appointment criteria.

SMFOA

Varsity Official Replacement Policy

Preface:

It is not uncommon for an official to become unavailable to work a scheduled game with his/her crew during a season. When this happens, a replacement official is assigned to fill that spot on the crew for that game. When this situation arises the Crew Chief shall adhere to the following policy.

Policy:

1. When a replacement official is needed for any varsity contest, a request for a replacement official shall be made by the Crew Chief to the current Varsity Assigner of the SMFOA. The request by the Crew Chief may include a request for a specific replacement official, subject to approval by the Varsity Assigner.
2. The request shall be made as soon as possible before the contest and shall be made by email.
3. The current Varsity Assigner shall then assign a replacement official to that game. Once assigned, the Varsity Assigner shall notify the Crew Chief with the name of the replacement official to be used for that contest. The notification can be made in person, by phone, or by email.
4. Once the replacement official has been assigned to the game, the crew must use the replacement official for that game.
5. If the original official becomes available for any reason, he/she may not work that contest with his/her crew. Instead, the official shall contact the current Varsity Assigner and inform him/her that he is available to work that night, as a replacement official if needed.

SMFOA

Game Cancellation Policy and Procedure

Policy **SMFOA members shall be properly notified by host schools that a game has been cancelled or the officials will be reimbursed by the schools at a rate established by the SMFOA.**

Procedure

- I. In the event a host school has to cancel a game(s), the school will make every effort to notify the lead contract official of the cancellation as far in advance of the game time as possible.**
- II. Once notified of the game cancellation, It shall be the responsibility of the lead official to attempt to notify the members of his crew assigned to the game.**
 - A. If the lead contract official is able to notify his crew members prior to their departure for the game site, no mileage or game fee will be charged to the school.**
 - B. If the lead contract official is able to notify the officials while they are in route to the game site, they will be reimbursed for their mileage at the time of notification. No game fee will be charged to the school.**
 - C. If the lead contract official has been notified of the cancellation but officials arrive at the game site before being made aware of the cancellation, they will be reimbursed for their mileage. No game fee will be charged to the school.**
- III. In the event the lead official is not notified of the cancellation prior to arriving at the game site, the officials will be reimbursed for their mileage at a rate established by the SMFOA. The officials will also be paid ½ of the established game fee(s).**
- IV. If the game has begun, and then is cancelled or postponed upon mutual agreement of the coaches and game administration, the officials shall be reimbursed the complete game fee for the game in progress and ½ the game fee for any remaining scheduled game, in addition to normal mileage charges. If those officials work the completion of the postponed game, they will not receive additional compensation above the fees for the original contest(s), but will receive additional mileage for the second trip.**

SMFOA

Referee/Crew Chief Succession List and Program Policy

Purpose:

To identify, train and prepare SMFOA members to become future varsity Referee/Crew Chiefs. To maintain a minimum number of “Ready Now” individuals within the program to be able to fill R/Crew Chief roles as needed by the association in a rapid fashion. Provide annual opportunities for SMFOA members to be considered for the future Referee/Crew Chief roles with acceptance into the program

Requirements:

- Two (2) years - Member in good standing with MSHSAA and SMFOA
- Three (3) years experience officiating jr. high/high school football
- Two (2) years experience officiating on a crew at the varsity participation in the program.
- Maintain a 50%+ SMFOA meeting attendance.
- Acceptance by the Executive Committee

Process:

- Annually, the Executive Committee will provide an open self-nomination period for members to self-nominate for the program via a nomination form.
- Executive Committee reviews all new applications and selects members to be added to the program. Committee also may remove members from the program at their discretion. Those nominees not accepted into the program, in a given year, may continue to self-nominate in future years.
- Annually, the Executive committee will review all members within the program for readiness to be a varsity Referee/Crew Chief. Those deemed “Ready Now” may be placed into the “Primary List”, indicating they are ready for such assignment and at the top of “rankings”. The Primary List will consist of 1-5 individuals at all times. Any program member not in the Primary List will be placed in the “Secondary List”. The Secondary list indicates member require more training, experience or high ranking before becoming a Primary List member. Limits may be placed on the number of individuals in this list by the Executive Committee.
- The organization will then work, via certain processes/training, to help develop the referee skills/knowledge in these individuals in preparation to step into a Varsity White Hat position rapidly as needed by the association.

- **Regardless of which list an individual is on, all members will be targeted to be assigned lower-level contests filling the R position to gain experience working at the R position, with Primary list members may be assigned more R roles than Secondary list members. Further, existing varsity White Hats will be assigned to those same games to be able to mentor/evaluate the progress and readiness of individuals working at lower-level R. Feedback forms will be requested from the evaluation, to be sent to the executive committee.**
- **It should be expected that the Executive Committee will adjust requirements for, not only participating in, but also for remaining in, the program. Factors such as:**
 - **Minimum attendance at association meetings annually**
 - **Working minimum number of lower-lever games (both at R and other positions) annually**
 - **Meeting minimum number of years as an active football official**
 - **Minimum number of years as a varsity crew member**
 - **Minimum number of years a MSHSAA/SMFOA member**
 - **Etc.**

SMFOA

Referee/Crew Chief Succession List & Program - Nomination Form

Minimum Requirements:

- Two (2) years - Member in good standing with MSHSAA and SMFOA
- Three (3) years experience officiating jr. high/high school football
- Two (2) years experience officiating on a crew at the varsity level.
- Maintain a 50%+ SMFOA meeting attendance.

This form must be filled out and submitted to the Executive Director of the SMFOA, the current President of the Executive Committee or any Executive Committee member for consideration to enter the program.

Name _____ MSHSAA Number _____

Number of years MSHSAA certified _____ Number of years with SMFOA _____

Number of years officiating football _____

Number of years officiating as a member of a varsity crew _____

Have you worked a varsity game as a Referee _____ If so, how many times _____

Estimate number of times you worked a non-varsity game as a Referee _____

List your current crew (if on a varsity crew) _____

List all other crews you have been a member of _____

Please describe why you want to be considered for future Referee roles: _____

Applicant's Signature _____ Date _____

SMFOA

Playoff recommendation requirements

****THESE ITEMS WILL BE TAKEN INTO CONSIDERATION****

- **ARE THERE ANY 1ST, 2ND OR 3rd YEAR OFFICIALS ON THE CREW?**
- **ARE THE CREW MEMBERS IN GOOD STANDING WITH THE ASSOCIATION AND ALL DUES UP TO DATE?**
- **HAS THE CREW ATTENDED OR BEEN EXCUSED FROM THE ASSOCIATIONS REQUIRED MEETINGS?**
- **THE NUMBER OF MEETINGS ATTENDED BY ALL OF CREWS MEMBERS!**
- **HAVE ALL MEMBERS OF THE CREW, COMBINED, WORKED AT LEAST 30 NON VARSITY NIGHTS DURING THE CURRENT SEASON?**
- **HOW LONG HAS THE CREW HAD SAME 5 MEMBERS?**

ALL THINGS WILL BE REVIEWED WHEN THE EXECUTIVE COMMITTEE MEETS TO DETERMINE WHO IS ELIGIBLE AND THE ORDER OF THE RECOMMENDATIONS. THE EXECUTIVE COMMITTEE RECOMMENDATIONS DO NOT GUARANTEE PLAYOFF GAMES.

SMFOA & JFOA

HUDL Policy and Procedure

Policy The SMFOA & JFOA will utilize the services of HUDL to obtain game film for the purpose of training officials as directed by the recommendations and guidelines set forth by the Missouri State High School Activities Association.

Definitions:

HUDL Access Levels:

1. Team Administrator:

- Can add and remove users marked as coaches, athletes and other team administrators.
- Can upload and delete playlists.
- Can accept and initiate exchanges.
- Can download film for offline use.
- Can view anything that has been uploaded or created in the team's library.
- Can change highlight privacy settings to public or private.

2. Coach:

- Can add or remove users marked as athletes only.
- Can upload and delete playlists
- Can download film for offline use.
- Can view anything that has been uploaded or created in his team's library.

3. Athlete:

- Can view playlists that have been shared by a user marked as a Coach or Team Administrator.
- Can mark highlights subject to privacy settings.

Procedure

1. At the annual SMFOA & JFOA Season-Ending Business Meeting, the SMFOA & JFOA Executive Committees will vote on the use of HUDL by the SMFOA & JFOA to obtain game film to train the membership.
2. Once the use of HUDL has been approved at the SMFOA & JFOA Season-Ending Business Meeting, the SMFOA & JFOA Executive Committees will appoint a SMFOA & a JFOA member official to be the SMFOA & JFOA HUDL Team Administrator. The Team Administrator shall be responsible for the general management of the HUDL account to include updating rosters, initiating film exchange with schools and assigning game film to member officials.

3. The SMFOA & JFOA Executive Director, Assigner and Trainer will all be given access as Coaches to the SMFOA & JFOA HUDL Account. All other SMFOA & JFOA members will be given access as Athletes.
4. HUDL film will be used by the SMFOA & JFOA in two ways:

Self-Evaluation

During the high school football season, the Team Administrator will assign each varsity crew the game they worked the previous week. This will allow each crew member the opportunity to evaluate their weekly performance and allow the crew an opportunity to identify areas of improvement and strengths.

At no time will the Team Administrator assign film to a crew to allow them to “scout” a team on their upcoming schedule. This will eliminate the possible perception by MSHSAA member schools that their contest will be officiated with bias by the SMFOA & JFOA. Because only the Team Administrator and Coaches can assign or share game film between crews, this will eliminate the sharing of video clips or game film between officiating crews.

Group Training

The SMFOA & JFOA Trainer may use current and previous season HUDL video clips and film to focus on rules or mechanics issues. This film used for training or education at SMFOA & JFOA meetings should have the approval of the crew chief before using the film in front of other officials.

5. When game film is exchanged between the schools and the SMFOA & JFOA, all comments regarding the crew will be forwarded to the Executive Director, Assigner and Trainer. Any response to comments received will be the responsibility of the Executive Director.
6. When game film is exchanged between the schools and the SMFOA & JFOA, all requests by coaches to review specific plays for consideration of possible rules or mechanics interpretation will be forwarded to the Executive Director, Assigner and Trainer. Any response to requests to review specific plays will be the responsibility of the Executive Director.