

**RULES, POLICIES AND PROCEDURES OF THE  
GREATER MIAMI ATHLETIC CONFERENCE  
FOOTBALL OFFICIALS ASSOCIATION**

REVISED: JULY 2012

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**RULES, POLICIES AND PROCEDURES  
OF THE  
GREATER MIAMI ATHLETIC CONFERENCE  
FOOTBALL OFFICIALS ASSOCIATION**

**ARTICLE 1 – NAME**

- 1.1** This association shall be known as the **Greater Miami Athletic Conference Football Officials Association** (herein after referred to as the GMACFOA). The **GMACFOA** is an independent organization separate from the Greater Miami Athletic Conference Officials Association (GMACOA).

**ARTICLE 2 – AUTHORITY**

- 2.1** Policies, procedures and rules implemented may not be in conflict with the policies and procedures of the Greater Miami Athletic Conference (GMAC) or the Florida High School Athletic Association (FHSAA). To that end, all changes and amendments instituted by either body subsequent to the adoption of this document shall be automatically included in this document. The GMACFOA shall have authority over responsibilities of an officiating organization as stated in FHSAA Bylaw 8.9.2 and established by the FHSAA Board of Directors Policies and Procedures for the registration and regulation of contest officials as stated in the FHSAA Officials Guidebook for football officials in the GMACOA and GMAC.

### **ARTICLE 3 – MISSION**

3.1 The mission of this organization shall be to help facilitate the continued development and success of high school football game officials in Miami-Dade County, Florida.

To that end we shall:

3.2 Develop and maintain memberships consisting of experienced and capable football officials whose integrity is beyond reproach and who are actively engaged in officiating high school football games.

3.3 Foster high standards and promote ethical conduct by officials, on and off the field. Encourage better cooperation and understanding between officials, school administrators, athletic directors, coaches, players, and fans by providing a game environment of sportsmanship and fair play.

3.4 Regularly meet for the discussion and study of officiating philosophies, mechanics, rules, and any and all other issues pertinent to our mission of providing officiating services to the citizens of Miami-Dade County.

## **ARTICLE 4 – EDUCATION**

- 4.1 Education is an important aspect of the GMACFOA. Every member is strongly encouraged to keep up-to-date on rules and regulations of the game of football as outlined by the National Federation of State High School Associations (NFHS), the Florida High School Athletic Association (FHSAA), and the Greater Miami Athletic Conference (GMAC). Every member is also strongly encouraged to participate in the Association’s educational process to ensure that the GMACFOA has well informed officials who are prepared to officiate their assigned games to the best of their ability.

To facilitate the members with their education and training, the GMACFOA utilizes the following:

- 4.2 Education/Training Committee
- A. The Education/Training Committee is responsible for the planning, content, and implementation of training sessions and on-the-field training, including:
    - 1. Rules knowledge
    - 2. Mechanics
    - 3. Uniform requirements
  
  - B. The Education/Training Committee is responsible for educating members on policies and procedures of the following organizations:
    - 1. The Florida High Schools Athletic Association
    - 2. The National Federation of State High School Associations
    - 3. The Greater Miami Athletic Conference
    - 4. The Greater Miami Athletic Conference FOOTBALL Officials Association

C. The Education/Training Committee will oversee the educational efforts of the GMACFOA. Their duties will include ensuring that the following educational efforts are undertaken each year:

1. GMAC Rules Clinics
  - a. Beginning Clinic
  - b. Intermediate Clinic
  - c. Advanced Clinic

In certain instances these clinics may be combined.

2. Recruiting efforts to retain current members and to recruit new members, without regard to race, creed, gender, age, religious affiliation, national origin, or sexual orientation.

D. The Education/Training Committee will assist in developing curriculum and content for:

1. GMAC Rules Clinicians teaching the Beginning, Intermediate and/or Advanced GMAC Rules Clinics
  - a. Clinicians are responsible for the bulk of curriculum and content in the GMAC Clinics.
  - b. Clinicians are responsible for a calendar of meeting times/places for the GMAC Clinics they are teaching.
2. The President of the GMACFOA as he/she incorporates educational material into regularly scheduled membership meetings.
3. Field clinics and scrimmages used for educating officials.
4. Special events
  - a. FHSAA Field Clinics hosted by GMAC
  - b. Recruitment meetings
  - c. Coaching clinics on rules
  - d. Other events as deemed appropriate



## **ARTICLE 5 – MEMBERSHIP**

- 5.1 Membership in this association shall be open, upon application, to all persons seeking to officiate high school football in Miami-Dade County regardless of race, creed, color, gender, religious affiliation, age, national origin, or sexual orientation. These persons shall also register with the FHSAA and the GMACOA.
- 5.2 Approval of membership shall be granted:
- A. Upon certification of registration with the FHSAA and the GMACOA, and
  - B. Upon successful clearance by the GMAC of the required background and fingerprint check in compliance with the Jessica Lundsford Act, and
  - C. When all fees, fines and dues established and or approved by the GMACOA and the GMACFOA have been paid in full. This includes any outstanding fines due to the FHSAA.
- 5.3 Members of this association may also be members of other high school officials associations recognized and approved by the FHSAA or other statewide entity. An official who has dual membership must offer prime availability dates to the GMACFOA. For assignment purposes, Thursdays and Fridays are considered to be prime days.
- 5.4 Members of this association shall be classified as A-Group or B-Group members as defined by Article 10.
- 5.5 Officials who register with the GMACFOA do so as independent contractors per Florida law.

- 5.6 If a member pays the annual membership dues, is available for assignments, and is in good standing but fails to receive a single assignment, that member's dues shall be refunded if a written request is presented to the GMAC Commissioner of Officials regarding a refund from the GMACOA and the GMACFOA Board of Directors no later than thirty (30) days following the end of the regular season.
  
- 5.7 Application for membership must be filed annually with the FHSAA and upon forms provided by the GMACOA, and the GMACFOA, whether in printed or electronic format. All memberships expire June 30 of each year.

## **ARTICLE 6 – THE EXECUTIVE BOARD**

- 6.1 The Executive Board of the GMACFOA shall exercise legislative and policy-making authority for this association provided their actions are not in conflict with the rules, policies, and procedures of the GMACOA, the GMAC, or the (FHSAA). The Executive Board shall govern all the affairs of this association.
  
- 6.2 The Executive Board shall consist of nine member officials. The four officers: the President, Vice-President, Secretary and Treasurer; the immediate-past president; two representatives of the A-Group; and two representatives of the B-Group.

## **ARTICLE 7 – OFFICERS AND THEIR DUTIES**

- 7.1 The officers of this association shall be: President, Vice President, Secretary, and Treasurer.
- 7.2 The duties of the officers of this association are as follows:
- 7.3 The **President** shall:  
Preside over all general meetings and Board meetings of the GMACFOA. Plan each meeting agenda and provide the GMAC Commissioner with a copy in advance of the meeting. Appoint Committees as necessary to perform specific duties. Conduct yearly elections in accordance with these rules and regulations.
- 7.4 The **Vice President** shall:  
Act in the absence or inability of the President. Perform other duties as directed by the President.
- 7.5 The **Secretary** shall:  
Record the minutes of all meetings and keep records of attendance. Handle all the necessary correspondence of the GMACFOA.
- 7.6 The **Treasurer** shall:  
Maintain any financial records required by the GMACOA, FHSAA, the State of Florida and the IRS. Perform other duties as directed by the President.

**ARTICLE 8 – QUALIFICATIONS, NOMINATIONS,  
ELECTIONS AND TERMS, VACANCIES, SUCCESSION OF  
OFFICERS, AND GROUP REPRESENTATIVES**

- 8.1 Officers of this association shall have been members of the A-Group for at least five (5) years, and shall have previously served on the Board of Directors as an A-Group Representative.
- 8.2 A-Group Representatives shall have been members of the A-Group for at least one (1) year and of the GMACFOA for at least three (3) years.
- 8.3 B-Group Representatives shall be members of the B-Group and the GMACFOA for at least one (1) year.
- 8.4 A Nominating Committee composed of members who are not incumbent officers or Group Representatives shall present a slate of nominees for offices and Representatives at the regular meeting which precedes the Annual Meeting. Nominations may also be made from the floor by members following the report by the Nominating Committee. Members of the Nominating Committee shall not be eligible for nomination for office or Group Representative during their tenure on the committee. A member who accepts nomination for office or Group Representative may not nominate another member for office or Group Representative.
- 8.5 Elections of officers and Group Representatives shall be held as follows:
- A. The President and Vice-President shall be elected at the Annual Meeting in odd-numbered years for terms of two (2) years.

B. The Secretary and Treasurer shall be elected at the Annual Meeting in even numbered years for terms of two (2) years.

C. Written proxy votes shall be allowed for those members who are confirmed to be conducting GMACFOA business, during the scheduled election time. Proxy vote(s) shall be made known to the chairperson of the election committee, who shall save such correspondence until 10 business days after the election, in case of a grievance. Proxy votes submitted in the manner described shall also count towards a quorum. All GMACFOA members in good standing are eligible to vote for officers.

D. Election to an office shall be by a majority of the members present and voting, including valid proxy votes. When there are more than two candidates for the same office and none receives a majority on the first ballot, there shall be a runoff between the two candidates receiving the highest number of votes.

E. Proxy vote(s) will remain in effect for as many ballots as the candidate named on the Proxy is still in contention.

F. Once a candidate named on a Proxy vote is no longer in contention that Proxy vote will not count for any other candidate.

8.6 A-Group Representatives shall be elected at the Annual Meeting for terms of one (1) year.

A. Only members in good standing of the A-Group are eligible to nominate and vote for A- Group Representatives.

B. Election to A- Group Representatives shall be by a majority vote of the members of the A group present and voting, including valid proxy votes.

C. When there are more than two candidates for A- Group Representatives, the two receiving the highest number of votes shall be declared the winners.

D. If three or more candidates receive a majority of the vote on the first ballot a run-off shall be held between the second and third place winners if only one candidate receives a majority, or if necessary to break a tie.

E. The terms of officers and A- Group Representatives shall begin the day after the FHSAA football state championship.

8.7 Officers and Group Representatives may not serve more than two (2) consecutive terms in the same office or directorship. This provision shall not prevent a member's election to the same office or A-Group directorship more than twice during membership in the in the GMACFOA.

8.8 When required, B- Group Representatives shall be elected at the first regular meeting held before the regular football season begins in the fall, for terms of one year.

A. Only members in good standing of the B-Group are eligible to nominate and vote for B- Group Representatives.

B. Election to the B- Group Representatives shall be by a majority of members of the B-Group present and voting.

C. No proxy votes will be accepted for B-Group elections.

D. When there are more than two candidates for B- Group Representatives, the two receiving the highest number of votes shall be declared the winners.

E. If three or more candidates receive a majority of the vote on the first ballot, a run-off shall be held between the second and third place winners until only one candidate receives a majority to break a tie.

F. The terms of office of the B- Group Representatives shall begin immediately upon their election.

G. B- Group Representatives may be elected to two (2) consecutive terms.

8.9 A vacancy in the office of President shall be filled by the Vice-President, who shall hold office for the remainder of the unexpired term.

8.10 When a vacancy occurs in any other office or Group Representative, the President may appoint a member, who must be confirmed by a majority of the Board of Directors. The newly confirmed officer or Group Representative shall serve for the remainder of the unexpired term.

8.11 There shall be no suspension of qualifications for office or Group Representative when filling a vacancy in office or Group Representative. Time served in filling a vacancy in office or Group Representative shall not be counted with regard to eligibility for nomination and election to any office or Group Representatives.



**ARTICLE 9 – MEETINGS OF THE ASSOCIATION AND  
BOARD OF DIRECTORS, QUORUM, AGENDAS,  
ATTENDANCE AND ABSENCES**

- 9.1 The President shall determine the dates, time and places of regular and special meetings of this association and the Board of Directors.
- 9.2 The first regular meeting of this association each year shall be held at least three weeks prior to the beginning of the competitive regular fall football season.
- 9.3 The number of regular meetings each year shall not be less than the minimum requirement for all local associations by the FHSAA.
- 9.4 The Annual Meeting of this association shall be a meeting in the month of October that does not conflict with state football playoff tie-breakers or state playoff contests. Elections will be held at that meeting. This bylaw (9.4) constitutes official notice to the GMAC, the GMACOA and the GMACFOA as to when the annual meeting will be held.
- 9.5 It is recommended that the Board of Directors meet at least once during each month, April through December. Additional meetings may be held as necessary, upon the call of the President or a majority of the Board of Directors.
- 9.6 A majority of the membership of this association shall constitute a quorum for the transaction of business at the annual, regular, and special meetings.
- 9.7 A majority of the officers and Group Representatives shall constitute a quorum for the transaction of business at meetings of the Board of Directors.

- 9.8 The agenda of each regular and special meeting of this association, and the Board of Directors, shall be established by the President. The President shall seek the advice of the Board of Directors during the planning process.

**PLEASE NOTE:**

- 9.9 Attendance at regular meetings of this association by the membership is a prerequisite to game assignments.**  
**Attendance at scheduled meetings of the Board of Directors is an obligation of each officer and Group Representative.**

- 9.10 Fines may be imposed by the Board of Directors for members absent due to unexcused meetings. (See Article 23)
- 9.11 A member who fails to attend a regular meeting due to a conflict with a GMACFOA or another GMAC assignment shall not be considered absent.
- 9.12 Absences due to, or related to, a member's livelihood, family or other emergency may be excused on a case-by-case basis by the Booking Commissioner or the President's designee.
- 9.13 Unexcused absences from regular meetings may result in fines being imposed and will result in removal of the member from the assignment roster.
- 9.14 An officer or Group Representative who is absent from three (3) consecutive meetings of the Board of Directors shall be removed from office or Group Representative position, unless the absence(s) are excused by the GMACFOA Board of Directors.
- 9.15 Robert's Rules of Order (revised) shall prevail at all meetings of this association.

## **ARTICLE 10 – STANDING COMMITTEES**

10.1 As required by FHSAA, the GMACFOA is required to have the following committees: Evaluation, Assignment, Recommendations, Grievance, and Education/Training.

10.2 These committees exist to ensure that the association operates in a fair and democratic manner which is in the best interest of each of its member officials. Any exception to the committees as established herein must be approved in writing by the FHSAA Office.

10.3 Composition of Committees. Neither an executive board member nor the assignment officer (booking commissioner) may serve as a voting member of any committee established herein. Only one of these officers may serve on a committee in an ex-officio capacity. No member may serve on more than one committee.

10.4 An executive board member must recuse himself/herself if he/she is party to or otherwise involved in an appeal. Committees must consist of three or five members.

10.5 Responsibilities of Committees.

**A. Evaluation Committee.** The Evaluation Committee is responsible for setting up the process and selecting those individuals who will assist with the evaluation of GMACFOA member officials. Evaluations will be conducted as defined in Article 16 of these by laws. The Evaluation Committee shall make any recommended changes to the evaluation process to the membership for approval by majority vote.

**B. Assignment Committee.** The Assignment Committee is responsible for overseeing the entire contest assignment procedure within the GMACFOA. This includes ensuring

compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned contests, and making the assigning officer aware of any corrections that need to be made before the assignment schedule is submitted to the membership. It is not implied that the Assignment Committee is to make assignments.

**C. Recommendations Committee.** The Recommendations Committee is responsible for reviewing the evaluations of each member official during the regular season. This committee is also responsible for preparing and submitting to the FHSAA Office a list of member officials who deserve consideration for assignment to State Series contests. The assignment officer (booking commissioner) should act on the recommendations of this committee.

**D. Grievance Committee.** The Grievance Committee is responsible for hearing complaints and appeals made or brought by one or more of the member officials. Member officials who have grievances because of penalties may appeal under the provisions of the association's Constitution and Bylaws.

**E. Education/Training Committee.** See Article 4. The Education/Training Committee is responsible for the planning, content, and implementation of training sessions and on-the-field training. See Article 4 for further clarification.

## **ARTICLE 11 – THE BOOKING COMMISSIONER(S)**

- 11.1 The Booking Commissioner(s) shall be the Assigning Agent(s) for GMACFOA Officials assigned to GMAC sanctioned football games. This position, or positions, requires that the Booking Commissioner(s) assign members for Varsity officiating crews or for Junior Varsity officiating crews. There can be one Booking Commissioner who assigns all Varsity and Junior Varsity contests or the Assigners can be split into two separate positions of Varsity Booking Commissioner and Junior Varsity Booking Commissioner. Reference in these By-laws is in the singular tense (Booking Commissioner) even though there might be two individuals holding these positions.
- 11.2 The Booking Commissioner shall be appointed by the GMAC Executive Secretary or GMAC Commissioner of Officials subject to approval by the Board of Directors of the GMACOA and the Board of Directors of the GMACFOA. Recommendation from the Board of Directors of the GMACFOA will be considered by the Commissioner of Officials prior to making the appointment. The Booking Commissioner should be selected prior to the close of the school year. Although the Booking Commissioner is paid by the GMACOA, albeit through mandatory dues paid to GMACOA by GMACFOA officials, he/she SHALL be a member of the GMACFOA.
- 11.3 The Booking Commissioner shall perform various duties under the direction and supervision of the GMACFOA Assignment Committee.
- 11.4 The Booking Commissioner, if an active official, may be regularly assigned to contests.
- 11.5 The Booking Commissioner may not serve as an officer or as a member of the Board of Directors of the GMACFOA.

11.6 The Booking Commissioner shall:

A. Attend all regularly scheduled meetings of the GMACFOA.

B. Attend GMACFOA Board Meetings.

C. Assign officials for all schools contracted for football officiating services through the Greater Miami Athletic Conference.

D. Maintain a service record of each official. Such records shall include all pertinent information which may affect the professional status of each official for purposes of assignment, promotion or dismissal. The records of each official shall be for the Booking Commissioner's and **Assignment Committee** use only; such records shall be kept for a period of five (5) years. The contents of the service records may be revealed verbally or in writing only:

1. If an official wishes to be informed of his own ratings for purposes of self-improvement;
2. In cases involving disciplinary action, or grievance procedure, or as formally requested by a majority of the GMACFOA Board of Directors;
3. In the form of periodic or annual ratings of all officials;
4. As directed by the GMACFOA Board of Directors.

11.7 At the end of each season, the service records shall be delivered to the GMAC Commissioner of Officials for filing and to the GMACFOA to use to determine promotional scale points and playoff eligibility.

**ARTICLE 12 – CLASSIFICATION OF MEMBERS, THE  
PROMOTIONAL SCALE, THE B-GROUP, THE A-GROUP,  
REDUCTION IN CLASSIFICATION**

12.1 There shall be seven (7) classifications of members: TR (Trainee) [as to not confuse with the designation of Referee Trainee (RT)], B2, B1, A3, A2, A1 and A-Unclassified (AU). These classifications represent both progression and achievement by members of this association.

A. **TR – Trainee:** A TR official is a new official to the sport of football and a new member to the GMACFOA. A TR official is unregistered with the FHSAA. An official classified as a TR remains a TR classification until he/she is registered with the FHSAA. TR officials are encouraged to work youth league games for the purposes of improving officiating mechanics and rules knowledge, and providing valuable service to the community.

B. **B2 –** A B2 official is a member of the GMACFOA who is registered with the FHSAA. B2 officials are in the early stages of their football officiating career. B2 officials have met the requirements outlined below.

C. **B1 –** A B1 official is a member of the GMACFOA who is registered with the FHSAA. B2 officials shall have at least two (2) years on-field experience. B2 officials have met the requirements outlined below.

D. **A3 –** An A3 official is a member of the GMACFOA who is registered with the FHSAA. A3 officials shall have at least 4 years on-field experience. A3 officials have met the requirements outlined below.

E. **A2 –** An A2 official is a member of the GMACFOA who is registered with the FHSAA. A2 officials shall have at least 5 years on-field experience.

F. **A1 –** An A1 official is a member of the GMACFOA who is registered with the FHSAA. A1 officials shall have at least 7 years on-field experience.

**G. rA-Unclassified (AU)** – The designation of AU is applied to officials who meet certain conditions outlined in these By-laws, including Transferees and officials returning or joining the GMACFOA and coming from a higher level of football (i.e., college or professional).

## 12.2 The TR (Trainee) and B-GROUP

The B-Group shall consist of classifications TR, B1 and B2.

## 12.3 The TR Classification

A. Trainees (TR) shall be those members who are not yet registered with the FHSAA and are affiliated with a local officials' association actively engaged in officiating youth league games.

B. TR officials are considered "Beginning" officials.

## 12.4 The B2 Classification

A. To be initially classified as B1, a member shall be registered with the FHSAA and shall provide satisfactory documentation that he/she has been affiliated for at least one year with an officials' association which:

1. Services youth leagues;
2. Has worked at least 20 youth league games during the season which precedes B2 classification; and,

B. Following initial classification as B2, a member shall:

1. Successfully complete the GMAC Basic Football Training Clinic with a minimum final grade of 70.0.
2. Score at least 76 on the most recent FHSAA Rules Examination, or be awarded a score of at least 76 by the FHSAA for the current year.



3. Officiate at least 5 games assigned by the GMACFOA Booking Commissioner.

4. Receive an average rating of at least 80.0 from A-Group officials for all interscholastic games worked.

5. Attend a majority of the regularly scheduled B-group and A-group meetings.

6. Continue to work youth league games for the purposes of improving officiating mechanics and rules knowledge, and providing valuable service to the community.

C. A member initially classified B2 shall remain in this classification until he/she meets all of the requirements for promotion to B1.

## 12.5 The B1 Classification

A. To be promoted from B2 to B1, a member shall: Be classified and serve as B2 for at least two full years. A maximum of two years may be earned by attending the GMAC Basic Football Training Clinic, and achieving a final grade of at least 70 for the first year attended, and 80 for the second year. To be validated, all clinics must be immediately followed by a regulation year of on-the-field experience with the GMACFOA.

B. Score at least 76 on the most recent FHSAA Rules Examination, or be awarded a score of at least 76 by the FHSAA for the current year.

C. Work at least 5 games assigned by the GMACFOA Booking Commissioner the previous season.

D. Receive an average rating of at least 80.0 by A-Group officials for interscholastic games worked the previous season.

E. Attend a majority of the regularly scheduled B-Group and A-Group meetings.

NOTE: A member may be placed in this classification following Special Evaluation.

12.6 Following initial B1 classification, and in order to retain this classification from year to year, a member shall:

A. Score at least 76 on the most recent FHSAA Rules Examination, or be awarded a score of at least 76 by the FHSAA for the current year.

B. Work at least 5 games assigned by the GMACFOA Booking Commissioner.

C. Receive an average rating of at least 80.0 by A-Group officials for interscholastic games worked.

D. Attend a majority of the regularly scheduled B-Group and A-Group meetings.

E. Continue to work youth league games for the purposes of improving officiating mechanics and rules knowledge, and providing valuable service to the community.

F. A member classified B1 shall remain in this classification as long as he/she meets all of the requirements for B1.

## 12.6 Injury and Illness

A. Officials who are injured or become ill, regardless of the injury or illness being related to officiating football or not, shall maintain their current classification for up to one year of the injury or illness.

B. Upon return from injury or illness, the official shall be reinstated at his/her former classification if the return is within one calendar year of the onset of said injury or illness.

C. In the event the returning official is unable to perform at the level expected by the GMACFOA, that official is subject to a Special Evaluation as outlined in Article 14.

D. Any official who is unable to officiate with the GMACFOA for more than one calendar year from the onset of injury or illness, but returns after one calendar year shall be subject to a Special Evaluation as outlined in Article 14. Said member may or may not be placed in his/her former classification based on results of the Special Evaluation.

## 12.7 The A Classification

12. 8 The A-Group shall consist of classifications A3, A2, A1 and, in certain circumstances, A-Unclassified. The classification A1 is the highest classification. These classifications are designed to be in accordance with the FHSAA classifications of Rank 3, Rank 2, and Rank 1.

A. A member who is placed in the A-Group following Special Evaluation shall be designated as an A-Unclassified, but shall be treated as if his/her classification

is A3 or A2, depending upon the report of the Special Evaluation Committee, and his/her score on the FHSAA Rules Examination. A member will not lose existing classification due to an injury or approved leave of absence by the Board of Directors of the GMACFOA, see Article 12.6. Once medically cleared to officiate or return from leave the official must meet the yearly minimum requirements. See also Section 14.

B. Promotion to the A-Group, i.e., from B1 to A3, is not automatic, but shall be by the action of the Board of Directors of the GMACFOA, based on the recommendations of the Evaluation Committee with the advice of the Booking Commissioner. Factors that will be considered when promoting a member to the A-Group include, but are not limited to:

1. An existing need to replenish the A-Group as a result of attrition, or increase the number of A-Group members as a result of demand for service.
2. A member's score on the FHSAA Rules Examination.
3. A member's average of ratings by A-Group members.
4. A member's availability for assignment and the number of games worked.
5. A member's record of attendance at meetings.
6. A member's years of experience.

## 12.9 The A3 Classification

A. To be classified as A3, a member shall be new to the A-Group by promotion from the B-Group, or fail to earn or retain qualifications for any higher classification. Following initial classification, and in order to retain this classification from year to year, a member shall:

B. Have three (3) years of on-field experience as a B Group official with the GMACFOA or similarly FHSAA registered association.

C. Score at least 80 on the most recent FHSAA Rules Examination, or be awarded a score of at least 80 by the FHSAA for the current year.

D. Officiate at least five (5) Varsity games and at least four (4) Junior Varsity games assigned by the Booking Commissioner.

E. Receive an average rating of at least 80.0 from A-Group officials, considering all ratings from all games worked.

F. Attend a majority of the regularly scheduled meetings of the A-Group.

G. In addition to the above, a member in this classification is strongly encouraged to work youth league games in his/her field position as well as Referee, for the purposes of improving his/her officiating mechanics and rules knowledge, and providing valuable service to the community.

H. A member classified A3 shall remain in this

classification as long as he/she meets all of the requirements for A3.

## 12.10 The A2 Classification

A. To be classified as A2, a member shall have completed all requirements outlined above for the B Group and A3 classification as FHSAA registered official.

Following initial classification, and in order to retain this classification from year to year, a member shall:

B. Have completed four (4) years of on-field experience as an FHSAA.

C. Officiate at least ten (10) Varsity games, or at least eight (8) Varsity games and four (4) Junior Varsity games assigned by the Booking Commissioner.

D. Attend a majority of the regularly scheduled meetings of the A-Group.

E. In addition to the above, a member in this classification is strongly encouraged to continue to work youth league games in his/her field position as well as Referee, for the purposes of improving officiating mechanics and rules knowledge, and providing valuable service to the community.

F. Have scored at least 86 on the most recent FHSAA Rules Examination or be awarded a score of at least 86 by the FHSAA for the current year.

G. Receive an average rating of at least 85.0 from A-Group officials, considering all ratings from Varsity games worked.

H. A member classified A3 shall remain in this classification as long as he/she meets all of the requirements for A3.

## 12.11 The A1 Classification

A. To be classified as A1, a member shall have completed all requirements outlined above for the B Group and A3 classification as FHSAA registered official.

Following initial classification, and in order to retain this classification from year to year, a member shall:

B. Have completed seven (7) years of on-field experience as an FHSAA registered official in the GMACFOA or another state association which is a member of the National Federation of State High Schools (NFHS).

C. Have been classified as A2 for at least two (2) full years.

D. Have scored at least 90 on the most recent FHSAA Rules Examination or be awarded a score of at least 90 by the FHSAA for the current year.

E. Officiate at least fifteen (15) Varsity games, or at least thirteen (13) Varsity and four (4) Junior Varsity games assigned by the Booking Commissioner.

F. Receive an average rating of at least 86.0 from A-Group officials, considering all ratings from Varsity games worked.

G. Attend a majority of the regularly scheduled meetings of the A-group.

H. Have fulfilled all the requirements for A2 officials as stated above.

I. In addition to the above, a member in this classification is strongly encouraged to work youth league games as Referee, for the purposes of supporting the education of less experienced members, improving his/her rules knowledge, and providing valuable service to the community.

#### 12.12 The AU Classification (A-Unclassified)

A. Officials transferring to the GMACFOA from other high school football officiating associations may be placed in the AU Classification as outlined herein.

B. Officials returning to the GMACFOA after having left to officiate at a higher level will be placed in the AU Classification for the first year, or until the Evaluation Committee can re-classify that official.

C. Officials joining the GMACFOA after having worked at a higher level will be placed in the AU Classification for the first year, or until the Evaluation Committee can re-classify that official.

D. Officials coming from higher level football and/or Transferees may not work at the Referee position for a minimum of two (2) regular football seasons. This provision is to allow for a thorough understanding of the high school rules followed by the GMACFOA.

E. The GMACFOA defines “higher level” as collegiate (NCAA) and/or professional (NFL) football, as well as



Arena leagues and other professional football organizations.

F. The GMACFOA does not consider semi-pro or adult amateur football (or similar leagues) to be “higher level.” Officials coming from semi-pro football with no previous high school experience will enter the GMACFOA in the B-Group as outlined herein.

### 12.13 Reduction in Classification

A. When a member fails to receive a minimum score for his/her current classification on the FHSAA Rules Examination, he/she shall be re-classified into a lower classification, including B2 or B1, for which he/she meets all of the minimum requirements, immediately upon receipt of his/her examination score.

B. When a member has been reduced in classification for the current season, he/she shall be reclassified to the higher classification for which his/her actual score on the following FHSAA Rules Examination qualifies him/her, but not higher than that held at the time of reduction.

C. When a member is returned to the B-group for failure to receive score of at least 76 on the Rules Examination, he/she shall be re-classified to the higher classification for which his/her score on the following FHSAA Rules Examination qualifies him/her, but not higher than that held at the time of reduction.

D. When a member is returned to the B-Group and fails to score at least 76 on the following FHSAA Rules Examination, he/she shall lose the privilege of automatic return to the A-Group, and shall re-start the promotion

process.

E. When a member fails to take the FHSAA Rules Examination, unless meeting FHSAA exam exemption rules, he/she shall be reduced to the next lower classification immediately, unless the FHSAA awards him/her a score which allows such members to retain their current classification.

F. When a member of the A-Group fails to take the FHSAA Rules Examination two years in succession, unless meeting FHSAA exam exemption rules, he/she shall be placed in the B2 classification.

12.14 When a member fails to meet the requirements of classification as outlined above, said member shall be reclassified into the lower A-Group classification for which he/she meets at least the minimum qualifications, or the B-Group.

A. When a member is returned to the B-Group under this provision he/she shall be reclassified as A3 through the normal promotion process. When this occurs, such promotion shall be considered as “initial A3 Classification,” and he/she shall restart the promotion process.

B. When a member’s classification is to be reduced for failure to satisfy only one requirement of Article 12, the GMACFOA Board of Directors, or designee, based on the recommendations of the Evaluation Committee may waive the requirement and allow the member to be retained in his/her current classification for the next season. This includes injury and illness, see Article 12.6.

C. When such waiver is allowed, it shall be noted on the

published Final Ratings.

D. If a member fails to earn all of the requirements for retention in that classification at the end of the next season, the reduction in classification shall be enforced.

E. When a member's classification is to be reduced for failure to satisfy more than one of the requirements as outlined in these By-laws, he/she may appeal such reduction in accordance with grievance procedure for officials contained in Article 20.

F. Until the appeal is heard and acted upon, the reduction in classification **SHALL** be in effect.

## **ARTICLE 13 – THE REFEREE TRAINING PROGRAM**

- 13.1 Because the position of Referee requires special skills and experience, in addition to leadership qualities, the GMACFOA shall have a continuing training program for potential Varsity Referees. These persons primarily shall be Varsity officials who work at other positions in Varsity contests, but will be assigned as Referees in GMAC Junior Varsity and other contests.
- 13.2 In the event that Referee Trainees are unavailable to officiate Junior Varsity games, other A-Group officials and if necessary, B-Group officials, will work as Referees.
- 13.3 In the event that there is a special need to fill the Referee position for Varsity game(s), or in an emergency situation(s), GMACFOA officials who participate in the Referee Training Program shall be given first consideration for promotion or to be assigned to the position of Referee.
- 13.4 Participation in the Referee Training Program – Requirements:
- A. Be classified as an A2 and/or A1 for at least five (5) years.
  - B. Average FHSAA exam test score of at least 90 over the last three (3) years.
  - C. Hold a current classification as an A1 official.
  - D. Average officials' rating of at least 85 in the GMACFOA.
  - E. An applicant meeting the criteria in Section 4 above, must then be recommended for a Referee Trainee (RT) position by one GMACFOA Referee with at least three (3)

years of field experience at the Referee position. This recommendation will then require the approval of the GMACFOA Board of Directors.

- 13.5 Upon approval, the new Referee Trainee (RT) will be mentored by one GMACFOA Referee (other than the recommending Referee), with at least three (3) years of field experience at the Referee position.
- 13.6 The mentoring Referee will act as the Referee Trainee's advisor, observing the RT at work and being observed by the Trainee while the mentoring Referee works games, answering questions, providing constructive criticism and helping the Referee Trainee develop the proper mechanics and techniques that will make him/her a GMACFOA Referee.
- 13.7 Promotion to the position of Referee –
- 13.8 The position of Referee in high school football is very important to the overall management of game situations. Referees must be thoroughly familiar with the rules and regulations governing the game, as well have a complete understanding of the mechanics of each position of the other officials on the field.
- 13.9 Requirements in becoming a permanent Referee:
  - A. When a vacancy exists at the Referee position, the vacancy shall be filled by one of the Referee Trainees as follows:
  - B. The member being considered must have been a Referee Trainee for at least three (3) years in order to qualify.
  - C. The Referee Trainee being considered will be evaluated by a five member committee consisting of the highest rated

official at each of the five field positions, and must be recommended for promotion by at least three (3) members of that committee.

D. The GMACFOA Board of Directors shall make the final determination for promotion.

NOTE: In extenuating circumstances exceptions may be made by the GMACFOA Board of Directors.

### 13.10 First Year Referee

A. When an official becomes a Referee for the first time, he/she may work as a Referee and at the former position (if requested).

B. If this occurs, the new Referee may be assigned games at his/her former position to qualify for participation in the state playoffs.

C. During the second year of becoming a Referee there will be no option to work at the official's previous position. Referees will remain at the Referee position.

### 13.11 Permanent Referee Qualifications

A. Once a member has been appointed to the Referee position, he/she must meet the minimum criteria outlined above for A1 and A2 classification each year, to maintain his/her Referee status.

B. A Referee who fails to maintain the minimum criteria outlined above for A1 and A2 status shall be returned to his/her original field position by the GMACFOA Board of

Directors and may be considered again for appointment when an opening exists and all criteria are met.

**ARTICLE 14 – TRANSFEREES, LEAVES OF ABSENCE AND  
RETURNEES, AND SPECIAL EVALUATION PROCEDURES**

14.1 Transfer of credit for prior Varsity officiating experience may be granted when:

A. The transferring member's Record of Service with his/her previous association(s) are investigated and certified by the GMACFOA Board of Directors based on the recommendations of the Evaluation Committee along with the advice of the GMAC Executive Secretary, or designee.

B. Records of service provided by the FHSAA or another state's sanctioned organization, regarding examination score(s) and years of experience shall be accepted.

C. Regulations of this association regarding status and promotion have been met.

D. The transferring member has been given an on-the-field Special Evaluation.

E. Officials returning or joining the GMACFOA from "higher level" (i.e., NCAA, NFL, etc.) football fall under special guidelines outlined in Article 12.

14.2 Evaluation Procedure for Transferee officials:

14.3 The Transferee shall be a member of the B-Group until the report of the Special Evaluation recommendations of the Evaluation Committee has been received and approved by the GMACFOA Board of Directors, or designee.



14.4 When a Transferee is placed in the A-Group, his/her classification for the following season shall be no higher than A2.

14.5 If the Transferee is placed in the B-Group, his/her classification shall be B2 until the end of the current season, at which time he/she will be classified according to factors relative to the B-Group.

14.6 When a Transferee fails to fully comply with the provisions of Article 12, said member shall retain the designation "A-Unclassified" for the following season.

14.7 At the end of that season, he/she shall be classified in accordance with all the provisions pertaining to the A-Group, but no higher than A2.

14.8 Leave of Absence:

14.9 A member in good standing shall apply to the GMACFOA Board of Directors for a Leave of Absence. If granted, the Board shall state the length of such Leave, but in no case may FHSAA rules governing Leaves of Absence be violated.

14.10 Upon return from an approved Leave of Absence:

A. After absence of ONE YEAR or LESS, he/she shall be reinstated to former classification.

B. After absence of TWO OR MORE YEARS, he/she shall be given a Special Evaluation.

14.11A Special Evaluation Committee shall be selected by the GMACFOA Board of Directors for the purpose of providing on-the-field evaluations:

- A. For Returnees, when required.
- B. For Transferees, when deemed necessary by the GMACFOA Board of Directors.
- C. For Current Members, when deemed necessary by the GMACFOA Board of Directors.

14.12 The Special Evaluation Committee shall consist of:

- A. GMACFOA Board of Directors member (Ex officio);
- B. The Booking Commissioner (Chairman);
- C. At least four (4) members of the A-Group, classified A1 or A2. These members may be selected on an Ad Hoc basis for individual evaluations.

14.13 The Functions of the Committee shall be to:

- A. Observe the member being evaluated under actual game conditions in his/her field position.
- B. Report in writing, a recommendation to the GMACFOA Board of Directors, in regard to placement into the A-Group or B-Group.
- C. Determine if a second and final Special Evaluation is to be held.

## **ARTICLE 15 – CHANGE IN POSITION**

15.1 A member of the A-Group who desires to change his/her field position (other than to Referee) shall make a written request to the GMACFOA Board of Directors.

15.2 Before the request is granted or denied:

A. A change in field position must be in the best interest(s) of the GMACFOA.

B. There must be a need for at least one official in the requested position.

C. A request for change in position is not automatically approved. The GMACFOA Board of Directors has the final authority to approve, deny, or place the requesting official in a new position that will most benefit the GMACFOA.

D. The GMACFOA Board of Directors may direct a member to change his/her field position based upon organizational need.

## **ARTICLE 16 – REQUIRED REPORTS & COMMUNICATION**

16.1 It is the responsibility of all A-Group members to prepare and submit required reports to the designated GMACFOA authority. Required reports include:

### 16.2 Officials Ratings – Varsity Contests

A. In Varsity games, all members classified A2 and higher in field positions shall rate all other members on the field crew.

B. Members classified A3 shall rate all B officials in all Varsity and Junior Varsity crews.

C. B Group officials are to submit ratings for other B Classified officials if there are two (2) or more B officials on a Varsity crew; however,

D. B Group officials DO NOT rate A Classified officials in either Varsity or Junior Varsity games.

E. Only the Referee and Back Judge shall rate the Clock Operator in Varsity contests.

### 16.3 Officials Ratings - Below Varsity Level

A. In interscholastic games below the Varsity level, only A Group members officiating the game shall prepare and submit ratings for B-Group members on the field crew.

B. Only the Referee shall rate the Clock Operator, if there is one.

- 16.4 Evaluation reports (Ratings) shall be submitted for all games worked, in the manner and within the time limits (currently due by noon EST, the Monday following the previous week's games) specified by the GMACFOA Board of Directors, the Evaluation Committee, or the Booking Commissioner.
- 16.5 Members who fail to submit evaluation reports at specified intervals during the regular season may be penalized by the GMACFOA Board of Directors or the Evaluation Committee, and/or the Booking Commissioner through loss of game assignments and/or fines.
- 16.6 The Booking Commissioner may be directed to cancel any or all pending assignment(s) and/or withhold future assignments.
- 16.7 In case of repeated failure(s) to submit evaluation reports during the regular season, the GMACFOA Board of Directors may penalize the member by reducing his/her classification, including into the B-Group, and/or playoff eligibility or reduction in playoff crew status (Example: Crew 1 to Crew 5).
- 16.8 Members who fail to submit evaluation reports within one month of the closing date of the GMAC schools' regular season shall be subject to lost future game assignments.
- 16.9 All Officials Ratings reports received for a member shall be used in compiling the average of ratings, however, it is the responsibility of each GMACFOA member to provide **constructive feedback** to the officials he/she is submitting an evaluation, therefore;
- 16.10 An Officials Ratings report containing a numerical evaluation for a member that is less than 70% of the grading scale in use at the time shall be accompanied by a written explanation for the evaluation, or the evaluation will be ignored.

**Example:** A grading scale of 10 maximum points for a particular area evaluation is used. The official submits a rating of six (6) points in this particular area. The official submitting this rating is required to accompany the rating with an explanation, or constructive criticism, that will help the official receiving the rating to become a better official in this area of his/her game. If the official submits the rating of 6 with no explanation or constructive remarks, the evaluation will be ignored and discarded.

- 16.11 It is the responsibility of the official receiving a low rating (70% or lower, as explained above) with no explanation or constructive remarks to inform the Evaluation Committee of this oversight in order for the Ratings to accurately reflect acceptable rating submissions.
- 16.12 Reports required by FHSAA or the GMAC/GMACOA pertaining to the ejection of coaches, players, or major incidents at a game are the responsibility of the Referee of a particular game, however, the Referee may request that the official making the ejection or reporting the game incident write the report and submit it.
- 16.13 Major Incident Reports: In the event of a “major” incident, all GMACFOA members assigned to that game shall file a report with the Referee within 24 hours following the termination of that contest, whether the game came to its normal conclusion or not, or within 24 hours when a request for a Major Incident Report is made by that game’s Referee, the GMACFOA Board, the GMAC, the FHSAA, the host or visiting school administration, the police, or any other authorized agency.

- 16.14 A Major Incident Report is to be a factual account of what the assigned GMACFOA member witnessed regarding the incident from his/her perspective. Reports should not contain conjecture or editorial comments.
- 16.15 The Referee is responsible for ensuring that any Major Incident Reports are filed with the appropriate authorities, but may instruct other GMACFOA members to submit their required reports directly to the requesting agency, i.e., the GMAC.
- 16.16 Major Incident Reports, when requested, must be filed by all assigned GMACFOA members, including all members of the on-field crew, the Timer, the Box Operator, and any other GMACFOA members who might be assigned to that contest, i.e., Line-to-Gain crew, 25-second Clock Operator, etc.
- 16.17 Failure to submit a requested Major Incident Report within the prescribed time frame may result in loss of future game assignments.
- 16.18 Other types of reports include, but are not limited to:
- A. Ejection Report
  - B. Field Condition Report
  - C. Evaluation Report
  - D. Good Sportsmanship Report (these are encouraged to be filled out and submitted to the FHSAA)
  - E. Explanation of Failure to Appear for a contest
- 16.19 Regardless of who files the FHSAA, GMAC/GMACFOA report(s) as described above, it is the ultimate responsibility of the Referee of the game being reported on to ensure that the proper paperwork is submitted.

16.20 Failure to file the proper paperwork and/or reports to the FHSAA and/or the GMAC/GMACFOA could result in fines and/or loss of game assignments for the entire crew that worked the game in which a report was to be filed.

16.21 Officials are strongly encouraged to submit reports of good sportsmanship as specified by FHSAA.

16.22 Other reports as deemed necessary by the GMACFOA Board.

### **COMMUNICATION**

16.23 It is the responsibility of each GMACFOA member to have technology that allows for communication with each other and with the Booking Commissioner. This technology includes, but is not limited to:

- A. Cell Phone
- B. Home Telephone
- C. Email
- D. Texting Capabilities
- E. Other technology as it becomes available

16.24 It is strongly suggested that the Referee arrange for communication technology during Varsity games with the Electronic Clock Operator. This communication can be through the use of walkie-talkie radios (radio communication) or other appropriate means.

- A. The use of cell phones is highly discouraged since the communication needs to be instant.
- B. The lack of communication technology (radio communication) is highly discouraged as this type of interaction between the crew of officials on the field



and the ECO is a highly effective means of improving game management, especially timing errors, in a timely and efficient manner.

- C. The Back Judge in a 5-person crew is expected to take on the duties of radio communicator with the ECO. In the event the Back Judge declines, the Referee should report this to the Booking Commissioner and the GMACFOA Board.
- D. In a 7-person crew, the Back Judge, Field Judge, or Side Judge can take on the duties of radio communicator with the ECO. In the event these officials decline, the Referee should report this to the Booking Commissioner and the GMACFOA Board.

16.25 Additional radio communication is encouraged between the crew on the field and the ECO for such issues as:

- A. Communication regarding the playing of the National Anthem
- B. Communication regarding any unusual situations  
Communication regarding timing errors
- C. Communication regarding penalties
- D. Data collection as requested by such entities as the GMAC, FHSAA, NFHS (or others) for:
  - 1. New rules penalty data
  - 2. Experimental rules penalty data
  - 3. Other data as may be requested
- E. Any other communication deemed necessary by the Board or the membership.

**ARTICLE 17 – GAME ASSIGNMENTS AND MAXIMUM NUMBER OF GAMES PER SCHOOL, AVAILABILITY FOR ASSIGNMENT, PENALTY FOR FAILURE TO APPEAR FOR ASSIGNMENT**

17.1 The Booking Commissioner shall assign members to games in accordance with established field position rosters, and A-Group classification.

A. A member should not be assigned to work more than three (3) Varsity home games for any school during the regular season.

B. In emergency situations, all conditions or restrictions regarding assignment(s) may be waived by the GMACFOA Board of Directors in consultation with the GMAC.

17.2 A member whose availability schedule creates a hardship (excessive unavailability) on the Booking Commissioner may be removed from A-Group by the GMACFOA Evaluation Committee.

17.3 A member's failure to appear for an assignment (Varsity or other) may be penalized by the GMACFOA.

17.4 Each case, as in 17.1, 17.2, and 17.3, shall be judged on its own merit.

17.5 The Booking Commissioner may be directed to cancel any or all pending assignment(s) and/or withhold future assignments.

17.6 In the case of repeated failure(s) to appear for assignment, the GMACFOA Board of Directors may request a written explanation and may penalize the member by reducing his/her classification,

including placement in the B-Group if the explanation is found to be insufficient.

17.7 A member is prohibited from officiating athletic contests involving any school with which he/she has a “conflict of interest” as defined in the FHSAA Officials Handbook.

A. A member is required to inform the GMACFOA and the Booking Commissioner at the time of registration of any such conflict, to avoid improper assignment.

B. A member who has a “conflict of interest” with a school or schools is required to BLOCK that school(s) on his/her availability. The current technology allows members to electronically post availability online and to identify and block out any school(s) with which the member has a “conflict of interest.”

C. A member who violates the “conflict of interest” regulations shall be suspended from the assignment roster until his/her case is reviewed and/or acted upon by the FHSAA and/or the GMACFOA and/or the GMACOA.

17.8 The GMACFOA shall provide a roster of A-Group members (other than those promoted from B1 to A, and Transferees), by field position, to the GMAC Executive Secretary, who shall provide the roster to each Head Coach prior to the competitive season.

17.9 At the beginning of each season, the Head Coach of each school shall be allowed to express a preference with regard to assignment of members to officiate Varsity games played by his/her team, defined as a “**SCRATCH.**” This “**scratch**” is not an absolute prohibition without a detailed written report provided to the GMACFOA, with film, tape, DVD, or other technology as

it becomes available, if possible. (If a Board member is a subject of such scratch he/she will be replaced on the Board for consideration of the coach's request). This shall only apply to that school's designated **HOME** contests as per FHSAA rules and regulations. "**Scratches**" need to be re-filed each football season and written reasons for "**scratching**" an official must be re-submitted.

**ARTICLE 18 – RULES OF PLAY, INTERPRETATIONS,  
AND OFFICIATING MECHANICS**

- 18.1 Members shall officiate all games in accordance with the Football Rules published by the National Federation of State High Schools Association (NFHS), with such variations as may be authorized by the FHSAA.
- 18.2 Interpretations of playing rules, which are not available in NFHS publications, shall be provided by a Rules Interpreter.
- A. The Rules Interpreter shall be a member of the A-Group, preferably classified A1, and shall be appointed annually by the President at the first regular meeting of the season.
- B. The Rules Interpreter will present new rules and clarifications at meetings as directed by the President and at the annual Coach/Referee Meeting.
- 18.3 The Rules Interpreter shall be responsible for providing timely responses to questions regarding application of playing rules to specific game situations, and shall support such responses by means of correspondence from the FHSAA. He/she and the President are the only members allowed to “officially” represent the GMACFOA with the FHSAA.
- 18.4 Members shall use officiating mechanics prescribed and published by the NFHS and the FHSAA.
- 18.5 The Mechanics Manual may be amended by a majority vote of the A-Group present and voting at the Annual Meeting of this association, provided that any amendment has been approved:

A. By majorities of the members of the field position(s) affected.

B. Any amended officiating mechanic must be submitted by the Rules Interpreter or the President to the GMAC and the FHSAA for final approval.

**NOTE:** Rulings by the FHSAA override any action by the GMACFOA when referring to amended mechanics.

18.6 All amendments to the Mechanics Manual shall become effective immediately upon their adoption by the A-Group after approval by the FHSAA.

18.7 Incorporation of amendments, publications, and distribution of revisions to the Mechanics Manual shall take place at the first regular meeting of the season, which follows adoption and FHSAA approval.

## **ARTICLE 19– SPECIAL RULES FOR CLOCK OPERATORS**

19.1 A member of this association who elects to work only as an Electronic Clock Operator agrees to the following conditions:

A. That he/she is a member of the A-Group without eligibility or consideration for a field position.

B. He/she meets the requirements of the FHSAA regarding Clock Operators. He/she shall prove that annual FHSAA standards are met.

C. Electronic Clock Operators are expected to attend the A Group meetings. Failure to attend a majority of A Group meetings will result in loss of assignments.

D. To be evaluated by Referees and Back Judges only.

E. Are eligible to be designated as a Playoff Crew Clock Operator based on experience and evaluations.

F. When a Clock Operator is assigned to a Playoff Crew, as in D, the GMACFOA is responsible for adhering to any FHSAA regulations regarding alternate officials on Playoff Crews.

19.2 Clock Operators shall not evaluate members of the field crew with which he/she is assigned, but may provide feedback to crew members based on observations made, if requested.

## **ARTICLE 20 – GRIEVANCE PROCEDURES**

20.1 Issues, which may or may not warrant filing of written grievances, should be resolved by consultation with the GMACFOA Executive Board.

20.2 When a member has a grievance which cannot be, or is not resolved through person-to-person discussion, the following procedure is to be used:

A. He/she shall file a grievance in writing with the GMACFOA Grievance Committee, who shall investigate and respond in writing within ten (10) working days of receipt of the grievance.

B. If the written response from the Grievance Committee fails to resolve the matter then he/she may file an appeal in writing within seven (7) working days of the receipt of the response to the GMACFOA Board of Directors, who shall investigate and respond in writing within ten (10) working days of receipt of the appeal.

C. If the written response from the GMACFOA Board fails to resolve the matter then he/she may file an appeal in writing within seven (7) working days of receipt of the Board of Directors' response to the GMAC Executive Committee, who shall investigate and respond in writing within ten (10) working days of receipt of the appeal. If still unsatisfied he/she may request input from the FHSAA according to their provisions.



## **ARTICLE 21 – COMPENSATION**

21.1 This association shall always seek to obtain approval of the maximum fees allowed by the FHSAA at all levels of interscholastic competition. Compensation for officiating services shall include a game fee and a mileage fee, each of which shall be established annually by the FHSAA (maximum game fees) and the GMAC (mileage fees).

A. There shall be separate game fees for field positions and clock operators for each level of competition.

B. Auxiliary personnel, such as Box Operator, 25-second Clock Operator, Penalty Recorder, and others should also be compensated.

C. The mileage fee shall be equal for all levels of competition.

D. The mileage fee shall be equal for all individuals assigned to the contest.

E. Payment of fees should be made upon arrival of the officials at the game site, but no later than the half time intermission.

F. The Referee shall designate who is to be responsible for collection and distribution of fees.

G. Each individual GMACFOA member is responsible for filing the appropriate tax, and other forms as required by the GMAC, FHSAA, state, and federal tax laws.

21.2 When a game is postponed prior to its scheduled starting time, due to circumstances not in the control of game management, no

game fee for services shall be paid, but members of the crew who appear for the assignment shall be paid a mileage fee. However, it is the responsibility of each member of the crew:

A. To communicate with the “home school,” the GMAC Office, or the Booking Commissioner in the case of inclement weather, to determine if there has been any change in the schedule. The Booking Commissioner and the GMAC Office will make every reasonable effort to contact members of the affected crews when games are postponed.

B. To return the game fee to the responsible school authority if a game is postponed after payment has been made, but prior to the start of the game.

21.3 When a game in progress is suspended, to be continued at a later date, the officiating crew shall be paid a mileage fee and a full game fee. The officiating crew assigned to continue the suspended game shall be paid:

A. A mileage fee and a full game fee if the game had been suspended at any point during the first half.

B. A mileage fee and one half of the game fee if the game had been suspended at any point during the second half.

## **ARTICLE 22 – AMENDMENTS**

- 22.1 The Rules, Policies and Procedures of this association may be amended by the GMACFOA by a majority vote of the members present.
- 22.2 In order to become eligible for a vote of the membership, a proposed amendment to the By-laws must be submitted to the GMACFOA Board and/or announced at a regular membership meeting.
- 22.3 The proposed amendment must be made in the form of a motion and have a second.
- 22.4 The membership will then vote as to whether the proposed amendment will be placed on the agenda for the next regularly scheduled meeting.
- 22.5 A vote on the proposed amendment will then take place at the next regularly scheduled membership meeting of the GMACFOA.
- 22.6 Unless specified otherwise, all amendments shall become effective immediately upon approval by the membership at the next regularly scheduled meeting from the initial submission of the proposed amendment.

## **ARTICLE 23 – FINES AND WITHDRAWN ASSIGNMENTS**

23.1 The GMACFOA Executive Board reserves the right to impose fines on members who are not compliant with requirements of the GMACFOA.

23.2 Fines shall be paid in full by a GMACFOA member or that member risks losing game assignments.

23.3 Fines may include, but are not limited to:

- A. Excessive Missed Meetings
- B. Game Turnbacks after Accepting Assignments
- C. No-Show at Accepted Game Assignment(s)

23.3 Game Assignments may be withdrawn by the Booking Commissioner based on evidence of a member's actions or inactions.

23.4 Withdrawn Game Assignments may include, but are not limited to:

- A. Fines not paid
- B. Inappropriate Actions or Verbal Confrontations during a game assignment
- C. FHSAA Suspension
- D. GMAC Suspension
- E. Request from the FHSAA or GMAC with sound reason