

Colorado Track & Field Officials Association (CTFOA)



*2012
HANDBOOK/DIRECTORY*

UPDATED 1/11/12

OFFICIALS

CODE OF ETHICS NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The NFOA Board of Directors has developed and officially adopted the following Code of Ethics for high school officials.

Declaration of Policy:

Schools have entrusted us to assist them in the educational development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible to people they serve. In recognition of these expectations there is hereby established a Code of Ethics for all officials. The purpose of the Code is to establish guidelines for ethical standards of conduct for all officials.

An official must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.

An official must work with fellow officials and the state association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points of rules at issue.

An official must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.

An official must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the student-athletes, coaches, athletic directors, school administrators, colleagues, and the public, to be worthy example to the athletes under one's jurisdiction.

An official will be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting the importance of the game.

An official must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.

Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.



Colorado Track & Field Association

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2011-2012



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TRACK OFFICIALS FEES

TRACK (STARTER & REFEREE)

Duals	\$ 37
Sub-varsity	\$ 28.50
Triangular or larger meet/per session	\$ 42
Sub-varsity	\$ 32
(4 certified officials should be used in varsity meets with six or more teams)	

Qualifying Meet

One session meet	\$ 56
Extended Meets (two sessions or 6 teams or more)	\$ 110
Multiple day meets	\$ 137
Cross Country Event	\$ 37

TOURNAMENT FEES – During regular season play, leagues and schools have the option to establish tournament fees with officials groups unless specified elsewhere in the above fee schedule. Those fees must be stated on contracts sent to officials prior to the tournament.

MEAL ALLOWANCE (in excess of 75 miles one way)

Breakfast	\$ 4.00
Lunch	\$ 5.00
Dinner.....	\$ 6.00

MILEAGE – 40 cents per mile (round trip) – The Jefferson County (except Conifer, Elizabeth, Evergreen and Summit), Denver, Continental, Skyline (except Fort Lupton), Front Range (Fort Collins, Loveland, Poudre and Rocky Mountain), Frontier (except Lake County and Middle Park), Metropolitan and Centennial leagues will not pay mileage between league cities, but will pay a mileage travel stipend of \$2 to each official between league cities. Colorado Springs schools will pay mileage travel stipend of \$2 to officials selected from the Colorado Springs Officials' Association.

INDIVIDUAL MILEAGE BUFFER – No mileage will be paid to an official whose town of residence is 20 miles or closer to the host school. Full mileage (including the first 20 miles) will be paid to officials traveling over 20 miles.

GUIDELINES FOR "NO-SHOWS" – If the fee structure makes an allowance for a reduced crew (i.e. a 3-official system and a 2-official system) the fee structure stipends shall be the actual fee. In all other sports, when one official is a "no-show", the other officials working the contest shall split 50% of the extra check. (Not to exceed 50% of standard fee).

"No-show" policies do not apply to the situation when a reduced crew is assigned due to the availability of officials.

Officials Associations must have on file with CHSAA a copy of their constitutions, rules, and by-laws that outline their disciplinary procedures for dealing with no-shows as well as other CHSAA expectations. Schools should contact the CHSAA office and identify the officials so that the local officials associations can take action. Leagues and schools are encouraged to develop procedures for use in these situations as well.

GOOD FAITH -- When a school in good faith contacts an official of a postponement or overbooking, no fee shall be paid to any official. That same official shall have the opportunity to work the cancelled contest. When an effort to contact an official has not been made, 50% of the standard fee, plus any travel allowance due will be paid to an official who shows up to officiate the contest. **Once a game or match is started, the official is entitled to the entire game or match fee.**

PRIORITIES -- When a site or date change occurs, the officials originally assigned should be the first given the chance to work the rescheduled game.

COLORADO TRACK AND FIELD OFFICIALS ASSOCIATION

CONSTITUTION

ARTICLE I - NAME

The name of the organization shall be the Colorado Track and Field Officials Association, **CTFOA**.

ARTICLE II - OBJECTIVE

The objective of this association shall be to promote, encourage and improve the quality of Track and Field officiating in the state of Colorado. It shall accomplish this purpose through the education and certification of officials to officiate interscholastic track and field and cross-country meets. Further, it is the purpose of this association to support its members who wish to become certified to officiate at the National and international level by facilitating membership in the USA Track and Field Officials organization.

ARTICLE III - MEMBERSHIP

Section 1 - CHSAA Registration

All members of this association must be registered with the Colorado High School Activities Association (CHSAA) to officiate track in field at the interscholastic level within the state of Colorado. To be a member in good standing, officials must annually:

- 1. Take the National Federation Rules Exam prior to March 10th of the current year and score a minimum of 80% on the online test.**
- 2. Attend a rules clinic sanctioned by the Executive Committee of the CTFOA, and**
- 3. Pay dues as prescribed in these Bylaws.**

Section 2 - NFOA Membership

Members may choose to join the National Federation Officials Association (NFOA) and receive all the advantages and benefits (Insurance protection and Publications, etc.) of membership in a national organization. The National Federation shall establish fees for such membership.

Section 3 - USAT&F Membership

Members may also choose to join the Officiating arms of the national governing body for track and field, The USA Track and Field Officials Association. USA Track and Field shall establish fees and standards for such membership.

ARTICLE IV – EXECUTIVE COMMITTEE AND DUTIES OF OFFICERS

Section 1 - The officers of the CTFOA shall constitute the Executive Committee of this association.

Section 2 - The officers shall be the President, Vice-President, Past-President, Secretary/Treasurer. The executive officer shall serve as an ex-officio member of the Executive Committee.

Section 3 - Duties of the President

The president shall preside at all meetings of the membership and of the Executive Committee. Further, the president or designee shall represent the membership at all meetings of the Colorado High School Activities Associations (CHSAA) Officials group, known as Partners. The President shall serve a four year term and may succeed him/herself.

Section 4 - Duties of the Vice President

The Vice-President shall serve as president in the event of the President's absence or his/her inability to perform the assigned duties. In the event that the president resigns or is unable in any other way to serve, the Vice-President shall finish out the president's current term. The Vice-President shall serve a 4-year term and may succeed him/herself. The term of office is four years beginning September 1 of the election year.

Section 5 - Duties of the Secretary/Treasurer

The Secretary/Treasurer shall be responsible for keeping an accurate record of all business transacted by the membership and the Executive Committee. Also, the secretary/treasurer shall be responsible for all correspondence of the association. As treasurer, the Secretary/Treasurer shall have general supervision for the accurate bookkeeping of the association's fiscal operations. The term of office is four years beginning September 1 of the election year and may succeed him/herself.

Section 6- Duties of Instructional Chairperson (Rules Interpreter)

The Instructional Chairperson shall be responsible for the instruction program of the CTFOA membership in compliance with the National Federation and the competition Rules of USA Track and Field. Also, the Instructional Chair shall serve as the official rules interpreter of the association and the CHSAA. This position is appointed by CHSAA.

Section 7 - Duties of the Executive Officer

The Executive Officer shall be responsible for all ongoing business of the association including membership, dues collection, and bill payments. The Executive Officer shall be responsible for insuring that the business of the association is carried out in a timely and efficient manner.

ARTICLE V – TERMS OF OFFICE AND ELECTIONS

Section 1 - The Vice-President shall be elected to a four-year term beginning September of the election year and may succeed him/herself.

The Secretary/Treasurer shall be elected to a four-year term beginning September 1 of the election year and may succeed him/herself.

Section 2 - The Executive Committee shall prepare a ballot at its June meeting and mail or email a ballot to all members of the association. The ballot must be returned by July 15th so that the Executive Committee can canvas the election at its August meeting.

ARTICLE VI - MEETINGS

Section 1 - Meetings of the General Membership

There shall be one annual meeting of the entire membership after the first of the year and prior to the start of the CHSAA competitive track and field season. Members may also choose to attend a satellite clinic to meet this requirement

Section 2 - Meetings of the Executive Committee - The Executive Committee shall meet three times during the year.

- A. In June to critique the season, to schedule the coming year's meeting dates for publication, and to prepare the ballot for mailing to the membership,
- B. In August to canvas the ballot, to make preparations for the upcoming cross-country season, to nominate members for appropriate awards including those of the association, the CHSAA, and the NFOA, and
- C. In November/December/January to plan for the annual meeting of the association and to prepare and certify (the) clinics) for membership testing and certification.

Section 3 - Special Meetings

A special meeting of the membership may be called by the president or by a majority vote of the Executive Committee provided the membership is given two weeks advanced notice. The president may convene extra meetings of the executive committee at his/her discretion.

Section 4 - QUORUM

A majority of the officers must be present for the Executive Committee to transact any official business at their meetings. For all regularly scheduled and properly called meetings of the membership, the quorum shall consist of those members present.

The minutes of any special meeting shall be reported at the next annual meeting of the membership.

ARTICLE VII - DUES

Dues shall be of \$45.00 a year and are due no later than by June 30th of the previous calendar year to certify membership for the following year. Dues paid after June 30th shall be \$55.00.

ARTICLE VIII - COMMITTEES

There shall be no standing committees of the association. The president may assign committees at his discretion to address specific and current needs as he/she and/or the executive committee see fit.

The president shall make all appointments with the advice and approval of the Executive Committee. The first appointed member shall chair the committee.

ARTICLE IX – RULES OF ORDER

These bylaws shall govern all sessions of the CTFOA. In all other regards, meetings of the association shall be run in accordance with Roberts Rules of Order.

ARTICLE X – OFFICIALS' CONDUCT

Section 1 - National Federation

Members of the CTFOA shall conduct them in compliance with the National Federation Code of Ethics for Officials.

Section 2 - Colorado High School Activities Association

Any member of the association may be suspended and/or banned from the Colorado High School Activities Association (CHSAA) registered list of officials for a specified amount of time (including a lifetime ban) by action of the CTFOA Executive Committee, when:

- 1) It has been shown that the official is guilty of unethical conduct; or
- 2) The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
- 3) If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 4) If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 5) It is deemed that the official's conduct is detrimental to interscholastic athletics and activities.
- 6) CHSAA game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the officials association and CHSAA contests for a specific period.

Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

This by-law allows the CHSAA and CTFOA to discipline officials who have been arrested or convicted of crimes. It allows the CHSAA and CTFOA to remove the offending official for conduct detrimental to interscholastic athletics and activities.

Section 3 - CTFOA CODE of ETHICS

Because I believe the role of a track official is an important part in the nationwide school athletic program:

1. I will give my complete cooperation to the schools that I serve and to the state association that I represent.
2. I will honor all commitments.
3. I will study the rules of the sport, observe the work of other officials and will, at all times, and strive to improve myself as a track and field official.
4. I will be prepared both physically and mentally to administer my responsibilities.
5. I will cooperate and be professional in my association with my fellow officials.
6. I will be constantly alert to the possibility of injury to contestants and will strive to ensure that all safety precautions have been taken.
7. I will shape my character and conduct so as to be a worthy example to the athletes under my jurisdiction.
8. I will dress and maintain my appearance in a manner befitting the dignity of the sport.
9. I will remember that while my work as an official is important, I must conduct myself in such a way that attention is drawn, not to me, but to the athletes.
10. I will be fair and unbiased in my decisions.

ARTICLE XI - AMENDMENTS

These bylaws may be amended by a simple majority vote of the membership at the annual meeting provided all amendments are mailed to the membership at least two weeks prior to the meeting.

ADDRESS CHANGE FOR TRACK OFFICIALS

COLORADO TRACK & FIELD OFFICIALS ASSOCIATION

14855 East Second Avenue

Aurora, CO 80011-8900

(Office) 303-364-1337 (Fax) 720-859-8792 (E-mail) mtillman@chsaa.org

NAME: _____

ADDRESS: _____

CITY: _____ ZIP _____ - _____

HM PHONE: (____) _____ CELL (____) _____

WK PHONE: (____) _____ FAX (____) _____

E-MAIL: _____

SOCIAL SECURITY NUMBER ____ - ____ - ____ (This is your ID#)

REMINDER:

NOW EVERYONE WILL BE REQUIRED TO REGISTER ONLINE AT WWW.ARBITERSPORTS.COM. THIS WILL BE MANDATORY IF YOU WANT TO DO ANY TRACK MEETS DURING THE REGULAR AND POST SEASON. YOUR USERNAME IS YOUR EMAIL ADDRESS AND YOUR PASSWORD IS YOUR LAST NAME. ONCE IN CLICK ON PROFILE, THEN INFORMATION, THEN CHECK MARK NEXT TO TRACK AND ANSWER THE QUESTIONS THAT APPEAR ON THE PAGE. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT TOM ROBINSON OR MONICA TILLMAN.

Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators.

Officials assigned to officiate a contest are responsible for the conduct of the contest. Controlling crowds and crowd reactions are not within the officials' province. That responsibility falls to game administrators. If spectators begin to interfere with the conduct of a contest; cause an official to become distracted through continual and unrelenting verbal abuse; or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. If no game administrator is present, as is often the case at sub-varsity contests, officials may have to call on coaches or other school personnel to remove an unruly spectator.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved, but terminating a game because of problems with spectators must be an absolute last resort. Following the ejection of a spectator, please file an incident report with CHSAA.

REPORTING PLAYER/COACH EJECTIONS

The CHSAA assesses penalties and maintains a five-year file on each school related to all aspects of conduct penalties and sportsmanship related incidents. This is done with a goal of supporting officials and maintaining the educational atmosphere of our activities.

Because of penalties involved, 100 percent reporting by officials is crucial. The following must be reported in writing:

- Player ejections
- Coach ejections
- Coach conduct penalties that do not lead to ejections: e.g., technical fouls, etc.
- Instances of unsportsmanlike conduct by crowds before, during or after games.
- Game management and facility problems that detract from the proper administration of the game.
- Noteworthy instances of outstanding positive sportsmanship by players, coaches, crowds.
- **Because of the severe penalties involved, be sure that the offense warrants the penalty. NEVER contact a coach or the CHSAA following the game to reverse your decision.**

PROCEDURES

In an effort to provide proper accountability with the administration of CHSAA member schools and their support for exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a game. Needless to say, we urge preventative measures.

PLAYER: (Please include ALL requested information)

If it becomes necessary for an official to eject a player from a high school game, the following procedure is to be followed:

1. Indicate to the player they are being ejected from the game.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorebook) book.
3. Notify the coach of the ejection and the reason for the ejection.
4. Notify the school administrator at the site.
5. Notify the CHSAA immediately, in writing (include the following):
 - a. The name of the schools competing and level of competition
 - b. The site and date of the game
 - c. The name of the player ejected
 - d. The school they represent
 - e. The reason for the ejection
 - f. Notify CHSAA office by 8 AM the next business day: Office (303) 344-5050, fax your written report to (303) 367-4101, or e-mail to jboudreau@chsaa.org.
6. Call the school Athletic Director on the next school day.

Do not attempt to interpret the CHSAA regulations to the coach or coaches involved.

COACH: (Please include ALL requested information)

If it becomes necessary for an official to eject a coach from a high school contest, the following procedure is to be followed:

1. Notify the coach of his/her ejection and ask that he/she remove him/herself from the playing area immediately.
2. Notify the CHSAA immediately, in writing (include the following information):
 - a. The name of the schools competing and level of competition
 - b. The site and date of the game
 - c. The name of the coach ejected
 - d. The school he/she represents
 - e. The reason for the ejection
3. If the head coach is ejected, ask the administrator in charge to identify the coach who is now in charge. **A game shall be forfeited if there is not a certified person available to serve as coach.**

Do not attempt to interpret the CHSAA policy pertaining to the ejection of coaches.

Once your immediate information is received by the CHSAA, the office will work with school administration on the prescribed corrective action with player and/or member of the coaching staff.