

OFFICIALS ASSOCIATION ACCREDITATION PROGRAM

Check List

Philosophy Statement

The purpose of the Officials Association Accreditation Program is to assist officials organizations in their efforts to provide quality officiating by establishing standards that promote effective training procedures and desirable professional behavior in order to ensure that officials involved in athletic activities meet standards as adopted by Accredited Officials Organizations and the CIF. An additional purpose of this committee is to promote respect for sports officials and principles of good sportsmanship by players, coaches, and spectators by insuring that CIF member schools shall abide by accepted game management practices.

Check List of Criteria for Accreditation

1. Statement of Purpose
 - By-laws required for accreditation
2. Definition of Membership
 - Submit yearly
3. Evidence of Liability Coverage - ***Required for accreditation***
Policy statement that the association requires and/or supplies liability coverage for individual members and the associations' directors and officers
4. Definition of Management Structure
5. Policy of Due Process - ***Required for accreditation***
6. Operational Information - ***Required for accreditation***
 - Must include "Conflict of Interest"
7. Training Requirements - ***Required for accreditation***
8. Certification of Officials
9. Policy Governing the Assignment of Officials
10. Evaluation System
 - Instructional program
 - Officials
11. Policy on Qualifications of Officials for Post Season Assignments
12. Agreement to Comply signed and submitted
13. Review Sheet Signed and submitted

APPLICATION FOR ACCREDITATION

SECTION 1: GENERAL INFORMATION

Name: _____

Sport(s) Officiated: _____

Year Formed: _____ Number of Members by sport _____

Person Making Application: _____

Title: _____

Home Phone: _____

Work Phone: _____

Address

City

State

Zip

TYPE OF ORGANIZATION

____ Profit-Making

____ Non-Profit

____ Sole Proprietorship

____ Unincorporated Association

____ Partnership

____ Corporation

____ Corporation

**SUBMIT ONE COPY OF THIS PAGE ALONG WITH THE COMPLETED APPLICATION
TO THE STATE CIF OFFICE**

SECTION II: PURPOSE, MEMBERSHIP, OPERATIONAL INFORMATION

Please attach the following documents and include the reference (e.g. association by-laws numbers) as they relate to your application. **SUBMIT A COPY OF YOUR BY-LAWS WITH APPLICATION.**

1. STATEMENT OF PURPOSE

- (including sports officiated, schools served and geographical area)

2. DEFINITION OF MEMBERSHIP - *Required for accreditation*

- policy prohibiting discrimination

- qualification for membership

- requirement for membership

 - Must attend the required number of training sessions and meetings pursuant to local association policy

 - Comply with California state guidelines for independent contractors

 - Must comply with any other requirements of the local association

- process for resignation / leave of absence

 - Leave of Absence: A member may request a leave of absence by submitting a request in writing to the ABC association Governing Board. If accepted, this leave will be honored for the subsequent season of the related sport. The member may return; with all previous benefits during this period, unless limited by other reasons.

 - Resignation: A member may voluntarily resign at any time. If a resigned member should re-apply, his/her application would be treated as that of a new member.

- process for suspension / expulsion

- process for reinstatement

- member status

 - independent contractors

 - associates

 - volunteers

 - other (define)

3. EVIDENCE OF LIABILITY COVERAGE - *Required for accreditation*

- describe insurance and/or indemnification of individual members

- describe insurance and/or indemnification of association officers.

4. MANAGEMENT STRUCTURE

- define duties and responsibilities

BOARD OF DIRECTORS
OWNER
PARTNERS
OFFICERS
COMMITTEES
CONTRACTORS
EMPLOYEES

5. DUE PROCESS - *Required for accreditation*

- describe the procedure for member grievances
- describe the procedure for disciplining any member

6. OPERATIONAL INFORMATION - *Required for accreditation*

- meetings (number and schedule)
- records maintained and their location
- dues (including how they are determined and collected)
- finances (how they are managed and where funds are kept)
- governance procedures (describe decision-making process)
- describe the process for making operational changes and amending and/or ratifying governance and operational documents
- describe election procedure (if applicable)
- describe associations “conflict of interest” safeguards (*new*)
 - officers, board of directors and assignors
 - membership and the schools they serve
- include any other information that would be helpful

SECTION III: POLICIES PERTINENT TO OFFICIALS - *Required for accreditation*

Please attach copies of your association's written policies applicable to each of the following:

- training program - including, but not limited to, meetings, clinics, scrimmages that address rules, mechanics, philosophy and ethics. **Be specific regarding the number of required hours and sessions (no less than 18 hours).**
- evaluation program - including, but not limited to, observation, peer, coach, and video
- assignment of officials - must address fairness and equity
- recruitment of officials
- certification of officials
- qualifications for post-season assignments - criteria for selection

SECTION IV: AGREEMENT TO COMPLY

The undersigned agrees, as a condition of accreditation, to comply with following conditions:

1. No one will be denied membership or access due to race, color, creed, religion, sex or national origin.
2. All federal, state and local laws and regulation regarding fiduciary responsibility and reporting will be followed where applicable.

PRINTED NAME: _____

TITLE: . _____

SIGNED _____

DATE _____

Information Locator Review Sheet

In order to assist the Accreditation Committee and to ensure that they are able to successfully review your officials association Constitution and By-Laws and find all of the necessary information, please complete the following information locator and return along with your constitution, by-laws and the completed application for accreditation.

Location/Page # in Constitution/By-Laws

Statement of Purpose _____

Definition of Membership _____

Policy statement that the association requires and/or supplies liability coverage for individual members and the associations' directors and officers _____

Definition of Mangement Structure _____

Policies on Due Process _____

Operational Information _____

Training Requirements (no less than 18 hours) _____

How the association "certifies" its official's _____

Policy on Qualification of officials for post season assignments _____

Policy governing the assignment of officials' _____

Evaluation System _____

Policy on qualifications of officials for post season assignments _____