

SAN DIEGO FIELD HOCKEY

An illustration of a field hockey stick and a ball. The stick is brown with white stripes near the head and is positioned diagonally. The ball is white with a grey pattern and is positioned in the center, overlapping the stick.

Policies, Rules & Procedures

OFFICIALS ASSOCIATION

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Background Checks

S.D.F.H.O.A., as a California-governed association, is not, as of 2022, required to have its members submit to a background investigation. S.D.F.H.O.A. Board of Directors may, at its discretion and upon presentation of reasonable information, investigate any of its members' background.

Conflict of Interest

San Diego Field Hockey Officials Association recognizes that a conflict of interest may occur at the umpire, Board of Directors, or Association level. At each level, the perception of a conflict of interest, real or apparent, must be avoided.

SDFHOA

San Diego Field Hockey Officials Association shall seek to prevent a conflict of interest whenever possible. Officers, Assigner, Instructional Chair, Rules Interpreter, and other appointed subordinates, shall be responsible for bringing to the attention of the Board of Directors any possible, or perceived, conflict of interest while serving the Association.

Board of Directors

Directors shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or to association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin. Directors shall not knowingly subject the Association or Board to possible conflicts of interest, including personal interests with a particular team, school, league, or District. If a Board member is unsure of a potential conflict of interest they should seek the opinion of the full Board of Directors.

SDFHOA Membership

Conflicts of interest may include, but are not limited to: having a relative who is a player or coach of a team, being employed by a school, having administrative capacity at a school or school district, or having an experience with a team or coach that may cloud judgment. Other possible conflicts of interest include other personal interests with a particular team or school. If a member is unsure of a potential conflict of interest they should seek the opinion of the Board of Directors.

Failure to bring such items before the Board may result in disciplinary action, as specified by the Constitution and By Laws.

Prior to the beginning of the season each member shall notify the Assigner of any possible conflicts of interest that the member may have with any possible game assignments.

The following 2 page SDFHOA Officials Code of Conduct shall be submitted by each member, each year, prior to receiving game assignments; it shall be kept with Association records.

S.D.F.H.O.A. Officials Code of Conduct

Officials shall bear a great responsibility for engendering public confidence in sports.

Officials shall be free of obligation to any interest other than the impartial and fair judging of sports competitions. Officials shall hold and maintain the basic tenets of officiating which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.

Officials shall master both rules of the game and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

Officials shall uphold the honor and dignity of the profession in all interactions with student-athletes coaches, school administrators, colleagues and the public.

Officials shall display and execute superior communication skills, both verbal and non-verbal.

Officials shall recognize that anything which may lead to a conflict of interest, either real or apparent, must be prevented. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team which can compromise the perceived impartiality of officiating must be rejected.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or to association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall work with each other and their governing bodies in a constructive and cooperative manner.

Officials shall resist every temptation and outside pressure to use one's position as an official to benefit oneself.

Officials shall never participate in any form of illegal gambling on sports contests, may never gamble on any sporting event in which they have either a direct or indirect involvement, and may never gamble on events involving high school athletics.

Officials shall not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.

Officials shall accept responsibility for all actions taken.

Signature

Date

Games

S.D.F.H.O.A. umpire game etiquette is composed of 3 sections:

Pregame: Per the S.D.F.H.O.A. By Laws (ARTICLE XV: ASSIGNMENTS, B.), Members may not accept assignments for any game, clinic, or practice session under the jurisdiction of the Association, or in any manner represent the Association, unless authorized by the Board or the Assigner, except as an employment-related obligation.

Game assignments received shall be considered accepted and honored; any accepted assignment that is turned back within 72 hours of the scheduled game time may be assessed a fee by the assigner.

Umpires should contact their partner prior to game-day if there will be any delay in their arrival.

In-game: Umpire should arrive at the game site 30 minutes prior to scheduled game time – in the event of scheduling confusion the current ArbiterSports Master Schedule shall prevail. The Table umpire shall conduct the pregame Captains & Coaches meeting.

Per the NFHS Rule book and the S.D.F.H.O.A. Umpire Requirements Sheet, the uniform consists of: Polo shirts – Gold [primary], Turquoise [2nd], Raspberry [3rd] (have ALL colors at every game); solid black pants (long or short) or kilt; black or gray shoes; Fox40 Classic whistles; Misconduct card set – green triangle, yellow square, red circle. Also, (at your discretion) solid black hat or visor (no logo), black sunglasses (non mirrored).

Post-game: Game Reports (including, but not limited to, Ejections, Injury, Field Conditions) should be completed within 24 hours following the game. Prior to completing required written Reports umpires should contact 1) S.D.F.H.O.A. President, 2) S.D.F.H.O.A. Assigner by phone to discuss the situation.

Liability

In addition to the individual liability requirement stated in the By Laws (ARTICLE XVIII: MISCELLANEOUS PROVISIONS, F. Agreement to Provide Services, 4.) the Board may elect to secure Directors and Officers Liability coverage and/or, with an affirmative vote of the Association members, individual coverage for all Certified or Apprentice members. Members are independent contractors in their officiating capacities; in recognizing this status, they shall provide at their own expense evidence of liability insurance in their name, in an amount of at least one million dollars (\$1,000,000.00) prior to any assignment including scrimmage games. Additionally, full payment of Association fees is required prior to their first regular game assignment. The Secretary shall keep such evidence with the Agreement in the Association records.

Meetings & Training

S.D.F.H.O.A. meetings and training requirements are as follows:

For Certified Officials (those who have officiated for at least the last season and who have been rated) the requirements are:

Attendance at three (3) General meetings.
3 hours of class instruction.
2 hours of officiating scrimmages.
Test score of 80% or higher.

For Apprentice Officials (new to the Association this year, or who were new and not rated in previous seasons) the requirements are:

Attendance at three (3) General meetings.
7 hours of class instruction.
4 hours of field instruction.
2 hours of officiating scrimmages.
Test score of 80% or higher.

All umpires assigned by S.D.F.H.O.A. shall be required to complete, prior to 1st assignment, the S.D.F.H.O.A. Services Agreement and Code of Conduct.

RATINGS

1. The SDFHOA has established a Rating Chair for the purpose of ensuring ratings are scheduled and conducted within the prescribed periodicity of an individual's rating level or initial review. The Vice President will act as the Rating Chair, who will work closely with the Instructional Chair to evaluate the Association's rating requirements to determine rating goals for the year. As the season develops, they will schedule and assign Raters to perform field evaluations to recommend a member's current rating based on their experience and abilities. Once these evaluations are completed, Raters are required to complete a written report on the SDFHOA's Rating Form and forward their recommendation to the Rating or Instructional Chair without delay. Their performance write-ups will be discussed and a rating recommendation will be forwarded to the SDFHOA Board. Finally, all rating recommendations for the year will be voted on by the SDFHOA Board to finalize each individual rating. This vetting process will help to ensure ratings are assigned at the appropriate level. Once a final decision has been made for an official, they shall be notified by the Rating Chair as soon as possible via email and go into effect immediately upon receipt of this notification. The SDFHOA Secretary shall update the association roster to reflect individual's rating changes and year of evaluation to track periodicity requirements.

2. Rating Plan. The Rating Chair and Instructional Chair will meet within 30 days prior to the first SDFHOA General Meeting for the purpose of reviewing all upcoming member's ratings to formulate a Rating Plan. The goal will be to identify and determine all rating requirements involving all new officials as well as any potential upgrades to Senior Officials. Officials requiring an evaluation for the upcoming season will be identified in the Rating Plan. This plan may be updated as new arrivals or changes occur. At the first opportunity, the Rating Chair shall brief the Board on its Rating Plan for the season. Additionally, the Rating Chair shall review the Rating Plan with all our members at the first General Meeting of the year.

A. Required Rating Evaluations by level:

- 1) Senior - shall be rated every 5 years**
- 2) Junior Table/Junior - shall be rated every 3 years**
- 3) Novice - shall be rated every year until Junior Rated**

NOTE: USA Field Hockey rating may be used in lieu of SDFHOA ratings: Level I = Junior Rated and Level II = Senior Rated. Proof of current USA field hockey ratings to be held on file with SDFHOA.

B. Once members have been selected for rating review, the Instructional Chair/Assigner shall schedule these evaluations at upcoming JV or Varsity tournaments to the maximum extent possible. Only in cases where umpires are not available on any weekend tournament, they will be scheduled for evaluation during a regular season weekday game and will forfeit their game fee to the rating official. Should there be any potential upgrade to a Senior Official, the Rating and Instructional Chairs shall review the list of games available and start to plan on any qualifying high-level Open or Division 1 Field Hockey game as well as identify/assign a rater to perform the evaluation at this game. These officials should be mentored leading up to this review to ensure the best possible outcome.

3. Payment Procedures:

A. Required Ratings by the Association at Tournaments: Official game fees at tournaments are unaffected. Raters for Novices/Juniors/Seniors at tournament games shall receive one half of the game fee. Rater shall be paid by SDFHOA.

B. Required Ratings by the Association at regular season games: Officials being evaluated at regular season games will work the game without pay and the Rater will be paid the full game fee through Arbiter. This is due to the umpire having to be pulled off their regular schedule to perform this function. Our goal should be to the maximum extent possible conduct rating evaluations at scheduled tournaments to reduce the loss of fees to the ratee. Ratings at regular season games should be a very small portion of the Association members who will fall into this category.

C. The SDFHOA shall pay to the Assigner a fee equal to the current Assigning fee for each rating game for all JV and Varsity Tournaments once all evaluations are completed for the year. Assignment fees for Raters at regular games will be charged to the Rater and not the responsibility of the Association. The Assigner will submit an invoice to account for Rater assignment fees to the Treasurer once all evaluations are complete. This will assist in providing accurate accounting of Association funds. Finally, when the Treasurer receives the invoice all funds due will be dispersed as quickly as possible.

4. Rating Levels

A. Novice Umpire - By applying a solid understanding of the basic rules, Novice Umpires should be able to manage sub-varsity level interscholastic competitions

calmly and firmly. They should be able to recognize and penalize most fouls, including simple obstruction but especially dangerous play. They should show that they know when not to call advancing. They should be able to properly manage penalties (free hits, penalty corners, and penalty strokes) and restarts following a ball out-of-bounds. Whistle, arm signals, and penalty cards should be applied appropriately. They should keep the play to their left and position themselves in order to see play on the ball. Partnership skills and recognition of off-ball fouls, such as third-party obstruction, should be emerging.

B. Junior Umpire - Junior umpires, in addition to having all the skills outlined for Novice Umpires, must be able to put the advantage rule into effect in obvious situations. They must demonstrate regular use of partnership skills. They should establish a collaborative relationship with the team captains and work with the captain in managing the game. Primary signals, which indicate direction and/or type of restart, and secondary arm signals, which indicate the infraction that occurred, should be correct when used. Positioning should be both precise and flexible enough to let them see most fouls in the circle. They should be able to recognize most types of obstruction and the majority of other fouls. They should have good whistle effectiveness and be secure in managing sub-varsity level interscholastic games. Unsafe play and misconduct must always be appropriately penalized. They should assist in the recruitment and development of new umpires.

C. Senior Umpire - Senior umpires demonstrate in their officiating that they have a sophisticated understanding of the game, the rules, and current interpretations. They allow for competitive play because of the consistency of their decisions and ability to apply advantage. The games they officiate tend to run smoothly, minimizing unnecessary interruptions to the flow established by the competitors – rewarding the highly skilled players and increasing the enjoyment of the game for players and the fans. They should be able to judge all forms of obstruction, apply the advantage rule, and should ably manage circle play. The umpire should be in a credible position throughout the game to make decisions and assist his/her partner as needed. They should demonstrate excellent anticipation and partnership skills throughout every contest. They should have the ability to adapt to changing game situations and remain calm and demonstrate firmness when appropriate. Whistle timing should be excellent and primary signals, which indicate direction and/or type of restart, should be sharp and always presented properly. The Senior umpire knows to only use secondary signals, which indicate the infraction that occurred, when warranted by the situation. The ability to hold the whistle and interrupt the

game only when necessary increases the enjoyment of the players and rewards the highly skilled players. The Senior Umpire can successfully officiate competitions that are at least equivalent to the level of play typically demonstrated by competitive varsity interscholastic field hockey teams. Where appropriate, they could perform successfully at higher levels. They should be proactive in their assistance to local umpire associations with umpire recruitment and development activities.

5. Rating Effects - Level may affect regular season and playoff assignments. Playoff eligibility: 1st round – all Juniors and Seniors in good standing. Quarter finals – Junior Table and Seniors in good standing. Semifinals and Finals – Seniors in good standing. However, in rare cases when Senior’s availability is limited, the Assigner is authorized to assign the Junior Table and possibly Juniors based on their availability that are in good standing to these games. The goal of the Association will be to assign the most qualified officials that are available. Timers and Scorers for all Playoffs – open to all members in good standing.

6. Rating Policies JV/Varsity assignments – the Assignor should focus on assigning Novice officials with Senior or Junior Table officials, having the Novice being assigned JV game only; i.e., if there is a Varsity and JV game and the first game is Varsity, the Novice will take the place of one of the Varsity assigned officials for the JV game. If the JV game is scheduled first, the Novice will be assigned the JV only, with a Junior Table or Senior officials scheduled for the later Varsity game. Playoff meetings are required for anyone involved in playoffs unless circumstances exist and timely notice is given to the Board.

Scratch Lists

Requests for non-assignment of individual officials to Home contests (“Scratch List”) may be permitted by C.I.F.-S.D.S. member schools under the following conditions:

- 1. The request is made prior to the start of the field hockey Fall season, as listed on the C.I.F.-S.D.S. Master Calendar as First Possible Contest date.**
- 2. The request must be made in writing or emailed to the President or Vice President of SDFHOA.**
- 3. Each request shall list the official's full name.**
- 4. The reason for the scratch request must be stated.**
- 5. Each such request shall only be valid for the current season. The Board of Directors shall review each request for consideration in a timely manner.**