

**New Mexico**  
**Young America Football League**



**OFFICIALS ASSOCIATION**

**Officials Rules of Procedure Handbook**

Ratified - 2/9/15  
Rev: 6/18/15

## Updates

Date	Addition	Date Added to Procedure Handbook
March 9, 2015	Dues will be \$20 for the year pulled in week 2. Paid ONLY ONCE annually	
March 9, 2015	Rookies must attend 5 meetings	
March 9, 2015	Veterans must attend 3 meetings	
March 9, 2015	1 Scrimmage = 1 Meeting	
April 6, 2015	Rookie status requirement for Rookie meeting attendance will be 2 Years	
April 20, 2015	Add wording to Rules of Procedure to describe process to follow to send "Welcome" to new officials for Arbiter access. – President will do it. & Activates them.	
April 20, 2015	Add wording to Rules of Procedure to describe process to follow to create USA Football Code for USA Football access. Bill will coordinate.	
May 4, 2015	All ejections will go on the game report and you will need to send out an email to the President as well.	
May 4, 2015	All officials must accept games by 5pm Thursday. If not you may be removed and replace by another official.	

## **Preface**

Pursuant to ARTICLE VII, Miscellaneous Regulations, Section 4. Supplemental Policies, Procedures and Codes: The Board of Directors shall have all corporate authority, except such powers as are otherwise provided in these bylaws and the laws of the State of New Mexico, to conduct the affairs of the Corporation in accordance with these bylaws. The Board of Directors may by general resolution delegate to committees of their own number, or to officers of the Corporation such powers as they deem appropriate, to include creation of supplemental policies, procedures, and codes. Ratification of supplemental policies/procedures will be subject to review and simply majority acceptance of the NMYAFL Board of Directors (Crew Chiefs) annually and may not include additional executive rules of procedure enacted by an administration concerning issues not addressed in this document.

Additional Policies, Procedures and Codes, also referred to as, and within the *Rules of Procedure Handbook*, include:

### **Contents:**

1. <a href="#">Introduction</a> .....	1	11.	APPENDIX
2. <a href="#">Mission Statement</a> .....	1	1) <a href="#">Code of Conduct</a> .....	23
3. <a href="#">Membership</a> .....	2	2) <a href="#">Dress Code</a> .....	24
1) <i>Age</i>		3) <a href="#">Crew Evaluation Form</a> .....	26
2) <i>Attendance</i>		4) <a href="#">Evaluation Scoring Rubric</a> .....	27
3) <i>Conduct</i>		5) <a href="#">Mentorship Feedback Form</a> .....	29
4) <i>Evaluations</i>		6) <a href="#">Reference Calendar</a> .....	30
4. <a href="#">Meetings</a> .....	3	7) <a href="#">Meeting Minutes Template</a> .....	32
1) <i>General Meetings</i>		8) <a href="#">Sample Summit Agenda</a> .....	33
2) <i>Special Meetings</i>		9) <a href="#">Attendance Log</a> .....	34
3) <i>Annual Business Meeting</i>		10) <a href="#">Board of Directors</a> .....	35
i. <i>Elections</i>		11) <a href="#">Finance Ledger</a> .....	36
ii. <i>Amendments</i>		12) <a href="#">Check Request Form</a> .....	37
iii. <i>other</i>		13) <a href="#">Uniform Orders</a> .....	38
4) <i>Summit Meetings</i>		14) <a href="#">Training Topics</a> .....	39
5) <i>Minutes/Records</i>		15) <a href="#">Statement of Grievance</a> .....	41
5. <a href="#">Crew Chief (Board of Director) Roles</a>		16) <a href="#">Notice to Appear</a> .....	42
<a href="#">Responsibilities</a> .....	5	17) <a href="#">Notice of Review Board</a>	
6. <a href="#">Policy &amp; Procedures for Crew Chief</a>		<a href="#">Decision</a> .....	43
<a href="#">Operations</a> .....	8	18) <a href="#">Request for Appeal</a> .....	44
7. <a href="#">Conduct of Officials</a> ..	11	19) <a href="#">Notice of Appeal Decision</a> .....	45
8. <a href="#">Policy &amp; Procedures for Review</a>		20) <a href="#">Incident Report</a> .....	46
<a href="#">Board</a> .....	12	21A) <a href="#">NFHS Concussion Mgt.</a> .....	47
9. <a href="#">Policy &amp; Procedures for Non-Official</a>		21B) <a href="#">NMAA Concussion Mgt.</a> .....	48
<a href="#">Conduct/Incident</a> .....	19	21C) <a href="#">NMYAFLOA Concussion Mgt</a> .....	49
10. <a href="#">Safety</a> .....	19		



## **Introduction**

The NMYAFL Official's Association Rules of Procedure Handbook has two purposes:

1. This document serves as the official *Rules of Procedure* in which the *NMYAFL Officials Association (YOA) and its Board of Directors, (Crew Chiefs)* operates.
2. It provides both new and returning officials with reminders of policies and procedures which must be followed if they are to remain in good standing with the officials association and the league community.

The name of this organization shall be the New Mexico Young America Football League Officials Association, YAFL *Officials Association, or YOA.*

The YOA will be affiliated with the New Mexico Young America Football League, herein after termed NMYAFL. The *NMYAFL Officials Association President* shall hold a position within the NMYAFL Executive Board.

The Association will be subject to YAFL by-laws as presented in the YAFL Officials Handbook & New Mexico Young America Football League Officials Association Bylaws and adhere to NMYAFL League Rules and NFHS rules.

The NMYAFL Officials Association commits itself in providing excellence in sports officiating to all members of the NMYAFL community. It is imperative that our officials demonstrate the commitment and dedication that to inform and enable the authority bestowed upon it by the NMYAFL board of directors, executive office, coaches, parents, and players.

- 1) A simple majority vote of the YOA Board of Crew Chiefs membership in attendance shall be necessary for the adoption of any proposed amendment to the Rules of Procedure.
- 2) Proposals for change in the Rules of Procedure submitted by the general YOA membership may be submitted to the YOA Board of Crew Chiefs and NMYAFL Board of Directors one month in advance of the announced date of the business meeting, via petition and accompanying signatures of 2/3 current membership. Ratification of proposals will require a simple majority vote of the executive board.

## **Mission Statement**

The mission of the NMYAFL Officials Association is to maintain a high standard of integrity and sportsmanship and encourage the spirit of fair play and the spirit of the game while providing the League with qualified officials, promoting officiating development through training and supervising, maintaining relationship between teams, coaches, and parents and assist in creating a wholesome condition for the participants within the athletic program.

## **Membership**

Article III, of the NMYAFL Officials Association Bylaws provides for association membership.

In addition to conditions set in the bylaws, General Membership requirements include:

1. Any person 17 years of age or over may apply for registration as a YAFL official.
2. Application may include consent to background check and verified prior to start.
3. All General Member officials will be required to join the YAFL officials association & maintain status “in good standing”.
4. All officials that were not registered with the officials association the previous year will be recognized as Rookies for one year.
5. Rookies will be on probation for a period of one year.
6. Any member suspended from the NMYAFL Officials Association must complete the following before being re-admitted:
  - a. Request & participate in an Executive Board review
  - b. Meet probationary requirements
  - c. Successfully complete a probation period of one year
7. Recruiting new officials – All officials are expected to assist in promoting and recruiting new officials.

To maintain status as a member “in good standing”, General Members will be required to maintain the following:

1. Registration:
  - a. Fill out the YOA officials application, found at: <https://www.nmyafl.org/officials>
  - b. Complete a W-9 tax form
  - c. Must successfully complete the annual NMYAFL officials’ Rules & Mechanics test.
  - d. Officiate 12 games throughout an individual season.
2. Meeting attendance:
  - a. Rookies: (First year officials) A minimum of 90% (-1) meetings per season & at least one pre-season Summit/Clinic.
  - b. Veteran Officials: Three (3) meetings per season & at least one pre-season Summit/Clinic.

NOTE: Based on a 10 week fall season with meetings every other week, plus at least two pre-season meetings and two playoff meetings.

3. Maintain conditions outlined in Game Assignment & Game Acceptance Policy & Procedures
4. Maintain conditions outlined in the Code of Conduct. See Appendix 1. Code of Conduct
5. Maintain conditions outlined in Dress Code. See Appendix 2. Dress Code
6. Maintain satisfactory performance as indicated by Evaluation scores in accordance with the Evaluation Scoring Rubric. See Appendix 3. Crew Evaluation Form. Appendix 4. Evaluation Scoring Rubric. Appendix 5. Mentorship Feedback Form
7. Benefits for General Membership to be “in good standing” includes:

- a. NMYAFL coverage for USA Football registration
- b. NMYAFL coverage for USA Football insurance
- c. NMYAFL provision of NFHS Rule Book
- d. Voice & vote
- e. Eligibility to run for Executive Board
- f. Preferential assignments for games
- g. Others?

In addition to conditions set in the bylaws, to be “in good standing”, Special Membership requirements include:

- 1. Complete the same Registration process as the General Membership requirements.
- 2. Proof of attendance at other approved officiating training sessions.
- 3. Satisfactory performance in game attendance.
- 4. Maintain conditions outlined in the Code of Conduct.
- 5. Maintain conditions outlined in Dress Code.
- 6. Maintain satisfactory performance as indicated by Evaluation scores in accordance with the Evaluation Scoring Rubric.

## **Meetings**

General Meetings will be held for member updates and training. In addition to the minimum meeting attendance defined by the NMYAFL OA Bylaws, General Meetings will begin approximately two (2) to three (3) weeks before each Spring and Fall season, will continue bi-weekly throughout the season and will include one (1) or two (2) meetings during playoffs.

A calendar for meeting dates will be coordinated with the YAFL office to avoid scheduling conflicts between YAFL Board, Coaches Selection, Cheer and other meetings. The calendar of meeting days & times will be posted on The Arbiter and the NMYAFL Officials Corner Calendar at least 10 days prior to each meeting. See Appendix 6. Reference Calendar

The proposed agenda for each General Meeting includes, but not limited to:

- 1. Break Out Sessions by Position
- 2. Call to order of General Meeting
- 3. Roll call of officers and members
- 4. Key Updates by Break Out Groups.
- 5. Reading of the minutes of the previous meeting
- 6. Report of the Secretary/Treasurer
- 7. Any Committee Reports
- 8. Unfinished Business
- 9. New Business
- 10. Training Topics
- 12. General Discussion
- 13. Adjournment

#### End of Year Agenda Items

##### 14. Nominations (if end of Fall Season)

14. Nominations are not limited to the General Meeting and may be made up to and during the Annual Business Meeting.

- See Appendix 7. Meeting Minutes Template

Special Meetings are to be scheduled in accordance with guidelines prescribed in Article IV, Sections 2 & 3 of the NMYAFL OA Bylaws.

Voting at either General Meetings, Special Meetings or the Annual Business Meeting must be made in person.

Annual Business Meeting Elections are to be scheduled in accordance with guidelines prescribed in Article IV, Sections 2 & 3 of the NMYAFL OA Bylaws.

- No proxy votes will be accepted.
- Election of Vacant or vacated Board members (Crew Chiefs) will be held prior to Board Officer Elections starting with three (3) year term vacancies, followed by two (2) year, then one (1) year terms if needed.
- For officer elections, only Board Members will vote on officers with the order to be:
  - President Elect – for a two year term with the first year serving in support of the presiding President.
  - Secretary– for the upcoming year, a one year term.
  - Note: There will not be an election for President as the previous President-Elect will move into a one year term for the upcoming year.
  - A treasurer may be appointed by the President
- Followed by a vote on proposed Amendments if applicable.

Crew Chief Summit days and times will be posted in accordance with Article IV, Section 3.1. In addition to notification of schedule, a full agenda, speaker list and training topics should be provided. See Appendix 8. Sample Summit Agenda

Officials Clinic days and times will be posted in accordance with Article IV, Section 3.1. In addition to notification of schedule, a full agenda, speaker list and training topics should be provided. Officials Clinic may accompany on field sessions aligned to pre-season scrimmages. See Appendix 8. Sample Clinic Agenda

Excused Absence may be requested in writing to a Crew Chief and President for review for acceptance. Any request must include: Date missed, Reason for missing, Proposal to make up for topics/training presented.

Partial Attendance may not apply to minimum attendance requirements. Any reason for partial attendance must follow the same request in writing to a Crew Chief member & President.

Virtual Attendance may be accepted by phone, Skype or other electronic means if connection is available at the meeting site.

Alternative Attendance may be requested in writing to the Crew Chief & Executive board President for review for acceptance. Any request must include: Date(s) missed, Reason for missing, Alternate training received.

## **Crew Chief (Board of Director) Roles & Responsibilities**

Other Duties required of the Crew Chief beyond those defined in Article V of the NMYAFL OA Bylaws will include:

1. Attendance at a minimum of 80% of scheduled/calendared Crew Chief Meetings
2. Attendance at a minimum of 80% (-2) General Meetings per season.
3. Excused Absence may be requested in writing to the President of the Board of Directors for acceptance. Any request must include: Date missed, Reason for missing, Proposal to make up for topics/training presented.
4. Partial Attendance may not apply to minimum attendance requirements. Any reason for partial attendance must follow the same request in writing to the Board President.
5. Virtual participation may be accepted by phone, Skype or other electronic means if connection is available at the meeting site.
6. Effectively preside over management of officials in their designated assignments.
7. Professionally represent the body of officials assigned to their assigned site.
8. Communicate all site issues and events to the NMYAFLOA President & Board of Directors
9. Coordinate staffing of officials and assignment issues for their assigned site.
10. Schedule officials for games for their assigned site.
11. Train new officials
12. Conduct evaluations for their assigned site.
13. Insure a complete and accurate record of events/Incident Form is complete during any unusual, out of the ordinary, hostile or unsafe event occurs.
14. Maintain accurate and up to date contact information (phone & e-mail) on The Arbiter
15. Respond to communication by phone or electronically in a timely manner, within 24 hours.

Additional Duties of the Board of Director Officers include:

1. President – The President shall preside over all meetings and issues as it pertains to the Young American Football League Officials Association.
  - a. Shall represent the Young American Football League Officials Association at all sessions of the NMYAFL Board of Directors and membership-at-large,
  - b. Shall, under the direction of the Executive Director, conduct all negotiations in behalf of the Association, and shall make every effort to further the policies and standards adopted by the Corporation.
  - c. Shall be an ex-officio member of all YOA committees.
  - d. Shall chair any committee formed to address grievances between Crew Chiefs within their roles/responsibilities as members of the Board of Directors. Such a review of conduct should reside within the three executive board members unless involvement/conflict of interest. If so, members may be selected from the Board of Directors to sit on such a committee.
2. President Elect - The President Elect shall preside over all duties in the absence of the President.
  - a. Shall chair the committee for review of player suspension.

- b. Shall chair the Review Committee to uphold the official's code of conduct.
- 3. Secretary– The Secretary shall keep a record of all meetings of the Association.
  - a. Shall attend to the correspondence of the Association.
  - b. Shall maintain, manage, publish and file meeting agendas and minutes in a timely manner.
    - See Appendix 7. Meeting Minutes Template
    - See Appendix 9. Attendance Log
  - c. Shall publish and mail annually to each member a complete roster, together with full name, working position, and address of the members.
    - See ArbiterSports/LISTS/OFFICIALS:  
<https://www.arbitersports.com/Assigner/OfficialsView.aspx>
    - See Appendix 10. Board of Directors
  - d. Shall be the custodian of Officials Rules of Procedure Handbook.
  - e. Shall report on all issues regarding funds associated with the Association, if applicable.
    - See Appendix 11. Finance Ledger (*Pending*)
    - See Appendix 12. Check Request Form (*Pending*)
  - f. Shall designate a coordinator for uniform purchases at the beginning of the Spring and Fall seasons.
    - See Appendix 13. Uniform Orders (*Pending*)
  - g. Shall be prepared to present a written statement of the receipts and expenditures at each meeting, if applicable.
- 4. Treasurer duties may be performed by a treasurer if appointed by Executive Board President.
  - a. Duties - TBD
- 5. Additional Crew Chief scope of responsibilities specifically related to Game Day duties include:
  - a. Scheduling Coordinator:
    - 1) Assign designee(s) for coverage if/when needed
    - 2) Staff the same field(s) as officials scheduled.
    - 3) Access Arbiter
    - 4) Schedule Officials for assigned fields, over needed timeslots
    - 5) Monitor e-mail/Arbiter/phone calls for decline
    - 6) Access Arbiter for schedule edits based on decline
    - 7) Verify Arbiter schedule accepts at deadline
    - 8) Call scheduled official if no response on Arbiter schedule
    - 9) Access Arbiter for schedule edits if needed based on no response
    - 10) "Check-in" officials at field & time
    - 11) Check with Site Supervisor & Trainer for schedule adjustments/focus areas
    - 12) Confirm each official has signed in to the game sheet & confirm with site supervisor
    - 13) The Scheduling Coordinator may balance duties with some officiating & mentoring/evaluation.
  - b. Site Supervisor:
    - 1) Assign designee(s) for coverage if/when needed
    - 2) Before game day, confirm tent, chairs, water for game day
    - 3) Check with Scheduler for days official status
    - 4) Check with Commissioners for any issues/carryover from previous week

- 5) Initiate pre-game huddle no later than 7:45: Safety, issues (including coaches), key rule clarifications, area of focus for the day.
- 6) Staff the tent to address issues, questions, concerns, dispute resolution & monitor field conditions
- 7) Upon request, or awareness, observe sidelines where issues or conflicts are possible
- 8) If any Safety or conduct issues occur, documentation is required.
- 9) Monitor Arbiter Game Report status by Wednesday following game days & manage suspension notification & communication.
- 10) Insure White Caps complete necessary Game Report issues:
  1. Tent Notebook
  2. Arbiter Game Report process
- 11) Consult with Scheduler for official movement across fields & sites if needed
- 12) Monitor Tent, chairs & water through last quarter of last game
- 13) Confirm sign in sheets, incident reports, game scores & mentoring/evaluation form receipt with Commissioner
- 14) Point of documentation & communication with other site for issues, incidents, or rule questions/clarification
- 15) The Site Supervisor may balance duties with some mentoring/evaluating but not officiating.

c. Training Coordinator

- 1) Assign designee(s) for coverage if/when needed
- 2) Check with Site Supervisor & Scheduler for schedule opportunities /focus areas
- 3) Identify focus officials for training, mentoring, evaluation
- 4) Coordinate & Schedule Crew Chiefs for training, mentoring, evaluation duties
- 5) Communicate with White Cap any training, mentoring, evaluation taking place on their field
- 6) Monitoring supply of training, mentoring, evaluation forms
- 7) Ensure proper completion of training, mentoring, evaluation forms & REVIEW with official by end of day
- 8) Confirm completion of necessary mentoring/eval form & confirm with site supervisor
- 9) Communicate with Crew Chief Executive Board Secretary the number and names of mentor/eval forms submitted (for filing, monitoring & review)
- 10) Point of contact for Rule review, interpretation & application on game day
- 11) The Training Coordinator may balance duties with some officiating.

6. All Board (Crew Chief) Members – May choose to step down from the Board of Directors at any time.
  - a. If a temporary “Leave of Absence” is announced, a 2/3 majority vote of the Board of Directors must be met to reinstate the member.

Record Keeping/Record Management:

1. NMYAFL Officials Corner:  
[http://nmyafl.org/index.php?option=com\\_content&view=article&id=53&Itemid=101](http://nmyafl.org/index.php?option=com_content&view=article&id=53&Itemid=101)
2. Arbiter Sports: <https://www.arbitersports.com> - New Mexico Young America Football League
3. Training Materials: : <https://sites.google.com/site/nmyaflofficials/home>
4. Facebook: <https://www.facebook.com> - NMYAFL Officials Association

## **Policy & Procedures for Crew Chief Operations**

### **Game Assignments:**

Section 1. All games will be assigned by the delegated Crew Chief assigners appointed by the NMYAFLOA President. In making game assignments, the Crew Chiefs and or designated appointees will give consideration to official's ranking, the amount of travel involved, the importance of the ball game to be played, the training of the new officials and other factors that they deem appropriate. All officials shall be notified by the appropriate Crew Chiefs of his assignments and shall immediately confirm these assignments with designated Crew Chief, or appropriate disciplinary action shall be taken.

The officials will be assigned according to the following factors:

1. Official's ranking
2. Evaluation ratings
3. Total cumulative attendance at meetings, training sessions, & summit/clinics.
4. Crew chief endorsement

Section 2. No exchange of games may be made between officials without the consent of the designated Crew Chief(s) and or President. Any official failing to report for a game to which he has been assigned shall be subjected to reprimanding and possible suspension. Rebuttals must be made to YOA President for review.

Section 3. Cancellation of Games: Cancellation of any game by an official, after having accepted the game, must be made to the Assignor at least forty-eight (48) hours before game time, except in the instances of illness or death in the immediate family, or upon direction of the regular employer of the official. Any substitution made due to the cancellation must be made by the Assigner

### **Game Acceptance:**

Section 1. All officials must complete the necessary paperwork to register with The Arbiter ([www.arbitersports.com](http://www.arbitersports.com)) Game assignments will be made through the online ArbiterSports system.

Section 2. All officials are expected to review all assigned games and either accept or decline to officiate those games no later than Thursday by 5pm prior to game day. All officials with non-replies after the deadline will be removed from their game(s) and subjected to a review. An official who fails to report for a game that he/she has accepted, without prior approval from their Crew Chief, or unable to report due to illness or accident, shall be subject to review by the YAFL Board of Crew Chiefs. On the second offense, he/she shall be placed on probation or suspended.

Section 3. Officials shall arrive at the site of the game at no later than 30 minutes before the scheduled game time

Section 4. No official may remove, exchange, or replace with another official or officiate at a non-assigned site without the express consent of their assign crew chief.

Section 5. It is the official's responsibility to provide common courtesy to both their crew chief and the association. If an official is faced with conflicts that are trending, recurring, or repeating (i.e. work, recurring events, concurring or recurring absences, conflicts from other association(s) or organizations, etc...) it is the

official's responsibility to communicate and work with their crew chiefs in a timely manner to resolve these conflicts that do not cause additional burden for the crew chief.

Section 6. No official shall solicit or be solicited by any coach, commissioner, or board member for the privilege of working selected contests.

### **Game Fees:**

Section 1. Game fees will be based on officiating experience & responsibilities:

- White Cap 40.00
- Rookie & Veteran 35.00

Section 2. Payment will be made through RefPay ([www.refpay.com](http://www.refpay.com)). All officials must complete the necessary paperwork to align Arbiter game assignments with RefPay payment.

### **Playoffs:**

Section 1. Officials will be assigned to playoff games according to the following factors:

1. Official's ranking
2. Evaluation ratings
3. Total cumulative attendance at meetings, training sessions, & summit/clinics.
4. Crew chief endorsement

Section 2. Playoff games will consist of:

1. Quarter finals – X games, to be held at standard YAFL game locations
2. Semifinals – X games, to be held at designated stadiums
3. Finals – Championship games and consolidation games at each level.

Section 3. Scheduling for games, sites, age levels will be allocated to Crew Chief assignments through a "Fantasy Football" lottery & "draft" rotation.

OTHER? TBD

### **Training:**

Section 1. Training will consist of Summit/clinics, General Meeting sessions, training focus groups by position, on-field mechanics, and may include on-line modules &/or video to be provided by the NMYAFLOA Board. This training will cover NMYAFL Rules, NFHS rules, and will include key differences from NFL & NCAA rules.

Section 2. Topics covered in training sessions include, but are not limited to:

- Introduction to YAFL & overview
  - Overview & Resources
  - Requirements (meetings, uniform, tests)
  - Code of conduct
  - Training & Mentoring philosophy
  - Observation Guide & Eval Rubric
- The Arbiter (Schedules & Communication)
- Ref Pay (Link to Arbiter, Getting Paid, Taxes)

- Philosophy & Axioms
- Mechanics, (2, 3, 4 Man) Formations, on-field
- Pre-Snap Routine & “Chunks”
- Reading & Understanding Keys
- Key Rules
  - The Rulebook
  - Differences: YAFL – others
  - False Start (PAT difference)
  - Holding
  - DPI
  - Roughing (passer, High hit, Low hit)
- Spring League Rules
- Flag Football Rules & Mechanics
- Safety
  - Facemask
  - Horse Collar
  - Illegal Helmet Contact
- Passing Game & Pass Interference
- Goal Line Plays, PATs, & Field Goals
- Kicking Game
- When to use the Bean Bag, Mechanics & Situations
- Forward Progress & Chains
- Playoff preparations
- Judgment/Professionalism
- Game/Sideline Management
  - Dealing with coaches
  - Conduct of Players and Others,
  - Ejections
  - Parents In End Zone
  - Coach Scouting Restrictions
- Inadvertent whistle
- Pre-Game
- Position Specific: New White Hats, Umpires, Wings

Section 3. Training Resources can be found on-line at: <https://sites.google.com/site/nmyafloofficials/home>

Section 4. Reference: NMYAFLOA Training Topics, Appendix. 14

### **Performance Mentoring, Review, & Evaluation:**

Section 1. The Mentoring and Evaluation process is not a punitive process. Instead, it is intended to promote skill development through training and supervision to provide officials with information to improve their officiating performance.

Section 2. On-field Mentoring & Evaluation will be conducted by Crew Chiefs at their designated site as needed, or as the result of scheduled responsibilities agreed upon prior to game day.

Section 3. A performance evaluation and rating system is based on a cumulative points scale from six major sections, with scores within a range of 100 points.

- A. Play & Position Coverage: 25 Points
- B. Mechanics & Signals: 25 points
- C. Judgment: 20 points
- D. Teamwork & Professionalism: 20 points
- E. Uniform & Appearance: 5 points
- F. Pregame Duties: 5 points

Section 4. Any on-field Mentorship and/or Evaluation form must be completed by the Crew Chief member conducting the observation prior to the end of the observed game and reviewed with the official prior to the end of the day. Paper copies of the Mentorship and Evaluation Form must be submitted to YAFL for record keeping at the end of the game day or will not be valid.

Section 5. The Mentor Feedback form, Evaluation Form, & scoring Rubric can be found as Appendix 3, 4, & 5 within the Officials Rules of Procedure Handbook.

Section 6. In addition to on-field performance evaluation, each official must complete an annual Rules & Mechanics test that will be distributed by the NMYAFL Board of Directors. A sufficient passing score will be needed to qualify for advanced games & ages.

## **Conduct of Officials**

### **Officials Code of Conduct**

Section 1. Any official not in good standing with the YOA shall be excluded from all post-season games. Any official on probation will be excluded from all post-season games. In addition, any official with an unsatisfactory record from the previous year can be subject to non- renewal of membership.

Section 2. Any infraction of professional misconduct from any official can result in loss of eligibility to be assigned games from the Association and League activities, and an official may be dismissed from the YOA for violating any YOA code of conduct or ethics violation.

Section 3. An official may not be assigned games if it is proven that he has solicited games from any coach, has consumed alcoholic beverages or drugs on the day of the game in which he works, criticizes other officials before coaches, players or spectators, and/or does any other act that is considered detrimental to the YOA.

Section 4. Reference: NMYAFL Code of Conduct (Appendix 1)

### **Officials Dress Code**

Section 1. Officials must wear the prescribed uniform as described in the NFHS Officials Rules of Procedure Handbook,

Section 2. Reference: NMYAFLOA Dress Code (Appendix 2)

### **Game Day Attendance**

Section 1. If accepted, it is expected that Officials will be present at the scheduled field on time.

Section 2. Once accepted, an official will not give up one contract to accept another better paying assignment.

Section 3. Game day attendance actions that violate Association rules, policies, and by-laws may be subject to disciplinary action. Such actions may include:

1. Late for game:
  - h. 1st time – Verbal reprimand
  - i. 2nd time – Suspension for one game
  - j. 3rd time – Suspension for remainder of the season
2. Failure to appear:
  - a. 1st time – Verbal reprimand
  - b. 2nd time – Suspension for one day
  - c. 3rd time – Expulsion from league
3. Any official who calls a game while he/she is under the influence of alcohol or drugs shall be subject to expulsion from the association.
4. Any and all conduct unbecoming of a YAFL official.
5. Conduct, both on and off-field, that may bring disgrace to the Association.
6. Failure to appear in a complete official's uniform as described by the NMYAFLOA Dress Code (Appendix 2)

## **Policy & Procedures for Review Board**

### **Statement of Purpose:**

The purpose of the New Mexico Young American Football League Officials Association Review Board is: to review grievances brought before it regarding conduct of coaches, parents, players and officials. Upon review, the board will enforce policies, rules, regulations, and codes to maintain appropriate standards of conduct. The actions determined by the review process are intended to address, resolve and educate regarding appropriate conduct. Through fair, due process, the board will promote responsible behavior and strengthen the overall image of the NMYAFL.

### **What is the NMYAFL Officials Association Review Board?**

The Review Board is a body of knowledgeable Crew Chiefs who act as an accountability mechanism designed to implement and enforce the conduct, ethics and values of NMYAFL & the Officials Association. This Board must be willing to hold NMYAFL coaches, spectators, players, participants and the members of the association accountable for their individual actions. Reasons for having this type of Board include: self-governance, accountability, education and development.

### **What it is not...**

The board is not a body with the purpose of punishing NMYAFL coaches, spectators, players, participants and the members of the association. Instead it is a board of peers that should strive to create positive changes in behavior.

It should not be considered either a police force or a court of law, but rather a means of using an agreed upon code of conduct to deal with member and participant conflict.

**Composition:**

Section 1. The presiding officer will be filled by the President Elect of the NMYAFL Officials Association. Serving as the Chairmen of the Review Board, the President Elect will oversee receipt of complaints, the information gathering, and proceedings. The Chairman of the Review Board shall not vote as a regular member, except in the case of a tie. It will be the chairman's responsibility to see that the Review Board meets on a regular schedule, including special meetings of the board when deemed necessary.

A. Further responsibilities of the Chairman of the Review Board are:

1. Collecting information/statements of persons involved in or witness to the issues of complaint.
2. Scheduling board meetings for review of complaints
3. Notifying key stakeholders, via e-mail, about board meetings for review of complaints and any actions resulting from these review meetings.
3. Ensuring the proper procedure is observed during the hearings.

B. A Vice-Chairman of the Review Board shall be selected by the Chairman. Duties to consist of:

1. To preside over any proceedings in the absences of the Chairman.
2. To record & maintain an accurate record of Review Board sessions.
3. To serve as principle investigator in issues/grievances brought forth.

C. Review Board Membership shall consist of at least three Crew Chiefs in good standing, which includes the member selected as Vice-Chairman.

1. Review Board membership will based on availability and impartiality, selected by the Review Board Chairman.
2. All Review Board members must keep the statements and discussions of a Review Board confidential.
3. All Review Board members are expected to uphold the basic expectations as outlined in The NMYAFL Officials Association Handbook and Code of Ethics.

4. Involvement in or personal relationship with any member under review which would result in bias or conflict of interest will be grounds for disqualification in serving on the Review Board.

Section 2. The Review Board is an administrative process of peer review operating within a setting defined by standard of association. Though the review board follows procedural guidelines, it does not follow the same process used by the criminal or civil courts.

The underlying philosophy is one of education and not punishment. This does not preclude the use of punitive sanctions. Rather, this means the conduct program focuses on the education and the development of the individual respondent as well as the protection of association standards. The review board plays a precarious balancing act by striving to educate a person who has damaged his or her affiliation with this association and ensuring that the association is safe from damaging behavior by those involved.

#### **Jurisdiction:**

Section 1. The NMYAFL Officials Association Review Board shall have jurisdiction for those who violate any, all, or part of the following:

- A. The NMYAFL OA By-laws, or other policies or regulations of NMYAFL OA, that by a majority vote of its members, may institute in the normal course of its business.
- B. The NMYAFL OA Code of Conduct set forth by NFHS in the NMYAFL Officials Handbook. The Review Board shall have jurisdiction for the violations of The Code, which involve a NMYAFL official or an event that has been referred to the Review Board as a grievance from members of the association.
- C. It is the expectation that every NMYAFL Official will act with good judgment and in good faith to other officials and to NMYAFL Coaches, Players, Spectators or Participants. Should a major incident occur and mediation is deemed necessary, the Review Board shall serve as the mediating body for such incidents.

Section 2. The jurisdiction of the Review Board may include review of grievances against conduct of a member of the NMYAFL OA Board of Directors (Crew Chief) if the conduct in question is NOT related to issues associated with the scope of responsibility as a Crew Chief. Review of conduct in question associates with the duties of a Crew Chief are subject performance review as described in the Crew Chief Role & Responsibilities Procedure.

Section 3. The jurisdiction of the Review Board is not necessarily limited to the original complaint; it may include other offenses revealed during the gathering of information and meeting of the board. If a new offense is revealed, the individual involved may, in writing, waive the right to advance notification of a review board and have the decision and/or actions communicated at the board meeting.

Section 4. Arbitration/Mediation. Upon request, & with agreement between both parties, the Review Board may be designated as an Arbiter/Mediator of disputes within the officials association in cases which do not involve a violation of rule, conduct, or policy. All parties must agree to arbitration, in writing, and to be bound by the decision with no right of appeal.

Section 5. Appeal.

**Procedures:**

Section 1. To begin the Review Board procedures, an individual or individuals must file a statement of grievance (Appendix 15.) with the NMYAFL OA President and President Elect. Either a formal Statement of Grievance Form or a written or electronic statement that addresses each item identified in the Incident Report Form will be accepted. Required information to include the date, time, place, description of the occurrence and the people involved. Note: A sample Statement of Grievance form is attached. In order to bring charges before the Review Board, the statement of grievance must be signed and submitted within no more than 5 days from the incident of issue. This will also be pending further investigations. The President and President Elect have the final authority to accept or reject a statement of grievance or refer the issue to Arbitration. Arbitration to be determined by the nature of the complaint & if such complaint is within the scope of responsibilities of the Official & the Review Board.

Section 2. Upon the receipt of an statement of grievance, the NMYAFL OA President and President Elect will meet to discuss the case and determine whether a case shall be brought to the Review Board.

Section 3. If a case is to be brought to the Review Board, the President Elect/Review Board Chair, by way of written notification/e-mail, will notify the individual(s) of the claims/grievance. (See Appendix 16. Notice to Appear)

A. The written notification shall specify a review date, decided upon by the President Elect at least 5 calendar days after the date the letter is sent (unless the individual(s) should request an earlier review date in writing) and shall direct the individual(s) to appear at the review board.

B. The letter shall also:

i. Be copied to the President and the identified Review Board Crew Chiefs (minimum of 3).

ii. Describe the incident/grievance.

ii. Advise the individual of their rights:

1. to a private review.

2. to view information gathered in allegations/grievances
3. to present statements of witnesses, documents, or other evidence.
4. to appeal

C. The individual brought forth to the Review Board will be allowed to question all witnesses and/or examine evidence.

D. Any information, evidence, statements or witnesses must be made available at the Review Board session to be considered, with witnesses called into the private session for individual statements.

Section 5. If the individual(s) brought forth to the review board fail(s) to appear at the review board, the board will base decisions and further actions on the available information.

**Review Process:**

1. Review Board session will be called to order by the Chairman.
2. Introductions of participants, including the Respondent and the Complainant.
3. The Chairman will present the allegations/grievances being brought against the Respondent.
4. The Respondent may at this time accept responsibility for the allegations/grievances.
5. The Complainant will present witnesses. (if any)
  - a. Witnesses will leave the room.
  - b. The Complainant will address each witness individually.
  - c. The Respondent will address each witness individually.
  - d. Each witness will then be subject to questions from the Review Board individually
  - e. The next witness will be called, as needed.
6. The Complainant will present evidence. (if any)
  - a. The Complainant will present the evidence.
  - b. The Complainant will then be subject to questions from the Respondent.
  - c. The Complainant will then be subject to questions from the Review Board.
7. The Respondent will present witnesses. (if any)
  - a. The Respondent will address each witness individually.
  - b. The Complainant will address each witness individually.
  - c. Each witness will then be subject to questions from the Review Board individually
8. The Respondent will present evidence. (if any)
  - I. The Respondent will present the evidence.
  - II. The Respondent will then be subject to questions from the Complainant.
  - III. The Respondent will then be subject to questions from the Review Board.

9. The Review Board again will ask questions to either the Respondent or Complainant.
10. The Complainant will present their final statement.
11. The Respondent will present their final statement.
12. The board will deliberate in private.
  - A. A simple majority vote by the assembled Crew Chiefs will determine whether the Respondent is found responsible, or not responsible, of each alleged violation/grievance.
  - B. The Chairman will only vote in the case of a tie.
13. The Chairman will deliver the Review Board's decision. See Appendix 17. Notice of Review Board Decision
14. If found responsible, the Respondent can present a proposal for corrective actions.
15. The Complainant may also present suggested corrective actions, if the Respondent is found responsible.
16. The Review Board will present corrective actions.

**Range of actions:**

- Dismissal from YAFL OA
- Suspension
- Deferred Suspension (conditions)
- Restriction (loss of or limited function/duty)
- Censure (loss of voice/vote)
- Probation
- Restitution (Service/Fine)
- Letter of Apology
- Letter of Reprimand
- Other

**Appeal**

All rulings by the Review Board are subject to appeal to the President of the NMYAFL OA and decision to hear such appeals.

Section 1. Any appeal must be made to the NMYAFLOA president within 48 hours after notice of a decision by the Review Board. (See Appendix 18. Request for Appeal). A request for appeal must be made in writing to the President of The Board and must contain the following:

- A description of the original complaint.
- The findings of the Review Board.
- The basis of the appeal:
  - Violation of Due Process
  - Insufficient evidence
  - Introduction of new evidence
  - Unjust sanctions

Section 2. Notice of an appeal suspends impositions of the sanction until the appeal is heard, but interim action may be taken as authorized by the Review Committee.

Section 3. If the appeal is granted by the Board President, the case will be reviewed again by the Review Committee, referred to the Executive Board for review, or referred to Arbitration/Mediation.

### **Appeal Process:**

1. The appellant will present his/her summation of the facts and information, which forms the basis of the appeal hearing. The presiding officer of the hearing can waive this rule if the situation warrants.
2. After the opening remarks of both parties, the person on whose complaint the committee's decision was based, witnesses for the appellant and/or any other interested individuals, if available, may make a statement at the discretion of the presiding officer. Witnesses designated by the parties may speak only after being called upon by the presiding officer. After all witnesses have been heard, the Board members may question any or all individuals who testified at the hearing.
3. When the presiding officer determines that all relevant information to the appeal has been obtained, he/she will dismiss the person(s) making the appeal and all witnesses. The board will discuss the issue and try to reach a decision. The presiding officer, or person appointed by the presiding officer, will attempt to notify the person making the appeal within 24 hours of the board's decision. See Appendix 19. Notice of Appeal Decision
4. The options available to the BOD are as follows:
  - (1) Overturn the committee's decision.
  - (2) Uphold the decision.
  - (3) Invoke a lesser or greater penalty.
  - (4) Not reach a decision, the committee's original decision will remain in force.

## **Policy & Procedures for Non-Official Conduct/Incident**

### **Grievances Against Coaches, Players, Others:**

Section 1. In accordance with NMYAFL League Rules, all grievances against any coach, player, or NMYAFL Officer, must be submitted and filed in writing with the league office. Complaints or grievances against coaches must be submitted in writing and addressed to the Coaches Selection Committee. All other grievances must be submitted in writing and addressed to the NMYAFL League BOD.

Section 2. All complaints against a coach, player, officer or NMYAFL Representative must be submitted and filed in writing with the league office no later than December 1st of the current season for the complaint to be investigated and any action taken against a coach, player, officer or NMYAFL Representative.

Section 3. NMYAFL Officials are encouraged to report any NMYAFL Player, Coach, or officer who fails to act in accordance with stated league codes of conduct and ethics. Such grievances should be copied to NMYAFL Board President for awareness, shared knowledge and advocacy. See Appendix 20. Incident Report.

Section 4. Furthermore, any incident of note, be it safety, conduct, concern OR recognition should be communicated in writing to Crew Chiefs and/or the NMYAFL OA Board of Directors.

## **Safety**

### **Concussion Management:**

Section 1. In accordance with NFHS Rule 3: Periods, Time Factors and Substitutions, Section 5: Charged and Official's Time Outs – Intermissions, Article 10 - An official's time-out (which is not charged to either team) occurs, and the player shall be replaced for at least one down, unless halftime or an overtime intermission occurs when:

1. An apparently injured player is discovered by a game official while the ball is dead and the clock is stopped and for whom the ready-for-play signal is delayed, or for whom the clock is stopped.
2. Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.

(See NFHS Suggested Guidelines for Management of Concussion, in Appendix B on page 96)

Section 2. Similarly, regarding bleeding and/blood issues, the rule states:

3. A game official discovers any player who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person. The player shall be directed to leave the game until the bleeding is stopped, the wound is covered, the uniform and/or body is appropriately cleaned, and/or the uniform is changed before returning to competition.

(See NFHS Communicable Disease Procedures, in Appendix D on page 98)

Section 3. Numerous informational resources are available to inform players, coaches, officials, parents and others in the care and actions regarding head injuries. See Appendix 21 A, B, C. Concussion Awareness & Management Resources.

### **Heat:**

Section 1. In accordance with NMYAFL League Rules, Article IV, Section 1, h: During times of high heat index, players shall be allowed to have water at will. Common sense and plenty of water will protect the players in NMYAFL.

### **Section 2. Head Index –**

<b>Air Temperature</b>	<b>High Risk (Relative Humidity)</b>	<b>Very High Risk (Relative Humidity)</b>
70°F	80%	100%
75°F	70%	100%
80°F	50%	80%
85°F	40%	68%
90°F	30%	55%
95°F	20%	40%
100°F	10%	30%

Section 3. Officials, may at their discretion stop play with an official's time out to provide water to players if heat conditions merit. Such discretion should be used cautiously in awareness of game situations so as to avoid conflict regarding the perception of providing advantage to one team over another.

### **Lightning:**

Section 1. In accordance with NMYAFL League Rules, Article IV, Section 1, k, Lightning Safety (30-30) Rule: When one or more players (hereinafter "team") have gathered for a practice situation or preparing to enter into a practice situation, and lightning is spotted, a head coach, assistant coach, team official or supervising parent shall count the number of seconds from the time the lightning is seen until thunder is heard. (Flash-Bang Method) If the

time elapsed is less than 30 seconds, the practice shall immediately cease and all helmets shall be removed. The team shall find safe and appropriate shelter immediately and remain there for at least 30 minutes.

Section 2. If the lightning has not completely ceased after the 30-minute period a new 30-minute monitoring period must be started. Once a 30-minute monitoring period is started an individual or any part of the team shall not start practice before the expiration of the 30-minute period.

Section 3. NOTE: In the event that a game must be interrupted because of conditions which make it impossible to continue play (i.e. lightning, darkness, power outage etc.) NMYAFLOA recognizes the policy provided by the NMAA Handbook, Section 7.10.2, the head official/referee shall declare it an official game if one complete half, or more, of the game has been played; based upon the NFHS definition of a regulation game.

#### **Field Condition:**

Section 1. In accordance with NMYAFL League Rules, Article IV, Section 1, I: regarding tents or chairs at fields, determination shall be by NMYAFL commissioners and/or referees for distance between these items and the playing field. In addition, League Rules state, During games, parents are restricted to stay in the area 5 yards back from the sideline and inside the goal line.

Section 2. Sub-section m. No ladders on sidelines. Ladders in end zone safely back ten yards from the playing field or at discretion of a field commissioner. Owners of ladders assume full responsibility for any accidents or issues regarding ladders they bring to fields to film or scout.

Section 3. Fields are to be kept free of trash, water bottles, and after practice dinner trash.

#### **Pads/Equipment:**

Section 1. The following items were discussed as points of clarification for game and player equipment:

- Mouthpiece - The tooth and mouth protector shall be of any readily visible color, and may not be:
  - Completely white; or
  - Completely clear.
  - YAFL rules differ from NFHS in League Rule V: Equipment, Section 2. Required Equipment - Mouthpiece (must be attached to the helmet and must cover the bicuspid (back teeth))
- Moisture-absorbing sweatbands, are recognized by NFHS when worn on the wrist beginning at the base of the thumb and extending no more than 3 inches toward the elbow.
- Eyeshield attached to the helmet that is not:
  - Constructed of a molded rigid material; or
  - Clear without the presence of any tint.
- Knee pads – If knee pads don't cover the knees, they are not legal equipment. Coaches are responsible for ensuring that all player equipment is safe and legal and they assume responsibility for this by signing off on the online district clinic. Officials must deal with these issues immediately and appropriately beginning with Week One, in the interest of player safety.
- Hip and tail pads – sewn in hip and tail pads are legal. Officials are not in the business of determining what is safe/legal equipment. Coaches sign off that their players are legally equipped. The responsibility lies with the equipment manufacturers.
- Casts and Braces – Padding rule remains the same. The requirement that the umpire be provided with a doctor's note has been removed. Knee braces may NOT be worn on top of the pants.

## **Appendix 1**



### **CODE OF CONDUCT**

*(Reference: National Federation of High Schools NFHS)*

NMYAFL officials are key participants in the learning development of our young participants at every level. Both player and cheerleader are influenced by how we conduct ourselves both on and off the field. As such, every official must exercise a high level of professionalism, self-discipline, independence and responsibility at all times. The purpose of this Code is to establish guidelines for the ethical standards of conduct for all NMYAFL officials.

**Officials** are participants in the educational development of YAFL participants at all levels of players & coaches alike. As such, they must exercise a high level of professionalism, self-discipline, independence and responsibility.

**Officials** shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner. Sufficient attendance at NMYAFL meetings and training sessions is required to maintain status of a member in \*good standing.

**Officials** shall work with each other and their fellow association members in a constructive and cooperative manner. Belligerent, disrespectful, and/or hostile words or acts towards leadership or each other will result in disciplinary action.

**Officials** shall uphold the honor and dignity of the profession in all interaction with athletes, coaches, parents, commissioners, colleagues, and the public. Likewise, belligerent, disrespectful, and/or hostile words or acts towards coaches, spectators or players will result in disciplinary action.

**Officials** shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall conduct themselves in a manner consistent with the high standards of the profession. Adherence to appearance and uniform standards is required to maintain status of a member in \*good standing.

**Officials** shall be punctual and professional in the fulfillment of all obligations associated with this association. Punctuality for meetings, training sessions and games is required to maintain status of a member in \*good standing.

**Officials** shall remain mindful that their conduct influences the respect that athletes, coaches and the public hold for the profession.

**Officials** shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to athletes. Where appropriate, they shall inform crew chiefs and/or commissioners of conditions or situations that appear unreasonably hazardous.

**Officials** shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

## **Appendix 2**



### **DRESS CODE**

Officials must wear the prescribed uniform as described in the NFHS Officials Rules of Procedure Handbook.

The following represents the required uniform standard for officials in the New Mexico Young American Football League Officials Association. Any modification to or deviation from these uniform standards must be petitioned, in writing, to the YOA Board of Crew Chiefs. Some modifications for members (i.e., American flags on uniforms or commemorative patches) may be approved via written request to the Executive Board.

1. **Uniform Shirt**: Black and white vertically striped, long or short-sleeved knit shirt shall be worn. The shirts shall have 1-inch stripes, a black knit cuff and a Byron collar. All officials in a given game are to wear the same type shirt (i.e., short or long sleeves). The NMYAFL Officials patch is to be worn on the right sleeve, to be affixed halfway between the shoulder and the cuff. For long-sleeved shirts, the patch shall be half-way between the shoulder and the elbow.
  - The NMYAFL Officials Patch will be distributed to NMYAFLOA members following successful completion of the USA Football membership registration, basic certification and NMYAFL Skills Test.
  - The NMYAFL Officials Patch will be worn, centered on the Right sleeve.
2. **Under Shirt**: Approved undershirts, such as: T-shirts, “Dry Fit” athletic undershirt, and/or cold weather athletic under shirts are to be worn with the uniform shirt.
  - Warm weather, short sleeve T-Shirt/”Dry fit” athletic undershirts will be BLACK.
  - Cold weather, long sleeve T-Shirt/”Dry fit” athletic undershirts will be either BLACK or WHITE.
  - If long sleeve T-Shirt/”Dry fit” athletic undershirts are worn, all members of a crew shall wear matching/uniform White or Black.
  - Cold weather long sleeve black and white vertically striped uniform shirt may be worn in place of a long sleeve T-Shirt/”Dry fit” athletic undershirts as an exception to crew uniformity.
3. **Pants**: Standard, all-black officiating shorts (5-inch inseam), shall be worn by the entire crew in a given game. If the shorts have belt loops, a black belt as described below is required.
  - The NMYAFLOA also allows officials to wear Black officials slacks with a 1 ½ inch white stripe (or the equivalent) in place of the black shorts, provided the entire crew wears them.
3. **Belt**: A black leather belt, or back leather/elastic officials belt 1 ¼ to 2 inches wide with a plain buckle shall be worn (either with pants or shorts).
4. **Socks**: One-piece solid black crew socks are required. Black crew length sock with alternative color logo (white/pink/blue) is acceptable.
5. **Shoes**: Black football shoes with black laces are required. Shoes should be shined before each game. (Solid black or black with white shoes are acceptable.)
6. **Hat**: Black baseball-style cap with white piping is required. The Referee shall wear a solid, white baseball-style cap.

7. Jacket: For inclement weather games, officials may also wear a black and white vertically striped jacket.

8. Accessories: All officials must have the proper equipment, including a whistle, penalty marker, blue or white bean bag (all officials on the crew must have the same color), game card, pencil and rubber bands/down marker.

- The penalty marker shall be a light gold flag (15 x 15 inches) with a middle pouch weighted with sand or beans, etc.
- Accessories recognizing special significance may be accepted pending approval of the Board Crew Chiefs.

Recommended:

- The linesman shall furnish a clipping device for use in measuring first downs.
- The line judge/back judge shall have a digital watch with a countdown timer.

## Appendix 3



# NMYAFL

## New Mexico Young American Football League Officials Group Crew Evaluation

\*Refer to scoring rubric for instructions in completing the Crew and Game Report.

DATE: \_\_\_\_\_

HOME TEAM: \_\_\_\_\_

SCORE: \_\_\_\_\_

HOME TEAM: \_\_\_\_\_

SCORE: \_\_\_\_\_

NAME OF CREW CHIEF SUBMITTING EVALUATION: \_\_\_\_\_

OFFICIATING CREW NAMES:

Referee: \_\_\_\_\_

Head Linesman: \_\_\_\_\_

Umpire: \_\_\_\_\_

Linesman: \_\_\_\_\_

Back Judge: \_\_\_\_\_

Criteria		Referee	Umpire	Head Linesman	Line Judge	Back Judge	ECO
UNIFORM & APPEARANCE	5						<u>S= Satisfactory</u> <u>U= Unsatisfactory</u>
PREGAME DUTIES	5						
PLAY & POSITION COVERAGE	25						
MECHANICS & SIGNALS	25						
JUDGEMENT	20						
TEAMWORK & PROFESSIONALISM	20						
TOTAL SCORE	100						
Flags Thrown	NA						
POINT EQUIVALENTS FOR RATINGS							

COMMENTS

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Fax to 505-883-8601 or email to [executivedirector@nmyafl.com](mailto:executivedirector@nmyafl.com)

## **Appendix 4**

# **NMYAFL**



## **New Mexico Young American Football League Officials Association**

### **Crew Evaluation Scoring Rubric**

For each of the six evaluation categories a weighted rating scale will be assigned based on each individual performance.

#### **I. UNIFORM & APPEARANCE: 5 points –**

1= Improvement Required	2 = Poor	3 = Average	4 = Meets Expectations	5 = Outstanding
<ul style="list-style-type: none"><li>- Uniform missing required components.</li><li>- Non-standard/ un-approved deviation from required uniform.</li><li>- Personal hygiene inappropriate for interaction with public.</li></ul>	<ul style="list-style-type: none"><li>- Uniform is incomplete/ inconsistent with crew.</li><li>- Uniform shows noticeable wear/stains.</li></ul>	<ul style="list-style-type: none"><li>- Wearing required uniform.</li><li>- Uniform shows some wear.</li><li>- Uniform consistent with crew</li></ul>	<ul style="list-style-type: none"><li>- Wearing required uniform correctly.</li><li>- Uniform in good condition.</li><li>- Uniform consistent with crew.</li><li>- Pleasant personal grooming.</li></ul>	<ul style="list-style-type: none"><li>- Uniform clean &amp; pressed.</li><li>- Correct insignia</li><li>- Polished shoes.</li><li>- Clean, shaved &amp; businesslike grooming.</li></ul>

#### **II. PREGAME DUTIES: 5 points –**

1= Improvement Required	2 = Poor	3 = Average	4 = Meets Expectations	5 = Outstanding
<ul style="list-style-type: none"><li>- Arrives after crew has initiated pre-game.</li><li>- Fails to notify crew chief of delays or absence.</li><li>- Insufficient attendance at required NMYAFL officials meetings and or training sessions. * Needs to be defined.</li></ul>	<ul style="list-style-type: none"><li>- Arrives just before game.</li><li>- Time needed to change or find equipment delays time to get on field.</li><li>- Gameday notification of delay or absence.</li></ul>	<ul style="list-style-type: none"><li>- Arrives 10min. before game.</li><li>- Records &amp; maintains necessary information on game card.</li></ul>	<ul style="list-style-type: none"><li>- Accepts Arbitrator assignment by noon Wed. before gameday Saturday.</li><li>- Arrives 15min. before game.</li><li>- Participates in officials pre-game discussion of responsibilities.</li></ul>	<ul style="list-style-type: none"><li>- Accepts Arbitrator assignment by noon Wed. before gameday Saturday.</li><li>- Provides alternate contact name in event of decline.</li><li>- Arrives 20min. before game.</li><li>- Contributes to officials pre-game discussion of responsibilities.</li></ul>

#### **III. PLAY & POSITION COVERAGE: 25 points -**

1-5= Improvement Required	6-10 = Poor	11-15 = Average	16-20 = Meets Expectations	21-25 = Outstanding
<ul style="list-style-type: none"><li>- Unfamiliar with NFHS "Game Officials Manual" and/or "Rule Book".</li></ul>	<ul style="list-style-type: none"><li>- Consistently out of position.</li><li>- No or inconsistent pre-snap routine.</li></ul>	<ul style="list-style-type: none"><li>- Looks alert &amp; pays attention.</li></ul>	<ul style="list-style-type: none"><li>- Hustles to be in proper position to make calls.</li><li>- Administers rules fairly &amp; consistently.</li></ul>	<ul style="list-style-type: none"><li>- Establishes "confidence in the crew" through performance and appropriate actions.</li></ul>

**iv. MECHANICS & SIGNALS: 25 points -**

1-5= Improvement Required	6-10 = Poor	11-15 = Average	16-20 = Meets Expectations	21-25 = Outstanding
<ul style="list-style-type: none"> <li>- Unfamiliar with NFHS "Game Officials Manual" and/or "Rule Book".</li> <li>- Improper positioning.</li> </ul>	<ul style="list-style-type: none"> <li>- Use of improper signals.</li> <li>- Slow and/or improper key recognition.</li> <li>- Slow and/or improper coverage of goal line.</li> </ul>	<ul style="list-style-type: none"> <li>- Reports infractions clearly with player #.</li> <li>- Uses proper hand signals.</li> </ul>	<ul style="list-style-type: none"> <li>- Makes calls decisively, crisply and clearly understood.</li> <li>- Completes required USA Football exams by stated deadline with a score of 80% or better.</li> </ul>	<ul style="list-style-type: none"> <li>- Performs to specifications outlined in NFHS "Game Officials Manual" and/or "Rule Book".</li> </ul>

**v. JUDGEMENT: 20 points -**

1-4= Improvement Required	5-8 = Poor	9-12 = Average	13-16 = Meets Expectations	17-20 = Outstanding
<ul style="list-style-type: none"> <li>- Inability to identify a infraction, describe it to the white hat, and discuss the rule &amp; penalty.</li> </ul>	<ul style="list-style-type: none"> <li>- Little demonstration of understanding game rules and their intent.</li> </ul>	<ul style="list-style-type: none"> <li>- Uses common sense in decision making.</li> </ul>	<ul style="list-style-type: none"> <li>- Is consistent in judging infractions/calls.</li> <li>- Manages the amount of coach communications appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>- Anticipates the play not just the call.</li> <li>- Demonstrates strong "game awareness" anticipating/ preventing disruptive situations.</li> </ul>

**vi. TEAMWORK & PROFESSIONALISM: 20 points -**

1-4= Improvement Required	5-8 = Poor	9-12 = Average	13-16 = Meets Expectations	17-20 = Outstanding
<ul style="list-style-type: none"> <li>- Fails to participate in crew discussions (pre-game, halftime or post-game).</li> <li>- Use of profanity</li> </ul>	<ul style="list-style-type: none"> <li>- Open or public comments / arguments regarding crew or calls.</li> </ul>	<ul style="list-style-type: none"> <li>- Performance is not affected by personalities or comments made by players, coaches or spectators</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal &amp; nonverbal communication with other officials.</li> <li>- Professional commentary/ instruction to players, coaches &amp; spectators.</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal or nonverbal communication with peer officials in "close calls".</li> <li>- Demonstrates Tact in all situations.</li> <li>- Displays Mental &amp; Emotional poise in all situations.</li> </ul>

## Appendix 5

# NMYAFL



## INDIVIDUAL OFFICIAL MENTORSHIP FEEDBACK FORM

<b>Official's Name:</b>		<b>Crew Chief:</b>			
<b>Date &amp; Time</b>		<b>Level:</b>		<b>Game Site</b>	
<p>Evaluators, please check [✓] one rating for each category. Please include comments, especially for ratings of "Average or below".</p>					
<b>CATEGORY</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Average</b>	<b>Needs Work</b>	<b>Poor</b>
Physical Appearance					
Uniform					
Hustle					
Mechanics					
Field Coverage					
Judgment					
Consistency					
Game Control					
Communication					
<b>COMMENTS</b> (use back or attachment if needed):					
<b>Official's Signature</b>		<b>Evaluator's Signature</b>		<b>Date</b>	

## Appendix 6



### REFERENCE CALENDAR

#### January

S	M	T	W	Th	F	S
					Summit?	
	EX					

#### February

S	M	T	W	Th	F	S
	EX					

#### March

S	M	T	W	Th	F	S
	EX					
					Clinic?	
	EX GM					1
						2

#### April

S	M	T	W	Th	F	S
	EX GM					3
						4
	EX GM					5
						6
	EX GM					7

#### May

S	M	T	W	Th	F	S
						8
	EX GM					9
						10
						11
						12

- Board of Directors (Crew Chief) Summit, second or third week of Jan.
- Monthly Crew Chief meetings

- General Meetings to be posted 10 days prior to meeting
- Crew Chiefs begin bi-weekly one month prior to season start.

- Clinic prior to Season Start
- Spring season starts at the end of March
- Bi-Weekly General Meetings start

### June

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
	EX					

### July

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
	EX					
	START					

### August

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
	EX GM				Scrimmage	
						1
	EX GM					2
						3
	EX GM					4

### September

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
						5
	EX GM					6
						7
	EX GM					8
						9

### October

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
	EX GM					10
						Q
	EX GM					S
						F

- Board of Directors (Crew Chief) Summit, second or third week of Jan.
- Monthly Crew Chief meetings
- Fall Crew Chief Summit option
- Crew Chiefs begin bi-weekly one month prior to season start.
- General Meetings to be posted 10 days prior to meeting
- Clinic prior to Season Start usually during scrimmage Saturday.
- Fall season starts at the early Aug.
- Bi-Weekly General Meetings start.

## **Appendix 7**



### **MEETING MINUTES TEMPLATE**

#### **Agenda:**

Date: \_\_\_\_\_

##### **STANDING ITEMS**

1. Trainee Meeting
2. Break Out Sessions by Position
3. Training Discussion
4. Call to order of General Meeting
5. Roll call sign-in of officers and members
6. Key Updates by Break Out Groups.
7. Key minutes of previous meeting
8. Announcements/Report of the Secretary/Treasurer
9. Any Committee Reports
10. Unfinished Business
11. New Business
12. Training Topics
13. General Discussion
14. Adjournment

ITEM	OWNER	NOTES:

##### **Important Decisions**

##### **Assignments**

##### **Parking Lot Issues/Topics**

--	--	--

## **Appendix 8**



### ***SAMPLE SUMMIT AGENDA***

Schedule for Crew Chief Summit the second week of January.

0800-0900: Breakfast Get-Together – Team Building

0900-0950

- Identify & Appointing needed offices, ie. Sergeant at Arms, Others:
- Review of previous year: What went well & what didn't

1000-1050

- Assigning crew chiefs/evaluators by site (if needed)
- Officials Scheduling Process
- Officials Evaluation Process

1100-1300

- Review Officials Rule of Procedure Handbook
  - o edits / changes

1200-1300: LUNCH (continue edits)

1300-1350

- Meetings: Exec & General - Days, Times, Length
- Spring Schedule (Schedule, meetings, events, etc...)
- Spring Rules Review - Tackle & Flag
- Training Schedule (clinics, field work, tests, etc...)

1400-1600

- Issues/Proposals:
  - o Dues
  - o Recruitment & Registration drive
  - o Uniform Acquisition (purchasing process)
  - o Communication Outreach & Responses to coaches questions
  - o Coaches rules awareness & education
  - o Rules Review:
    - o Ejection Review
    - o
  - o Playoff qualifications & Scheduling

## Appendix 9



### ATTENDANCE LOG

Season: (Spring / Fall) \_\_\_\_\_

DATE															
EX/GM															
Alires															
Beard															
Brown															
Crum															
Gomez															
Jenkins															
Price															
Rices															
Salas															

#### General Membership pulled from Active officials in Arbiter

Name	Phone	e-mail						

#### Special Membership pulled from Active officials in Arbiter

Name	Phone	e-mail						

## **Appendix 10**



### **2015 Board of Directors**

#### ***2015 Executive Board***

President	Mel Alires	280-1882	melalires@live.com
President Elect	Michael Beard	990-9840	bnfalbuquerque@hotmail.com
Secretary	Jon Price	280-3873	Jond5jprices@aol.com

#### ***2015 Board of Crew Chiefs***

<b>Name</b>	<b>Elected</b>	<b>Expires</b>	<b>Phone</b>	<b>e-mail</b>
Mel Alires	2014	2017	280-1882	melalires@live.com
Michael Beard	2013	2015	990-9840	bnfalbuquerque@hotmail.com
Jon Price	2013	2015	280-3873	Jond5jprices@aol.com
Felix Salas	2014	2017	553-9136	felixgsalas30@hotmail.com
Charles Rices	2014	2017	267-7104	cdubb_2002@yahoo.com
Eliseo Gomez	2013	2016	350-3197	elisgom5@yahoo.com
Kevin Brown	2013	2016	850-2127	gokever@msn.com
Harvey Crum	2014	2016	306-8475	crumfamily@comcast.net
David Jenkins	2013	2015	227-7315	Jenkinsdalan@hotmail.com

[melalires@live.com](mailto:melalires@live.com), [bnfalbuquerque@hotmail.com](mailto:bnfalbuquerque@hotmail.com), [Jond5jprices@aol.com](mailto:Jond5jprices@aol.com),  
[felixgsalas30@hotmail.com](mailto:felixgsalas30@hotmail.com), [cdubb\\_2002@yahoo.com](mailto:cdubb_2002@yahoo.com), [elisgom5@yahoo.com](mailto:elisgom5@yahoo.com),  
[gokever@msn.com](mailto:gokever@msn.com), [crumfamily@comcast.net](mailto:crumfamily@comcast.net), [Jenkinsdalan@hotmail.com](mailto:Jenkinsdalan@hotmail.com)

## Appendix 11

**FINANCE LEDGER**

Pending Dues/Income:

[illegible]

## **Appendix 12**

### ***CHECK REQUEST FORM***



Pending Dues/Income:

## Appendix 13



## UNIFORM ORDERS

NMYAFL officials training log:

[illegible]

## Appendix 14



### TRAINING TOPICS

NMYAFL officials training log:

Priority	TOPIC	Time	NOTES / RESOURCES	Date
	Introduction to YAFL & overview <ul style="list-style-type: none"> <li>- Overview &amp; Resources</li> <li>- Requirements (meetings, uniform, tests)</li> <li>- Code of conduct</li> <li>- Training &amp; Mentoring philosophy</li> <li>- Observation Guide &amp; Eval Rubric</li> </ul>		<ul style="list-style-type: none"> <li>- Welcome &amp; Overview PPT <input checked="" type="checkbox"/></li> <li>- Web resources <input checked="" type="checkbox"/></li> <li>- Handbook, <input checked="" type="checkbox"/></li> <li>- Dress Code <input checked="" type="checkbox"/></li> <li>- Code of Ethics <input checked="" type="checkbox"/></li> <li>- Crew Evaluation <input checked="" type="checkbox"/></li> <li>- Scoring Rubric <input checked="" type="checkbox"/></li> <li>- Mentor Form <input checked="" type="checkbox"/></li> </ul>	
	The Arbiter (Scheduling & Communication)		Arbiter Info for Officials PPT <input checked="" type="checkbox"/>	
	Ref Pay (Link to Arbiter, Getting Paid, Taxes)		REFPAY_official_guide PDF <input checked="" type="checkbox"/>	
	Philosophy		<ul style="list-style-type: none"> <li>- USA Football Philosophy PDF <input checked="" type="checkbox"/></li> <li>- Officiating Philosophies PDF <input checked="" type="checkbox"/></li> </ul>	
	Axioms		USA Football Axioms PDF <input checked="" type="checkbox"/>	
	Mechanics, (2, 3, 4 Man) Formations, - Field Training & tips		<ul style="list-style-type: none"> <li>- 4 Man Mechanics Wings PPT <input checked="" type="checkbox"/></li> <li>- Before you throw a flag PDF <input checked="" type="checkbox"/></li> <li>- Smooth Game Suggestions PDF <input checked="" type="checkbox"/></li> </ul>	
	Pre Snap Routine & "Chunks"		Pre Snap Routine_Chunks PPT <input checked="" type="checkbox"/>	
	Reading & Understanding Keys		Reading & Underst. Keys PPT <input checked="" type="checkbox"/>	
	Key Rules <ul style="list-style-type: none"> <li>- The Rulebook</li> <li>- Differences: YAFL – others</li> <li>- False Start (PAT difference)</li> <li>- Holding</li> <li>- DPI</li> <li>- Roughing (passer, High hit, Low hit)</li> </ul>		<ul style="list-style-type: none"> <li>- YAFL Rules (NFHS) PDF <input checked="" type="checkbox"/></li> <li>- Proper penalty enforcement.doc <input checked="" type="checkbox"/></li> <li>- Free Blocking Zone PPT <input checked="" type="checkbox"/></li> <li>- &amp; Point of Emphasis PDF <input checked="" type="checkbox"/></li> <li>- Chop Block v. Cut Block handout PDF <input checked="" type="checkbox"/></li> <li>- Holding PPT <input checked="" type="checkbox"/></li> <li>- Pass Interference PPT <input checked="" type="checkbox"/></li> </ul>	
	Spring League Rules		- Spring Rule & Formation Info PPT (PDF) <input checked="" type="checkbox"/>	
	Flag Football Rules & Mechanics		- YAFL Spring Flag Football Rules PDF <input checked="" type="checkbox"/>	
	Safety <ul style="list-style-type: none"> <li>- Facemask,</li> <li>- Horse Collar,</li> </ul>		Helmet Hits PPT (PDF) <input checked="" type="checkbox"/> - Officiating a Concussion PDF <input checked="" type="checkbox"/> - Sideline Concussion Tool PDF <input checked="" type="checkbox"/>	

	- illegal helmet			
	Passing Game & Pass Interference		Pass Interference: The Rules & Keys PPT <input checked="" type="checkbox"/>	
	Goal Line Plays (videos), PATs, & Field Goals		[Word outline] <i>In development</i>	
	Kicking Game		Kick Craziiness PPT <input checked="" type="checkbox"/>	
	When to use the Bean Bag, Mechanics & Situations		Bag It Mechanics & Sit. PPT <input checked="" type="checkbox"/>	
	Forward Progress & Chains		- Football_Chain Crew Instructions PDF <input checked="" type="checkbox"/> - Yd to Gain, 1 <sup>st</sup> Dn & Measurements PPT <input checked="" type="checkbox"/> - Football Clock Instructions <input checked="" type="checkbox"/>	
	Playoff preparations,		<i>In development</i>	
	Judgment/Professionalism		<i>In development</i>	
	Game/Sideline Management - Dealing with coaches - Conduct of Players and Others, - Ejections (the “coach” I suggest you sit your player or I eject them” approach) - Parents in End Zone - Coaches Scouting requirements		- Coach & Sideline Communication Tips PDF <input checked="" type="checkbox"/> - Crew Communication tips PDF <input checked="" type="checkbox"/>	
	Inadvertent whistle		Inadvertent Whistle Sit. PPT <input checked="" type="checkbox"/>	
	Pre-Game		Pre Game Outline PDF <input type="checkbox"/>	
	Position Specific: New White Hats		<i>In development</i> - Mechanics for White Cap PPT - Penalty Enf. for White Cap PPT	
	Position Specific: New Wings		<i>In development</i> - Mechanics for Wings PPT	
	Position Specific: New Umpires		<i>In development</i> - Mechanics for Umpires PPT	
			<input checked="" type="checkbox"/> = have been added to Google site <input type="checkbox"/> = incomplete <input type="checkbox"/> = delivered	
Others	- - - - -		- - - - -	
Resources located at: <a href="https://sites.google.com/site/nmyafloofficials/home">https://sites.google.com/site/nmyafloofficials/home</a>				

## **Appendix 15**



### **STATEMENT OF GRIEVANCE**

Date: \_\_\_\_\_

I, \_\_\_\_\_ would like to file a Statement of Grievance against the following:

Name(s): \_\_\_\_\_

Statement of Grievance:

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Witnesses (Names & contact info): \_\_\_\_\_

Is this a violation of bylaws, rules or code of conduct? [ ☐ ] Yes or [ ☐ ] No.

If so, which ones? \_\_\_\_\_

If not, describe why this issue should be heard by the Review Board: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you accept Arbitration/Mediation? [ ☐ ] Yes or [ ☐ ] No.

Either a formal Statement of Grievance Form or a written or electronic statement that addresses each item identified in the Incident Report Form will be accepted within five (5) days of the incident.

## **Appendix 16**



### **NOTICE TO APPEAR**

Dear: \_\_\_\_\_

A Statement of Grievance has been filed against you. The allegations against you are:

You are hereby required to appear before the Review Board of the NMYAFL Officials Association on

(Day, Date, Time): \_\_\_\_\_ at the YAFL Offices. The Review Board has been informed that your actions at (location) \_\_\_\_\_ on (date) \_\_\_\_\_ were alleged to be in violation of (Rule, Bylaw, Code) \_\_\_\_\_, stating \_\_\_\_\_.

At this meeting you will have the opportunity to defend yourself. You may present any evidence or testimony that you feel is appropriate to your response. If you have any questions regarding the infraction or the proceedings of the Review, please consult the NMYAFLOA Bylaws, Rules of Procedure or with a member of the Executive Board.

If you are unable to appear at this meeting because of prior engagements please inform the Chairman of the Review Board within 48 hours of the meeting. Failure to appear at the meeting could result in an automatic admission of guilt, in which case the Review Board will render a decision based on available evidence and testimony.

Please report to the YAFL offices at said time and date. If you have any questions, feel free to contact a Crew Chief, the Review Board Chair or a member of the Review Board.

Signed,

NMYAFL Review Board Chairman

List charges here:

## **Appendix 17**



### **NOTICE of REVIEW BOARD DECISION**

Dear: \_\_\_\_\_

Upon review of the following grievance against you:

And upon review of the evidence and witness statements brought forth in this issue by

(name) \_\_\_\_\_, the decision of the Review Board is that you have been found to be (*in violation or not in violation*) of the \_\_\_\_\_ Rule, Bylaw or Code.

Actions of this Board have identified the following actions:

<ul style="list-style-type: none"><li>• Dismissal from YAFL OA</li><li>• Suspension</li><li>• Deferred Suspension (conditions)</li><li>• Restriction (loss of or limited function/duty)</li><li>• Censure (loss of voice/vote)</li></ul>	<ul style="list-style-type: none"><li>• Probation</li><li>• Restitution (Service/Fine)</li><li>• Letter of Apology</li><li>• Letter of Reprimand</li><li>• Other</li></ul>
--	--

These actions are to be completed by: (date)\_\_\_\_\_.

If you have any questions regarding the infraction or the appeal of the Review, please consult the NMYAFLOA Bylaws, Rules of Procedure or with a member of the Executive Board.

Submitted by,

Review Board Chairman

CC: Review Board Members

A.

B.

C.

D. NMYAFLOA Secretary

## **Appendix 18**



### **REQUEST FOR APPEAL**

*Reference: National Federation of High Schools NFHS)*

Date: \_\_\_\_\_

I, \_\_\_\_\_ would like to file an appeal of the findings of the Review Board

Dated, \_\_\_\_\_.

As required, I am filing this appeal to the NMYAFLOA president within 48 hours of notice of the decision made by the Review Board.

The description of the original grievance against me was:

The findings of the Review Board were:

The basis of this appeal is:

- ☐ Violation of Due Process
- ☐ Insufficient evidence
- ☐ Introduction of new evidence
- ☐ Unjust sanctions

Rationale for this claim:

Submitted by: (name) \_\_\_\_\_

## **Appendix 19**



### **NOTICE of APPEAL DECISION**

Dear: \_\_\_\_\_

Upon review of the following grievance against you:

And upon review of the evidence and witness statements brought forth in this issue by

(name) \_\_\_\_\_, the decision of this Appeal review is that the Review Board actions (*Will or Will Not be upheld*).

(If upheld) The actions identified by the Review Board are expected to be completed by: (date) \_\_\_\_\_

(If NOT upheld) The actions identified by the Review Board have been (dismissed or adjusted).

(If adjusted) Actions of this appeal have resulted in the following *New* actions:

<ul style="list-style-type: none"><li>• Dismissal from YAFL OA</li><li>• Suspension</li><li>• Deferred Suspension (conditions)</li><li>• Restriction (loss of or limited function/duty)</li><li>• Censure (loss of voice/vote)</li></ul>	<ul style="list-style-type: none"><li>• Probation</li><li>• Restitution (Service/Fine)</li><li>• Letter of Apology</li><li>• Letter of Reprimand</li><li>• Other</li></ul>
--	--

These actions are to be completed by: (date) \_\_\_\_\_.

If you have any questions regarding the infraction or the appeal of the Review, please consult the NMYAFLOA Bylaws, Rules of Procedure or with a member of the Executive Board.

Submitted by,

Review Board Chairman

CC: Review Board Members

- A.
- B.
- C.
- D. NMYAFLOA Secretary

## **Appendix 20**



### **INCIDENT REPORT**

*Reference: NMAA Incident Reporting Form*

This form is for NMYAFL Officials to report any incident, positive or negative, which occurs during an NMYAFL sanctioned event. Incident reports should be completed and submitted to the NMYAFL Board President no later than 24 hours after an incident occurs. Please complete this form entirely and fax, mail or email it back to your Crew Chief & Board President according to the above stated deadline.

Report By: \_\_\_\_\_ Contact #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Age Group: \_\_\_\_\_ Field: \_\_\_\_\_

Home Team: \_\_\_\_\_ Visiting Team: \_\_\_\_\_

Role of Individual Being Reported:    ☐ Coach            ☐ Player # \_\_\_\_\_            ☐ Commissioner

☐ Other (Specify): \_\_\_\_\_ Name, if known: \_\_\_\_\_

**Narrative of Incident:** Please provide a full account of the incident, including any information of actions and events leading up to and after the incident that may be relevant. We ask that you site rules references, if applicable, and that you include names and numbers of coaches, players and/or officials, wherever possible. Please limit the narrative to the actual details of the incident and avoid editorializing in your narrative. The back of this page and/or additional pages may be used if necessary.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Incident reports must be received by the NMAA office **no later than 24 hours** after the incident's occurrence. Please send reports via email or mail to your Crew Chief & Board President.

## **Appendix 21 A**

### **Concussion Awareness & Management Resources**



### **SUGGESTED GUIDELINES FOR MANAGEMENT OF A CONCUSSION**

*Reference: NFHS Rulebook,*

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Common Signs and Symptoms of Concussion Include:

- headache
- fogginess
- difficulty concentrating
- easily confused
- slowed thought processes
- difficulty with memory
- nausea
- lack of energy, tiredness
- dizziness, poor balance
- blurred vision
- sensitive to light and sounds
- mood changes – irritable, anxious or tearful
- appears dazed or stunned
- confused about assignment
- forgets plays
- unsure of game, score or opponent
- moves clumsily
- answers questions slowly
- loses consciousness
- shows behavior or personality changes

Suggested Concussion Management:

1. No athlete should return to play (RTP) or practice on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
3. Any athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
4. After medical clearance, RTP should follow a step-wise protocol with provisions for delayed RTP based upon return of any signs or symptoms.

For further details please see the “NFHS Suggested Guidelines for Management of Concussion” at [www.nfhss.org](http://www.nfhss.org).

*January 2011*

## **Appendix 21 B**



### **Concussion Awareness & Management Resources**



#### **CONCUSSION MANAGEMENT**

*Reference: NMAA Point of Emphasis*

Athletic Directors, coaches and officials in our state have all been provided with information about concussion either at clinics during the summer, NFHS rulebooks and other publications and/or online courses regarding concussions. The area of concussion management has become a point of emphasis for the NFHS and, with the passage of SB1 by the New Mexico Legislature, has become a “hot button” issue statewide.

The following are mechanics for officiating a concussion in any and all sports, in concert with the NFHS Concussion Management Guidelines and additional information provided by the National Association of Sports Officials:

- 1) When a student-athlete displays possible signs and symptoms of a concussion as listed in the NFHS rulebook, stop the game and visit with the athlete in question. You may want to get one of your partners involved with you in this process.
- 2) Check the student-athlete’s behavior against the list of signs and symptoms. If signs or symptoms are present, remove the student-athlete from the contest.
- 3) Avoid any discussion of cause (how the athlete was injured) with anyone, including coaches, players and fans. The causality is immaterial.
- 4) Do not tell the coaches that you are removing the player because he/she has a concussion. Stay somewhat vague in your discussion with the coach. You may tell the coach simply, “I need you to take a look at Player X.” If the coach does ask why, you can state that the player exhibited one of the signs and symptoms (i.e., dizziness, disorientation, headache, nausea, etc.). Do not mention that you think the player has a concussion because then you are crossing the line into a diagnosis!
- 5) Make note of the jersey number of the athlete, the time at which he/she was removed from the game and the time of re-entry into the game (if applicable).
- 6) Do not ask anyone to sign anything. The new NFHS guidelines and state law do not require signatures from coaches or appropriate health care professionals.
- 7) During the removal of an athlete from a contest, continue to supervise both teams, both benches and keep the athletes separated.
- 8) Do not render first aid to athletes and do not attempt to move them under any circumstance (if they are on the ground).
- 9) Remember that an athlete does not have to be unconscious to have sustained a concussion.
- 10) Most importantly, remember that the decision for a player to return to play falls on the appropriate health care professional and the head coach. The liability for returning an athlete to play is on the school personnel. Do not offer opinions about an athlete’s ability to reenter the game and do not ask questions about the medical personnel. What happens on the sidelines after you remove a player who is displaying signs and symptoms of a concussion is out of your control. Just keep note of who you removed and when and if the player returned so that you have the necessary documentation should questions arise. Leave return to play decisions to the appropriate individuals on the sideline.

## **Appendix 21 C**



### **Concussion Awareness & Management Resources**

#### **NMYAFLOA Statement on Head Injuries**

*Reference: USA Football Heads Up, NASO*

1. There is a higher standard of care & liability risk in youth sports.
2. The BIG ISSUE is head injuries, TBI – Traumatic Brain Injury.
3. Typical Responses:
  - Medical Diagnosis – Call it a concussion & escort a player off the field.
    - We do not diagnose. Do not use the word concussion. Do not say, “I looks like...”, “I suspect...”, or “He may have...”.
  - Defer to the sideline – Once an official sends a player out, it’s the responsibility of the coach.
    - Making a referral or a recommendation is not officiating.
  - Both are WRONG.
    - We Officiate the Rule.
4. Rule 3 – Periods, Time Factors and Substitutions
  - Section 5 CHARGED AND OFFICIAL'S TIME OUTS – INTERMISSIONS
  - ART. 10... An official’s time-out out (which is not charged to either team) occurs, and the player shall be replaced for at least one down, unless halftime or an overtime intermission occurs when:
  - b. Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.
5. NMYAFLOA Ethic of Care
  - With possible signs and symptoms of a concussion, stop the game and visit with the athlete in question.
  - Avoid any discussion of how the athlete was injured with anyone, including coaches, players and fans.
  - Do not tell the coaches that you are removing the player because he/she has a concussion, say simply, “I need you to take a look at Player X.” Do not mention that you think the player has a concussion because then you are crossing the line into a diagnosis!
  - Do not render first aid to athletes and do not attempt to move them under any circumstance (if they are on the ground).
  - Make note of the jersey number of the athlete, the time at which he/she was removed from the game ~~and the time of re-entry into the game (if applicable).~~
    - i. NFHS includes a note of the time of re-entry into the game (if applicable).
    - ii. NOTE: H.S. have an athletic Trainer to make that call, YAFL does not.
    - iii. DO NOT LET THEM RE-ENTER THE GAME.
  - The decision for a player to return to play falls on the appropriate health care professional and the head coach. Leave return to play decisions to the appropriate individuals on the sideline.