

# SCFOA

Snohomish  
County  
Football Officials  
Association

Board Handbook

# Duties

## **Recording Secretary (first-year Board Member)**

1. Take minutes of Board and general meetings and provide those minutes in writing or electronically to the Board for review no later than fourteen (14) days after any meeting. After minutes have been approved at the next Board or general meeting, they shall become available for distribution to the membership.
2. Take roll call at all meetings.
- 3 Post all Board and general meeting minutes to the SCFOA website at least three (3) days prior to the next regularly scheduled Board meeting or general meeting. Board minutes shall be approved by the Board.
4. The first-year Board Member is a voting member of the Board.
5. The first-year Board Member shall attend and participate in 50% of the first- and second-year preseason training meetings.
6. The first-year Board Member is encouraged to work or train the apprentices for one shift at the jamboree.

## **Second- and Third-Year Board Members**

1. The second- and third-year Board Members act in an advisory role on the Board.
2. The second- and third-year Board Members are voting members on the Board.
3. The second- and third-year Board Members shall attend and participate in 50% of the first- and second-year preseason training meetings.
4. The third-year Board Member shall double check the Assignor's scheduling of the apprentices on non-varsity games with the past President.
5. The second-year Board Member shall act as a liaison for junior football duties, which is included, but not limited to the following:
  - A. Negotiate and create contract for Board Approval. Must be completed prior to season start.
  - B. Attend annual coaches meeting.
  - C. Review ejections and video if provided by the junior football board.
6. The second- and third-year Board Member(s) are encouraged to work or train the apprentices for one shift at the jamboree.

## **Vice President**

1. The Vice President shall assume the president's duties in the president's absence.
2. If the position of president becomes vacant, the Vice President shall be acting president until such time that a new president is selected by the Board.
3. The Vice President is a voting member of the Board.
4. The Vice President shall work with SCFOA's web master to ensure the content of the website is up to date.
5. The Vice President shall attend and participate in 50% of the first- and second-year preseason training meetings.
6. The Vice President is encouraged to work or train the apprentices for one shift at the Jamboree.
7. The Vice President shall oversee all committees and ensure they meet their deliverables.
8. The Vice President shall address and handle any member in good standing issues.

## **President**

1. The President shall have administrative charge, under the direction of the Board, of all activities of the SCFOA.
2. The President shall notify all members of the results of the year-end financial audit, ensuing meetings and other business of the association. This is to be communicated with 10 days of finalization of the financial audit.
3. The term of office of the President shall be one year in accordance with the fiscal year.
4. The President does not vote in Board meetings unless there is a need to break a tie vote.
5. The President shall appoint all standing committee chairs as stipulated in the Bylaws Article II, Section 9. Appointed of all standing committee chairs should be completed by 3/1.

## **Past President**

1. The Past President acts in an advisory role on the Board.
2. The Past President is a voting member of the Board.
3. If the board deems it necessary, the Past President shall double check the Assignor's scheduling of all the apprentices on non-varsity games with the third-year Board

member.

4. The Past President shall attend and participate in 50% of the first- and second- year preseason training meetings.

5. The Past President is encouraged to work or train the apprentices for one shift at the Jamboree.

### **Assignor**

The duties of the Assignor may include, but are not limited to:

1. The Assignor shall be responsible for the assignment of games for the association. The Assignor shall handle all business and correspondence of the association with the guidance and approval of the Board.

2. The Assignor shall be hired annually by the Board for a term of one (1) year. The term of office is February 1<sup>st</sup> – January 31<sup>st</sup>.

3. The Assignor position shall be opened annually to all interested individuals and each candidate other than the incumbent must provide a letter of interest stating their reasons for desiring the job and their qualifications. All applications shall be submitted to the president no later than the deadline established by the Board.

4. The Assignor shall attend all general membership meetings and Board meetings. Absences may be excused by the Board. The assignor shall assign games in accordance with the guidelines set forth by the Board.

5. The Assignor shall be allowed to assign himself varsity games with prior approval of the Board.

6. Work with the board to set up meeting dates.

7. Inform officials about meetings.

8. Notify schools of the officials assigned to their games.

9. Notify officials of game assignments or changes.

10. Distribute the ratings to all officials.

11. Compile a membership phone and email list.

12. Inform schools of any applicable WOA information or meetings.

13. Submit a list of post-season officials to the appropriate game/state personnel.

14. Work with Treasurer on submitting invoices if necessary.

15. Ensure attendance by SCFOA member at all preseason high school league meetings.
16. Attend 50% or more of the preseason training meetings.
17. Encouraged to attend the Little League Jamboree.
18. Ensure all new members are evaluated in a game environment at least once during the first four weeks of the season.
19. Perform other duties as assigned by the Board.

The Assignor will comply with all duties of the position description. The position description will be reviewed by the Board annually. The pay for the 2021 year is \$6.25/slot assigned, to be paid at the end of assigning slots for the season. The assignor may request a draw prior to the end of the season, to be approved by the Board.

## **Treasurer**

1. The Treasurer shall be appointed by the Board for a one (1) year term. The term of office shall be February 1<sup>st</sup> - January 31<sup>st</sup>.
2. The Treasurer shall be responsible for the finances of the SCFOA under the direction of the Board.
3. The Duties of the Treasurer may include, but are not limited to:

### **A. Arbiter Duties:**

- The assignor inputs the official's information for each slot for each game into Arbiter. The treasurer "verifies" the information for each game. Some communication between treasurer and assignor is necessary as some games might be jamborees or scrimmages requiring an adjustment of game fees. Updated game fees and travel are on the WOA arbiter site.
- All school assignments are paid by the WOA to officials using ArbiterPay.
- The treasurer monitors and verifies all admin fees paid by the WOA to SCFOA using ArbiterPay.
- The treasurer collects payments from those officials who made purchases by deductions from their little league pay or by check.
- The treasurer reimburses Association members for approved expenses. All Association member reimbursements must have an itemized receipt to be reimbursed.

- The treasurer monitors all payments made by little league and documents their deposits.
- All little League assignments are paid by the treasurer to officials using ArbiterPay. The assignor verifies games worked weekly.
- The Treasurer tracks and verifies all games, slots filled, and assignments for both school and little league.
- ArbiterPay will automatically generate 1099's for each official who worked school games and create a file that the WOA will send to the IRS.
- Officials will access Arbiter Pay to receive their 1099's for those officials who worked little league.
- The treasurer tracks all expenses monthly.
- The treasurer tracks all revenue received monthly.
- The Treasurer renews the Association's business license annually.
- The treasurer pays all Association expenses as required, Arbiter, WOA, etc.
- The treasurer contributes to the handbook and provides updates to the board as needed.
- The treasurer reconciles both Checking and savings accounts at BECU monthly.
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#### **B. Tax filing Duties**

- The treasurer files IRS taxes annually by using TurboTax.
- The treasurer files annually and pays any taxes due to the IRS.
- The treasurer files and pays all B&O taxes quarterly to the Department of Revenue.
- The treasurer files all required reports with WA ST L&I monthly.
- State Excise Tax: Monthly reports to the Department of Revenue are necessary based on "gross receipts". The association normally starts receiving money in October with money coming in November thru February. During the off-season months you can simply click on "no revenue" on Website: <https://dor.wa.gov/>.

C. Work closely with the Assignor regarding financial dealings.

D. Provide detailed and accurate records to the membership monthly or when requested by the Board.

E. Work closely with the Auditing Committee on the yearly audit and turn over the fiscal record for permanent storage.

F. Write checks to be signed by authorized signers of the association's bank account who may be the President, Vice President or other Board Member, but who does not actively serve as the association Treasurer.

G. Pay officials for little league games through Arbiter Pay.

H. Invoice little league for their Jamboree, regular season, and playoff games at least 1 week prior to the Jamboree.

I. Within one week following the final little league games, provide a full accounting of games played, slots assigned, game fees received, balance due or credit remaining. Final accounting shall be approved by the Presidents representing both SCFOA and little league.

4. The Treasurer is not a member of the Board and does not vote at Board meetings.
5. The Treasurer will comply with all duties of the position description.
6. The position description will be reviewed and approved annually by the Board.
7. Complete all business taxes for Association.
8. Purchase necessary office supplies.
9. The Treasurer will be paid \$4,160 (or an amount that is determined by the board) for the year, to be divided into equal quarterly payments dispersed in April 2024, July 2024, October 2024 and January 2025.

### **Tasks to be completed before each season starts:**

These tasks are the President's responsibility unless otherwise delegated:

1. Set up a yearly financial audit.
2. Set up the yearly meeting schedule by 3/1 and inform the membership by email and post it on Arbiter.
3. Select committee leaders by 3/1. Committee leaders can be selected by the President from members that are in good standing.
4. Solicit Treasurer and Assignor applicants. Applicants can be solicited by email and the treasure and assignor will be hired by 2/1 by the current board on that date.
5. Check with Kari Stordahl to ensure insurance person has not changed. Send insurance coverage form to Rene Waterson at [rwatson@americanspeciality.com](mailto:rwatson@americanspeciality.com).

### **Check Signing Policy**

Those who have authorization to sign checks are the President and Vice President of the Board. Every year, the outgoing President will be removed and the incoming Vice President will be added. No person shall have the authority to sign checks for more than two years in a row.

### **Reimbursement Policy**

If reimbursement is required, a receipt for the item needs to be provided to the Treasurer within 30 days. The Treasurer will create a check for signature and provide the check and receipt to an authorized check signer.

### **Authorization to Tax Accounts**

The Past President, President and Vice President will have access to make changes to the association's DOR and L&I, accounts. Every year, the outgoing Past President will be removed and the incoming Vice President will be added.

### **Media Policy**

Only the Association President or designee as appointed by the President, may talk with the media or post information on social media.

### **WOA Uniform Store Manager**

1. Collect orders from officials.
2. Have a system/spreadsheet with the orders of each official.
3. Place order with WOA Store.
4. When order arrives from WOA, ensure each order is filled and provide the WOA invoice and spreadsheet to treasurer.
5. The product will be delivered to the official by someone as appointed by the President.

### **Board Member Conduct Policy**

The Board has a duty to treat each member and each employee of SCFOA with dignity and respect. All interactions should be conducted in a professional manner. Reported complaints of misconduct will be heard by the grievance committee, who will report their findings to the Board absent the Board member who is the subject of the complaint. The Board will then provide a signed final determination of the allegation and the response taken by the Board.

### **Little League**

SCFOA will provide a contract for service to NSJLL at least 4 weeks prior to NSJLL jamboree or league season, whichever occurs first. SCFOA Board will provide the SCFOA representee (2<sup>nd</sup> Year Board member) with an acceptable negotiation range. The following must be included in the contract:

- Contract will include a designated dollar amount per hour, per official rate for the Jamboree.
- NSJLL will provide SCFOA Assignor the jamboree schedule and game sites no



later than 3 weeks prior to the Jamboree.

- NSJLL will provide SCFOA Assignor their league schedule and game sites no later than 3 weeks prior to the start of their season.
- NSJLL will provide SCFOA Assignor their playoff schedule and game sites as soon as possible following the completion of their season.
- SCFOA will provide NSJLL officials for the season at the rate of \$ per official. (Amount negotiated yearly)
- SCFOA will provide at least 3 officials for all NSJLL regular season games.
- SCFOA will provide 4 or 5 officials for each semi-final or final games at the request of NSJLL.
- NSJLL will be charged the full game fee if games are cancelled less than 24 hours prior to the scheduled kickoff except as approved by SCFOA President.
- NSJLL will be charged \$12.75 per game for any cancellations made after Wednesday night at 9:00pm except as approved by SCFOA President.
- Little League Jamboree will be assigned for a flat rate determined by the Board.
- SCFOA Treasurer will invoice NSJLL for their jamboree, regular season, and playoff games at least 1 week prior to the Jamboree.
- NSJLL will pay 100% of the invoice at the Jamboree.
- Payment will be made by check to SCFOA and delivered to SCFOA Treasurer or designee.
- NSJLL Scheduler and SCFOA Assignor will verify games played and reconcile any differences no later than the last Sunday of each month.
- Within one week following the final games, SCFOA Treasurer will provide a full accounting of games played, slots assigned, game fees received, balance due or credit remaining. Final accounting shall be approved by the Presidents representing both SCFOA and NSJLL.

### **Apprentice Training Committee**

1. Provide training to the 1<sup>st</sup> and 2<sup>nd</sup> year apprentices.
2. Work with assignor to assign apprentices to Jamboree for training.

### **Audit Committee**

1. Review the financial books of the association and provide recommendations to

the Board.

### **Awards Committee**

1. Provide the Board with recommendations for current awards.
2. Shall maintain a record that tracks years of service for all members.
3. Shall be responsible for ordering awards for the annual banquet.

### **Banquet Committee**

1. Plan and put on end of year banquet for officials and significant others.

### **Budget/Finance Committee**

1. Provides the Board with a recommended operating budget.

### **Bylaws Committee**

1. Provides the Board with recommended changes to association bylaws.

### **Grievance Committee**

1. Hears the complaints of members and provides Board with findings of complaint.

### **Handbook Committee**

1. Provides Board with recommended changes to handbook.

### **Ratings Committee**

1. Provide the Board a recommendation for the rating system.

**Approved and adopted by the 2024 SCFOA Board on .**

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Joel Taylor, President

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Myles Brenner, Past President

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Mark Guffey, Vice President

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Omar Kordahi, 2<sup>nd</sup> year Board  
Member

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Clarence Ely, 3<sup>rd</sup> year Board  
Member

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Robert Bombich, 1<sup>st</sup> year Board  
Board Member

ORIGINAL SIGNED