

# SCAF - LA WP Policies and Procedures

This policy governs assignments administered by the Southern California Aquatics Federation Los Angeles - Water Polo ("SCAF-LA WP"). This policy may be changed by the SCAF-LA WP Board without notice. The SCAF-LA WP Board will notify the members of any change in this policy, and no change may be effective before the membership is notified. Acceptable methods for membership notification are email to the SCAF website SCAF-LA WP list, postal mail to all current SCAF-LA WP members, or announcement at any regular SCAF-LA WP chapter meeting.

## Notes:

1. The SCAF-LA WP President administers this policy and will track violations and administer penalties. Violations will be reported to the SCAF-LA Board at each regular meeting. The SCAF-LA WP President may waive penalties, but must report the violation along with the reason for the penalty waiver to the SCAF-LA WP Board.
2. Violations of this policy should be brought to the attention of the SCAF-LA WP President, in writing, as soon as possible following the occurrence.
3. For purposes of tracking, violations of this policy shall be recorded in a calendar year starting with the first occurrence and ending one year from that time.
4. This policy applies whenever an official is appointed or assigned by SCAF-LA WP to a competition. It applies for any role the official may fill, not only the game referee role. It applies whether the official is compensated or not.
5. Penalties imposed pursuant to this policy may be appealed to the SCAF Board of Directors. Any action by the SCAF Board of Directors shall be final.
6. Fines are payable to "SCAF-LA WP" and must be received by the SCAF-LA WP Treasurer within one week of notification of the fine. Failure to pay the fine shall be considered by SCAF-LA WP the equivalent of failure to pay dues or assignment fees.
7. If a "No Show" results in an official working alone, and the host school does not increase the game fee paid to that official, SCAF-LA WP shall reimburse the official who worked alone twenty percent (20%) of the total game fee once the fine is paid.

## ELIGIBILITY FOR ASSIGNMENTS:

In order to receive an assignment from a SCAF-LA WP assignor, an official must:

1. Be a member in good standing of any SCAF-WP charter or another regional referee association.
2. Agree to pay the appropriate assignment fee to SCAF-LA WP.
3. Agree to be subject to these policies.

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4. Meet all other eligibility criteria defined by SCAF or SCAF-LA WP.

## ASSIGNMENT PROCESS

The SCAF-LA WP President oversees the assignment process and appoints the area assignors. Assignor(s) shall administer the assignment of officials to contests for which SCAF-LA WP is providing officials. Each assignor shall set the procedures by which officials communicate availability and receive assignments.

Each assignor will strive to be equitable in the assignment process, but has discretion regarding which contests are assigned to which officials. SCAF-LA WP assignors have no obligation to assign contests to any official, even if the official is eligible and available. Individuals not satisfied with the assignment process should contact the SCAF-LA WP President.

Factors taken into account by the assignors may include (but are not limited to):

1. The level of play at the competition or contest.
2. The level of official desired by the competition administrator.
3. The experience, ability, and other intangible attributes of the official.
4. Location of the official and of the competition.
5. Any preferences or requests expressed by the officials.

## RETURNED ASSIGNMENTS

Officials are expected to only accept assignments that they can complete in their entirety. SCAF-LA WP discourages the return of assignments to the assignor.

An official wanting to return an assignment must contact the assignor as early as possible. However, contacting the assignor is not sufficient; the official is expected to complete the assignment ***unless released by the assignor***. If the assignor does not release the official from the assignment, failure to complete the assignment will be considered a "No Show".

Return of more than one assignment during a single competitive season may result in the revocation of future assignments or other disciplinary measures as assessed by the SCAF-LA WP Board.

## UNPROFESSIONAL BEHAVIOR

SCAF-LA WP officials are expected to conduct themselves professionally. Unprofessional behavior includes; but is not limited to:

1. Tardiness: Officials shall be on the pool deck in uniform, ready to work 15 minutes before game time of the assignment.
2. Inappropriate Attire: Officials shall wear proper attire as specified in SCAF guidelines and/or competition rules.

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3. Inappropriate On-deck Behavior: Officials shall be calm, courteous and avoid the appearance of impropriety or bias.
4. Failure to Report Officials: Officials shall report any officials for any unprofessional behavior. They need to contact the SCAF- LA WP President.
5. Failure to Report Incidents: Officials shall follow the appropriate procedures for reporting misconducts, game exclusions, and other incidents which SCAF or the competition authority determines must be reported.

**Note:** Officials are required to report any significant unprofessional behavior by an official to the SCAF –LA WP President via email within 24 hours.

## **Incidents of unprofessional behavior will result in the following disciplinary measures:**

1. First Offense - Official and shall receive a verbal reprimand.
2. Second Offense – Official shall receive a written reprimand, and will have one assignment revoked. The assignor shall revoke the next assignment for which a suitable replacement can be found.
3. Third Offense – All tournament assignments for that season shall be revoked, and the official will not be eligible for playoff assignments for that season.
4. Fourth Offense – Official shall be suspended for the remainder of the season in which the offense took place. All existing assignments will be revoked.

## **FAILURE TO PERFORM AN ASSIGNMENT (a.k.a. "NO SHOW")**

A “No Show” occurs when an assigned official fails to be present for an assignment or substantially fails to perform the duties of the game official.

1. First Offense -The “No Show" official shall pay a fine to SCAF-LA WP of 25% of the applicable game fee, and shall receive a verbal reprimand.
2. Second Offense – The “No Show" official shall pay a fine to SCAF-LA WP of 25% of the applicable game fee plus Fifty dollars (\$50) and shall receive a written reprimand. All tournament assignments for that season shall be revoked, and the official will not be eligible for playoff assignments for that season.
3. Third Offense – The “No Show" shall be ineligible for assignment for the remainder of the season in which the offense took place and the season that follows. Any existing assignments shall be revoked.