

OVAC FOOTBALL POLICY MANUAL



Football Officials and Conference Schools

UPDATED: 12.23.13

FORWARD

A sincere thanks to those coaches, officials, and administrators who shared in making this policy booklet a reality.

Long in coming, it will further serve to all in the Ohio Valley Athletic Conference as one basic policy relative to those responsibilities in game rules, officiating, conduct, and athletic administration.

However, the strength of this policy lies with those who actively support, respect, and practice that which is herein printed.

The Ohio Valley Athletic Conference Executive Board wishes each and every one the very best in order that we all may “better serve the youth of the Upper Ohio Valley.”

OVAC FOOTBALL POLICY MANUAL

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TIMELINE

- December 15 All officials are to submit applications and school scratches to the Commissioner. Officials may apply as crews or individuals.
- January 3 The Commissioner will send a list of crews/officials to each school for evaluation and preference rating.
- February 1 Schools are to send evaluations and preference ratings sheets and schedules (**full or partial** [per OVAC By-Laws, Article 10.1.1]) to the Commissioner.
- February 2 The Commissioner will start assigning officials for games. Schools not submitting evaluations and preference ratings forfeit any preference as to assigned officials. Schedules not submitted on time will be assigned officials available at the time completed schedules are received.
- April 13 The Commissioner will send football assignments to all officials.
- April 25 The officials must return confirmation of the assignments to the Commissioner.
- May 8 Listing of assigned officials will be available on the Arbiter system. Schools not using Arbiter will receive assignment lists via other sources.
- May 18 All assigned officials should have a signed contract from the appropriate athletic director for each game assigned. Officials should contact the Commissioner if they do not receive contracts by this date.

OFFICIAL SCHEDULING CRITERIA and SCRATCH POLICIES

1. The Commissioner assigns officials to all games between OVAC teams, subject to requirements stated in OVAC By-Laws and regulations (Article 9.4.3).
2. The home OVAC school may request the Commissioner to assign home games played against non-Conference opponents or the home OVAC school may contact, schedule and contract their own officials for a non-Conference game.
3. A new OVAC member school has a two-year exemption pertaining to assignment of officials. During the first two (2) years, new schools to the Conference may contract their own officials for all games. If the new member school requests, the Commissioner will assign officials for some or all home games.

SCRATCH POLICY FOR COACHES AND OFFICIALS

1. A coach may scratch two (2) crews and ten percent (10%) of the extra board.
2. Officials may scratch ten percent (10%) of the Conference schools.

REQUIREMENTS FOR FOOTBALL OFFICIALS

1. It is highly recommended that all officials applying to the OVAC have a valid registration card to officiate varsity contests from Ohio and West Virginia to improve opportunities to be assigned football contests by the Commissioner.

2. Officials must be available to work all football games as assigned (Conference and non-Conference). Any crew or official who returns an assignment from the OVAC Commissioner, after accepting the assignment, may forfeit any re-assignment, if the assignment was returned for reasons other than those listed under “responsibilities of officials” in this manual.

GUIDELINES FOR CREW OFFICIATING

1. The OVAC will accept any number of 5-man crew applications each year. A 5-man crew will be assigned by the Commissioner.
2. The Commissioner will have the authority to assign all games using crews/officials at his discretion. Assignment considerations will include (but are not limited to): experience, scratches, and restrictive guidelines as stated in this manual.
3. The crew officially assigned by the Commissioner is the only group to work the game. Crews will be assigned together, unless a contract between an OVAC school and a non-Conference opponent indicates a split crew, an extenuating circumstance dictates a change, or the Commissioner determines otherwise.
4. All crew officials should work the same position as stated on their OVAC application. The Commissioner must give prior approval to any change in the position assignment, except in cases of necessity.

RESPONSIBILITIES OF FOOTBALL COMMISSIONER

1. Assign officials as stated in the guidelines for all Conference and non-Conference games.
2. Assign all replacements of officials who are unable to work a contest from the best available officials.
3. When an official cannot work a contest, the Commissioner or his designee will assign the official for that game only.
4. The Commissioner must notify the home team's athletic director or head coach of all officials changed or added by Wednesday, or as soon as possible before game day.
5. When vacancies are known by the Commissioner, they shall be filled one week before the contest (except in an emergency).
6. The Commissioner is to notify the referee concerning any change on that officiating crew.
7. Officials will be assigned to a school only three times during a season, and will not be assigned back-to-back weeks unless an extenuating circumstance arises.
8. The Commissioner shall attend all meetings involving officials, as practical, representing the OVAC.
9. A list of game assignments will be posted in the Arbiter system.
10. If a questionable situation arises during the season, the Commissioner's office has the authority to make changes as deemed necessary.

NOTE: Evaluation forms and all other OVAC materials should be presented to the school's representative during the fall business meeting.

RESPONSIBILITIES OF OFFICIALS

1. An official must honor all OVAC requirements and responsibilities as stated in this policy manual.

2. An official must sign, return within ten (10) days, and honor all contracts. If unable to work an assigned contract, the official must call the home school Athletic Director to be released from contractual obligation and then the Commissioner for assignment of a replacement by midnight Tuesday the week of the game. If not done before the deadline, the official must live up to the contract. Notification to the local officials' board officer does not release an official from contacting the home school Athletic Director and the OVAC Commissioner, unless there are extenuating circumstances.

3. An official must be allowed to be freed from a contract for one of the following emergencies:

- A. Death in family
- B. Injury
- C. Illness
- D. Livelihood.

Note: The official shall not be released from contract in order to officiate another contest, high school or college. If the official is released, he should pay the amount of his fee stated in the contract.

4. It is recommended that officials consider scratching schools or removing their names from all games related to their home school or any school with which they have any affiliations, either personally or professionally.

5. Officials should have control of games at all times and be in position to make critical calls when the need occurs.

6. Officials should view previous game tapes to assist them to improve overall mechanics and judgment when making calls.

7. Officials encountering problems with schools related to fees, contracts, game protection, etc. should contact the Commissioner.

RESPONSIBILITIES OF REFEREE

1. The referee is in charge of the crew for the mandatory pre-game conference.
2. The referee will present a card listing each official's name and position, and introduce each official to each head coach.
3. It will be the responsibility of the referee to have his crew view and write a self-evaluation of their game performance on all game tapes sent to him from Conference coaches.
4. The referee must return the original game tape and a copy of their self-evaluation performance to each school within ten (10) days after receiving a game tape.
5. If a head coach/referee conference is necessary, it shall be scheduled and completed at least forty-eight (48) hours before the next scheduled game.
6. If unable to work an assigned contest, the referee must call the home school Athletic Director to be released from contractual obligation, and then the Commissioner for assignment of a replacement by midnight Tuesday, the week of the game. If not done prior to the deadline, the official must live up to the contract unless an emergency arises.
7. The referee should assign officials to visit each locker room for an equipment check and to present and receive necessary information.
8. The referee should assign the appropriate officials to meet with the ball boys and chain crew at least one-half hour before game time.
9. The referee is responsible to report any major issues to the Commissioner and OVAC class representative immediately. These would include but are not limited to incidents requiring the filing of any special reports to each respective state. Coaches' rating forms for officials will be posted in Arbiter. Officials' rating forms for schools will also be posted in Arbiter.

GAME DAY RESPONSIBILITIES FOR OFFICIALS

1. Officials should ride together, when possible.
2. Officials should arrive at the game site one and one-half hours before the start of the game.
3. Officials are to attend a pre-game conference with the referee. The crew chief will assign various responsibilities for each official.
4. Officials are to be on the playing field a minimum of thirty (30) minutes before the game unless superceded by state regulation.
5. Officials are in charge of the game and must keep control of the game at all times.
6. Officials shall assume all other responsibilities as delineated in the Official's Handbook approved by the National Federation, OHSAA, WVSSAC, and the OVAC.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. Officials for games played between OVAC teams are to be assigned by the Commissioner.
2. Home games played against non-Conference opponents are to be scheduled by the Commissioner unless contractual agreement between the schools indicate otherwise.
3. The athletic director is responsible for presenting all OVAC information to the head coach. The information includes, but is not limited to, assignment of officials, changes in officials, evaluation forms, and a directory.
4. The athletic director is to oversee the return of forms, reports, and officials' evaluation from the head coach to the appropriate OVAC official.
5. The athletic director shall prepare all contracts for all home games. He shall make sure that every official has signed a contract with the school for the game they are officiating.
6. The athletic director shall report all game-related problems needing attention to the appropriate class representative.
7. The athletic director shall inform all persons related to the athletic event of all important matters related to OVAC regulations and responsibilities.
8. The athletic director shall notify the Commissioner after releasing ANY official from a contractual agreement.
9. The athletic director shall send the football schedule and the officials' scratch sheet of the school to the Commissioner by February 1. If the schedule is not complete, list open dates as "Game Pending."

NOTE: The school principal shall be notified by telephone if the school does not send a schedule to the Commissioner by February 1.

GAME DAY RESPONSIBILITIES FOR THE HOME ATHLETIC DIRECTOR

1. The athletic director shall provide a private locker room and shower facilities for the game officials. Provisions should be made to keep officials from showering with the teams.
2. Arrangements should be made for a host to greet and direct officials to the appropriate dressing area on game night.
3. The athletic director should pay the officials according to the scale listed on the OVAC website.
4. The athletic director must require the clock operators to meet with the referee prior to the game for instruction concerning clock operations. **NOTE:** It is recommended that the meeting take place in the officials' locker room. The distance between the officials' dressing room and the field may necessitate that the meeting takes place at another area designated by the referee.
5. Halftime intermission shall be twenty (20) minutes, with an additional three (3) minutes for the mandatory player warmup. Halftime may be shortened by mutual agreement of the competing coaches, but may not exceed twenty (20) minutes and the three (3) minute warmup.
6. The athletic director will provide police protection for the game officials pre-game, at halftime, and post-game. Police should accompany the officials anytime the officials are moving in or around the public. **NOTE:** Schools may use a member of their staff to provide protection for the game officials if the police officer is preoccupied. Schools are urged to follow the policies of the OHSAA and the WVSSAC regarding police protection.
7. The athletic director must notify the visiting athletic director of all changes to the officiating crew.
8. Thirty (30) minutes before the start of the game, the athletic director must have the chain crew and the ball boys report to the head linesman for a meeting.
9. It is requested that the athletic director have refreshments available for the officials at half time.
10. It is requested that the athletic field be marked (painted) so that the varsity game is the first game to use the newly marked field.

RESPONSIBILITIES OF THE HEAD COACH

1. The coach is to request all OVAC materials from the athletic director (list of assigned officials, evaluation forms, etc.).

2. The coach must complete the officials' evaluation form and send the form to their respective class representative within one week of the game. Game evaluations and end of the season evaluation must be turned in to the Commissioner. If these evaluation forms are not filled out and turned in to the appropriate OVAC representative, **the coach will NOT be permitted to scratch officials for the following season.** **NOTE:** Complete and send all West Virginia official evaluation forms to the West Virginia State Association. West Virginia official evaluation forms are provided by the officials working your game.

3. If you wish to have the officials view and evaluate their game performance, the coach must send a game video to the referee within three (3) days after the game. The referee will send the video and an evaluation of the officials' performance to the coach within ten (10) days.

4. A coach may request a conference with the referee concerning previous games no later than forty-eight (48) hours before the next scheduled game. **NOTE:** If the coach is not satisfied after the conference with the referee, the coach may request a conference with the Commissioner or with the game officials. The coach should arrange this meeting by contacting the appropriate class representative.

5. The coach may scratch officials as stated in the scratch policy for coaches and officials.

6. The coach is responsible for bench and sideline control before, during, and after the game.

7. Each coach is to make available a minimum of two (2) films or video tapes for exchange with all Conference opponents whenever possible.

8. All Conference member schools shall have a common film/tape exchange to include three (3) film/tapes, including scrimmages. Game tapes/films are subject to the opponent's choice. **NOTE:** If a school is on television and the opponent is not, the television game(s) will be an automatic selection of the non-television team. The television film will be exchanged as one of the three games unless the game is not in the recent half (five games) of the schedule.

RATING SYSTEM FOR EVALUATION OF OFFICIALS

1. Evaluation forms are to be distributed at the fall general meeting. A game evaluation is to be completed and returned to the class representative within one week of the completing of the game.
2. Weekly, class representatives will send a copy of the game evaluations to the Football Commissioner. The Commissioner's office will keep evaluations confidential but will inform officials of appropriate comments noted.
3. The Commissioner's office will review the evaluations, hold conferences when needed, and make constructive corrections for members of their respective boards.

SEASON EVALUATION PROCEDURES

1. At the end of the season, the Conference coaches will evaluate each crew concerning:
 - *General officiating
 - *Reviewing personnel on each crew
 - *Reviewing evaluations from officials and coaches

NOTE: Crews or crew members not receiving satisfactory reports may be placed on a one- year probation. Additional evaluations shall be performed on the crew during the probationary period. If, after the probationary period, their work is still unsatisfactory, the crew or crew member may be removed and placed on the extra board.

2. The crew evaluations, at the end of the season, will be part of the coaches' scratch list.
3. If a school does not submit evaluations during the timeframe outlined, the Commissioner will notify the class representative, who shall notify the offending school principal of the delinquency.

POLICIES AND PROCEDURES GOVERNING DELINQUENCY BY A CONFERENCE SCHOOL

1. Members of a school (principal, athletic director, coaches, etc.) of the OVAC are required to comply with all of the policies and procedures of the OVAC. Schools violating policies and procedures shall be placed on probation for the next school year. A school on probation for two (2) consecutive years shall not be eligible for a team championship in their division.

2. All approved officials are required to comply with all of the policies and procedures of the OVAC. Officials violating the policies and procedures may be placed on probation for the next school year. An official on probation for two (2) consecutive years may not be permitted to officiate OVAC football games for a period of one (1) year.

OVAC BY-LAWS

9.4.3 All member schools must use Conference-assigned officials in regular season Conference football and boys'/girls' basketball contests. This includes all invitational tournaments, holiday tournaments or events sponsored by any promoter. Events held outside the geographical area of the Conference are excluded from this requirement. However, ALL games contested will count in the standings. [10.23.13]

Failure to do so will result in a \$1,000 fine which must be paid prior to the start of the next sporting season. Should the fine not be paid by this time, the school would be ineligible to receive any Conference championships or compete in any all-star games until the fine is paid.

Should this violation occur again (including within that season after they have been notified), that school would immediately be expelled from the Conference, with no appeal or opportunity to re-enter for a period of five (5) years from the date of infraction. [04.18.06]

OVAC FOOTBALL COACHES' OFFICIAL GAME REPORT

SEND TO:

Class 1A: Fred King, Paden City High School, 201 North Fourth Avenue, Paden City, WV 26159
Class 2A: Ed Cihy, Wheeling Central Catholic High School, 75 - 14th Street, Wheeling, West Virginia 26003
Class 3A: Molly Feller, Bellaire High School, 63250 Jeff Lane, Bellaire, OH 43906 (Home Address)
Class 4A: Kelly Rine, St. Clairsville High School, 102 Woodrow Avenue, St. Clairsville, OH 43950
Class 5A: Rick Leach, Parkersburgh South High School, 1511 Blizzard Drive, Parkersburgh, WV 26101

Date: _____

Home Team: _____ Score: _____

Visitors: _____ Score: _____

Please rate the officiating crew on their performance in this game. The purpose of this rating is to help the officiating crew improve their officiating. Please comment constructively on areas that the crew needs to improve. Coaches should comment when a rating of average or below is given.

CIRCLE ONE

- | | | |
|--|-----|----|
| 1. Did the officials give introductory cards? | YES | NO |
| 2. Did the officials arrive on the field promptly? | YES | NO |
| 3. Did the officials display rules knowledge? | YES | NO |

Explain: _____

- | | | |
|---|-----|----|
| 4. Did the officials display proper field coverage? | YES | NO |
|---|-----|----|

Explain: _____

- | | | |
|---|-----|----|
| 5. Did the officials keep you informed during the game? | YES | NO |
|---|-----|----|

Explain: _____

Overall rating of the crew officiating the game (check one)

- | | |
|--------------------------------|---------------------------------------|
| ____ 1. Very good to excellent | (Capable of doing playoff games) |
| ____ 2. Good to very good | (Above average/very capable) |
| ____ 3. Average | (Needs some improvement/Satisfactory) |
| ____ 4. Below Average | (Needs considerable improvement) |
| ____ 5. Poor to unsatisfactory | (Needs more lower level games) |

School

Coach (Signature)

Coaches: Please comment constructively on areas where an official may improve. Examples: communication on the sidelines, signaling, rapport with coaches and players, appearance, hustle, judgment, coverage of total game. The evaluation is an individual evaluation. Please evaluate each person accordingly. **A single call or the judgment of one individual should not affect the evaluation of another member of that crew.**

Referee: _____ Reg. # _____

- _____ 1. Very good to excellent
- _____ 2. Good to very good
- _____ 3. Average
- _____ 4. Below average
- _____ 5. Poor to unsatisfactory

Comments: _____

Umpire: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

Linesman: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

Line Judge: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

Back Judge: _____ Reg. # _____

- _____ 1. _____ 2. _____ 3. _____ 4. _____ 5.

Comments: _____

OFFICIALS' GAME AND SCHOOL RATING FORM

Crew Chief: _____ Game Date: _____

Members of Crew: _____

Home: _____ Score _____ Visitor: _____ Score _____

Please circle level of competition:

Varsity Reserve Freshman Junior High

Use the following code for rating:

1. Superior 3. Average 5. Unsatisfactory
2. Above average 4. Below average

NOTE: Comments are required when rating a school below average or unsatisfactory.

Home School

Visiting School

CRITERIA:

1. Locker room & shower facilities

2. Security protection

3. Administration

4. Conduct of players on field

5. Conduct of sideline

6. Conduct of coaches

7. Conduct of spectators

8. Comments: _____

Signature: _____ Date: _____

This report must be received by the OVAC Commissioner within three (3) days from the game.
Use reverse side for additional comments.

OFFICIALS' RATES

1. Officials are to be paid as promptly as feasible.
2. Schools must have signed contracts from scheduled officials. Schools must send a copy of each signed official's contract to the visiting school.
3. All officials for varsity football games played between OVAC schools are to be assigned by the Football Commissioner.
4. All officials for home games of Conference schools played against non-Conference opponents are to be scheduled by the Commissioner unless contractual agreement between the schools indicate otherwise.

FOOTBALL OFFICIAL RATES

VARSAITY: Five-man crew per official; no mileage

| | |
|---------------|---------------|
| 2013: \$80.00 | 2014: \$80.00 |
| 2015: \$80.00 | 2016: \$80.00 |

RESERVE/SOPHOMORE: Per official; no mileage (9 or 10 minute quarters)

| | |
|---------------|---------------|
| 2013: \$40.00 | 2014: \$40.00 |
| 2015: \$40.00 | 2016: \$40.00 |

FRESHMEN: Per official; no mileage (8 minute quarters. Should a school desire 9 or 10 minute quarters, the rate shall be the same as the reserve/sophomore rate.)

| | |
|---------------|---------------|
| 2013: \$35.00 | 2014: \$35.00 |
| 2015: \$35.00 | 2016: \$35.00 |

7th OR 8th grade: Per official; no mileage (8 minute quarters. Should a school desire 9 or 10 minute quarters, the rate shall be the same as the reserve/sophomore rate.)

| | |
|---------------|---------------|
| 2013: \$35.00 | 2014: \$35.00 |
| 2015: \$35.00 | 2016: \$35.00 |

BOTH 7th AND 8th grade

Treated as separate games

ACCEPTED: 11.07.12

EXPIRES AT END OF 2016 SEASON

POTENTIAL OFFICIAL RATING FORMULA CRITERIA

| | | |
|--------------------------|------|---------|
| Games worked | Max. | 25 pts. |
| 1 pt. each varsity | | |
| 1/3 pt. each lower level | | |

| | | |
|-------------------------------|--------|---------|
| Local Board Meetings attended | Max. | 25 pts. |
| 2 pts. Each | | |
| Annual OVAC Meeting | 5 pts. | |

| | | |
|----------------------------------|---------|---------|
| Avg. Coach's Varsity Game Rating | Max. | 25 pts. |
| 1.0 - 1.25 = | 25 pts. | |
| 1.26 - 1.50 = | 15 pts. | |
| 1.51 - 2.0 = | 5 pts. | |
| 2.1+ - | 0 pts. | |

| | | |
|--------------------------|---------|---------|
| Coaches' preference list | Max. | 25 pts. |
| 1.0 - 1.5 = | 25 pts. | |
| 1.51 - 1.7 = | 15 pts. | |
| 1.71 - 2.2 = | 5 pts. | |
| 2.21+ - | 0 pts. | |

| | | |
|---------------|--|----------|
| MAXIMUM TOTAL | | 100 pts. |
|---------------|--|----------|

1. Crews would be stack ranked based on the average of individual crew member's aggregate scores. Part II test scores would be factored in should ties occur.

2. Individual/Extra Board officials would be stack ranked using same criteria.

UNDER CONSIDERATION TO ADD

1. Any official, either as a crew or individually, may also elect to apply to the optional OVAC select list of officials. This is a supplemental list and in no way eliminates any official's opportunity to apply and be considered for assignments within the OVAC.

2. To qualify for the OVAC select list, officials would be required to:

- A. pass an annual, OVAC-approved physical exam;
- B. submit (2) game CD's of games officiated in the previous season;
- C. pass a closed-book, written exam, prepared and monitored by the OVAC, each year;
- D. participate in evaluation exercises offered by the OVAC;
- E. provide verification of an 80% attendance minimum of local board meetings each year.

3. Crews meeting this criteria would be included on the supplemental, OVAC select list and would be those crews assigned first each week of the season by the Commissioner. Additionally, any crew on the OVAC select list would have the opportunity to select up to (2) games each year on their schedule, subject to all other OVAC requirements and restrictions. Individual officials on this list would be the first assigned for replacements on games, as well as assignments at the discretion of the Commissioner.

4. Crews and officials on the OVAC select list would be stack ranked each year, based on a formula that includes but is not limited to: experience, test scores, observations, scratches, coaches' ratings, and meeting attendance. Any crew/official not meeting minimum standards will be excluded from the OVAC select list for a period of one year, after which they may re-apply.