

# SCFOA District Two Constitution, By-Laws, & Other

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**CONSTITUTION**

**Article I – NAME**

This organization shall be known as “*SCFOA District Two*” herein referred to as “District Two”.

**Article II – PURPOSE**

To seek out, train and develop new football officials and to prosper veteran officials within the area known as District Two as defined in the Constitution of the South Carolina Football Officials Association.

**Article III - OFFICERS AND DIRECTORS**

The Elected Officers of the association shall be: Director, Assistant Director, Secretary and Treasurer. They shall serve a three-year term. Additionally, each County shall be represented by a County Representative (Counties as described in the SCFOA Directory) which shall serve one-year terms.

By majority vote of the Board of Directors the Director’s nomination or a Past Director may serve as Chairman of the Board of Directors for three years.

The Appointed Officers of the association may be: Recruiting Director, Chaplain, Social Director, Webmaster, Training Director and Booking Officer. These Officers are used based on the needs of the District and at discretion of the Director with the approval of the Board of Directors. Though these officers are not elected they shall have responsibilities that warrant their inclusion on the District Two Board of Directors. Though the number of appointed officers is not limited, the Director shall be limited to only have four appointed officers serve on the Board of Directors at a time at his discretion.

The Board of Directors will consist of the Elected Officers and up to four of the Appointed officers.

**Article IV – ELECTIONS & ELECTED OFFICER TERMS**

To be eligible for Nomination/election for any elected office, a member must be in good standing, current with their dues to the SCFOA and District Two, and a member of District Two for no less than 3 years. Members may nominate themselves or any other member that meets these criteria for any office or may choose to have their name removed from consideration.

County Representatives shall be elected by members of each county by the majority vote of the members present and shall serve a three-year term. For an individual to be a Representative of a County he must be a Resident of that County having lived there for no shorter than three years continuously or having been a member of District Two for more than three years and having lived in that County for at least six months prior to election.

All elections shall take place at a District wide meeting in April or May of each year by majority vote of the members present (County members for County Reps). Elections for each officer shall take place on a rotating basis each year and staggered over a 3-year period beginning in 2024 and forward as follows:

- 2024: Director and Treasurer
- 2025: Asst Director and Secretary
- 2026: All County Reps

***NOTE: To implement the above cadence, the current term for the Asst. Director and Secretary will be extended for one year to 2025 when those offices will be up for re-election. County Reps will continue to be elected on an annual basis until 2026 when 3-year terms begin.***

## ***SCFOA District Two***

All terms for elected positions shall commence on January 1 following their election in May, except where an officer vacates an office. An individual may hold only one elected office at any given time. Terms for Appointed offices commence on January 1<sup>st</sup> or the date of the approval of the appointment by the Board of Directors, whichever comes later. Rules for elections shall be covered within the By-Laws or its Appendixes.

### **Article V - BOARD OF DIRECTORS**

The Board of Directors shall act in an advisory capacity to the Director and assist him in managing the District's ongoing business activities. The Board of Directors shall have a minimum of 7 voting members and a maximum of 11 voting members.

The Board of Directors shall have full power to adopt all regulations to govern its deliberations.

The Board of Directors may formulate and pass changes to the By-Laws as well as any of the Rules and Regulations of the district. It shall require two thirds vote of all members of District Two to overturn an action of the Board of Directors. All changes to the By-Laws approved by the Board of Directors shall be communicated to the membership of District Two within 30 days of such change.

Removal of any Officer or Board Member other than the Director shall require two thirds vote of the remaining Board Members.

To remove the Director from office shall require a vote at which two-thirds of the District's Board of Directors in favor of the Director's removal, and the District's Chairman of the Board Director's shall file a complaint before the SCFOA State Review Board and follow the procedures described by the SCFOA State By-Laws.

If an Officer vacates an office for any reason, voluntary or otherwise, special elections may be declared to temporarily fill that vacancy until the end of the normal office term. The Board of Directors shall then decide the specifics dates of said election.

### **Article VI – GENERAL**

The Constitution, By-Laws and Rules and Regulations of the South Carolina Football Officials Association, as amended shall be incorporated herein and shall supersede any conflicts with this Constitution.

The Constitution and By-Laws of District Two shall be available on the Website or a copy given to any member upon request.

### **Article VII - AMENDMENTS TO THE CONSTITUTION**

The Constitution may be amended at the annual meeting by an affirmative vote of three-fourths of the votes cast, provided that copies of the amendment shall have been mailed or emailed to each member at least 30 days prior to the annual meeting at which the vote is to be taken. Proposed changes to the Constitution shall come from the Board of Directors though any member can make recommendations to the Board.

**BY-LAWS**

**Article I - THE DIRECTOR**

The Director shall preside at all business meetings of the association and the Board of Directors (unless a Chairman of the Board is seated, in which case the Chairman of the Board will preside over Board meetings only). The business meetings of the association shall be conducted under special Rules of Order established and approved by the Board of Directors. He shall conduct all business on behalf of the association and shall make every effort to further the policy adopted by the association. He will represent District Two at all meetings of the SCFOA Board of Directors. In the event he is physically unable to attend these meetings he shall appoint his Assistant Director to represent District Two in his absence. If the Assistant Director is unable to attend the Director shall name another member of the Board of Directors to represent District Two. The Director may appoint members that he and the Board of Directors feel can perform the duties of the “Appointed Officers” and at his discretion up to four may be appointed to the Board of Directors and eligible to vote. The Director shall always maintain the responsibilities that are in the SCFOA Directory for his office.

**Article II – THE ASSISTANT DIRECTOR**

The Assistant Director shall perform the duties of the Director in his absence or inability to act. He has full power of office, i.e., he may vote, make motions, speak for or against items of agenda; he may vote as a District Director, should he also hold said office, but he may have only one vote on any issue. He shall represent District Two at any meeting of the SCFOA Board of Directors that the Director is unable to attend. At the Discretion of the Director, the Assistant Director may also be the Booking Officer for the District.

**Article III – THE COUNTY REPRESENTATIVES**

Each County shall elect a Member to serve as its Representative on the Board of Directors. He shall assist the Director and the Training Director, if so appointed, with establishing meeting within his county and when possible should be present at such meetings. In the absence of the Director or Assistant Director the County Representative shall preside over all non-business meeting of the District within the county he represents. He has full power of office, i.e., he may vote, make motions, speak for or against items of agenda.

**Article IV – THE CHAIRMAN OF THE BOARD OF DIRECTORS**

A Past Director, chosen by the Director, may serve as the Chairman of the Board of Director’s or the Board of Directors may elect its own Chairman. The term as Chairman of the Board of Directors will be three years, same as the incoming Director. Additionally, the Chairman of the Board of Directors shall have full power of office, i.e., he may vote, make motions, speak for or against items of agenda. If not a Past Director, any tenured member of District two may be nominated by the Director and serve as the Chairman of the Board when confirmed by the Board of Directors. Such a member may also be a Board Member already seated, such as the Assistant Director.

**Article V – THE TREASURER**

The Treasurer shall keep an account with all the funds of District Two and shall distribute those funds as directed by the Board of Directors. He has full power of office, i.e., he may vote, make motions, and speak for or against items of agenda. His term as Treasurer will be three years, same as the Director. He shall also be eligible for re-election should he decide to run for the office another term. The Treasurer along with the current Director shall be listed on all accounts of District Two, having authority to withdraw funds as is directed by the Board of Directors.

A Past Treasurer shall remain as an EX OFFICIO member of the Board of Directors following their term if someone else takes that office. In this role he shall not have voting rights or the ability to make motions but shall be entitled speak on items of agenda.

In the event that the immediate replacement for the Treasurer is unable to take or hold office, the immediate past treasurer to hold that office and complete a term shall act as Treasurer PRO TEMPE and as such shall remain on the District Bank Accounts to fulfill this role until the second replacement is so elected, usually three years. This clause shall be waived if the Past Treasurer retires.

## **Article VI – THE SECRETARY**

The Secretary shall keep the minutes of all meetings of the Association along with all vital records including but not limited to the rolls and the records of District Two membership and be responsible for all communication as to orders of business, such as elections and By-Laws changes. He has full power of office, i.e., he may vote, make motions, and speak for or against items of agenda. He shall also act as the Parliamentarian for all business meeting with regards to Rules of Order. His term as Secretary will be three years, same as the Director. He shall also be eligible for re-election should he decide to run for the office another term. He shall also be responsible for the records being available to any member when needed and to see that the latest set of minutes is available on the SCFOA District Two website.

A Past Secretary shall remain as an EX OFFICIO member of the Board of Directors following their term if someone else takes that office. In this role he shall not have voting rights or the ability to make motions but shall be entitled speak on items of agenda and assist with Parliamentarian issues and points of order. This clause shall be waived if the Past Secretary retires.

## **Article VI – APPOINTED OFFICERS**

### **Section A: Board Member Appointees**

Certain appointments are completely discretionary and based on the needs of District Two during any given season and may/may not be utilized. These may include but are not limited to, the Training Director, the Recruiting Director, the Webmaster, the Chaplain, the Social Director, and the Booking Officer. If so, appointed they shall be members of the Board of Directors unless otherwise noted herein. If appointed they shall have voting rights, rights to make motions of business, and shall be considered officers, though not elected within the District. They shall serve one-year terms and are eligible for multiple term appointments. The Board of Directors retains the right by two-thirds vote to refuse the appointment of any appointed officer. The responsibilities of some appointments are defined as follows. The total number appointments to the Board of Directors shall not be more than four. Though not necessarily members of the Board of Directors, the Chaplin and Review Board Leader shall be appointed.

When more than four Appointed Officers are appointed by the Director, the Director must choose which four Offices will be Board Members and which should serve otherwise without Board affiliation, same as committee level appointments. Once Appointed to the Board of Directors an officer will serve without replacement except within that appointed office to the Board of Directors for the continuance of the term. No changes to the Voting Members if the Board of Directors will be allowed once those offices are so appointed.

A **Training Director** may be appointed by the Director to assist him with the direction and content of District Classroom and Field Training. It is recommended that only seasoned officials that have sufficient teaching and field experience be considered for this position, such as but not limited to a Past Director. If no Training Director is appointed the Director retains this duty.

A **Recruiting Director** may be appointed to assist the District Director. He shall be responsible for actively seeking out new officials and reaching out to former members of District Two. If appointed he shall be the chairperson for the Recruiting Committee. If appointed he shall be a member of the Review Board. If no Recruiting Director is appointed the Director retains this duty.

## ***SCFOA District Two***

A **Webmaster** should maintain the District Two website. The Director may appoint any member that he determines to be qualified to this position. He shall sit on the Website Committee. If no Webmaster is appointed the Director retains this duty though the Secretary may assist.

A **Chaplain** shall be appointed by the Director. The Chaplain will be responsible for communicating concerns throughout District 2 as pertains to prayer requests and concerns with the assistance of the Director or secretary.

A **Social Director** may be appointed to assist the District Director. If appointed he shall be the Chairperson for the Social Committee. If no Social Director is appointed the Director and the Board of Directors retain this duty.

The **Booking Officer** may be appointed by the District Director with the unanimous approval of the Board of Directors, if other than the Assistant Director is appointed. When the Assistant Director is appointed as Booking Officer the following do not apply to this office but do for any other appointee: The Booking Officer is eligible for consecutive terms of one year each. If no Booking Officer is appointed the Director retains this duty. The Booking Officer is entitled to School booking fees with approval from the Board of Directors. It is recommended that if a new Director is elected for an ensuing term, then that Director-elect should be the booking officer with help from the Director.

The **Review Board Leader** shall be appointed by the Director and he may be a member of the Board of Directors if there is an open chair on the Board. He shall be the lead investigative power of the Review Board and shall report to the Director unless the Director is under review in which case he will report to the Chairman of the Board. If a member of the Board of Directors, he shall have voting rights, and rights to make motions of business and shall have the right to speak on any issue.

### **Section B: Non-Board Member Appointees**

A **Historian** will keep records of the service of the Membership of District Two in Finals and All-star Games for use by the Webmaster, Secretary, Director, and members. He may be appointed by the Director. If no one is available to serve as Historian, the Secretary or a Past Secretary will retain this responsibility.

An **Assistant Chaplain** may be appointed by the Director. He will not be affiliated with the Board of Directors but will assist the Chaplain and Director when needs arise.

### **Article VII – REVIEW BOARD**

The Review Board is a five-member sub-committee of the Board of Directors. The five members of this sub-committee will be the County Representatives, the Recruiting Director (if appointed), and the Review Board Leader. The Director shall appoint the Review Board Leader and he shall be the Spokesperson of the Review Board. The Review Board is the investigative branch of the Board of Directors. At the discretion of the Director an at large member of District Two, that does not hold an office otherwise, may also be a member of the Review Board with no other affiliation implied or otherwise to the Board of Directors. 5-member max so at large would take the place of the recruiting Director.

The Review Board will investigate all inappropriate actions by the officials of District Two as requested by the Director. The Review Board along with the Director will decide all disciplinary actions should they determine them necessary. Any disciplinary action taken by the Director and or the Review Board shall be regarding games at the Junior Varsity level and below. Regarding Varsity assignments the Director and or Review Board shall forward their findings and recommendations to the Commissioner of Officials of the South Carolina Football Officials Association.

The Review Board and the Director shall determine eligibility of any applicant for membership.

**Article VIII – MEMBERSHIP**

Any new member must meet the qualifications for membership as required by the By Laws of the South Carolina Football Officials Association. All applications for membership shall be reviewed by the Director and the Review Board prior to acceptance. The annual membership dues shall be **\$50.00**, consisting of a \$10 Member Booking Fee (payable to the District Two) and \$40 for District Dues. The annual dues may be changed by majority vote of the Board of Directors prior to April 1st of any given year. An announcement to all returning members that the membership dues have been changed shall be sent within one week of the meeting in which they were changed. All membership dues, Jamboree fees and other fees are the property of SCFOA District Two.

The annual membership dues shall be paid at the first meeting in May every year. If they are not paid prior to June 1st they will be considered late and a late fee of **\$25.00** will be charged. No game assignments at any level will be made until the membership dues and any late fee has been paid.

It is required that all members maintain their current address, email address, and phone number with the Secretary and the Director.

The Director shall be empowered to assign new officials to the position in which they will officiate, and to reassign any official to any position if it would be in the best interest of SCFOA District Two.

Members, at their own option, can be members of any other Official's Association. If they are so engaged, they are required to inform the Director of said membership for the purpose of booking games within the District so that conflicts will not arise. Examples include but are not limited to: College Associations, different State Associations (NC, GA, etc.), Recreational Districts, ETC... A member that does not inform the Director of any such membership with another booking agent, may be excluded from consideration for future assignments until that requirement is satisfied.

A member may be removed from active membership in District Two and will no longer be considered in good standing in any of the following cases:

1. Member has not paid District Dues by the date of the Annual Official's Clinic
2. Member has notified the Director and/or Secretary orally or in writing of their intention to retire or resign
3. Member removed by two-thirds (2/3) vote of the Board of Directors for cause. Cause for removal shall include, but not limited to, conduct and/or actions deemed to be unethical, unprofessional or that violate the NFHS and/or SCHSL Code of Ethics

**Article IX – RESPONSIBILITIES OF OFFICIALS**

With Membership into District Two, Officials agree to be considered Independent Contractors and as such will be required to report all earnings on their own and at their own discretion to the IRS.

Any official that fails to confirm his assignments will lose that assignment and any others the Director feels is in the best interest of District Two. An Official that is doubled booked, as in Article VIII, Paragraph 5, may not be eligible for future assignments or may be assessed cooperation points from their SCFOA Rating at the discretion of the Director.

Any official that fails to work a game to which he has been assigned will pay a fine equal to the game fee and mileage expense that he would have received for working the assignment. If any official fails to pay their fine immediately, he will be suspended and work no other assignments until the fine has been paid. Reasonable allowance shall be considered for Emergency situations.

All officials shall conduct themselves by the Code of Ethics of the NFHS Rules, and as such should always strive to promote their fellow officials.

**Article X – AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended by an affirmative vote of the majority of the Board of Directors, provided; The vote is held at a regularly scheduled Board of Directors’ Meeting, and; Notice of the amendment to be voted upon shall have been provided to each member of the Board of Directors no less than thirty days prior to the date of the meeting at which the Board vote is to be taken.

The membership of District Two may overturn any such amendment passed by the Board of Directors at any annual meeting by an affirmative vote of three-fourths of the votes cast, provided that copies of the proposed resolution to overturn the amendment shall have been published by the SCFOA District Two Secretary by mail or e-mail to each member at least thirty days prior to the annual meeting at which the vote is to be taken. Any such proposed resolution shall be submitted to the Chairman of the Board and the Secretary of District Two.

**Article XI – REMOVAL OF OFFICERS**

The members of District Two may remove the Director prior to the end of his term for failing to perform his duties properly, conduct that is unprofessional or failure to live up to the Code of Ethics all officials in the State of South Carolina must adhere to.

To remove the Director from office shall require a vote at which two-thirds of the Board of Directors of District Two vote in favor of the Director’s removal, and; the District Two Chairman of the Board Director’s shall file the complaint before the SCFOA State Review Board and follow the procedures described by the South Carolina Football Officials Association State by-laws.

To remove any other officer or board member shall require a two-thirds vote by the remaining board members.

**Article XII – SPECIAL PROVISIONS**

District Two will have procedures, recognitions, and committees that will be contained within Appendixes of these By-Laws. The Board of Directors may alter these if they feel that it is within the best interest of District Two.

Standing (permanent) Committees shall be determined by the Board of Directors and added to the Appendixes. The Director has the authority to name any Special (temporary) committee that he deems necessary. He also shall have the right to name new appointees to any vacated committee slots, either standing or special.

The Board of Directors shall have the authority to grant awards for any reason that it feels warrants an award.

The Director shall set the date for the annual District Two business meeting and once that date is set it shall take place at the time and place so set, however with a two-thirds affirmative vote of the Board of Directors the time, date, and location may be changed but only when circumstances dictate that the time, date, and location should be moved.

**Article XIII – DISTRICT FUNDS**

All Funds of District Two shall be held in a bank account. This account shall be maintained by the Treasurer. The Director, Assistant Director, Secretary, and the Treasurer shall be listed as the Finance Committee. The Director and Treasurer, except in the case of an emergency, shall be responsible for withdrawing funds from said account. Funds shall be distributed under the guidelines set forth by the Board of Directors but for the functions of the District Two. Deposits can be made by any member of the Finance Committee.

The name on the account shall be “SCFOA District Two”.



**Article XIV – BUDGET/EXPENSES**

A proposed budget shall be submitted by the Financial Committee to the SCFOA D2 Board of Directors at a regularly scheduled Board Meeting in the first three months of each calendar year. The Board will then vote to approve these proposed expenses for the calendar year then commenced. Total budget for the year shall not exceed 75% of current Bank balances at the time that the budget is proposed.

At the end of the year, usually in December, the Finance committee will reconcile and amend the Budget to include any other incurred expenses to come to a final expense total for the year. The Board members for that current year will vote to approve those expenses for the year.

A record of all transactions shall be kept by the Treasurer and shall be made available to the Board of Directors at each business meeting of the Board. A financial report can be provided to the District Membership at the Annual Business Meeting in May by the treasurer if requested by the Director, the Board, or the Audit Committee.

**Article XV – NON-PROFIT**

SCFOA District 2 shall maintain a Non-Profit Status. The Director is responsible for ensuring that this status is maintained.

*BY-LAWS – Appendixes (Rules and Regulations)*

**Appendix A — ELECTION RULES**

General Rules:

1. Nominations for Elected Officers shall be made at least one week prior to a meeting at which the election will take place. Eligible Members that want to run for Office or continue in Office shall let the Secretary know so that an email can be sent to the District with a statement to that fact. Nominations can be made by any member.
2. Each candidate for Director and Assistant Director shall be given 3 minutes to speak at the meeting before voting takes place. Candidates for County Representatives shall be given 2 minutes to speak. If only one candidate is running/nominated for office this clause can be waived.
3. Ballots shall be cast in the form of a paper ballot (2 or more candidates) or unanimous ballot (1 candidate). Candidates shall leave the voting area. Greater than 50% of ballots cast are required for election.
4. The number of received ballots will be tallied by the three County Representatives and the Secretary.
5. When three or more nominees are included on a ballot for any one office and there is a tie between two nominees with the most votes, a second ballot will be cast between those two nominees only.
6. When three or more nominees are included on one ballot for any office and there is one that clearly has the fewest votes and one nominee does not get more than 50% of the ballots cast, the nominee with the fewest votes will be eliminated from contention and the remaining nominees shall continue until a clear winner is decided. This process can repeat until only two nominees remain.
7. If only one nominee is named for any office, that nominee is elected without a vote by a motion, a second and a unanimous ballot
8. In the event of a split vote, exactly 50% each between two candidates, then the most senior candidate (years of SCFOA experience, not age) shall be elected.

County Representatives:

1. County Representatives shall be elected only by members of the county that they represent. General Election rules will be used.
2. Election of County Representatives may take place prior to or on the date that other Officers are elected. The current/acting Director and a member of the Counting/Election Committee must be aware that the vote is taking place if it is carried out prior to the District meeting.
3. Non-Residents of District Two may choose to have their vote cast to the county of which they geographically reside next to or the one in which they work at their option.
4. If there are no residents within a District Two county, no County Representative is required for that County.
5. The D2 Board of Directors shall appoint a County Representative if no one is nominated to take that office and if so appointed due to no nominations or no one is eligible for election, that appointment may be any D2 member in good standing willing to hold that office provided that he has been a member for at least three years, regardless of what county he resides in.

Special Rules and Procedures:

1. Absentee votes will not be accepted for Election of Officers for SCFOA D2 due to the election being at a required District Meeting. To be Eligible to vote for Director a member must be in good standing with the District and the SCFOA for at least one full season, new officials will not be able to vote for Director.
2. In the event of circumstances that do not allow for a face-to-face meeting. Then a special election shall take place.
  - a. Rules for special Election shall be decided during a special meeting of the Board of Directors and shall be handled specifically to the reason at hand for not having a District Wide Business Meeting
  - b. In the event that no season is to take place, special rules will also be decided by the Board of Directors, but only for the election of the Director, other Elected officers will have a continuance of term for one additional year and the next term shall be shortened by one year for Assistant Director, Treasurer, and Secretary.
  - c. County Representatives shall be elected yearly or shall continue in office until a replacement is elected/appointed to take their place. **(To be removed in 2026)**

3. If the Secretary is up for election and other than a unanimous ballot is cast, only the county reps will be responsible for vote tallying.

**Appendix B — DISTRICT EXPENSES**

The Board of Directors may vote to spend the finances that the District may have if it feels that it would benefit District Two. Along with the Treasurer (and immediate Past Treasurer), The Director, Assistant Director, or Chairman of the Board shall be on the signature card for the Bank which houses District Two funds. Travel expenses for District Two Business, when not otherwise covered, may by unanimous vote of the Board of Directors be reimbursed to any officer or member. Discretionary spending of the Director is limited \$100 per year without the approval of the Board of Directors.

The Treasurer shall keep a record of all deposits and expenses of District Two. He must by his Office be one of the signatures for the District when funds are kept within a Bank or Trust. A Statement from the Treasurer shall be given at the yearly Business meeting in May and at each Board of Directors meeting with account balances.

An accurate record of District expenses shall be maintained by the Treasurer and submitted to the Board of Directors or Audit Committee when requested.

**Appendix C – DISTRICT TWO HALL OF FAME**

From time to time members may have career achievements which merit special recognition. For that purpose, the District shall have a “SCFOA District-Two Hall of Fame”. Unless the Board of Directors votes otherwise, a maximum of three individuals may be awarded this honor at any given time. Hall of Fame inductions will take place during the Annual District Banquet.

To qualify for the In-District Hall of Fame a member must meet the following criteria:

- Shall have worked a Sub-varsity or Varsity game in each County of District Two
  - Shall have been active member of District Two for 15 yrs.
  - Shall have been awarded a District Award
- AND any TWO of the following Criteria.
- Shall have worked Either the N/S or the SB or both
  - Shall have worked a State Final
  - Shall have served at least one full term as a District Officer or as an SCFOA State Officer
  - Has been a member of District Two for more than 25 yrs.
- OR (the criteria for “any TWO” listed above shall be waived if the following has been met).
- Has been inducted as a member of the SCFOA Hall of Fame

The Director may nominate others that he feels merit this recognition even though they do not meet the necessary criteria but only when there are insufficient current members that meet or exceed the above-mentioned criteria.

A Plaque shall be given to Inductees into the “SCFOA District-Two Hall of Fame”. Inductees and one guest are also entitled to free admission to the SCFOA D2 Awards Banquet.

Hall of Fame Committee – A standing committee shall determine with the assistance of the Secretary, SCFOA, and SCHSL the eligibility of nominations for election to the SCFOA District-Two Hall of Fame. A list of eligible members meeting the criteria that have been nominated and anyone that the Director decides to directly nominate though not meeting the criteria shall be sent to the members of the SCFOA District-Two Hall of Fame for final election for each calendar class. It is recommended that two active (currently still officiating) and two retired members of the SCFOA District-Two Hall of Fame make up this committee. Nominations should be submitted to the Hall of Fame Committee by the annual District Meeting in May for the calendar class of that year.

**Appendix D – DISTRICT AWARDS**

District Awards shall be presented at the Annual District Banquet, usually held on a Monday in November. Awards shall be made with a Plaque except where otherwise noted. A list of all award recipients shall be maintained by the Historian and/or Secretary.

The “*Coach of the Year Award*” will be given to the coach each year whose leadership is most reflected by his team regarding sportsmanship and ability throughout the season.

The “*Highest Rated Official Award*” will be given to the official with the highest SCFOA Rating for that season. Officials can win this award more than one time and more than one official can win it in the event of tie.

The “*Academic Award*” will be given to a first through fifth year official making the highest test score on the annual exam given at the annual State Clinic each year. Officials can win this award more than one time and more than one official can may win it in the event of tie.

The “*Frank Pearson Award*” (*Formerly known as the Director’s Award*) will be given at the discretion of the Director to a first- or second-year member. Generally speaking it is recommended that the following criteria aid in his decision: the candidate has demonstrated a willingness to learn from veterans, takes criticism in stride, performs at a high level both professionally and mechanically, is well liked by his peers, and that overall demonstrates the ability to officiate in the future at the highest levels. The Director should take into consideration nominations for this award from the District membership and may enlist a committee to aid in his decision for this award. An official can only win this award once.

The “*Joe Kelly Award*” (Formerly known as the Carol Blackwell Award) will be given to the Official of the Year at the end of each season. To qualify for the Carol Blackwell Award a member must meet the following criteria:

- Not a previous winner
- Official rating of at least 95 or the top five rated officials below 95 if at least 5 do not meet the criterion
- At least 7 years’ experience
- Strives to continuously improve officiating techniques of self and fellow officials
- Cooperative in all matters pertaining to game assignments and administration
- Has good moral character and conduct, integrity above reproach
- A worthy example for other officials to follow
- The process for selection of the Carol Blackwell Award shall be as follows:
  1. A Selection Committee appointed by the District Director consisting of previous recipients of the Carol Blackwell Award (minimum of three and maximum of five officials) will select three eligible officials that meet the established guidelines.
  2. If there is disagreement of the final three names to be placed in nomination the District Director will have a final authority in the selection (unless he is one of the nominees).
  3. The officials in District Two will vote for one of the three names placed in nomination.
  4. If there is a tie between two of the three officials nominated, another vote will be taken.
  5. If there continues to be a tie between the final two officials after the second ballot or if there is a three way tie after the first ballot – the Selection Committee, along with the District Director (unless he is one of the nominees), will decide among the officials involved in the tie who will receive the Carol Blackwell Award.
  6. The presentation of the Carol Blackwell Award will be made at the Annual District Two Football Officials Banquet by the District Director (unless he is one of the nominees), in which case a member of the Selection Committee will make the presentation.

Special Recognition shall be made for Officials with years of service awards (current season included) to the SCFOA, to any Officials that worked Finals or All-Stars during the previous season, and to any official that is retiring from District Two. It is recommended that these recognitions be made with a certificate.

**Appendix E – COMMITTEES**

The Director-Elect/Director shall appoint members to the following committees prior to his term beginning and at the beginning of each season within his term. The guidelines for which these committees are to work shall be determined by the Board of Directors, but a rough outline of responsibilities is listed by each. Each Committee shall have a minimum of three members and maximum of five. Any Member may serve on one or more committees. Committee Terms shall be one season (Jan 1 through Dec 31) unless members decide to continue for longer with a maximum of three consecutive seasons on any one committee. Committees shall include a Chairman and meet at times and dates that best suit their individual needs and responsibilities and shall report to the Board of Directors.

Executive Review Committee – Responsible for yearly review of the Constitution and By-laws and determining if the by-laws need corrections or additions. This committee shall be a standing committee consisting of the Elected officers of District-Two and any EX OFFICIO officers, excluding the Director. Recommendations for changes to the Constitution and By-laws can be made by anyone but this committee will determine the validity of each and determine if the Board of Directors should pursue those changes.

Election/Counting- Responsible for all Elections and vote counting. With the Director they shall answer questions of eligibility of candidates/nominees for election purposes. This committee with the consent of the Board of Directors shall establish and maintain rules for Elections if not otherwise stated within the Constitution and By-Laws. It is recommended that the Secretary chair this committee.

Recruiting- Responsible for recruiting new officials and reaching out to officials that are for one reason or another temporarily “sidelined”. The Recruiting Director shall chair this committee.

Website- Responsible for the maintenance and content of the District Two Website. The Webmaster will always be on the Website committee. The Board of Directors shall approve all content on the District Two Website. The current website address is: [www.scfoad2.com](http://www.scfoad2.com)

Host/Award- Responsible for planning banquets, cookouts, and other social functions within the District. Also, with Director and Secretary they shall assist with answering questions as to the eligibility of Candidates/Recipients of the Various Awards of the District except the Carol Blackwell Award which will have its own committee. The Social Director shall chair this committee.

Training/Rules Coordinating- Responsible for Rules presentations or seeing that qualified officials are presenting rules in the classroom setting. It is suggested that the County Representatives and the Director make up this committee along with the Training Director if one is so appointed.

Carol Blackwell Award- Responsible for selection of eligible officials for the same award. See “Appendix D”.

Audit Committee – Responsible for yearly auditing of District Two expenses and deposits. This committee shall consist of members not on the Board of Directors except the Review Board Leader may serve on this committee.

Hall of Fame – With the assistance of the Board of Directors this committee is responsible nominating members for the Hall of Fame. To be on this committee a member must be a member of the District Two Hall of Fame or be a member of the SCFOA Hall of Fame. When the Hall of Fame has more than ten living members, this committee, with the Hall of Fame members, will be responsible for voting in new members to the Hall of Fame. When applicable the Secretary shall

assist with research into the qualification for induction into the Hall of Fame. (For further information please see the Hall of Fame section.)

### **Appendix F – DISTRICT CREW GAMES GUIDELINES**

During the season, and in keeping with Article II of the Constitution of District Two, there will be reasonable allowance for crews to work together. This should be done in accordance with SCFOA guidelines and under the authority of the Commissioner of Officials of the SCHSL. There should be reasonable allowance for a crew to select its own members. These guidelines are only for consideration of the Director, and only when crews are to be considered for multiple assignments.

The following are suggested guidelines for the Director/Booking Officer for **Jamboree** crew assignments within the district:

1. Crew should consist of District Two officials
2. The crews can be either 5- or 7-man crews, seven-man crews should have a veteran deep wing paired with a newer/rookie wing, this allows veterans to get exposure to 7 man crews, but 7-Man Kick mechanics shall not be used

The following are suggested guidelines for the Director/Booking Officer for **Sub-Varsity** crew assignments within the district:

1. Crew should consist of District Two officials
2. One to two members of the crew should be veteran official(s) with an SCFOA Rating of 95 or better.
3. Other crew members can be any District Two official.
4. Accommodations should be made for traveling distance so that the crew can travel together.
5. Feedback should be given to the newer officials from the veterans as to field performance when directed to do so by the Director.
6. Four- or five-man crews can be selected, and it is suggested that the crew work multiple games together.

The following are suggested guidelines for the Director to use for **Varsity** crew assignment suggestions to the SCHSL:

1. Crew should consist of District Two Officials, with limited exceptions.
2. Two or more of the crew members should be veteran officials with a SCFOA Rating of 95 or better.
3. A maximum of three crew members should be newer officials with limited varsity field experience.
4. Accommodations should be made for traveling distance so that the crew can travel together.
5. Feedback should be given to the newer officials from the veterans as to field performance with citations about specific areas for improvement and mistakes should be pointed out. Also, newer officials should be told about areas that they are doing well at.
6. Under special circumstances, an all-veteran crew can be suggested at the discretion of the Director, such as helping in the far reaches of the state to aid SCHSL in covering games with veteran crews.
7. It is suggested that the veterans on the crew work multiple games together, but newer officials may rotate on and off the crew.

The following are suggested guidelines for the Director for **Playoff** and **Championship** crew assignment suggestions to the SCHSL. (For future consideration but added to the By-Laws as suggestions)

1. Crew should consist of District Two Officials, with limited exceptions.
2. The members of the crew should be the top-rated officials at their respective positions. There should be reasonable allowance for a crew to select its own members.
3. For multiple crews the officials should be paired with others that are similarly ranked (IE... 1w/1, 2w/2, ETC...) There should be reasonable allowance for a crew to select its own members.
4. Selection of the deep wing officials should be the highest rated officials that are not already selected, but must be able, at the discretion of the Director, to work those positions.
5. If a crew from District Two is considered for Playoff or Finals selection, it is suggested that they be able to work together multiple times throughout that season.

**Appendix G – DISTRICT OFFICIAL SCRIMMAGE**

Prior to each season, and in keeping with Article II of the Constitution of District Two, and at the approval of the Board of Directors, District Two will have an event called the “Official Scrimmage”. This should be done in accordance with SCFOA guidelines, under the authority of the Commissioner of Official of the SCFOA and with the approval of the SCHSL. The purpose of the “Official Scrimmage” is to allow an extra game-type situation scrimmage for new officials with focused mentorship and training. This scrimmage may also be used to fund the 5<sup>th</sup> man on certain games later during a calendar season and for planning for a future “Official Scrimmage” to be held in upcoming years.

At the discretion of the Director and under the direction of the Board of Directors, a special committee may be appointed to assist with the planning of the “Official Scrimmage”. There will be one individual that will be considered the Event Coordinator. The following are guidelines for assigning positions during the event:

1. First through third year officials or officials that are changing positions should be used where possible.
2. Veteran Referees should be used with limited exceptions
3. Mentors will be assigned to cover each position for the entire scrimmage, and no other official except the mentors should coach any position during the scrimmage
4. Chain crews will be assigned using a combination of newer and veteran officials
5. The Game Clock and Play Clock will be operated by veteran officials
6. Ball Boys will be assigned using veteran officials
7. Additionally, others not assigned will be used to assist with The Gate, Ticket Sales, Team Liaisons, directions, etc...
8. The Event Coordinator will be responsible for assigning positions, with the assistance of the Director. All questions regarding operation of the event will be fielded by the Event Coordinator. If no one is so named the Director will be the Event Coordinator.

This will be treated as a Jamboree but will still officially be a scrimmage per SCHSL regulations. Official dress will be as follows:

1. Field Officials will wear a full uniform per the SCFOA Directory.
2. Mentors will wear a full uniform except they will wear a black T-shirt.
3. Chain crew members may wear their black pinstriped official’s hat.
4. It is recommended that everyone else wear an SCFOA D2 shirt and shorts/pants.

As to format the following may be used. These will be the special rules that will govern all games played. There will be three options that each contest’s head coaches must agree upon (#s 7, 8, & 9) before the contest starts.

1. JV/Varsity teams, home team and possession determined by coin toss
2. Two 10-minute quarters each game (one half of a regular game)
3. 25/40 second play clock
4. NFHS Rules
5. Two Timeouts per team per half
6. One hour between starting times, if possible
7. **OPTION:** Sub-varsity or Varsity timing rules depending on team wishes. Recommendation is for Sub-varsity timing rules.
8. **OPTION:** Kicks can either be “Live” or “Dead”. For “Live” kicks, NFHS rules govern all kicks. If “Dead” kicks are used teams may line up in the respective formation and perform the kick with no rush or return. The starting position will be 30-yard line going out for free kicks except following a safety which would be from the 50-yard line. No onside kicks will be allowed with the “Dead” kick option. Punts will be placed at the spot of a Fair Catch or the end of the kick as governed by NFHS rules, with the exception of first touching.
9. **OPTION:** Quarterbacks may be treated as Touch-Tackle or regularly, a quarterback that tucks and runs will be treated as a runner not a quarterback. Under this rule the Referee will be solely responsible for the QB.

## ***SCFOA District Two***

A host school must allow SCFOA D2 to use one of their “charged admission scrimmages” for this event for admission to be charged. Admission will be charged to all spectators under the following rates.

1. 5 years old and under – FREE
2. Over 5 years old - \$5.00

Proceeds after expenses (security, facilities, etc...) may be used to fund the 5<sup>th</sup> man for certain Sub-Varsity games throughout the season up until there are insufficient funds to pay for an entire week. Anything left in this fund will be used for planning future “Official Scrimmages” or used at the Discretion of the Board of Directors.

### **SCFOA D2 - Seven-man Mechanics for Scrimmages and Jamborees**

Seven-man crews will work under one of the two following formats to be determined by the experience of the crew and mentoring of new officials that needs to take place. The determination of which format to use will be decided by the Referee of the crew calling the contest and the Director. Once determined the format SHOULD NOT change throughout the contest to give the coaches a consistent game.

1. Modified Seven-man mechanics will be used when there is not an experienced crew or when additional new officials will be on the side lines requiring mentoring. This format should consist of the following.
  - a. Five-man mechanics for all scoring kick plays and free kicks, exception punts can use seven men to cover downfield.
  - b. The Field Judge and Side Judges have been assigned to the contest to assist with on field and off field mentoring.
  - c. During normal scrimmage plays new officials not assigned to the contest should shadow the Field Judge or Side Judge.
  - d. Coverage of deep action downfield (Pass plays and long runs) and assistance with relaying balls in and out will be the only coverage that will be provided by the Field judge or Side judge during scrimmage plays.
  - e. All counting should be performed as in the five-man crew.
  - f. Feedback from the Field Judge and Side Judge should be given to new officials with a simple critique of their performance with regards to positioning, hustle, and mechanics. Others not involved in the contest should refrain from critiquing.
2. Full SCFOA approved Seven-man mechanics can be used when there is an experienced crew consisting of veteran officials.
  - a. New officials may shadow any wing position.

### **SCFOA - Seven-man Mechanics points of emphasis:**

1. Coverage and starting positions are changed for all of kicking game.
2. KEYS: The widest receiver should be covered by the deep wing, unless he goes in motion then the BJ takes the motion man and coverage shifts to the next receiver in.
3. Wing officials should confirm who has responsibility for the goal line



## Hall of Fame

Joe Kelly	2019	Max Craig	2020		
Rick Patterson	2019	Steve Jackson	2020		
Delbert Bell	2019	Rob Davis	2020		
Frank Pearson	2019	Eric Wells	2020		
David Cuthbertson	2019	Tom Zwilling	2021		
Harold Bullard	2019	Ed Bryant	2021		
Mike Patterson	2020	Bud Fulton	2021		

## Past Elected Officers

### PAST DIRECTORS: (SCFOA Current Geography Prior to Current By-laws)

Eric Wells  
Will Alexander  
Delbert Bell  
Carol Blackwell\*  
Max Craig  
Mike Cohen

### PAST STATE OFFICERS Office

Davis, Rob Sec.

### PAST D2 TREASURER (3 YR TERM) Years

Dart Collins 2019-2021

### PAST D2 SECRETARY (3YR TERM) Years

Bud Fulton 2019-2021

### PAST COUNTY REPS (1YR TERM) County Years

Dennis Sentell	Cherokee	2019-2022
Tommy Bragg	Spartanburg	2019-2022
Richard Wicks	Union	2019-2020
Terry Cunningham	Union	2021
Jeff Powtak	Union	2022

**District Awards**

(Records since 2000 except Carol Blackwell/Joe Kelly) Thru 2020

Year	Joe Kelly Award	Position
1976	Dee Nanny	Umpire
1977	Truman Owens	Line Judge
1978	Vincent Price	Referee
1979	Jimmy Braswell	Umpire
1980	Jack Harvie	Linesman
1981	Harold Bullard	Linesman
1982	Charles (Red) Sumner	Line Judge
1983	Sonny King	Referee
1984	Tommy Stribble	Linesman
1985	Jack Blackwood	Line Judge
1986	Neal (Chief) McNeill	Referee
1987	Sidney Tuck	Umpire
1988	Rick Patterson	Referee
1989	Charles Turner	Referee
1990	Frank Pearson	Linesman
1991	Delbert Bell	Line Judge
1992	Mike Owens	Line Judge
1993	David Cuthbertson	Umpire
1994	Brian Shealy	Linesman
1995	Joel Bullard	Linesman
1996	Lee Smith	Referee
1997	Rick Bush	Line Judge
1998	Joe Kelly	Referee
1999	Max Craig	Umpire
2000	Barry Barnette	Back Judge
2001	Julian Pruitt	Line Judge
2002	Steve Jackson	Linesman
2003	Wil Alexander	Linesman
2004	Mike Patterson	Referee
2005	Rusty Sublett	Umpire
2006	Tom Zwilling	Line Judge
2007	Eric Wells	Umpire
2008	Wally Bennett	Line Judge
2009	Sean Rogers	Line Judge
2010	Woodrow Hughes	Back Judge
2011	Gerod Allison	Linesman
2012	Ronnie Bullman	Line Judge

2013	Rob Davis	Umpire
2014	Dartlan Collins	Back Judge
Year	Joe Kelly Award (Cont)	Position
2015	Dennis Sentell	Umpire
2016	Bobby "Bud" Fulton	Back Judge
2017	Mike Cohen	Referee
2018	Tommy Braggs	Line Judge
2019	Mark Bishop	Line Judge
2020	Larry Roberson	Line Judge
2021	Jeff Powtak	Referee

Year	HIGHEST RATED OFFICIAL	Rating
2000	David Cuthbertson	98.3
2001	Wil Alexander	99.1
2002	Joseph Kelly	97.7
2003	Delbert Bell	98.8
2004	Wil Alexander	98.5
2005	Delbert Bell	99.6
2006	Rob Davis	97.1
2007	Steve Jackson	99.5
2008	Wil Alexander	99.6
2009	Steve Jackson	99.9
2010	Tom Zwilling	98.78
2011	Steve Jackson	99.95
2012	Wil Alexander	100
2013	Wil Alexander	99.5
2014	Eric Wells	99.85
2015	Steve Jackson/ Eric Wells	99.55
2016	Robert Davis/Eric Wells	99.93
2017	Bobby "Bud" Fulton	99
2018	Joseph Kelly	98.95
2019	Tom Zwilling	98.7
2020	Mark Bishop	97
2021	Spencer Goforth	96.3

## SCFOA District Two

State Finals Officials	Retired	#WORKED
Zwilling, Tom*	Y	10
Alexander, Will*	Y	10
Jackson, Steve*	Y	10
Davis, Rob*	Y	9
Bryant, Ed*	Y	12
Bell, Delbert	N	7
Fulton, Bud	N	3
Wells, Eric	Y	3
Sentell, Dennis	N	2
Pruitt, Julian	Y	2
Jeff Powtak	N	1
Cohen, Mike	N	1
Patterson, Mike	N	1
Bishop, Mark	N	2
Pearson, Frank*	Y	1
Patterson, Rick*	Y	1
Craig, Max*	Y	1
Rogers, Sean*	Y	1
Lee, Edwin*	Y	1
Frank Davis	N	1
Larry Roberson	N	1
Spencer Goforth	N	1
Wallace Hardy	N	1

Year	Highest Exam Score 1-5 yr.	Position
1994	Wil Alexander	Linesman
1995	Wil Alexander	Linesman
1996	Eric Wells	Umpire
1997	Shawn Taylor	Line Judge
1998	Rob Davis/Ted Campbell	Umpire/Linesman
1999	David Vaughan	Referee
2000	Tom Zwilling	Line Judge
2001	Tom Zwilling/Rob Davis	Line Judge/Umpire
2002	Tom Zwilling	Line Judge
2003	Edwin Lee	Linesman
2004	Edwin Lee	Linesman
2005	Edwin Lee	Linesman
2006	Edwin Lee	Linesman
2007	Bobby "Bud" Fulton	Line Judge
2008	Bobby "Bud" Fulton	Line Judge
2009	Bobby "Bud" Fulton	Line Judge
2010	Troy Slice	Line Judge
2011	Mark Bishop	Line Judge
2012	Jeffery Powtak	Line Judge
2013	Dennis Sentell	Umpire
2014	Andy Vogt	Line Judge
2015	Richard Wicks	Line Judge
2016	Matthew Barnett	Line Judge
2017	Glenn "Sport" Gowen	Linesman
2018	Jordan Lawson/John Mathis	Line Judge/Umpire
2019	Jordan Lawson	Line Judge
2020	Jordan Lawson	Line Judge
2021	Alex Davidson	Umpire

SHRINE BOWL Officials	YEAR	POSITION
Bell, Delbert	1989	LJ
Pearson, Frank	1993	SJ
Bryant, Ed	1998	ECO
Alexander, Will	2001	FJ
Jackson, Steve	2004	L
Davis, Rob	2008	U
Zwilling, Tom	2010	BJ
Patterson, Mike	2013	R
Fulton, Bud	2016	BJ
Cohen, Mike	2018	ECO

Frank Pearson Recipient	Year
Robert Duncan	2019
Marquis Camp	2020
Robbie Sullivan	2021

SCFOA DISTRICT 2 – SPARTANBURG, UNION, & CHEROKEE COUNTIES

SCFOA District Two Hall of Fame nomination Form:

Name being nominated: \_\_\_\_\_

**Hall of Fame Criteria:**

To qualify for the In-District Hall of Fame a member must meet the following criteria:

- Shall have worked a Sub-varsity or Varsity game in each County of District Two
- Shall have been active member of District Two for 15 yrs.
- Shall have been awarded a District Award

AND, ANY TWO of the following Criteria.

- Shall have worked Either the North/South Game or the Shrine Bowl
- Shall have worked a State Final
- Shall have served at least one full term as a District Officer or as an SCFOA State Officer
- Has been a member of District Two for more than 25 yrs.

OR (the criteria for "ANY TWO" listed above shall be waived if the following has been met):

- Has been inducted as a member of the SCFOA Hall of Fame

The Director may nominate others that he feels merit this recognition even though they do not meet the necessary criteria **but only** when there are insufficient current members that meet or exceed the above-mentioned criteria.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Submit Completed Form to District Director or Hall of Fame Committee