

# MID-FLORIDA OFFICIALS' ASSOCIATION

## POLICIES & PROCEDURES (Version 2018-2019, modified 04-22-2018)

### SECTION...001 MEMBERSHIP

1. Each member must be registered and in good standing with the FHSAA and the MFOA. Each member is an independent contractor for the purpose of receiving game fees by virtue of Florida State Statute.
2. MFOA members will register with the MFOA online via the Arbiter website. Membership application, annual dues and booking fees for members from the previous year, will be submitted to the MFOA Secretary by the initial date and no later than the final registration date set by the Florida High School Athletic Association (FHSAA) for all sports. A late fee will be applied after the initial date. Registration will not be accepted after the final registration date. There will be a \$20.00 processing fee for those who choose to use the paper registration either by mail or in person.
3. Members are not prohibited from joining other officials associations. However, if any member is to be booked by the MFOA and other associations, he/she must declare PRIMARY AND SECONDARY associations. This designation must be established before a member is booked by the MFOA.
4. Members who declare the MFOA as their secondary association shall be booked by the MFOA only after all MFOA members, who are eligible and in good standing have been booked.
5. MFOA members should register with the FHSAA online via the FHSAA website. Do not send the FHSAA application to the MFOA. (NOTE: For those who choose to register with the FHSAA by mail or in person, an application is available for downloading at the FHSAA website. The FHSAA requires a \$20.00 processing fee for registrations received by mail or in person.)
6. Members in good standing are eligible to be booked for sports in which they are registered with the MFOA.
7. All members shall receive an orientation of MFOA policies and procedures, which will be conducted at the tip-off clinic for each sport. If exception for late registration is granted by the Board the orientation will be given by the Directors of that sport. It is the responsibility of every member to review the MFOA Constitution and Policies and Procedures. (Contact a Director if clarification is needed.)
8. Any member who retires from officiating with the MFOA after 15 years of service will become a lifetime member with no voting privileges, exempt from paying membership dues, and eligible to attend meetings, banquets, and do evaluating for the MFOA.

## SECTION...002 CLINICS AND MEETINGS

1. There shall be an annual meeting and Installation and Awards Banquet each year. The date and time shall be at the direction of the Board.
2. MFOA business will be conducted at the annual meeting or at meetings called by the Executive board (Hereafter referred to as the Board). Written notice, post marked at least 7 days prior to the meeting, must be given. Board meetings may be held following clinics of each sport and do not require notice. When a board meeting is held following a clinic and prior notice was not announced, the attendees of that clinic will be informed of the board meeting. All other board meetings will be posted on the MFOA website at least 3 days prior to the meeting date. Meetings called by the Board may be by the President and/or Vice President. All meetings are open to the membership.
3. Business affecting each sport, except budget, will be conducted at the pre-season clinic of that sport.
4. The Board is responsible to ensure Rules and Mechanics clinics are conducted for each sport annually.
5. Directors, with direction from the Education/Training Committee, shall schedule at least 15 rule study clinic hours annually for each sport, a mechanics field training clinic (FTC) (attendance at the state FTC will count toward required number) and at least three (3) game simulated MFOA sanctioned scrimmages.
  - a. Proposed training/clinic dates, agenda and locations will be presented to the Board, for approval, prior to the annual meeting.
  - b. Proposed training/clinic dates, agenda and locations will be presented to the membership at the annual meeting for members planning purposes.
  - c. Nominations and voting for sport-specific awards shall be done during that sport's season.
6. Attendance at the mechanics field training clinic and MFOA sanctioned scrimmages are strongly encouraged. Members who attend the ENTIRE mechanics field clinic shall receive 9 points on the MFOA scale
  - a. Members may attend mechanics field training clinics in other areas providing said clinic has been approved and sanctioned by the Board and/or FHSAA.
  - b. Members must get the visited association to submit to the MFOA secretary, on their association letterhead, certification of attendance at the clinic within 30 days.

Members who attend and participate in an MFOA sanctioned scrimmage will receive 2 points per scrimmage (maximum 6 points) on the MFOA Relative Rating scale.
7. All rookie officials, transfers, 2<sup>nd</sup> and 3<sup>rd</sup> year officials, state rated 3s and others deemed necessary by the Directors must attend a minimum of 2 field clinics (on court/field work). These may include scrimmages, jamborees, mechanics field clinics or FHSAA field clinics. If they do not attend, they will not be assigned. This applies to all sports officiated by the MFOA. The directors of each sport and area shall be responsible for compliance, and shall report the information to the Booking Assignment Committee and the Booking Commissioner, before the start of the season, advising as to whether or not the officials have met the requirement and can be booked.
8. Credit will only be given for attendance at the clinic or any game worked which is booked or sanctioned by the MFOA. Members who work a game on the day of the clinic shall receive credit for the clinic.
9. To receive clinic credit, members must arrive no later than 10 minutes after the clinic begins and remain for the entire clinic.
10. Members receive credit for each rule-study-clinic hour they attend, not to exceed 15 points.
11. Intra-squad games/jamborees may be scheduled by the Commissioner to train new officials and review the progress of others.

## SECTION...003 BOOKING POLICY

1. All members of the MFOA must be in full registration compliance with both the FHSAA and the MFOA before being named to any booking. Full compliance must be confirmed by the Treasurer and the Secretary and presented to the Commissioner before the member is named to a booking. Once you receive your Arbiter Sports sign-on from the Booking Commissioner, it is now required to complete all required information under "My Account" on the Arbiter Sports before being named to any booking.
2. The Commissioner books all games as prescribed in this policy. All bookings shall be reviewed by the Assignment Committee to ensure compliance with FHSAA requirements before distribution to the membership. If there is conflict in the booking and it cannot be resolved, the President shall make the final decision.
3. The Board shall have the responsibility for administration of the Booking Policies.
4. The President and the Assignment Committee have "a need to know" in order to carry out their duties to assure adherence to the booking policy and that schools are provided with the best-qualified officials.
5. Directors shall have input as to the abilities of members and will keep progress records on each member. Directors shall have access to evaluate officials on [www.arbitersports.com](http://www.arbitersports.com).
6. The Board, based on recommendations by the Directors, shall have the authority to temporarily or permanently curtail the booking of a member due to poor evaluations, complaints, etc.
7. For members to be eligible for varsity games, they must make at least 75% on the current rules examination, have experience necessary to work a varsity game, have received evaluations that indicate he/she is ready for varsity competition and be recommended by the Board. Rookie officials will be on probation. **Any** official/umpire who fails to attain a minimum score of 75 on the state rules examination for three consecutive years, and does not attempt to take the make-up exam for two years, will not be eligible to be booked in any contest for the sport the rules examination was given.
8. No member will be guaranteed any number of games. The Board is responsible to provide the best officials available for all games.
9. Members who have the opportunity to advance in the FHSAA ratings and need only additional games to achieve the rating may solicit the Board and must provide information to include positive evaluations, necessary to substantiate the request.

10. DELETED (2015, space held intentionally for future use).

11. A Relative Rating roster for each sport shall be prepared and posted once the FHSAA registration period is completed for that sport and the FHSAA muster received. The scale below will determine the initial Relative Rating. Once posted, members shall be booked from the Relative Rating, using it as a guide, along with geographic areas. Prior to the playoff selections, the Relative Rating will be updated using an assessment of the current season's accumulated evaluations provided by the Evaluation Committee. This updated Relative Rating will be used in selecting playoff officials for that season. At the end of the season for each sport (within one week), the Relative Rating will be reevaluated and updated to include any further evaluations:

**NOTE: It is possible to accrue a maximum of 100 points.**

<b>Evaluations average (current season)</b>	<b>Maximum Points = 50</b>
<b>Examination Score (per schedule below)</b>	<b>Maximum Points = 10</b>
95-100	10
90-94	8
85-89	6
80-84	4
75-79	2
<75	0
<b>Years of Experience (per schedule below)</b>	<b>Maximum Points = 10</b>
10+ years	10
8-9 years	8
6-7 years	6
4-5 years	3
1-3 years	1
First year	0
<b>Sport Rules Study Clinics &amp; Meetings for the Current Season (1 point per clinic hour)</b>	<b>Maximum Points = 15</b>
<b>Mechanics Field Clinic</b>	<b>Maximum Points = 9</b>
<b>MFOA Sanctioned Scrimmage (2 points per scrimmage, maximum 3)</b>	<b>Maximum Points = 6</b>

12. All scrimmages must be posted by the Booking Commissioner so that all interested members, in addition to those booked for the scrimmage, may attend and work the scrimmage.

13. In the event of a tie, the 1st tiebreaker will be the Roster Ranking, FHSAA exam score 2nd, total number of clinics attended 3rd, and if needed, the number of years of FHSAA recognized service.

14. Booking policies (except football).

- a. Appointment of the Referee for basketball is accomplished through the booking.
- b. During any one season, an effort will be made to avoid assignment of a member to more than 4 varsity home games at any school in basketball.
- c. (Basketball only) For the month of November, no official, regardless of experience, will be assigned to work a paid game at any level (including preseason classics) unless he/she has attended a minimum of 3 preseason meetings of that current year. These meetings could include rule study clinics, scrimmages and/or mechanics field training clinic. This information will be given to the booking commissioner and assignment committee.
- d. No member of the MFOA shall be assigned to District Playoff Games unless they have attended at least 4 clinics. These clinics include; rule-study clinics, scrimmages and the mechanics field clinic.
- e. (Flag Football only) No member will be assigned a paid game at any level (including preseason classics) for 1st 3 weeks of the season unless he/she has attended a minimum of 3 preseason meeting credit hours for that current year. These meetings may include rules study clinics, scrimmages and/or FHSAA field clinic.

15. Football-specific booking policies.

- a. Appointment of FOOTBALL REFEREES shall be accomplished by a vote of the qualified Primary Referee applicants for the upcoming season. The number of Primary Referees selected will be determined by the Booking Commissioner based on the number of Varsity games scheduled for the season. To qualify as a Varsity Primary Referee, a member must be of FHSAA rank 1 or 2 with a minimum of two (2) years as a Varsity Alternate Referee, have no more than three (3) preseason school scratches, and in good standing with the MFOA and FHSAA. A Referee Application Form must be submitted at least 4 weeks prior to the beginning of the season. Qualified applicants shall list if they want to be considered as a Primary, Alternate, and/or JV/9th grade Referee. All of the qualified Primary Referee applicants will be sent a ballot (via email) and asked to vote for a predetermined number of applicants as Primary Referees. The top vote getters will be selected as Primary Referees. A tie vote for the last selected position, if necessary, will be decided by the Football Directors and Football Booking Commissioner. This process must be completed no later than three (3) weeks before the beginning of the season. Varsity Alternate Referees will be of FHSAA rank 1 or 2 with a minimum three (3) years of experience as a JV/9th grade Referee, have no more than three (3) preseason school scratches, and in good standing with the MFOA and FHSAA. JV/9th grade Referees will hold an FHSAA rating of 2 or higher. An adequate number of varsity alternates and JV/9th grade referees shall be selected and only those selected by the Football Directors and Football Booking Commissioner will be used as Referees at any level.
- b. A crew system will be used in football as much as schedules and personnel will permit. Crews will be selected, giving consideration to individual Referee preferences where possible and practical.
- c. Five man crews will be booked for varsity football games. When there is a shortage of officials, 4 man crews will be used until all games are booked. The remaining eligible members will then be booked as 5th officials.
- d. After crews have been selected, clock operators will be selected in the following order:
  - i. Members designated as Clock Operators only.
  - ii. The remaining football members.
- e. During any one season, an effort will be made to avoid assignment of a member to more than 2 varsity home games at any school in football.
- f. Once a crew is approved and established, they will stay intact for all games booked in that season, and not substituted with higher ranking, "non-crew accepting" members. The exception to this is when there are more games than approved crews. In this instance, the Booking Commissioner and Assignment Committee will make necessary adjustments to fulfill the MFOA obligations to the contracted schools.
- g. JV Football game contracts will include back judge (5-field officials).

16. Schools may scratch two officials in each sport from the MFOA membership upon written notification signed by the individual or position expediting the Officiating Agreement for the sport. The scratch(es) will only apply to that school's home games.

17. Members may scratch schools and other members. A letter must be submitted to the Board for approval, explaining valid reasons for the request.

18. No official may officiate a contest involving a school where his/her child currently attends, the official and/or a relative is currently employed, or the official attended or graduated within the last four (4) years. Members must notify the Commissioner of such conflicts in order to be removed from bookings for schools where the above applies.

19. Prior to the beginning of the season, members must make every effort to notify the Commissioner of block-out dates on which they cannot officiate. (Note: This needs to be done on the Arbitersports.com website.)

20. When notified of a booking assignment, an official must accept or decline the assignment. Officials should make every effort to avoid declining an assignment. Any assignment not accepted within 72 hours before the scheduled contest will be reassigned at the discretion of the Commissioner.

21. An accepted booking assignment must be honored unless deviations are approved by the Commissioner.

22. If it is necessary to cancel an assignment, members must notify the Commissioner immediately by telephone, e-mail, fax, or in-person. **If verbal notification was given, it must be followed-up by written notification.** The reason is provided in writing to the Commissioner.
- The written notice must be received by the Commissioner within 7 days following the cancellation.
  - Any cancellation shall subject the member to the fine schedule in this manual.
  - If a pattern of abusive cancellations, in number or timeliness is demonstrated, a member may be fined and/or suspended.
23. All bookings, to include weekly assignments, tournaments, and ALL CHANGES to a booking(s) shall be posted on MFOA Booking Web Site in a timely manner. The Commissioner(s) SHALL make accessible and view-able to the entire MFOA membership the assignments posted on the Arbiter. All members will be able to view all assignments posted. Changes that are made inside the 24-hour time frame shall be made via telephone to ensure that the affected officials are aware of the change.
24. Supporting officials shall contact the Referee/Umpire in chief (listed 1<sup>st</sup> on booking) at least 48 hours prior to game-time to make travel-arrangements. Contact may be by voice to voice contact, email, fax in addition to acceptance through booking web site. A note on the Arbiter is also sufficient notification, but travel-arrangements with the Referee/Umpire-in-Chief must still be made. The Referee/Umpire-in-Chief is responsible to insure the crew is intact at least 36 hours before game time.
- In addition to fixing place to meet for travel, the Referee/Umpire-in-Chief will predetermine the arrival time at the game site for all crew members during initial contact.
  - If the member makes numerous attempts to contact the Referee/Umpire-in-Chief, to no avail, he/she should notify the Commissioner immediately.
  - If no contact is made by the 36 hour deadline, the Referee/Umpire-in-Chief should also contact the Commissioner.
25. Any member failing to meet the responsibilities of game assignments shall be subject to disciplinary action as outlined in the penalties section.
26. Contracts shall be mailed to the schools annually and will be worded to the extent that there is no conflict with this policy.
- Contract administration shall be the responsibility of the Commissioner. In order to ensure prompt handling of contracts and to meet all booking deadlines, each contract will be mailed to and received from the schools by the Commissioner. The Commissioner will give the fees from each school will be given to the Treasurer.
  - Member schools may elect to contract for football, basketball, baseball, softball, or for all the sports worked by the MFOA.
27. Members shall complete a Game Report Form (on [www.ArbiterSports.com](http://www.ArbiterSports.com)) upon completion of game. The Form must be submitted no more than five (5) days after completion of game.
28. Evaluations Process.
- Evaluators will be selected by the Evaluation Committee at the beginning of each sport's season.
    - Football/Basketball (3) each
    - Baseball/Softball (1) each
  - Evaluation Committee will provide Evaluators with Evaluation Forms & criteria for each sport(s).
  - Each Evaluator will be paid per sport season.
  - Evaluations will be conducted by the following methods:
    - Phone/email conversation with each coach (phone evaluations to be completed by Tuesday for the previous weeks contest).
    - By video if available.
    - In person by the Evaluator.
  - Results of the evaluations will assist in determining current season's Play-off selection process and next season's initial Ranking scores by the Roster Ranking Committee.

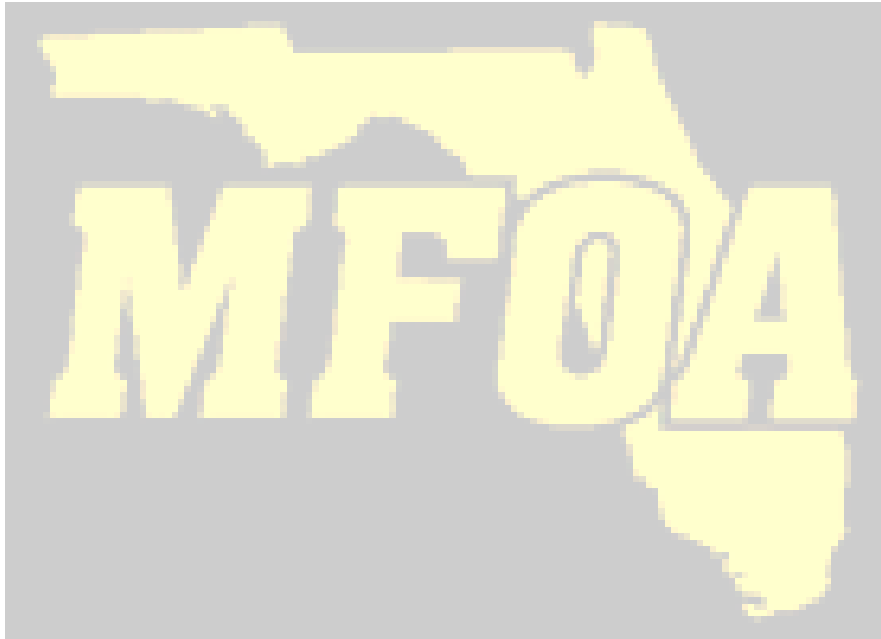
## SECTION...004 PLAYOFFS

1. The Board shall submit approved playoff crews to the FHSAA by the date established by the FHSAA.
2. The Recommendations Committee shall meet, as necessary, to establish playoff crews from eligible members in the manner prescribed by the FHSAA. In addition to meeting the FHSAA requirements, officials must also meet MFOA requirements as follows:
  - a. All Level 3/above Roster Ranked officials are eligible for Play-off consideration.
  - b. Relative Rating will be used as a guide to select Play-Off officials pending the official's availability throughout Play-off contest dates.
  - c. Whenever possible, officials who have worked a State Championship/Final Four game the previous year, will not be assigned to one of the top two (2) crews for one (1) year after officiating said contests in basketball and football unless there are extenuating circumstances.
  - d. If possible, the "Recommendation Committee" should be made up of members who are either ineligible or have selected not to accept a playoff assignment for that season.
3. The following sport-specific considerations may be given by the Recommendations Committee:
  - a. **Football.** A Primary referee and his/her entire crew may be submitted as a 5-man play-off crew for the first round of FHSAA Play-offs. Once crews are established, the committee shall total the combined points of each recommended crew to determine the rating of each crew and the order in which they will be submitted to the FHSAA. When selecting a 7-man Play-off crew, the Committee will select crews by positions if possible, using the Relative Rating the basis. Any member of the MFOA may be excluded based on Subsection 2. However, the performance and appearance must be documented on a written evaluation form and submitted to the football directors and the Recommendations Committee.
    - i. Eligible members must submit a form of availability, along with primary position request, to the Recommendation Committee when requested by the Board. Primary position request will not exclude that member from filling a position on a crew as long as he or she has agreed to work an alternate position.
    - ii. If a member is unable to accept or turns back a regional or state series playoff assignment, the next available official in the same field position will be assigned. If all crews have been assigned, then the first alternate will be assigned. The replacement should come from the list approved by the membership unless the FHSAA requests a certain official.
  - b. **Basketball.** All eligible officials may nominate themselves for consideration in Boys/Girls/Both in each sport season. Any MFOA official may be excluded from playoff consideration based on Subsection 2 of this Section (above). However, the performance and appearance must be documented on a written evaluation form and submitted to the basketball directors and the Recommendations Committee.
    - i. If an official is unable to accept or turns back a regional or state series playoff assignment, the next available official will be assigned unless the FHSAA requests a specific official. For example, if Crew #1 and Crew #2 are assigned and one official is unable to accept or turns back the assignment cancels from either crew, then the R1 from Crew 3 would be the replacement. The replacement should come from the list approved by the membership unless the FHSAA request a specific official.
  - c. **Baseball and Softball.** Any MFOA official may be excluded from playoff consideration based on Subsection 2 of this Section (above). However, the performance and appearance must be documented on a written evaluation form and submitted to the baseball/softball directors and the Recommendations Committee.
  - d. **Flag Football.**
    - i. A member for flag football must have attended a minimum of 4 clinics to be eligible to be on a playoff crew. These clinics may include: Rules study sessions, scrimmages, mechanics field clinic &/or FHSAA field clinic. If necessary, the recommendation committee may assign members with fewer clinics than required.
4. At the designated meeting for the specific sport, the Recommendations Committee shall present playoff crew selections to the membership of that respective sport for approval.
  - a. Approval is given by means of a majority vote of the members present.
  - b. If the membership does not approve the crews selected by the Recommendations Committee, recommendations will be taken from the floor at the meeting until playoff crews are established and approved.



**SECTION...005 UNIFORMS**

1. Dress shall be prescribed by the FHSAA in the current FHSAA Officials Guidebook. Deviations are not authorized.
2. Each MFOA member shall have in his/her possession and available for use at all games, all combinations, required by the National Federation and the FHSAA, including a long sleeve shirt for football. The decision for uniform combination dress will be made by the referee, (e.g., long sleeve shirt, shorts).
3. Basketball officials shall wear gray/black pinstripe short sleeve shirt with FHSAA insignia as specified by the FHSAA. For non-FHSAA contests, the black/white striped shirt (no patch) may be specified by the referee.
4. For football, black shorts with a single 1 1/4 inch stripe down each side shall be worn for all non-varsity and youth games.





## SECTION...006 CONDUCT OF MEMBERS

1. Each member must pay all required dues and fees unless otherwise exempted (e.g., Board members).
2. Each member of the MFOA shall:
  - a. Wear the uniform prescribed by the MFOA and FHSAA and keep that uniform clean, neat and in good repair.
  - b. While wearing the uniform or representing the MFOA in any capacity, refrain from publicly consuming any alcoholic beverages or otherwise acting in a manner, which would discredit the MFOA.
  - c. Attend all clinics for each sport he/she officiates.
  - d. Notify the home team administration and the Commissioner of any emergency that would affect or prevent the timely arrival at an assigned game.
  - e. Cancel no game assignment after the booking has been accepted.
3. Members will not purchase alcoholic beverages in any town or place while wearing the uniform of a game official or any part of the uniform that indicates he/she is a game official.
4. Members will not use tobacco products or consume any alcoholic beverage on any school property while representing the MFOA.
5. Any member who is arrested for the commission of a felony or is convicted of any misdemeanor, exclusive of any misdemeanor traffic offense, shall be suspended and shall not participate as an official in any game or athletic contest booked or supervised by the MFOA until the Board shall have had an opportunity to meet with and discuss the members arrest and/or conviction. Following a hearing in which the member will be given the opportunity to be heard, the Board shall rule to either re-instate or permanently suspend the member from the MFOA.
6. Members shall use only the mechanics prescribed by the FHSAA and the National Federation. Deviation will be allowed only after authorization is received, in writing, from these organizations.
7. Members will maintain professionalism, integrity and pride when dealing with coaches, schools, the FHSAA, and other members and other officials associations.
8. Disputes, concerns, problems or other matters not covered by policy or in the constitution, will be channeled through the Board.
9. Members shall conduct themselves in accordance with the Rules of Conduct as outlined in the FHSAA Officials Guidebook.
10. Officials shall use social media in a responsible manner.
  - It is inappropriate to communicate specifics about your assignments, other officials, conferences/schools, coaches, players or any related personnel.
  - It is inappropriate to engage in specific play and/or ruling evaluation/commentary of a game you worked, one that you witnessed or in general about the impact of officials in any sporting event.
  - Communications among officials for learning purposes should be done privately and not through the use of social media. Be mindful that email and other forms of direct communication can be made public.
  - Be very sparing in the sharing of your personal information, including photos. Adjust security settings accordingly.
11. Any member in good standing may file a complaint or grievance, but the member must use the mechanism(s) provided by the MFOA. When there is an attempt to file a complaint or grievance by any other means, the member(s) will be reminded to use the provided mechanism(s), but the filing will not be honored until the member submits the appropriate document(s). An appropriate complaint or grievance shall be presented to the grievance committee, and the committee shall decide the appropriate course of action. The submitter shall receive acknowledgement of submitted form and status within 30 days.

## SECTION.....007 PENALTIES

1. Late registration and/or late payment of dues and fees shall result in a \$15.00 late fee.
2. A penalty assessed to a member by the MFOA Board may include a monetary fine and/or suspension. Unless otherwise specified, the minimum penalty that may be assessed to a member by the MFOA Board is requirement of a written explanation for the specific violation(s). The maximum monetary fine that may be assessed is \$250. Suspensions may range from one game to permanent.
3. Specific violations for which penalty/penalties may be assessed to a member by the MFOA Board include, but are not limited to:
  - a. Violation of Section 006-2a.
  - b. Violation of Section 006-2b.
  - c. Game cancellations after accepting an assignment (Section 003-21, 25).
  - d. Failure to contact the Referee/UIC at least 48 hours prior to game time by approved method or failure of Referee/UIC to have crew intact 36 hours prior to game time (Section 003-24, 25).
  - e. Failure to report to game site (Section 003-25).
  - f. Failure to report to the game site as specified by the Referee (Section 003-25).
  - g. Reporting to the game site after the scheduled contest starting time (Section 003-25).
  - h. Departure from game site without performing assignment (Section 003-25). (Valid excuses only family or professional emergency.)
  - i. Failure to comply with all other MFOA, FHSAA and National Federation policies and procedures.
4. Any member who works a game before being registered with the FHSAA is liable for all fines levied against those schools for having used an unregistered official. He/she shall pay the fines to the MFOA Treasurer who will issue a check to the offended schools or to the FHSAA. Upon proof of violation of this section, the member shall be suspended immediately, and he/she will be re-instated only when proof of registration with the FHSAA and payment of all fines is produced.
5. A member may appeal to the Board regarding any penalty assessed to him/her. The appeal must be in writing, addressed to the President and the Inspector, and dated within 7 days of the notification. No right to appeal will lie after the 7 days. Any penalty assessed will be withheld during an appeal until the Board has made a decision.
6. A penalty not appealed must be paid by the end of the appellate period (7 days). Failure to comply will result in an additional \$20.00 fine and forfeiture of game assignments until all penalties and fines are paid.
7. The Inspector shall investigate violation of these policies and procedures. It is the responsibility of each member to report any violation or suspected violation as soon as possible for investigation.

## Section...008 AMENDMENTS

1. These Policies and Procedures may normally be amended at the annual business meeting for those sections that pertain to all sports worked by the MFOA.
2. These Policies and Procedures may be amended at the meeting of any sport provided the Executive Board has been notified so that the appropriate members may be present to conduct the meeting. Those members include the President, Vice President, Secretary, Treasurer, Web Master and the Directors of the sport(s) concerned.
3. The members of the sport(s) in question must also be made aware of the meeting and have the opportunity to attend.
  - a. The changes made at the meeting of a particular sport must affect that sport only.
  - b. Any changes to the Policies and Procedures shall require a majority vote of that sport's membership present and voting.
4. Amendments become effective at the end of the special meeting unless otherwise specified.

