



Capital Districts Football Officials Association Onboarding Checklist

Task		Pro Tip
<input type="checkbox"/>	Pay Association Dues (\$75 – for state dues, books, insurance)	Instructions
<input type="checkbox"/>	Begin and Complete Fingerprinting Process	Instructions
<input type="checkbox"/>	Order Uniform Supplies	Resource Sheet
<input type="checkbox"/>	Sign up for Horizon WebRef (Link) – Org. #205750	Instructions

When Initial Checklist is Complete

<input type="checkbox"/>	Secure Rule Books from organization	Secure from Assignor
<input type="checkbox"/>	Update Availability on HorizonWebRef (Availability Calendar) – Do this on an ongoing basis.	Login to Horizon
<input type="checkbox"/>	Officials Survey to learn about you (Tent.)	Instructions

When You're Feeling Confident in the Process

<input type="checkbox"/>	Integrate Horizon WebRef Calendar into Outlook or Phone	Instructions
<input type="checkbox"/>	Upload CDFOA Member Directory into Cell Phone	Instructions

Take the Test (by September 1)

<input type="checkbox"/>	Take New York State Football Test (to be provided by CDFOA)	Test emailed from Assignor
--------------------------	---	----------------------------



Capital Districts Football Officials Association Association Dues

Association Dues

The Executive Committee finalized the dues for new members (Candidates), joining the organization. **The official amount is \$75 for your start-up fees.** This pays for the association fees that are paid to NYS as well as rule books and insurance.

Paying the association dues provides commitment to beginning your officiating journey.

Payment Method

You may make payment in two ways.

1. Venmo - @cdfoa
2. Mail
 1. Check payable to CDFOA
Mail to:
Chris Rusiecki
1036 Spring Ave Ext
Troy, NY 12180



Capital Districts Football Officials Association Registering for HorizonWebRef

CDFOA HorizonWebRef Account Setup

The Capital District Football Officials Association (CDFOA) uses HorizonWebRef for assignments, directory access, and important documentation. Officials must create an account to use the system.

Follow these steps to register and associate your account with CDFOA:

Registration Steps

1. Visit [HorizonWebRef Login Page](#).
2. Click "**Sign Up**" in the bottom left corner next to "**Don't have an account? Sign Up**".
3. Enter your information.
4. Use **Organization Code: 205750** to link your account to CDFOA.
5. After logging in for the first time, navigate to **Personal Profile** (found in the right-side menu).
6. Complete all sections marked with orange tabs to ensure your profile is fully updated.

Be sure to explore Horizon to be familiar with it.

Keeping your information current in HorizonWebRef is essential for accurate assignments and communication.



Capital District Football Officials Association

Uniform Resources for Candidates

All officials working any organizationally assigned game regardless of game start time, will wear the required uniform components as approved by NYSACFO.

- [NYSACFO Seal Officials Shirt](#) (be sure the shirt has a NYSACFO logo on it, not an American flag.) Consider short and long sleeve (weather resistant).
- [Black pants with white piping](#) and a black belt - (if ordering shorts, get all black shorts, no white piping)
- [Black Officials Hat](#) - black hat with white piping
- Black under shirt (short sleeve. You may consider cold weather gear as the season goes on.)
- [Must Haves - Flag \(black ball end\), finger whistle, white beanbag, blue beanbag, lanyard whistle, down indicator, clip](#)
- [Must Have - Watch \(Timer\)](#) – Any watch that has count down will work. Many officials choose to use a timer that has larger buttons and easier to use on the field.
 - [Example – Champion Sports Jumbo Timer Watch](#)
- [Nice to have - Officials Card \(you could just use a 3X5 notecard\), pocket pencil, football wallet, extra flag.](#)
- [Nice to have – 25 and 40 Second Timer - For those eventually working Back Judge position and need timer.](#)
- **Places to get uniforms**
 - [Cliff Keen](#) - <https://cliffkeenofficials.com/>
 - [Honings](#) - <https://honigs.com/>
 - [SportsDepot.com](#) - <https://www.sportsdepot.com/>
 - [Allamericansportsshop.com](#) - <https://www.allamericansportsshop.net/>
 - [Purchase Officials](#) - <https://purchaseofficials.com/>
 - [Referee Store](#) - <https://www.refereestore.com/>
 - [Smitteez](#) - <https://smitteez.com/collections/nysacfo-psal>
 - Locally - Gally's Embroidery on Delaware Ave.
159 Delaware Ave, Delmar, NY 12054
Phone: (518) 432-3333

Some have gone to Gally's Embroidery on Delaware Ave. in Delmar. They also have a hemming person to tailor the pants if needed (usually needed)
 - You will need to build in some time to have pants altered – they usually come very long.

If I knew then what I know now: (Uniform Continued)

If money were not a factor, below is what Geoff would purchase in the first round. Reminder that you price many of these items out at other vendors – but this will give you a roadmap.

To start out:

1. Short Sleeve Shirt - ([Link](#))
2. Pants - ([Link](#))
3. Shorts - ([Link](#))
4. Belt - ([Link](#))
5. Hat - ([Link](#))
6. Whistle - ([Link](#))
7. Backup Whistle - ([Link](#))
8. Beanbag (White) - ([Link](#))
9. Flag - ([Link](#))
10. Down Indicator - ([Link](#))
11. Chain Clip - ([Link](#))
12. Game Card Pencil - ([Link](#))
13. Information Card - ([Link](#))
14. Shoes - ([Link](#)) - the rule is on shoes is try to get as much black on the shoe as you can – no less than 85% black.

Only an example - If above purchased from Ump-Attire.com – Approx - \$314 (We are not suggesting you must order from this place – please be sure to shop around)

Then when I made some money (Maybe in late September/early October, I would look at the following:

1. Weather Shirt - ([Link](#))
2. Another Flag - ([Link](#))
3. Watch - I personally have this one - ([Link](#))
 1. Other Options - ([Link](#))

Next year I would get:

1. 40 Second Timer (Wing Officials Only) - ([Link](#))
2. Blue Beanbag - ([Link](#))
3. Second Short Sleeve Shirt - ([Link](#))



Capital Districts Football Officials Association

TEACH/Fingerprinting Procedures

All sports officials are required to be fingerprinted. Assignors may only assign officials who have been fingerprinted, cleared per New York State Education Department (NYSED) and are listed on the database as a cleared official.

Steps to be Fingerprinted

1. Sports officials must first establish a TEACH account through the New York State Education Department's TEACH Online Services System.
 - a. Create TEACH Account - <http://www.highered.nysed.gov/tcert/teach/>
 - i. In the bottom left-hand corner, create a TEACH account. Be sure to create this account prior to getting prints done.
2. Immediately after you create this account, you may proceed to get your fingerprinting complete.

Fingerprinting is done through MorphoTrust IDentoGO, a statewide vendor managed system. The fingerprint application fee as of January 1, 2025 is: Total Fee \$101.25.

3. Go to: <https://uenroll.identogo.com/workflows/14ZGR7> and fill out all of the forms.

Where to go and get fingerprinted?

A full list of finger printing locations is available through the [IdentGo website](#).

Staples stores have IDentoGO enrollment centers that offer fingerprinting services for a variety of purposes, including employment, licensing, and TSA PreCheck enrollment.

4. Allow some time for processing. You may check your status of your clearance through your TEACH Online Services Account. <http://www.highered.nysed.gov/tcert/teach/>
5. To verify if you are all set, you may login to the TEACH system (<http://www.highered.nysed.gov/tcert/teach/>). Click on Teach Online button – this will navigate you to the NYS Department of Education.
 - a. Click on Account Information under Inquiry Links
 - b. Click Finger Printing in the “Select Information you want to view”, click Submit
 - c. A blue box beneath under Fingerprinting should read “Your DCJS and FBI results have been received.”
 - d. You may see inquiries for school that looked at your record under this section.

If an official's fingerprint clearance is denied by the NYSED, that official will be made inactive until the official files the appeal, the case is reviewed, and the official is cleared. An official may call their Section office for the contact information of the OSPRA office.

Any subsequent arrest notices, after an official has been cleared, will be sent from NYSED to the appropriate parties and the official. The official will be notified by certified letter and will forward the notices to their Section office. The official will be made INACTIVE immediately. Any official that is arrested is responsible for contacting both the NYSED Office of School Personnel Review and Accountability at (518) 473-2998 as well as any other appropriate parties to resolve the situation prior to any more contests being



Capital Districts Football Officials Association

Integrating Horizon WebRef calendar into your Tablet, Phone or Outlook calendars

Integrating Horizon WebRef with Your Outlook or Device Calendar

Integrating your Horizon WebRef calendar with Outlook or your device's calendar is a great way to stay organized. It also allows for quick, one-click access to map directions from your phone. Follow these steps to integrate your Horizon WebRef calendar:

1. Understand the Benefits

- o Once integrated, your Horizon WebRef calendar will maintain a live connection to your personal calendar.
- o Any updates or changes to your schedule will automatically sync, keeping everything in one place.

2. Locate Your iCal Link

- o Navigate to your **Personal Game Schedule** from the menu on the left side of most Horizon WebRef pages.
- o At the top of the page, look for the **iCal** icon and text. Hover over it and select **iCal Synchronize URL**.
- o Follow the instructions on the pop-up page and copy the provided URL.

3. Add to Your Device Calendar

- o For tablets and mobile devices, email the copied URL to yourself.
- o Open the email on your device and click the link. Your system will prompt you to add the calendar.

4. Add to Outlook Calendar

- o Open **Outlook** and go to the **Calendar** menu.
- o Select **Open Calendar**, then choose **From Internet**.
- o Paste the copied Horizon WebRef URL into the provided box and select **OK**.
- o The Horizon WebRef calendar will now appear in the **Other Calendars** section on the left menu.
- o To merge it with your main Outlook calendar, click the small arrow in the Horizon WebRef calendar tab.

5. Viewing vs. Editing

- o Your Horizon WebRef calendar will now sync across all devices linked to your Outlook account.
- o Note: You **cannot** edit your Horizon WebRef schedule from Outlook—only view it.



Capital Districts Football Officials Association Adding Directory to your Phone Contacts

Consider downloading the full membership directory from Horizon WebRef and adding it to your contacts so you have everyone on your phone in case you need to get a hold of someone on the crew. This ensures you have everyone's phone number readily available.

How to Download the Membership Directory. *Note: You must use a computer for this process.*

1. Log in to Horizon WebRef.
2. Navigate to Member Directory from the right-side navigation menu.
3. Click Export in the top menu bar.
4. Your computer will download a file containing all officials' contact information.
 - o By default, the file includes both CDFOA and Adirondack officials.
 - o To download only CDFOA members, select GROUP: CDFOA from the Displaying Directory dropdown below the top navigation bar.
5. Locate the downloaded file on your computer.
6. Move the file to an easily accessible location, such as your desktop.
7. Uploading Contacts to Your Preferred Platform
Different users back up contacts in various ways, such as Outlook or Google. See the instructions below for each method.

See next page for instructions on how to add to your contact.

Contact Import Resource Guide

Google Contacts - How to Import Into Google Contacts and Sync with Phone

1. Download Contact as a CSV on your computer
2. Go to [Google Contacts](#) on your computer
2. Click Import in the left menu
3. Click Select File
4. Choose your file
5. Click Import

Outlook - How to Import into Microsoft Outlook Contacts

Classic Outlook	New Outlook
<ol style="list-style-type: none">1. At the top of your Outlook ribbon, choose File.2. Choose Open & Export > Import/Export. This starts the wizard!3. Choose Import from another program or file, and then choose Next.4. Import and export wizard - import from another program or file5. Choose Comma Separated Values, and then choose Next.6. Outlook Export Wizard - Choose CSV file7. In the Import a File box, browse to your contacts file, and then double-click to select it.<ul style="list-style-type: none"><input type="checkbox"/> Replace duplicates with items imported If a contact is already in Outlook and your contacts file.<input type="checkbox"/> Allow duplicates to be created.<input type="checkbox"/> Do not import duplicate items8. Click Next.9. Be sure the fields are properly mapped.10. Choose Finish. <p>Resource Page</p>	<ol style="list-style-type: none">1. In new Outlook, from the navigation bar, select Outlook People icon People. <i>Tip: If People aren't already in the left navigation bar, select More apps, then People to add it. After adding People, right-click and select Pin to keep it in the left navigation bar.</i>2. From the ribbon, select Manage contacts > Import contacts.3. Select import contacts from the Manage menu4. Select Browse, choose your CSV file, and select Open.5. Select Import. <p>Resource Website</p>



Capital Districts Football Officials Association

Onboarding Survey

1. What interests you most about becoming a football official? *(Checkboxes – select all that apply)*

- Love of the game
- Staying active and involved in sports
- Leadership and personal development
- Earning extra income
- Giving back to the community
- Other: *[Short answer]*

2. Have you ever played or been involved in organized football before? *(Multiple choice)*

- Yes
- No

If yes, please briefly explain your experience: *(Short answer)*

3. Which officiating roles are you most interested in? *(Checkboxes)*

- On-field official (referee, umpire, line judge, back judge, etc)
- Clock operator
- Not sure yet – I'm open to learning!

4. How would you describe your current level of physical ability? *(Multiple choice)*

- Highly active – I'm ready to run up and down the field
- Moderately active – I'm comfortable being on my feet
- Prefer a stationary or support role to start
- I'd like to discuss what role best fits me

5. What personal strengths or qualities do you think will help you as an official? *(Paragraph)*

6. Are there any areas you feel nervous or unsure about? *(Paragraph)*

7. Do you have any scheduling limitations or considerations we should know about? *(Paragraph)*

8. How did you hear about CDFOA? *(Checkboxes)*

- Referral from a current official
- School or sports program
- Social media
- Website
- Other: *[Short answer]*

9. Is there anything else you'd like us to know or any questions you have? *(Paragraph)*