



POLICY TITLE: PAYMENT OF OFFICIALS FOR HIGH SCHOOL ATHLETIC EVENTS

Purpose: This policy outlines the requirements and procedures that must be followed by school sites and Athletic Directors when paying officials for high school athletic events. It is intended to ensure transparency, fairness, and compliance with regulations regarding the compensation of officials.

Scope: This policy applies to all high school athletic events sanctioned by the school district and CIF Sac-Joaquin Section, including but not limited to games, tournaments, and meets.

SCHOOL/DISTRICT REQUIREMENTS:

1. **Official Rates:** The rates of pay for officials must comply with the guidelines set by the CIF Sac-Joaquin Section Board of Managers.
2. **Payment Authorization:** Payment of officials must be authorized by the Athletic Director or another designated school official.
3. **Timely Payment:**
 - a. Officials must be paid on or before the 15th of each month for all events that occurred in the previous month. Failure to abide by this regulation will result in a formal warning (#1) to the Athletic Director and Principal of the school site.
 - b. Failure to pay the officials within two (2) warning periods may result in a \$250 fine to the school site and written notification sent to the district superintendent.
 - c. Failure to pay the officials within three (3) warning periods may result in a \$1,000 fine to the school site.
 - d. Failure to pay all officials by June 15th of the academic year may result in loss of officials for the school site for the upcoming fall season of sport.
 - e. A school that receives three (3) warnings issued during the academic year may be subject to no fall officials for the upcoming fall season of sport.
4. **Payment Terms:**

08/01 – 08/31	09/15
09/01 – 09/30	10/15
10/01 – 10/31	11/15
11/01 – 11/30	12/15
12/01 – 12/31	01/15
01/01 – 01/31	02/15
02/01 – 02/28	03/15
03/01 – 03/31	04/15
04/01 – 04/30	05/15
05/01 – 05/31	06/15



5. Tax Reporting: The school site or Athletic Director must comply with all tax reporting requirements for payments made to officials, including issuing Form 1099 to officials. If using ArbiterPay (<https://www.arbiterpay.com/>) this requirement is met through their software management system and company protocols.
6. Compliance: Failure to comply with this policy may result in disciplinary action, including loss of home games.
7. Recommendation: The CIF Sac-Joaquin Section recommends that schools pay officials weekly or bi-monthly through the ArbiterPay system.

OFFICIALS RECOURSE OF ACTION FOR LATE PAYMENTS:

1. Definition: A late payment is defined as a payment from the previous month that is not received on or after the 15th of each month.
2. Notification:
 - a. Officials should first email the Athletic Director responsible to inquire about the status of their payment. This information is available at <https://www.cifsjs.org/member-schools>.
 - b. Officials should provide information, such as the game number from Arbiter, to support their claim for payment.
3. Follow-up:
 - a. If payment is not received within five (5) days after the initial inquiry, officials should follow up through a second email with the Athletic Director or designated school official to request expedited payment.
 - b. Officials should maintain a record of all communications regarding the late payment.
4. Formal Complaint:
 - a. If payment is not received within five (5) days after following up a second time with the school site, officials may file a formal complaint with the CIF Sac-Joaquin Section Office by completing an online form available at: <https://www.cifsjs.org/officiating>.
 - b. The complaint should include details of the unpaid event(s), the amount owed, and copies of any relevant documentation.

Review and Revision: This policy shall be reviewed annually and revised as necessary to ensure compliance with current regulations and best practices.

Approval: This policy is approved by the CIF Sac-Joaquin Section Executive Committee and is effective immediately upon adoption.

Date of Adoption: