



TO: Current High School Sports Officials and New Candidates

FR: Joe Tonelli, CIAC Director of Officials

DT: June 17, 2010

Thank you for your interest in officiating high schools sports in Connecticut. Officials serve an important role and contribute significantly to the integrity of high school competition. Please be advised that effective for the 2011 – 2012 school year, all current officials and new candidates must be cleared through a CIAC background check to be placed on the approved list, from which member schools must obtain officials.

Thank you for your cooperation in reading and signing the CIAC background check consent form below and returning it to your local board.

CIAC BACKGROUND CHECK CONSENT FORM

By signing this consent form, I acknowledge that I will be subject to a criminal background check. I understand that if I choose not to sign this consent form, I will not be included in the approved list of officials authorized to officiate high school sports in Connecticut. I further understand that it may be necessary for CIAC to disclose information regarding my criminal history to the commissioner or designee of my local board.

Print Name _____

Maiden/Former Name _____

Date of Birth _____

Signature _____

Today's Date _____

CIAC POLICY FOR CONNECTICUT HIGH SCHOOL SPORTS OFFICIALS

In its role of overseeing interscholastic competition between its member schools, with the input of the CIAC Officials' Association, CIAC has established the following qualifications for officials at such contests. When these qualifications are met, officials will be placed on the approved list, from which member schools must hire officials.

I. **Requirements to officiate high school sports in Connecticut. To be on the approved list for officials for CIAC-sanctioned contests, officials must:**

1. Be at least 18 years of age;
2. Pass an annual test on the NFHS game rules for the sport administered by the CIAC-recognized officials' group for that sport;
3. Be a certified member of a CIAC-recognized officials' group for the specified sport;
4. Provide accurate date of birth and maiden name, if applicable, to CIAC;
5. Be cleared through a CIAC background check including criminal conviction history.

NOTE: A local or state officials' board may adopt additional qualifications and requirements for membership as they deem appropriate provided they are no less stringent than those contained herein.

II. **Required Background Check:**

CIAC will conduct background checks, including criminal conviction records, of all officials and candidates for inclusion on the approved list. Such checks will be performed during the 2011-2012 school year on all officials currently on the approved list and new candidates.

Subsequently, background checks will be performed on new members. Current members can be subject to a follow-up background check at any time at the discretion of CIAC.

Subject to the review procedures in Section IV, CIAC reserves the right to exclude any official from the approved list on the basis of such background check if it determines that the official's conduct has been inimical to the interests of the member schools, provided that a criminal conviction shall be considered on its specifics and conviction will not automatically result in exclusion from the list. Should CIAC exclude or remove an official from the approved list as a result of a background check, it will notify the official of that action and provide the results of that background check, and the official may request review in accordance with Section IV below.

III. **Standards of Conduct:**

CIAC and its member schools expect that officials will uphold the highest ethical standards. Subject to the review procedures in Section IV, CIAC reserves the right to exclude or remove an official from the approved list for any conduct that it determines is inimical to the best interests of its member schools. Should CIAC receive such information concerning such conduct from a background check, it shall share the results of that background check with the candidate or official. Conduct that is inimical to the best interests of CIAC member schools includes but is not limited to the following:

1. Making false or incomplete statements during the application process or providing false or incomplete information to CIAC regarding one's background, including criminal conviction history.

2. Failure to notify the local board and/or state board and CIAC immediately, if charged with a crime.
3. Engaging in conduct that violates the public trust and is considered contrary to community standards of justice, honesty, and good morals.
4. Having been convicted of the following:
 - A. A crime involving the use, possession, or sale of illegal drugs or a controlled substance.
 - B. A crime involving the use or threatened use of violence against a person.
 - C. A crime that results in the individual being listed on a sex offenders' registry in any state.
 - D. Any sexual offense.
 - E. Any crime against a minor.
 - F. Other due and sufficient causes -- Any conduct that, within the discretion of the CIAC, gives rise to a concern for the safety of students or others, or that indicates that the official cannot objectively perform the duties of an official; or that is otherwise inconsistent with the responsibility of the CIAC to the member schools or the student participants.

Note: Any applicant or certified official charged with any crime or suspected of any such activity may be suspended immediately without prejudice from officiating pending the outcome of the charges.

IV. Review Procedures:

If a candidate or an official on the approved list receives written notification that he/she is being considered for exclusion or removal from the approved list as set forth in Sections II and III above, he/she may submit additional information to be considered within ten days of the date of such written notification. Such information shall be made in writing and addressed to the Director of Officials. The grounds for such review shall be stated in such request, e.g., mistaken identity, rehabilitation, or other justification for consideration. The Director of Officials shall review the documents submitted, and within thirty days of receipt of the information, the Director of Officials shall take one of the following actions.

1. Place the candidate or official on the approved list;
2. Exclude or remove the candidate or official from the approved list.

Following action taken in accordance with paragraphs a or b above, the official or candidate may appeal an adverse decision within ten (10) days of the date of notification that his/her request to be placed on the approved list was denied. To do so, the official or candidate shall file a written appeal with the Executive Director. Upon receipt of such appeal, the Executive Director will establish a committee composed of the Associate Executive Director in charge of CIAC or his designee, a voting member of the CIAC Officials Advisory Board and the CIAC Director of Officials or his designee. The committee shall consider the written record, previous information submitted to the CIAC Director of Officials, and afford the official or candidate an opportunity to be heard. After considering the written record and hearing with the official or candidate (if such meeting is held), the committee shall either grant or deny the appeal. The decision will be rendered within fifteen (15) days of the meeting.

Following action taken by the above referenced three member committee, the official or candidate may request final review by the CIAC Board of Control within ten (10) days of the date of notification that his/her appeal was denied. To do so, the official or candidate shall file a written appeal with the Chairman of the CIAC Board of Control. Upon receipt of such appeal, the Chairman will process the appeal in accordance with CIAC appeal procedures. The CIAC

Board of Control will render final decisions on all appeals except that the Board of Control reserves the right to take only those cases which it believes involves issues of critical and conflicting opinion among the aforementioned committee or which as a result of other compelling reasons deserves the attention of the CIAC Board of Control. Given that inclusion on the approved list is a privilege, not a right, the decision of the CIAC Board of Control shall be final and binding on all parties. Such action shall be taken within thirty (30) days of receiving the appeal, provided that the Board can extend this period as appropriate.

4/14/10