

**West Chapter #5 Field Hockey Officials Association, Inc**  
**A Non-Profit Association**

**RULES AND POLICIES**

**A. MEMBERSHIP**

1. Membership will be by application. All members must register with NJSIAA, which includes a criminal background check. The Association will consider any official who has completed a US Field Hockey Practical Evaluation Process and has passed the NFHS Test using the NJSIAA guidelines with the chapter required score.
2. Evaluation:
  - a. Cadets
    - 1<sup>st</sup> year cadet- will work with Cadet Supervisor and be assigned a mentor.
    - 2<sup>nd</sup> year cadet-formal evaluation year
    - 3<sup>rd</sup> year - experience year.
    - 4<sup>th</sup> year - formal evaluation year.
  - b. All Active, Transfer and Associated Members will be evaluated every 4th year thereafter. A member may request an evaluation any time during the interim.
  - c. The Supervisor of Officials may recommend that an official be evaluated for reasons including, but not limited to:
    - As a result of problems arising from persistent issues brought to the attention of the Board
    - Direct contact from schools.
    - Repeated recommendation from chapter members.
3. Procedures  
Members who need to be evaluated will be observed on full-field Varsity level play at an approved play-day, pre-season venue, on Varsity Scrimmages or J.V. games, **without pay**. The Executive Board may designate other options as they see fit.
4. Membership lapse for one year or more requires a re-certification process which includes meeting all requirements as stated in Article IV, Section 1-C of the By-Laws

**B. DUTIES of MEMBERS**

1. Members must register annually with the NJSIAA. Chapter dues must be paid by the Second Annual Meeting. Members not meeting this deadline will have their schedule revoked until all financial obligations have been met.
2. All members are independent contractors and must sign the NJSIAA General Release form every year.

3. Members must meet all financial obligations according to the Financial Responsibility Bulletin.
4. All active members (categories A, C, D, F - Art. IV Section 3) must attend all scheduled association meetings. Failure to attend a scheduled association meeting will result in a missed meeting fine. All active members must attend an annual approved rules interpretation meeting. Failure to attend an approved rules interpretation meeting will result in a fine to be paid to the approved chapter rules interpreter to provide a separate interpretation for the member.
5. All fees should be in written form and presented to the membership by the Executive Board at the First Business Meeting.

C. DRESS CODE

**Members will:**

1. Be neat and properly attired for all assignments. The official uniform shall consist of:
  - a. Neon yellow shirt (or any NJSIAA approved color) with NJSIAA logo
  - b. Black skirt or shorts; (length in good taste, i.e. mid-thigh), or slacks
  - c. Black athletic shoes with black socks
  - d. Fox 40 or another approved whistle
  - e. Field Hockey Penalty cards approximately 3 inches in size. (Green Triangle, Yellow Square & Red Circle)
  - f. Communication device for Varsity level games (strongly encouraged)
2. Have a current copy of the following documents at each assignment:
  - a. NFHS rulebook
  - b. NJSIAA Officials Handbook and Membership card
  - c. NJSIAA Rules Modification document

D. CODE OF ASSIGNING

1. The assignor will, prior to the season, request availability from each official and collect a nonrefundable deposit which will go toward her/his assigning fee. The assignor will utilize the NJSIAA approved Assigning System to communicate with officials and schools.
2. Members are required to set up and maintain an accurate profile and current availability in the NJSIAA approved Web-based Assigning System.

3. Before an official accepts an assignment, the official must be certain that they are available, have transportation, and can meet the assignment requirements. Members who find they cannot meet an assignment must contact the assignor immediately.
  - a. Under no circumstance should any official exchange assigned games with another official or give their assigned games to another official.
  - b. Notification less than 2 hours prior to game time will be considered a missed assignment and will be excused only with an unavoidable accident or emergency deemed acceptable by the Executive Board.
  - c. Missed assignments will be subject to disciplinary action.
4. Assigned games returned after receipt of original assignment are assessed a fee to be determined each year by the executive board.
  - a. A monetary penalty will be added to the standard assigning fee of a game, for every game that is turned back after schedule has been accepted. All assigning fees and penalties are to be paid to the assignor.
  - b. An official who fails to fulfill their obligation of an assigned game without proper notification to the assignor will be penalized 50% of their game fee for that date. Moneys will be paid to "West Chapter #5" and sent to the treasurer.
5. Members are required to arrive at the assigned school at least 15 minutes prior to game time. Habitual lateness to games will not be tolerated.
6. All members are required to confirm assignments with the Host school and their partners.

#### E. CODE OF CONDUCT

1. All Members are required to:
  - a. Follow the Code of Ethics as stated in the NJSIAA Officials Handbook
  - b. Abide by all the Duties and Responsibilities of a member as stated in the Constitution, By Laws and Rules and Policies of West Chapter 5.

c. Conduct themselves in a professional manner at all times on and off the field of play. Conduct that is detrimental to the Association at any game, regardless of level, by a non-participating official representing themselves as a parent, coach or spectator will not be tolerated and subjects the violater to disciplinary action.

2. Grounds for discipline include, but are not limited to:
  - a. Failure to comply with the associations' constitution, by-laws, and/or rules and policies.
  - b. Any action relative to the proper conduct of an official.
  - c. Failure to meet game assignments.
  - d. Failure to meet the standards for appropriate uniform.
  - e. Habitually arriving late for assignments.
  - f. Failure to attend meetings.
  - g Conduct unbecoming an official.
  - h Failure to meet financial obligations within time allotted.
  - i. Harassment, intimidation, or ridicule of a fellow official during or after any contest by a member of this association will be considered misconduct. This includes verbal or written statements in any form including social media.

#### F. Incident Reporting and Procedure:

When a member of the Executive Board is notified of an incident involving a member of the chapter by School Administration, Athletic Director, Coach or official, the following process will be instated:

1. The Supervisor of Officials will conduct a preliminary investigation which includes notifying the member involved obtaining a written statement of the incident.
2. If further action is deemed necessary by the Supervisor of Officials, the Executive Board will convene a hearing to investigate the complaint.
3. The Executive Board will determine any appropriate disciplinary action. The chapter member shall be notified in writing of any resulting decisions of the hearing. (See West Chapter 5 Bylaws article XII section 1-3.)

#### G. Disciplinary Actions:

The following disciplinary actions represent options that may be applied by the Executive Board. The Executive Board reserves the right to alter or add to the sanctions listed. While a member is serving their sanction, all chapter obligations must be met.

1. Letter of Direction
2. Letter of Reprimand (becomes part of chapter's records)
3. Probation

The member will be one of the last officials assigned games or may be issued a reduction of schedule(level)games. Additionally, probation carries the potential of no post season assignments. The duration of the probationary period will be no longer than one calendar year. Any further incidents or complaints about behavior would result in upgrading disciplinary action.

#### 4. Suspension

The member would not be assigned any games for the duration of the suspension. The suspension period may range from one game to an entire season and could continue into the following season. The number of games a member could be suspended will be determined by the Executive Board.

#### 5. Expulsion

The member will be removed from the chapter's roster.

\*NJSIAA and any associated chapters will be notified of the following situations: Probation, Suspension, Expulsion.

#### H. Appeals Process:

1. In conformance with the bylaws (See West Chapter 5 Bylaws article XII section 1-3.), the member has the right to appeal any disciplinary action. Upon notification of discipline, the member must inform the Executive Board of their appeal in writing within three (3) business days.
2. The Executive Board forms an Appeals Committee. The committee will be comprised of three-chapter members, including only one Executive Board member.
3. The Appeals Committee schedules a hearing with the member requesting the appeal. Following the hearing the committee will review all available information and determine the status of the appeal.

The Committee may elect to:

- a. Support the original decision of the Executive Board
  - b. Suggest an alternative disciplinary action to be considered by the Executive Board
4. The Executive Board will reconvene and make any final determination as to the status of the member.