

## West Chapter #5 Field Hockey Officials Association, Inc

A Non-Profit Association

### **RULES AND POLICIES**

#### **MEMBERSHIP**

1. The Association will accept an official who has completed a US Field Hockey Practical Evaluation Process and must pass the NFHS Test.
2. Evaluation procedures are as follows:  
**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.

Officials shall be evaluated every 4<sup>th</sup> year thereafter.

An official may request an evaluation anytime between the 4<sup>th</sup> – 8<sup>th</sup> years.

3. The Supervisor of Officials may recommend that an official should be evaluated for the following reasons:
  - a. As a result of problems arising from the preferred sheets.
  - b. Direct contact from schools.
  - c. Repeated recommendation from chapter members.
4. Those officials who need to be evaluated will be observed on Varsity Scrimmages or J.V. games without pay.
5. Membership lapse for one year or more requires the certification process which includes meeting all requirements as stated in Article IV, Section 1-C of the by-laws.

#### **DUTIES of MEMBERS**

1. NJSIAA dues must be paid by the Second Annual Meeting. Officials whose dues have not been paid by this meeting will be in violation of the constitution and will be required to come before the Executive Committee at which time said official may be placed on probation .
2. ***Officials who do not meet all of their financial responsibilities (dues, assigning fees and missed meeting fees) by December 31 of the calendar year will be required to pay a \$100 deposit in order to receive a schedule the following season. (See Financial Bulletin).*** If an official fails to meet their obligations, the Executive Board will place these officials on probation. ***Probation means that the official may not be assigned to their choice of games and will be one of the last officials to be assigned games. There will be no post season game assignments (i.e., state tournament).*** During probation, the official is expected to meet all obligations. An official will be on probation for one year only. The following year the official will be considered for reinstatement or dismissal by the Executive Committee.
3. Every official must attend the interpretive meeting - if this meeting is missed, the official must attend an approved interpretation meeting along with a **\$25.00** fine, per official, that will be paid to the Interpreter. Also a fine of **\$10.00** will be assessed for the missed meeting and each additional required meeting missed.

4. All fees should be in written form and presented to the membership by the assignor prior to assignment of games.
  - a. A \$5.00 penalty will be added to the standard assigning fee of a game, for every game that is turned back after schedule has been accepted.
  - b. An official who does not fulfill their obligation of assigned games 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. Each year all members must sign the NJSIAA general release form holding harmless the NJSIAA, their heirs, executors, assignors and administrators from any and all manner of actions and causes of contracts, suits, debts, dues, accounts, covenants, agreements, judgments, claims, actions and demands.
6. Timeliness on Assignments:  
Officials are required to arrive at the assigned school at least 15 minutes prior to game time. Habitual lateness to games will not be tolerated.
7. Members are required to set up and maintain up to date and accurate personal accounts on the Arbiter scheduling system.
8. Members are expected to attend all scheduled association meetings.
9. If an official has an assignment and cannot meet that obligation, the official must contact the assignor immediately. Under no circumstance should any official exchange assigned games with another official or give their assigned games to another official.
10. Members are expected to fulfill their accepted assigned commitments.  
**Note:** This includes Tournament games.
11. All officials are **required** to confirm assignments with the school and their partners.

**DRESS CODE:** Officials shall:

1. Be neat and properly attired for all assignments
2. Possess current rulebook and membership card to every assignment
3. The official uniform shall consist of:
  - a. Collared shirt of solid color contrasting with both teams uniform tops and coordinate to match with partner.
  - b. Black skort or kilt; length in good taste (mid-thigh), slacks or golf shorts
  - c. Black athletic shoes with black socks
  - d. NJSIAA emblem on left sleeve
  - e. Fox 40 whistle
  - f. Penalty cards approximately 3 inches in size. (Green, Yellow & Red)

**CODE OF ASSIGNING**

1. The assignor shall, 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 Arbiter Assigning System to communicate with officials and schools.
2. Before an official accepts an assignment, the official needs to be certain that they are available, have transportation, and can meet the assignment requirements.
3. If an official receives an assignment and cannot meet the obligation then the official **MUST** contact the assignor as soon as possible. Notification less than 2 hours prior to game time shall be considered a missed assignment and will be excused only with an unavoidable accident or emergency deemed acceptable to the executive board. Missed assignment will be subject to disciplinary action.
4. Assigned games returned after receipt of original assignment are assessed a flat fee to be determined each year by the executive board.

## CODE OF CONDUCT

Association members are required to 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

Harassment or ridicule of a fellow official during or after any contest by a member of this association will be considered misconduct. Any member that violates this policy will be brought before the executive board for disciplinary action.

### **Grounds for discipline include, but are not limited to:**

1. Failure to comply with the associations' constitution, by-laws, and/or rules and policies.
2. Any action relative to the proper conduct of an official.
3. Failure to meet game assignments.
4. Failure to meet the standards for appropriate uniform.
5. Habitually arriving late for assignments.
6. Failure to attend meetings.
7. Conduct unbecoming an official.
8. Failure to meet financial obligations within time allotted.

The executive board may place officials on probation for any one of these violations. ***Probation means that the official may not be assigned to their choice of games and will be one of the last officials to be assigned games. There will be no post season game assignments (i.e., state tournament).*** During probation, the official is expected to meet all chapter obligations. An official will be on probation for one year only. The following year the official will be considered for reinstatement or dismissal by the Executive Committee.