

2013-2014 NJSIAA Handbook



For Officials

16th Edition

2013-2014

NJSIAA

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Introduction

The NJSIAA takes great pleasure in presenting this Officials Handbook to all officials and member schools in our state.

To achieve officiating excellence an official must combine knowledge of the rules and of the game with proper mechanics and decision-making skills. The official must also be in top physical condition in order to meet the rigorous physical and mental demands of such activities.

This handbook serves as a reminder to officials of their responsibilities to the student/athletes and member schools and, in turn, the schools' responsibility to officials.

NJSIAA MINIMUM REQUIREMENTS FOR REVIEW OF OFFICIALS CHAPTERS

Certification of an officials chapter or association is at the discretion of the Executive Committee, which may consider, among other things, the need for a new chapter or association, the number of new officials in the membership of the new chapter or association, and whether the new chapter or association was created as a result of a conflict with an existing chapter or association. In addition, all officials chapters or associations must meet the following minimum requirements to be eligible for consideration by the Executive Committee.

1. The chapter must provide evidence of officiating experience of its membership noting league, conference, or levels of competition and years of service.
2. The chapter must provide a list of its duly elected officers and membership.
3. The chapter must provide a copy of its Constitution and Bylaws for review by the NJSIAA.
4. The chapter must agree to grant the NJSIAA the final authority for testing, training, and evaluating procedures adopted by the chapter.
5. The chapter must provide an outline of its testing, training, and evaluating procedures for certification of prospective and present members. **ALL MEMBERS MUST PASS AN ANNUAL WRITTEN RULES EXAMINATION, AS APPROVED BY THE NJSIAA.**
6. The chapter must agree to comply with all provisions of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA; decisions of the Executive Committee of the NJSIAA; and the tenets of agreements effected by the Officials' Councils and the NJSIAA.

NJSIAA MINIMUM REQUIREMENTS FOR REGISTRATION OF OFFICIALS

The Executive Committee, at its discretion, may approve the certification or registration of officials and/or officials chapters in all sports, and may establish the minimum requirements for testing, training and evaluating of officials.

- A. Candidate must provide at least two references attesting to his/her character.
- B. All candidates and members must pass a National Federation Rules Examination or other comprehensive exam approved by the NJSIAA.

II. Training

- A. Candidates must align themselves with an approved chapter of officials within ninety (90) days of notification of successfully passing the approved exam.
- B. Chapters must designate a rules interpreter who must attend the NJSIAA Rules Interpretation meeting and who must conduct a chapter rules interpretations meeting prior to the opening of the interscholastic sport season for that sport. Attendance at the annual chapters rules interpretation meeting shall be mandatory for all members.
- C. Chapters shall conduct meetings at which the rules, the mechanics, and NJSIAA modifications are reviewed for the in-service improvement of officiating. A member shall be required to attend a minimum of three (3) meetings annually. Attendance at NJSIAA sponsored clinics is strongly recommended.

- D. Cadet and in-service training programs must be established to insure a high caliber of officiating for the member schools. **It is highly recommended that officials who are not of legal age (18), even though they may have obtained varsity game status, be assigned to games/matches/meets with mentor officials who are of legal age (18 or older).**

III. Evaluation and Certification

- A. Chapters shall develop a means of evaluating their members for continuing their memberships in good standing
- B. Chapter secretaries shall furnish the NJSIAA with a list of their members in good standing by the NJSIAA designated date, and include payment of dues for members so listed.

C. Registration

- 1. Registration by the chapter will not be issued or renewed for any adult. An adult is defined as any person 18 years of age or older:
 - a. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense against a minor or any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter; or,
 - b. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by federal or state law or regulation, prior to five (5) years following the completion of any sentence/parole/probation period imposed for the offense.
- 2. Currently Registered Officials
 - a. When a currently registered official is indicted or charged with any indictable criminal offense or charged with a violation of any statute pertaining to minors, drugs or a controlled substance, such license will automatically be suspended, pending resolution of the indictment or charge. Conviction or adjudication of fault, guilt or a violation under any such indictment

or charge shall result in immediate and automatic forfeiture of the officiating license.

- b. Currently registered officials must inform the local chapter of any such indictment or indictable criminal charge immediately upon receipt of or upon having knowledge of such indictment or charge. Failure to notify the chapter shall itself be a basis for immediate and automatic forfeiture of the officiating license.
3. Reinstatement/Reapplication for Registration. An official whose registration has been forfeited, suspended or revoked or an applicant who is denied registration, under the provisions of this policy, may petition the chapter for reinstatement/reapplication based on the following:
 - a. If suspension, revocation or forfeiture of registration is based upon conviction, adjudication or finding of guilt as a result of an indictable offense: The official/applicant may petition the chapter for registration one (1) year after the completion of the parole/probation period; other than conviction of illegal/illicit drugs, controlled substance where a five (5) year propation period is used, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor or a sexual offense).
 - b. If suspension, revocation, forfeiture or denial of registration is based upon any conviction, adjudication or finding of guilt involving a minor or sexual offense, reinstatement/reapplication will not be permitted, unless/until such offense has been reversed by proper authority having jurisdiction over the matter.

- IV. All registered NJSIAA officials are considered independent contractors and not employees of the Association.

Article VII

PROTESTS

Section 1. Protests against alleged violations of contracts, violations of the accepted standards of good sportsmanship, or of the Constitution and Bylaws of this Association, must be reported in writing and posted by the Principals of the participating schools or the game officials to the Executive Committee, through the Executive Director, within one hundred twenty (120) hours of the time of such violations, with a copy to the alleged violator. Protests based upon an official's judgment or misinterpretation (*misapplication*) of the playing rules will not be honored.

CL 2 *"Protests based upon an official's judgment or misinterpretation (misapplication) of the playing rules will not be honored" does not preclude a League or Conference from addressing same; however, the NJSIAA will not honor such protests for non-conference games/meets, neither will the NJSIAA hear appeals to a League or Conference decision based upon an official's judgment or misinterpretation (misapplication) of the playing rules.*

Article VIII

CONTEST RULES - CHAMPIONSHIPS - OFFICIALS

Section 2. All contests involving member schools must be played according to the rules of the National Federation of State High School Associations. This applies to all sports for which rules are formulated by that Association. **Any sport that is governed by an agency other than the NFHS shall be played according to the rules of that governing body (i.e. USTA for spring and fall tennis).**

Section 3. All baseball, basketball, field hockey, football, gymnastics, ice hockey, lacrosse, soccer, softball, swimming, tennis, volleyball, and wrestling officials working in any NJSIAA inter-school varsity baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball, or volleyball game, gymnastics or swimming meet, or wrestling match, must be registered with the Association and listed as approved by the NJSIAA.

Section 4. The Executive Committee may approve the certification of officials and/or officials' chapters in all sports; and the minimum requirements for testing, training and evaluating all officials.

Article IX

SPORTSMANSHIP

COACHES MUST BE CAUTIONED NOT TO REFUSE TO PLAY OR TO COMPLETE A GAME/MEET. SUCH DECISIONS ARE WITHIN THE JURISDICTION OF THE GAME/MEET OFFICIALS ONCE GAME/MEET HAS STARTED, OR REST WITH HOME MANAGEMENT AND/OR TOURNAMENT DIRECTOR IF THE GAME/MEET HAS NOT STARTED.

Penalty: Any school whose coach violates Section 2. E. Shall be placed on probation by the Association for not less than one year from the date of violation, and shall not receive championship recognition from this Association in that sport, or enter any championship games, matches, meets or tournament sponsored by the Association in that sport unless the NJSIAA deems sufficient administrative action has been taken against the coach. Conditions of probation are outlined in the Bylaws, Article X, Section 2. A. Probation. In addition, the coach will be fined a minimum of \$300.00.

SPORTSMANSHIP RULE/POLICY

ALL ASSOCIATION COMPETITIONS MUST FEATURE

HIGH STANDARDS OF COURTESY, FAIR PLAY

AND SPORTSMANSHIP.

Unsportsmanlike conduct shall include but not be limited to the following:

- a. Any person (athletic department, staff member, student-athlete or a fan or spectator associated with a member school) who strikes or physically abuses an official, opposing coach, player or spectator.
- b. Any person (athletic department, staff member, student-athlete or a fan or spectator associated with a member school) who intentionally incites participants or spectators to violent or abusive action.
- c. Any person (athletic department, staff member, student-athlete or a fan or spectator associated with a member school) who uses obscene gestures or profane or unduly provocative language or action towards officials, opponents, or spectators.
- d. **Any person (athletic department, staff member, student-athlete or a fan or spectator associated with a member school)**

who engages in harrassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic event.

- e Any school or athletic staff member who is publicly critical of any game official, opponents and/or opposing coaches/players.
- f. The administration of a member school will be responsible for the unsportsmanlike conduct of that school's fans or spectators.

Section 4. Executive Authority:

Any report of a violation of good sportsmanship occurring during an NJSIAA sponsored event, must be submitted in writing and posted within one hundred twenty (120) hours of the incident to the Executive Director of the Association with a copy to the alleged violator and/or his/her school.

CL The one hundred twenty (120) hour provision will be satisfied, if the school's Principal notifies the League or Conference President, in writing, prior to the expiration of this time period since disputes and controversies involving League or Conference members must be initially heard at that level. However, all parties obligated to report a violation of good sportsmanship or any violation within 120 hours as required by Art. IX, Sect.4, and other Articles and Sections contained in the Constitution or Bylaws, cannot use the failure of such disclosure as an excuse to prevent the NJSIAA Executive Committee or Controversies Committee from taking jurisdiction of such a matter as provided by Section 4 of Article VII.

CONTROVERSIES AND DISPUTES

- A. The Affiliated Agreement will not in any way impair the present authority of the NJSIAA to deal with controversies among, or impose discipline or sanctions upon, member schools, coaches, officials or student-athletes.
- B. All complaints against officials who are members of the Officials' Association, including disciplinary matters, shall be handled through the internal processes of the Officials' Association.
- C. Any party to a complaint involving an official who is a member of the Officials' Association, may appeal to the NJSIAA by filing an appeal with the Executive Director of the NJSIAA, pursuant to Article XIII of the NJSIAA Bylaws. However, no such appeal will be entertained by the NJSIAA until all internal processes of the Officials Association have been fully exhausted by the appellant.

- D. Hearings - The Controversies and Disputes Committee meets periodically to conduct hearings when there are violations of NJSIAA regulations. To that extent, officials are encouraged to attend said hearings when they have first hand knowledge relative to the proceedings. Officials, along with all other parties, may be represented by counsel.

Disqualification Rules and Regulations

Rule 2 Specific Sport Regulations.

Note 4.a. Any student-athlete or coach disqualified before, during or after an interscholastic event for unsportsmanlike and flagrant verbal or physical misconduct will be disqualified from the next two (2) regularly scheduled games/meets, with the exception of football which will carry a one (1) game disqualification, at that level of competition and all other game(s)/ meet(s) in the interim at any level in addition to any other penalties which the NJSIAA or a league/ conference may assess.

CL-1 Once a coach/player has been disqualified, NO appeals will be honored from the player, coach, official or any other party. Disqualification is a judgement call and officials must be certain the act warrants disqualification. All complaints against an official must be directed to the official's Chapter Secretary and the NJSIAA.

CL-2 Scrimmages are not considered part of the disqualification rule.

- b. A disqualified player or coach may not be present at any contest in that sport during the period of disqualification. Definition of not being present at the site means that disqualified player or coach is not to be present in the locker room, on the bus, on the sidelines, in the stands or site area before, during or after the game/meet. Any player/coach in violation of this provision will be cause for forfeiture of those games during the period of disqualification.
- c. Should a coach/player be disqualified from the final game/meet of the season, said disqualification will carry over to the next year in that sport. In the case of the student-athlete, the same degree of penalty shall apply if said athlete retains eligibility in that sport.
- d. Any player/coach disqualified a second time in single or multiple sports will have the penalty doubled (i.e., in football - disqualified for two (2) games; all other sports - four (4) games). Disqualifications will count for 365 days from the date of the first disqualification.

- e. Any player with two (2) or more disqualifications in the current season, prior to the start of an NJSIAA tournament will be ineligible to compete in said tournament. According to NJSIAA rules and regulations, a player may and can be disqualified a second time in the same game/meet/match. A second disqualification for an individual in any game/meet/match supersedes NFHS rules in this regard.
- f. Any varsity team accumulating three (3) or more player and/or coach disqualifications for flagrant unsportsmanlike conduct prior to the start of a tournament will not be permitted to participate in same. Seeded teams will forfeit their right to compete if a disqualification limit is reached prior to the start of the tournament for the team.
- g. Single/multiple sports - on the third offense; players disqualified will be suspended indefinitely, and must apply, in writing, to the NJSIAA through the office of their Principal for reinstatement. Disqualifications will count for 365 days from the date of the first disqualification.
- h. Any coach disqualified a second time within 365 days from the date of the first disqualification will be required to appear before the Controversies Committee with the Principal and Athletic Director.
- i. Any coach who has been disqualified during the course of the preceding school year and/or who has three or more players on a team disqualified during the course of the preceding school year must complete on line the NFHS Teaching and Modeling Behavior course. This course license must be obtained from the NJSIAA with course completion certificate due to NJSIAA within 60 days.

Please Note: Officials should be advised to use the NJSIAA Disqualification Form, a copy of which is included in this Handbook. This form is available electronically on the NJSIAA website. (NO substitute forms should be used.)

We bring your attention to page eleven, Upon Conclusion of Game, #3 - "... and official MUST REPORT THE DISQUALIFICATION TO THE ATHLETIC DIRECTOR OF THE OFFENDING SCHOOL, IN PERSON OR VIA TELEPHONE, BY NOON OF THE DAY FOLLOWING THE DISQUALIFICATION."

Procedure

Disqualification of Players/Coaches

The following guidelines will serve to implement, clarify and interpret the provisions of Note 4: Specific Sport Regulations.

The rules in many sports are now providing explicit instructions as to the removal of a player/coach from the game and the designated area to which they are assigned. IF THERE ARE ANY SPECIFIC PLAYING RULES WHICH REQUIRE DISQUALIFICATION WITHIN A SPORT, THE OFFICIAL MUST BE COGNIZANT OF THESE RULES AS THEY APPLY TO THAT SPECIFIC SPORT. These circumstances have necessitated establishing specific guidelines for officials to follow when a player/coach is disqualified.

Whenever it becomes necessary to disqualify a coach from the game, the official should ascertain the availability of another coach or qualified faculty member who can assume responsibility for the team, and then employ the following procedures:

1. If the administrator or representative is able to designate such a person, the disqualified coach should be removed from the immediate area.
2. If the administrator or representative is not able to make this designation, the disqualified coach should be assigned to an area where the coach can visually observe a game and be available to protect the safety and welfare of the team. If the disqualified coach uses this privilege to communicate with the team or is again guilty of an unsportsmanlike act, the game shall be terminated and the Central Office of the NJSIAA notified in writing.
3. Any player/coach disqualified before, during or after an interscholastic event for unsportsmanlike and flagrant verbal or physical misconduct will be disqualified from the next two (2) regularly scheduled

games/meets, with the exception of football which will carry a one (1) game disqualification, at that level of competition and all other game(s)/meet(s) in the interim at any level in addition to any other penalties which the NJSIAA or a league/conference may assess. Such disqualification prevents a coach/player from being present at the site.

CL2 - *These NJSIAA procedures will supersede a playing rule which requires a coach or player to leave the premises upon disqualification; therefore, a player will be confined to the bench area to remain under the supervision of the coach. If said player continues to be disruptive or acts in an unsportsmanlike manner, the official may terminate the game/event.*

Officials must use discretion in exercising their prerogative as most often these situations call for a high degree of tact. The unruly coach should be dealt with in a stern but courteous manner the very first time actions prompt any cautioning by an official. This will usually forestall any punitive measures having to be taken at a later and more critical time of the game.

Mechanics at Time of Disqualification

1. Call time out - stop the action.
2. Do not hurry - if player is disqualified, request player to accompany you to the coach - go directly to coach, if player hesitates - give a direct statement of explanation to the player/coach as to why "player" was disqualified - do not debate the issue - be professional, courteous and assertive. If coach is disqualified, same procedure applies.
3. Go to opposing coach, and give exact same statement.
4. Resume the game.

Upon Conclusion of Game

1. If conditions permit, include a brief explanation of reason for disqualification, name and/or number of player/coach and offending school in each team's scorebook before signing same, if signature is required.
2. Any questions relative to period of disqualification should be referred to NJSIAA. The official is not an enforcer of the additional game (s) disqualification; however, if the official is aware of the presence of a player/coach at a game during the disqualification period, the offending individual should be reported to the NJSIAA by the official.
3. The coach of the offending team (Freshmen, Junior Varsity, Varsity) has a dual responsibility with the official to report each disqualification to his/her Athletic Director in person or via

phone by noon of the next day. Failure of a coach/official to follow the prescribed procedure in reporting the disqualification **does not** void the penalty and, if the official is at fault, it should be reported to the official's Chapter Secretary and the NJSIAA.

4. A written report on the NJSIAA Disqualification Form (no other form will be accepted) must be forwarded to the offending school's Principal by the official(s) within three (3) days of the disqualification; a copy of this report must also be forwarded to the official(s)' Chapter Secretary and the NJSIAA Central Office.
5. **Any disqualification resulting from harassing verbal or physical related to race, gender, ethnicity, disability, sexual orientation or religion at the interscholastic event must be noted on the Disqualification Form, with a description of the offending conduct. provided.**
- 6.. Disqualifications for Federated/Non-Member Schools will not be reported to the NJSIAA. Officials will forward disqualification forms to the Federated School Executive Secretary for his/her records. Any disqualifications for member schools will continue to be reported to the NJSIAA regardless of the opponent's status.

FAILURE TO FILE THESE REPORTS WILL RESULT IN PUNITIVE ACTION BY THE CHAPTER AND THE NJSIAA.

- Attention:
- (a) Once a player/coach has been disqualified, NO appeals will be honored from the player, coach, official or any other party. Disqualification is a judgement call and officials must be certain the act warrants disqualification. All complaints against an official must be directed to the official's Chapter Secretary and the NJSIAA.
 - (b) Any coach who is disqualified a second time will be required to appear before the Controversies Committee.

Clarifications - Disqualification Rule

- CL1 - Officials are reminded that prudent judgement should be utilized prior to any disqualification. An official **may not** have a "change of mind" after the disqualification has been enforced; there is no such condition as "the act was not serious enough for the player/coach to be disqualified from additional game(s)." All disqualifications for

flagrant, unsportsmanlike conduct will always carry the additional game(s) penalty; **flagrant, unsportsmanlike conduct** is not a “playing rule” violation. **The determination of disqualification must be made at the time of the violation.**

- CL2 - Flagrant is a glaring action by a player or coach which is excessive physical play or unacceptable conduct as adjudged by the game/meet official(s).
- CL3 - Regular season, rescheduled or tournament games which are in place prior to the disqualification will be used to satisfy the penalty; any games arranged by the school after the disqualification to be played during the disqualification period will be added to the penalty. Scrimmages are not considered part of the disqualification rule.
- CL4 - “Not being physically present at the site” means the disqualified player or coach is not to be present in the locker room, on the sidelines, in the stands or site area before, during or after the game/meet.
- CL5 - Ejection or removal of a player for a specific sport rule will carry the disqualification penalty only when it includes a flagrant unsportsmanlike act.
- CL6 - Seniors who are disqualified from their last game will serve the penalty in a subsequent sports season according to the penalty provisions of that subsequent sport. When seniors are disqualified from their last game of their high school careers, member schools are required to take proper administrative action to discipline the offending student.
- CL7 - Seniors who quit a sport and have not fulfilled their penalty in that sport, must serve it in the new sport before beginning playing in the new sport.
- CL8 - Any player/coach disqualified in single or multiple sports for a second time will have the penalty double (i.e., in football - disqualified for two (2) games; all other sports - four (4) games.) Disqualifications will count for 365 days from the date of the first disqualification.
- CL9 - Any player with two (2) or more disqualifications in the current season, prior to the start of an NJSIAA tournament will be ineligible to compete in said tournament. A second disqualification for an individual in any game/meet/match supersedes NFHS rules in this regard.

- CL10- Any varsity team accumulating three (3) or more player and/or coach disqualifications for flagrant unsportsmanlike conduct prior to the start of a tournament will not be permitted to participate in same. Seeded teams will forfeit their right to compete if a disqualification limit is reached prior to the start of the tournament for the team.
- CL11- Single/multiple sports - on the third offense; players disqualified will be suspended indefinitely, and must apply, in writing, to the NJSIAA through the office of their Principal for reinstatement. Disqualifications will count for 365 days from the date of the first disqualification.
- CL12- Any coach disqualified a second time in single or multiple sports in a 365 day period from the date of the first disqualification will be required to appear before the Controversies Committee with the Principal and the Athletic Director.

CL13-14-15

Any coach who is disqualified or who has three players disqualified during the course of the preceding school year must complete on line the NFHS Teaching and Modeling Behavior course. This course liscence must be obtained from the NJSIAA withcourse completion certificate due to NJSIAA within 60 days.

PREGAME/MEET SPORTSMANSHIP STATEMENT

The New Jersey State Interscholastic Athletic Association requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players.

There will be no tolerance for negative statements or actions between opposing players, especially trash talking, taunting, or baiting of opponents. If such comments are heard, a penalty will be assessed immediately. Please inform your teams of the policy.

Guidelines for Thunder/Lightning Safety

As noted previously, a chain of command and designated decision-maker should be established for each organized practice and competition.

Recognition

Coaches, certified athletic trainers, athletes and administrators should be educated regarding the signs indicating thunderstorm development. Since the average distance between successive lightning flashes is approximately 2-3 miles, any time that lightning can be seen or thunder heard, the risk is already present. Weather can be monitored using the following methods:

- * **Monitor Weather Patterns** - Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the practice or competition, and by scanning the sky for signs of potential thunderstorm activity.
- * **National Weather Service (NWS)** - Weather can also be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area and for everyone to take proper precautions.

Management:

- * **Evacuation** - If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators **must** evacuate to available safe structures or shelters. A list of the closest safe structures **must** be announced and displayed on placards at all athletic venues.
- * **Thirty-minute rule** - Once lightning/thunder has been recognized, it is **mandatory** to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. Any subsequent lightning or thunder after the beginning of the 30-minute count should reset the clock and another count should begin.
- * When one contest is suspended on a site due to thunder being heard and/or lightning being observed, all contests/**activities** on that site **must** be suspended.

Education on Lightning Danger

Coaches, athletic trainers, officials, administrators, as well as athletes, **must** be educated regarding the signs indicating nearby thunderstorm development. Generally speaking, it is felt that anytime that lightning can be seen, or thunder heard, risk is already present.

Criteria for Suspension and Resumption of Activity

Once lightning has been recognized or thunder heard, **by an official, a coach, the host site management personnel, or by a lightning detection system**, the game must be suspended immediately with all players, coaches, spectators, and officials directed to appropriate shelters.

After the suspension, the plan should include strict, documented criteria for the resumption of activities. It is mandatory to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. **Any subsequent lightning or thunder after the beginning of the 30-minute count should reset the clock and another count should begin.**

Once the contest has been suspended, the 30-minute mandatory suspension in play is in effect. If the lightning detection system gives an "all clear signal" prior to the end of the 30-minute suspension time, the contest shall not be resumed until the 30-minute suspension time limit has elapsed, per the NJSIAA and NFHS policy.

However, if a member school has a Board policy that states no play/no activity may resume until the lightning detection system gives the "all clear signal" even

though the 30-minute suspension time has elapsed per NJSIAA/NFHS rule, that Board policy shall supersede NJSIAA/NFHS policy.

Evacuation Plan

All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A list of the closest safe structures should be announced and displayed on placards at all athletic venues **when applicable**. The person in authority must be aware of the amount of time it takes to get to each structure and the number of persons each structure can safely hold. For large events, time needed for evacuation is increased and there must be a method (i.e., announcement over loud speaker) for communicating the need for evacuation and directing both athletes and spectators to the appropriate safe shelters.

Safe Structures: The most ideal structure is a fully enclosed, substantial building with plumbing, electrical wiring and telephone service, which aids in grounding the structure. A fully enclosed automobile with a hard metal roof and rolled up windows is also a reasonable choice. School buses are an excellent lightning shelter that can be utilized for large groups of people. However, it is important to avoid contact with any metal while inside the vehicle.

Avoid using shower facilities for safe shelter and do not use showers or plumbing facilities during a thunderstorm as the current from a local lightning strike can enter the building via the plumbing pipelines or electrical connections. It is also considered unsafe to stand near utilities, use corded telephones or headsets during a thunderstorm, due to the danger of electrical current traveling through the telephone line. Cellular and cordless telephones are considered reasonably safe and can be used to summon help during a thunderstorm.

When caught in a thunderstorm without availability or time to reach safe structures, you can minimize the risk of lightning-related injury by following a few basic guidelines:

- * Avoid being the highest object. Seek a thick grove of small trees or bushes surrounded by taller trees or a dry ditch.
- * Avoid contact with anything that would be attractive to lightning. Stay away from freestanding trees, poles, antennas, towers, bleachers, baseball dugouts, metal fences, standing pools of water and golf carts.
- * Crouch down with legs together, the weight on the balls of the feet, arms wrapped around knees, and head down with ears covered.

Resources:

- * Bennett B. A model lightning policy for athletes. *Ath. Train.* 1997;32:251-253
- * Holle R, Lopez R, Howard K, Vavrek J, Allsopp J. Safety in the presence of lightning. *Semin Neuro.* 1995; 14:375-380
- * Holle R, Lopez R, Lightning-impacts and safety. *WMO Bulletin.* 1998; 47:148-155
- * NCAA. Guide Line Id - Lightning Safety. In: Halpin T, Dick R, eds. *NCAA Sports Medicine Handbook*, Indianapolis, IN: NCAA; 1999.
- * NLSI. Multi-Agency Recommendations for Lightning Safety. American Meteorological Society Conference. 1998; Phoenix, Arizona.
- * Vavrek I, Holle R, Allsopp J. Flash to Bang. *The Earth Scientist.* 1993; X:3-8.
- * Walsh KM, Bennett B, Cooper MA, Holle RL, Kithil R, Lopez RE, National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation. *Journal of Athletic Training.* 2000; 35(4): 471-477.

For more detailed information and a complete list of references, please see:

Zinder, S.M. and Shultz, S.J. Lightning Safety. National Federation of State High School Associations Resource Document. <http://www.nfhs.org>.

PROCEDURE - BEFORE A GAME IS TERMINATED

The host school management has full responsibility for determining whether or not conditions are such as to postpone or start a game/meet. Schools must know that once a game/meet/event has started, the official(s) usually have jurisdiction for terminating same prematurely.

TERMINATION, ONCE THE GAME HAS STARTED, IS NOT THE PREROGATIVE OF A COACH OR SCHOOL MANAGEMENT, AND THE ACTION OF REMOVING A TEAM FROM THE EVENT PRIOR TO THE CONCLUSION OF THE GAME/MEET/EVENT, REGARDLESS OF THE CIRCUMSTANCES, WILL RESULT IN SEVERE PUNITIVE ACTION BY THE NJSIAA CONTROVERSIES OR EXECUTIVE COMMITTEE.

The following procedure should be implemented before termination of the event by the official(s):

1. Coaches and/or players should be penalized for misconduct as provided for in the playing rules;
2. Continued misconduct should result in the coach(es) of the teams being advised to correct the situation or be faced with possible termination of the game;
3. Officials should confer and, if they consider the circumstances warrant, teams should be directed to their respective bench areas while the coaches, athletic directors, and administrators of the schools discuss, in the center of the field or in a private area, an attempt to restore control of their teams and/or spectators;
4. When it is apparent to the game official(s) and the host school administration that to continue the event would present a clear and present danger to the safety and welfare of any party, the game should be terminated and the schools' head coaches advised accordingly. This should not be a unilateral decision; however, if the responsible parties are unable or unwilling to control their teams and/ or spectators, the official(s) must inform the head coach(es) of the teams that the game is terminated.

5. Officials must not rule on forfeiture of any prematurely terminated events; only conferences and/or the NJSIAA have the jurisdiction to determine forfeits. All games terminated due to control problems, will require a comprehensive report to the NJSIAA Central Office and the Chapter Secretaries by the officials and the Principals of the involved schools. Said report from the officials should be forwarded immediately to the NJSIAA with a copy to the Principals of the involved schools. The report(s) will be forwarded to the League/Conference for a hearing by them prior to any action by the NJSIAA.

PROCEDURE WHEN OFFICIALS FAIL TO ARRIVE OR ARE UNABLE TO CONTINUE

Member schools on a few occasions have been faced with the failure of officials to arrive for a scheduled event. The NJSIAA would like to reemphasize the absolute necessity for having properly executed contracts, in writing, with either the individual official or the chapter assignor. The officials have been repeatedly advised to report to the game site well in advance of the starting time for a pregame meeting and to permit ample time for their pregame duties relative to facility inspection, equipment approval and instructions to game-related aides. Upon arrival at an event, an official should immediately report to the athletic director or site director.

Hopeful, that schools will never have the experience of having teams poised for action, with thousands of spectators awaiting the start of the contest only to discover late arriving or totally absent officials, the following recommendations are provided as a procedural plan in the event officials fail to arrive for the game.

To reassure yourself, a reminder should be forwarded to officials one week prior to the game. Schools must not permit contracted officials to assign substitute officials without the approval of the school.

If the officials have failed to arrive within one-half hour of game time, an attempt should be made to contact the officials or their assignor.

When it becomes apparent that the expected officials will not be present for the game, the following procedure is recommended:

1. Contact chapter assignor, chapter secretary or local NJSIAA officials for last minute replacements;

If this fails:

2. Request via the P.A. system that NJSIAA officials (of the sport in question) report to a central location. Assignment to be the responsibility of the home athletic director.

Every attempt should be made to play the game, unless it can be clearly established that to do so would not be in the best interest of the participating schools.

The responsibility for assigning officials and for determining the playing or postponing of a game under these circumstances rests with the Principal and the Athletic Director of the host school-this is not a coaching staff decision. When only one (1) official arrives for game to which two (2) officials-umpires are usually assigned, the game must be played. Same applies when an official is unable to complete the assignment.

Schools withholding their teams from competition under these conditions will be subject to severe punitive action under Article X of the Bylaws and officials are required to report the violation to the NJSIAA within seven (7) days.

THE USE OF A PROSTHESIS (ARTIFICIAL LIMB)

Federal legislation which prohibits discrimination on the basis of a physical handicap, makes it difficult for state associations to defend the former blanket prohibition of the use of a prosthesis when challenged in the courts. Many sports now have revised rules to provide "artificial limbs which, in the judgement of the rules administering officials, are no more dangerous to players than the corresponding human limb and do not place an opponent at a disadvantage may be permitted." The NJSIAA endorses this policy so long as it is not in conflict with the rules for a specific sport.

The NJSIAA procedure for approving the wearing of a prosthesis by a student-athlete will be as follows:

1. The member school must notify the NJSIAA and arrange for a meeting to determine the legality of the prosthesis; present at this meeting must be the school physician, athletic director, principal, coach, a representative from NJSIAA, and the player who must be fully equipped as he/she will be when competing; an athletic trainer or other school representative may also be present.

2. The criteria recommended as a guideline to follow in determining the legality and suitability of wearing a prosthesis in a contact sport are:

- (a) The prosthesis should be approved at any Juvenile Amputee Clinic listed in the National Directory. Kessler Institute for Rehabilitation, 1199 Pleasant Valley Way, West Orange, New Jersey 07052 is the only New Jersey clinic listed.
- (b) Prosthesis should be properly padded.
- (c) Signed approval by an orthopedic surgeon or physician associated with a juvenile amputee clinic and the school physician. Such approval must be presented to the officials before each game for the officials' final inspection and approval of proper padding.

CL *A series of photos showing the unpadded, partially padded, and full padding of the approved prosthesis should be included.*

NOTE: Member schools are given this advance notice to allay the possibility of having a prosthesis declared illegal, thereby preventing the player from participating until approval is granted.

***OFFICIALS DRESS CODE**

* These regulations are superseded by National Federation Rules when applicable.

Officials are expected to dress professionally when they arrive at contests prior to changing into the NJSIAA uniforms when appropriate. The following represents the required uniforms for all NJSIAA officials in accordance with the "Affiliated Agreement" Section Four (H) and the NJSIAA Constitution.

BASEBALL -

The baseball umpires uniform shall consist of a **navy blue undershirt (if worn)**, a navy blue pullover style shirt with red, white, and blue trim on the collar and sleeve (with the NJSIAA emblem worn on the left sleeve), any shade of charcoal gray slacks, black shoes, black socks, and a navy blue or black cap. The long sleeve navy blue version of the pullover navy blue short sleeve shirt is optional for wear, but, if worn, it must have red, white, and blue trim on the collar, solid navy blue cuffs, and the NJSIAA emblem on the left sleeve. The belt must be black, the ball bag black, navy blue, or **charcoal** gray, and an outer garment, if worn, must be navy blue with the NJSIAA emblem on the left sleeve, and red piping on the pullover is acceptable.

An optional uniform may consist of a black umpire's pullover style shirt, with white trim, the NJSIAA emblem worn on the left sleeve, a black undershirt, if worn, any shade of charcoal gray slacks, black shoes, black socks, and a black cap. The belt must be black, the ball bag black or gray, and an outer garment, if worn, must be black with the NJSIAA emblem on the left sleeve, and white trim on the pullover is acceptable.

On any color shirt or pullover an optional American flag patch may be worn on the yoke of the shirt.

BASKETBALL -

The basketball officials uniform must consist of black slacks, black socks, black athletic shoes and a black and white striped v-neck short-sleeve shirt (a black and white striped shirt with a double wide black side panel is acceptable), with the NJSIAA emblem worn on the left sleeve. A jacket, if worn, must be black and have the NJSIAA emblem on the left sleeve.

FIELD HOCKEY -

The field hockey officials uniform shall consist of a black and white vertically striped shirt or jacket with the NJSIAA patch worn on the left sleeve; black skirt, culottes, slacks or shorts; and black athletic shoes. By mutual agreement, the shirt, with NJSIAA patch and worn by both officials, may be of a solid color, contrasting with the color of both teams' uniform tops.

FOOTBALL -

The football officials uniform must consist of a black and white striped shirt, **black pants with white stripe (NFL style) pants**, black belt, a solid one piece white ankle hose

with a north-western strip woven in, black athletic shoes and laces, black and white striped jacket reversible to all black (the NJSIAA emblem worn on the left sleeve), and a black cap with white piping (white for referee with the NJFOA patch on the cap). Shorts are not allowed to be worn, but this does not apply to levels of play below high school. **All members of the crew must wear like gear.**

GYMNASTICS-

The gymnastics official uniform consists of a white or yellow top and navy blue bottom (i.e. pants, skirt, or shorts). NJSIAA emblem may be worn on the left sleeve or the left chest. If an outer garment is worn during the contest, it must have the NJSIAA emblem on the left sleeve.

ICE HOCKEY -

The ice hockey officials uniform must consist of a black and white striped long sleeve shirt with a waist band, black pants, black skates with white or black laces, an H.E.C.C. approved black hockey helmet and the NJSIAA emblem worn on the left sleeve.

LACROSSE -

The men's lacrosse officials uniform must consist of a black and white, striped shirt (with the NJSIAA emblem worn on the left sleeve), white shorts (Bermuda length), full length black hose with outer white socks, black athletic shoes, a black turtleneck, black gloves, a black hat with white piping, When an outer garment is worn during a contest, it must have the NJSIAA emblem on the left sleeve.

LACROSSE -

The women's lacrosse officials must wear a black and white striped shirt or jacket (with the NJSIAA emblem worn on the left sleeve), shorts, black kilts (preferred), slacks, and black athletic shoes.

SOCCER -

The soccer officials uniform must consist of either a gold or black grid style (NISOA) shirt, black shorts, black socks with white striped tops and black shoes. An optional black cap may be worn. In the event of a color conflict with either shirt, an orange grid style (NISOA) shirt may be worn. A jacket, if worn, must be solid black. All officials must be similarly attired except for the hat and must wear the NJSIAA emblem on the left chest. If both officials have an alternate color and there is no conflict with the teams, then its use is permissible even though not a primary uniform color.

SOFTBALL -

The softball umpires uniform must consist of a powder blue pullover style shirt (with the NJSIAA emblem worn on the left sleeve), any shade of heather/**charcoal** gray slacks, black shoes, black socks, a navy blue or black cap. The belt must be black, the ball bag black, navy blue, or heather, and an outer garment, if worn, must be navy blue with the NJSIAA emblem on the left sleeve.

SWIMMING -

The swimming officials uniform must consist of a white shirt (with the NJSIAA emblem worn on the left sleeve); blue pants, culottes or skirt; white socks; and white athletic shoes.

TENNIS -

The tennis officials uniform consists of a yellow shirt, black pants or shorts, and the NJSIAA emblem on the left chest.

TRACK -

The track officials uniform must consist of a yellow shirt, navy blue dress slacks, baseball type cap (yellow with a red beak), black shoes and a yellow jacket if worn. The NJSIAA emblem must be worn on the left chest of shirt/jacket and appear on the cap.

Head officials (Referee, Starter, Head Clerk, Head Finish Judge, Head Timer, Head Umpire, Head Field Judge) must wear a red shirt, navy blue slacks, baseball type cap (yellow with a red beak) and a red jacket if worn. The NJSIAA emblem must be worn on the left chest of shirt or jacket and appear on the cap.

Options: 1. A visor with the NJSIAA emblem on it, a yellow band, and a red bill may be worn in place of the hat (Indoors and/or outdoors). 2. A long-sleeve red or yellow sweatshirt with the NJSIAA emblem on the left chest may be worn in place of the red or yellow shirt or jacket. 3. Navy blue dress, hemmed shorts (with seven [7] inch inseam-Bremuda style) may be worn in place of navy blue dress slacks.

VOLLEYBALL -

The volleyball officials uniform must consist of an all-white, short-sleeved, collared polo shirt (with the NJSIAA emblem worn on the left sleeve), black slacks, a black belt, black athletic shoes, and black socks.

WRESTLING -

The wrestling official's uniform must consist of a v-neck, short-sleeved, knit gray with black pinstripes shirt (with the NJSIAA emblem worn on the left chest and an American flag emblem below the back neck collar) or an event provided shirt common to all officials at that event. If a t-shirt is worn underneath the shirt, it must be black in color. The uniform also consists of black slacks, black belt (if slacks have belt loops), black wrestling shoes or black sneakers (without colored highlights), and black socks. Whistles and lanyards must be black in color. The official must be neatly attired and have other accessories, including a red and green colored disk, red and green armbands and a kit to conduct the random draw.

The official NJSIAA emblem is a black patch with yellow stitching, and shall be placed three (3) inches down from the shoulder seam worn on the left sleeve, unless otherwise indicated. (see page 32) Any apparel that has been purchased with the "new embroidered logo" is acceptable wear for 2013-14

PARTICIPANT UNIFORMS

Schools may modify uniforms for their athletes for religious reasons. The religious group must file a letter with the school. A copy of the letter from NJSIAA that allows such must accompany the participant at each event to be available for the official to review and approve.

NFHS BALL MARK

The NFHS authenticating mark is required on all ball that will be used in high school competition.

NJSIAA OFFICIAL BALL

Wilson is the official ball of the NJSIAA

HEALTH AND SAFETY

Officials are advised to use extreme caution when dealing with injuries or altercations. The role of the official in this regard is well defined in the officiating manuals for each sport.

When it is determined that a player is injured and needs assistance, the official should stop play as per each sport's rules, summon the trainer or coach to attend to the injured player, and then MOVE away.

On-Field Player Injury

The following guidelines for game officials are listed to use during a serious on-field player injury:

1. Attempt to keep players a significant distance away from the seriously injured player or players. Direct players toward respective team bench area.
2. Do not allow a player to roll an injured player over.
3. Do not allow players to assist a teammate who is lying on the field; i.e. removing the helmet or chin strap, or attempting to assist breathing by elevating the waist.
4. Once the medical staff begins to work on an injured player, all members of the officiating crew should control the total playing field environment and team personnel and allow the medical staff to perform services without interruption or interference. Always ensure adequate lines of vision between the medical staffs and all available emergency personnel.

NJSIAA OFFICIALS CONCUSSION POLICY AND PROCEDURES

At the last meeting of the NJSIAA Medical Advisory Committee in May, 2011, the committee approved to change the NJSIAA Concussion Policy to mirror the state law as it pertains to the development of interscholastic athletic head injury safety training program, required measures to protect student athletes with concussions, and the continuing education for athletic trainers.

The major difference between the State Statute and the previous NJSIAA Concussion Policy is contained within the law and reads accordingly:

“A student who participates in an interscholastic sports program and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a sports competition or practice shall be immediately removed from the sports competition or practice. A student-athlete who is removed from competition or practice shall not participate in further sports activity until he is evaluated by a physician or other healthcare provider trained in the evaluation and management of concussions, **and receives written clearance from a physician trained in the evaluation and management of concussions to return to competition or practice.**”

As this reads, written clearance may take place at game site on game day, if so given by trained physician as stated above. This is the marked difference between the prior NJSIAA Concussion Policy and the State law on Concussions, which the Executive Committee of NJSIAA has approved on June 1, 2011 and will be written in the 2011-2012 NJSIAA Constitution and Bylaws.

From the schools' perspective, written release forms, must be present at all practices and competitions. However, once a student-athlete is removed from competition or a practice, only a physician **trained in the evaluation and management of concussions** can sign off on a written clearance that would allow a concussed or suspected concussed athlete to return. NJSIAA has created a standardized written, **RTP**, form that will be available on our website. When a student athlete is evaluated by a trained physician and is NOT cleared to return to play or practice that day/night, the school district's Return to Play guidelines shall be followed.

Game officials will follow the protocol previously established and disseminated on September 1, 2010, namely upon observing any signs, symptoms or behaviors that are consistent with a concussion, and the signs, symptoms or behaviors are a result of an impact or contact of the player with another person, an object or the ground, the student athlete is immediately removed from play and may not return to play without a written clearance from a physician trained in the evaluation and management of concussions. The mechanics to enforce the rule are as follows:

- Using sound game management procedures and judgment, upon observing a player who exhibits the signs, symptoms or behaviors that are consistent with a concussion, the official shall follow the sport specific guidelines for handling an injured player.
- When appropriate, call time out. If the player's safety is in jeopardy, call time out immediately.
- **Beckon the physician/ATC onto the playing surface.**
- **Observe the injured player.**
- Other game officials keep players/others away from the injured player.
- Apprise the physician/ATC of your observations as to the signs, symptoms,

behaviors that are consistent with a concussion, including any conversation that you had with the injured player (any questions and answers that took place prior to the physician/ATC arriving).

- Note the game time, score, period or half, player name/number, etc when injury and removal took place (for those sports that officials do not normally keep a game card on their person, begin doing so).
- If the prescribed written clearance form is signed by a physician, and the player returns to play that day/night, the official in charge must obtain a copy of the signed written clearance form and subsequently submit it to the association's keeper of records.

Schools and officials are reminded that NJSIAA is a 100% state, meaning that we follow the playing rules established by the NFHS. Every NFHS sports rule book contains the following:

...Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.

Remember that under NJ Law the only "appropriate health-care professional" who can authorize return-to-play under the rule is a physician trained in the evaluation and management of concussions.

NFHS OFFICIALS ASSOCIATION INSURANCE
Insurance programs for NFHS Officials Associations have moved to Dissinger-Reed effective July 1, 2011. Any member who has a claim, who needs a certificate of insurance, or has questions should contact Max Biggerstaff at Dissinger Reed at 1-800-386-9183 or <http://www.dissingerreed.com/nfhs>.

General Liability Insurance

Carrier: National Casualty Company

Effective Date: July 1, 2012 – July 1, 2013

General Aggregate Limit:	No limit
Products-Completed Operations Aggregate Limit:	\$5,000,000
Each Occurrence Limit:	\$1,000,000
Personal and Advertising Injury Limit:	\$1,000,000
Damage to Premises Rented to You:	\$300,000
Premises Medical Payments:	\$5,000
Sexual Abuse & Molestation – Each Occurrence:	\$1,000,000
Sexual Abuse & Molestation – Aggregate:	\$2,000,000
Participant Legal Liability:	\$1,000,000
Crisis Response – Each Event/Aggregate:	\$25,000
Employee Benefit Liability/Each Claim	\$1,000,000
Deductible:	\$1,000

Employee Benefit Liability Aggregate: \$3,000,000
Terrorism: Included
Deductible - \$0 (zero)

Excess Liability Insurance

Carrier: National Casualty Company
Effective Date: July 1, 2012 – July 1, 2013
Policy Limit: \$5,000,000
Policy Form: Straight Excess
General Aggregate Limit: No limit
Products-Completed Operations Aggregate Limit: \$5,000,000
Terrorism: Included

Blanket Accident Program

Carrier: Hartford Life and Accident Insurance Company
Effective Date: July 1, 2012 – July 1, 2013
Benefits: Accident Medical Expense Benefit
Maximum Benefit \$50,000
Deductible \$250
Maximum Dental Limit Included In Medical Max
Heart & Circulatory Maximum Benefit \$2,500
Malfunction Benefit 10%
Physical Therapy/Chiropractic – per Visit \$50
Physical Therapy/Chiropractic – Maximum per Injury \$2,000
Durable Medical Equipment – Maximum per Injury \$1,000
Outpatient Prescriptions – Maximums per Injury \$1,000
Accidental Death & Dismemberment Benefit \$2,500

Covered Activities:

Insured persons are covered for injury resulting from an accident which occurs directly from:

- * Activities that are scheduled, sponsored, or supervised by the policyholder;
- * Premises owned, leased or borrowed by the policyholder;
- * Travel scheduled, sponsored or supervised by the policyholder;
- * For officials/referees, coverage shall apply only while the member is engaging in officiating activities during regularly scheduled sports or activities competition, which includes assigning, chain crew, and attending or operating officiating camps, clinics or meetings.

**Dissinger Reed, 55 Corporate Woods, 9300 West 110th
Street, Suite 145, Overland Park, KS 66210.**

Toll-free: 800-386-9183; Phone: 913-491-6385

Fax: 913.491.0527; e-mail: info@dissingerreed.com

<http://www.dissingerreed.com/nfhs>

ASSAULTS ON OFFICIALS

Chapter 6 of the Public Laws of 1995

This measure makes any assault on a coach, manager or sports official punishable as a third degree crime, if there is any injuries, which could bring a sentence of three to five years in prison and a maximum of a \$7,500 fine. Where there are no injuries, then the aggravated assault would be a crime of the fourth degree, allowing for punishment of up to eighteen months of incarceration and a \$7,500 fine. Before this legislation, an assault on a sports official was considered only to be a disorderly persons offense with a maximum penalty of six months incarceration and a \$1,000 fine.

Dual Membership

Historically, through the Affiliated Agreement, the NJSIAA has always recognized dual membership of officials (officials belonging to more than one chapter in the same sport).

The NJSIAA registration fee must be paid by each chapter for any official listed as a member in said chapter in accordance with Section Seven of the Affiliation Agreement. Additionally, in order to have each local chapter covered by the National Federation Insurance, all members must be so registered (i.e. 100% participation). The issue of dual membership pertains to an individual's choice and remains separate and apart from any financial consideration other than that which a chapter may wish to charge in addition to the NJSIAA fee.

The local chapter's constitution rules and by-laws shall prevail relative to meeting requirements.

CONFLICT OF INTEREST

In most sports, individual tournament regulations require that officials not take assignments where there is any conflict or affiliation between the school and the official. While this may be difficult at times due to extenuating circumstances, every effort must be made to insure this regulation.

At the same time, no regular season regulation exists in this regard, but officials are encouraged to avoid said situations whenever possible.

The officiating fraternity is cognizant of the fact that both statements above have little or no effect on the games they work. However, the appearance of a conflict is sometimes grounds for unnecessary criticism which can be avoided.

Using the criteria from several tournament regulations as it pertains to schools listing officials that are affiliated with that school, the NJSIAA recommends that officials use the same definitions for affiliation in their determination as to a possible conflict of interest. This list is not totally inclusive and officials are reminded that a perception of a conflict of interest is often considered reality.

1. Employment in the district
2. A close relative employed in the system
3. A child attending a junior or secondary school in the district
4. Having been a former student/coach
5. A graduate of school within the past ten years

Schools' Recommended Responsibilities Toward Hosting Officials

Section I - School's Responsibilities to an Official Prior to the Season

1. Send a reminder card to the officials after you have them scheduled.
2. Reminder cards should include date of contest, time, level, location, and sport.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working official know who their partner(s) will be.
5. Hire police and security along with medical assistant or trainer coverage for events whenever possible.

Section II - School's Responsibility to an Official Prior to the Contest

1. Prior to the contest provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number he/she can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
 - A. Provide a reserved parking space.
 - B. Meet Officials and take them to the dressing room.
 - C. Have refreshments available for halftime and postgame.
 - D. Ask for any additional needs.
 - E. Have the escort or preferably the athletic director introduce the officials to those game workers pertinent to the contest (i.e. scorer, announcer, chain gang, etc.)
 - F. Get the proper pronunciation of officials' names so they are correct when given to the public address announcer.
5. Athletic Director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.

6. Provide the officials with the name of the adult supervisor for the contest and where he/she can be found in the event a challenging situation should occur.
7. Make officials aware of the location of trainer or paramedics during the contest.
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.

Section III - School's Responsibility to an Official During the Contest

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the NJ-SIAA sportsmanship statement and remain unbiased during the contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to the contest.
4. Make sure the playing area is maintained during halftime of each contest.
5. Make sure proper crowd control is visible and in place.
6. Observe the crowd during the contest and prevent any disturbances that may occur.
7. Work with the official during the game regarding crowd control.
8. Retrieve the game ball at the end of the contest.
9. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

Section IV - School's responsibility to an Official after the Contest

1. Escort the officials safely back to the dressing room.
2. Do not allow unauthorized persons in the dressing room after the game.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed.

GUIDELINES FOR ASSIGNORS OF NJSIAA TOURNAMENT OFFICIALS

- A. All assignments should be coordinated through the NJSIAA staff member responsible for the sport. **NJSIAA staff member has the final decision-making authority.**
- B. Official must be in good standing with local chapter. Officials not in good standing will not be assigned to tournament games.
- C. Official must have actively worked a high school game schedule during the present season. "Actively worked a high school game schedule" is defined as working a minimum of varsity games equal to but not limited to 20% of the maximum allowed games per the specific sport rule detailed in the NJSIAA Constitution and Bylaws.
- D. Official cannot work sport specific championship in same season or two years in a row unless assigned through a defined process approved by the NJSIAA sport-specific staff member.
- E. Official cannot work high profile neutral site two years in a row unless assigned through a defined process approved by the NJSIAA sport-specific staff member.
- F. Officials, where appropriate, should be assigned by chapter as a crew.
- G. In sports where crews work as a unit throughout the season, two replacements would require a new crew to be assigned.
- H. In sports where officials are assigned by position, replacements must be made by position.
- I. The use of qualified females, minorities and upcoming officials is encouraged where appropriate.
- J. Assignments should be made through an established evaluation process proportionally over all chapters.
- K. An official should never commit to a tournament assignment if incapacitated.
- L. No assignments of officials will be made if the chapter interpreter fails to attend the NJSIAA Interpretation meeting.

New Jersey State Interscholastic Athletic Association

APPROVED TRACK OFFICIAL

_____ is hereby
certified as an Approved Track Official until
June 30, 2014

Nº 00981

Secretary

Chapter

Ston J. Trub
Executive Director

PREGAME SPORTSMANSHIP

The New Jersey State Interscholastic Athletic Association requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players.

There will be no tolerance for negative statements or actions between opposing players or coaches. This includes taunting, baiting, berating opponents, "trash-talking" or actions which ridicule or cause embarrassment to them. If such comments are heard, a penalty will be assessed immediately. We have been instructed not to issue warnings. It is your responsibility to remind your team of this policy.



PROFESSIONAL DEVELOPMENT STATEMENT

The NJSIAA in agreement with the NFHS recognizes that the ongoing education and training of contest officials, coaches and participants is imperative to the continued growth and development of sport. It is strongly recommended that all officials and coaches maintain membership in professional organizations and national governing bodies. In addition, we encourage all members to participate in educational and professional development opportunities offered by the NJSIAA and local chapters. Please utilize the NJSIAA Central Hub at www.arbitersports.com for this purpose.

NFHS Rule Changes

Recommended changes are to be submitted by individuals through their chapter interpreters. The chapter interpreters will review and either reject or forward said changes to the NJSIAA interpreter one (1) month after the start of the season.

NJSIAA OFFICIALS CODE OF ETHICS

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of citizenship, self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

New Jersey State Interscholastic Athletic Association

Route 130, P.O. Box 487

Robbinsville, New Jersey 08691

Disqualification Form/Termination of Game

Please Print or Type

All information must be supplied.

RE: NJSIAA Rules & Regulations, Rule 2
Specific Sport Regulations, Note 4

Sport _____ Level: _____ Frosh _____ Date of Event _____
_____ JV _____ Ejection _____
_____ Men's _____ Women's _____ Varsity _____ Termination _____

Home School _____ Opponent _____

Conference _____

Official(s) Assigned (please print)

Phone Numbers

_____ Home () _____ - _____ Work () _____ - _____

_____ Home () _____ - _____ Work () _____ - _____

_____ Home () _____ - _____ Work () _____ - _____

_____ Home () _____ - _____ Work () _____ - _____

Player/Coach Disqualified _____

_____ (name and number)

School _____

Reason for Ejection: _____ Unsportsmanlike flagrant misconduct- Physical ()
Verbal ()

*Check all that apply: () Profanity () Racial () Gender () Ethnic () Disability () Sexual Orientation () Religious
Reason for Termination: _____ affiliation

Description: (Use reverse side if necessary)

Signature of Official Who Declared Disqualification/Termination

Date Filed _____

This form must be used for all sports.

Referee/Umpire/Official must file this report within three (3) days of disqualification/
termination to:

1. Offending School Principal(s)
2. Chapter Secretary
3. NJSIAA - P.O. Box 487
Robbinsville, NJ 08691

REMINDER: The school athletic director must be notified by the official in person or by phone no later than noon of the day following the disqualification.

This form may be faxed to the NJSIAA at 609-259-3047 and is also available on NJSIAA website (www.njsiaa.org) and www.arbitersports.com NJSIAA central hub.

Independent Contractor Status

While officials are contracted to perform services by schools and the NJ-SIAA, their function is by definition independent. The officials have complete control of the contests they officiate. To that extent the following GENERAL RELEASE is presented for signature by each official working NJSIAA tournament contests. (See page 2. IV)

SAMPLE BELOW

New Jersey State Interscholastic Athletic Association

1161 Route 130 North, P.O. Box 487 Robbinsville, New Jersey 08692

GENERAL RELEASE

KNOWN ALL MEN BY THESE PRESENT:

That I _____ do hereby remise, release, and forever discharge the NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA), THEIR HEIRS, THEIR 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 whatsoever in law or equity which I ever had, now have, and/or may have for any reason to specifically include my employment as an official. I understand that my employment as an interscholastic athletic tournament official is subject to the rules and policies of the New Jersey State Athletic Association (NJSIAA), Federal and State Tax Rules, and I am an INDEPENDENT CONTRACTOR and NOT AN EMPLOYEE of the New Jersey State Interscholastic Athletic Association (NJSIAA).

WITNESS THE FOLLOWING SIGNATURE THIS ____ DAY OF _____, 20 ____

Official's Signature

Official's Name and Address

(Please Type or Print)

NJSIAA WRITTEN CLEARANCE/RETURN TO PLAY FORM

Date of competition/practice_____

Name of concussed/suspected concussed player_____

Number of concussed/suspected concussed player_____

Time of day/night injury occurred_____

Time of day/night injured player returned to play_____

Time on game clock when injured player was removed_____

Time on game clock when injured player returned to play_____

Period/quarter/half when injured player was removed_____

Period/quarter/half when injured player returned to play _____

Brief description of symptoms noted and sideline evaluation _____

THIS RETURN-TO-PLAY IS BASED ON TODAY'S EVALUATION

On this ____ day of _____, 201__, I hereby authorize the above-named student to return to play and participate in today's competition without restrictions.

I hereby certify that I have received training in the evaluation and management of concussions. (N.J.S.A. 18A:40-41, 4)

Signature of Physician _____ M.D. D.O.
(Circle one)

Printed name of physician _____

Title: _____

Office address of physician: _____

Telephone Number: _(_____)_____-_____

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There will be no tolerance for negative statements or actions between opposing players or coaches. This includes taunting, baiting, berating opponents, or “trash-talking” or actions which ridicule or cause embarrassment to them. ANY VERBAL, WRITTEN, OR PHYSICAL CONDUCT RELATED TO RACE, GENDER, ETHNICITY, DISABILITY, SEXUAL ORIENTATION, OR RELIGION SHALL NOT BE TOLERATED and COULD SUBJECT THE VIOLATOR TO EJECTION, AND MAY RESULT IN PENALTIES BEING ASSESSED AGAINST YOUR TEAM. If such comments are heard, a penalty will be assessed immediately. Please inform your teams of this policy.

INFORMATION CONCERNING THE ARBITER

NJSIAA has contracted with theArbiter.net as the technology-based software company for the management of officials, namely the assigning and registering of officials for interscholastic events.

The assigning piece of theArbiter.net went into effect in September of 2007, with those local associations that had either previously contracted with theArbiter.net or those who decided to become first time users of this service. NJSIAA, for the first year, paid for the local associations and officials to procure the assigning service provided for by the Arbiter. This year, beginning in July 2008, the dues of the officials were increased to \$3.00 per official to offset the initial payment for the nearly 8,000 officials and 80 some associations/assignors.

The registration piece of the program is under way as the fall sports' chapters are using this application as this handbook is going to print. NJSIAA is now requiring all the chapters to register their officials through theArbiter.net. The process should be one that is timesaving not only for the local associations but also for the staff here at NJSIAA. From using this piece of our agreement, we will be able to electronically send all of the registration information to both our printer and the National Federation of High Schools. NJSIAA thanks all of the fall sports'

chapters for their patience and understanding as we work through this process for the first time. New Jersey was the first state to register our officials through the local associations and, as such, theArbiter.net people had much work to do on their end to make their system compatible with ours. Now, the winter and spring sports' chapters should find a much easier transition and should experience fewer problems.

2013-2014 will mark the **sixth year** of technology-based software assigning through NJSIAA. At the end of 2011, nearly **100% of all regular season assignments have been made through the Arbiter system.** During the 2010-2011 year, NJSIAA made state tournament assignments for winter track, basketball and spring track through the Arbiter and have continued to do so and will during the 2013-2014 seasons.

NJSIAA shall continue and will include all state tournament payments (when NJSIAA makes such payments) to officials through RefPay, an online, electronic method of transferring funds from our account to the state tournament assignor(s) account. From that account individual officials will be able to transfer their game fee(s) into their personal account that they have set up. This move was promulgated by the SCI report's recommendation for greater fiscal accountability. NJSIAA is committed to this program and through its partnership with ArbiterSports will help officials and assignors as we transition to this payment system.

Lastly, at the NFHS Summer Conference in San Diego, CA in 2010, the NFHS officially announced their partnership with ArbiterSports.com as the official site of on-line testing and professional development training for officials. NJSIAA , **except for a few special situations, will conduct all sport officials' testing at the on-line testing portal at Arbiter Sports through the NJSIAA Central Hub.** Once again, in order to fulfill your obligation in terms of taking and passing a test that is determined by your local association, if it is the NFHS test for that sport, the individual official must have an email address.



Great Selection

We're always striving to give the officiating community the best selection of protective gear and officials wear. In addition to our signature line, we also offer All-Star, Nike, New Balance, McDavid, Fox-40, Bodyguard, and many others.

Quality Products

We stand behind our products 100%. If you aren't completely satisfied with your order, return the unused merchandise within 30 days for a full refund.

Outstanding Service

With 7 fully stocked locations across the country, you can count on your merchandise arriving on time. In a hurry? With our \$4.95 Expedited Delivery upgrade you can have your order in 2 business days. Ask a customer service representative for details.

PROMESH Umpiring Caps by Richardson

When the heat is on, some afternoons on the diamond can be unbearable. Get some relief with Richardson's PROMESH umpiring cap. 3 different bill lengths available in either Black or Navy, fitted sizes 63/4 through 8.

For the best selection of umpiring equipment and apparel, visit us online at www.honigs.com. There, you can securely shop our extensive selection any time day or night from the convenience of your own computer. Click on the Special Programs category to view our selection of State and Association logo'd hats and apparel.



Call today or visit us online at honigs.com for a free catalog

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65 N. Gaston Ave
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