

1                   **NEW JERSEY FOOTBALL OFFICIALS ASSOCIATION (NJFOA)**  
2   **Shore Chapter**

3  
4   **Constitution**

5  
6   **Article I–Name**

7       The name of this organization shall be the NJFOA-Shore Chapter. It is one of the constituent  
8       members of the NJFOA. This organization is a not for profit organization operated solely for the  
9       benefit of its membership.

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11   **Article II–Purpose**

12       1a: Promote the welfare of the American game of football, its players and officials.

13  
14       1b: Promote and maintain the highest degree of football officiating by following a uniform set of  
15       rules & mechanics.

16  
17       1c: Preserve the traditions, foster ideals, advance interest, and improve the quality and prestige of  
18       football officials through continuous instruction via the classroom and on-the-field experience.

19  
20       1d: Develop a spirit of friendship and fairness to maintain a high standard of ethics among  
21       officials.

22  
23       1e: This Chapter in no way has any jurisdiction over any non-Federation game or intercollegiate  
24       game. Any member working any such game is strictly on his own and this Chapter takes no  
25       responsibility whatsoever for whatever might occur by his actions.

26  
27       1f: To cooperate with the New Jersey Interscholastic Athletic Association (NJSIAA),  
28       incorporated, in activities that concern both organizations.

29  
30   **Article III–Membership**

31       Section 1.

32               All members will be considered Active members in good standing of this Chapter upon  
33       payment of their annual dues and assessments and their attendance at a minimum of number of  
34       meeting determined and reviewed annually by the Chapter Council regular meetings a year, in  
35       addition to attending the NJSIAA interpretation meeting, if scheduled.

36  
37       Section 2.

38               All members of the Shore Chapter are independent contractors and not employees. All  
39       members of this Association are responsible for all of their tax obligations, both State and  
40       Federal.

41  
42       Section 3.

43               Active members, who retire after a total of 25 years of active membership in this  
44       Association, will be designated as a Retired Life Member. Retired Life Members shall pay no  
45       membership dues, shall be entitled to all privileges of the Chapter except those of voting or  
46       holding office, and committee assignments.

47 Section 4.

48 The Secretary shall be empowered to grant inactive membership status to any member in  
49 good standing. Inactive members may not officiate football. An inactive member is a member,  
50 who for the ensuing year will not be able to officiate.

51  
52 Section 5.

53 An inactive member seeking active status after two years of inactive membership shall  
54 apply in writing by April 1 of the given year to the Chapter Council through the 2<sup>nd</sup> VP/Secretary  
55 for activation in that year. The applicant shall be certified as an active member to the Chapter  
56 Council provided that applicant has successfully passed a written examination administered at a  
57 time and place are specified by the Chapter, but in no case later than April 15<sup>th</sup> of a given year.

58  
59 Section 6.

60 Members who fail to meet their obligations to this Chapter, or who fail to abide by any  
61 regulation, rule or directive established issued by the Chapter Council may be suspended or  
62 expelled by the Chapter Council.

63  
64 Section 7.

65 Members of this Chapter pledge themselves to be bound by the rulings of -the Chapter  
66 and by these Articles; any member willfully violating any such ruling or these Article shall be  
67 subject to suspension or expulsion by the Chapter Council.

68  
69 Section 8.

70 Members in good standing from other chapters of the NJFOA may be elected to member-  
71 Ship by a majority vote of the Chapter Council and which shall be based upon:

- 72 A. The former/sending chapter submits a formal letter on their letterhead stating;  
73 -Official has successfully passed NJSIAA varsity examination required in the year prior.  
74 -Official is a member in good standing with the current/former chapter.  
75 -Provides number of years as varsity certified official.  
76 -Provides number of games worked as a varsity certified official.  
77 -Defines the transfer's field position(s) while a varsity certified official.

78  
79 B. Dual Membership members will not be allowed to vote in Shore Chapter officer elections  
80 In the first year of dual membership unless said member has attended the required minimum  
81 Number of Shore Chapter local meetings.

82  
83 C. Dual Membership members will be required to pay full dues based upon Shore Chapter  
84 Dues categories.

85  
86 **Article IV–Officers**

87  
88 Section 1.

89 The governing body of this Chapter shall be the Chapter Council composed of the  
90 President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President/Secretary, Treasurer, Representative to the  
91 NJFOA Council, Assignor and Chief Interpreter. There shall also be Trustees that are elected to

92 the Chapter Council. There will also be Chapter Council appointed officers for Attorney of  
93 Record & Cadet Supervisor. All officers will be voting members of the Chapter Council.

94

95 Section 2.

96 The Nominating Committee shall be appointed by the President no later than the 2<sup>nd</sup> week  
97 in August. The election slate shall be presented at the first meeting in October, and the election  
98 will be held electronically. The new Officers shall take office on the 1<sup>st</sup> day in January following  
99 the election.

100

101

## Article V–Meetings

102

103 Section 1.

104 There shall be weekly meeting held during the season, with the organizational meeting  
105 being held in August. Attendance at a minimum number of meetings determined and reviewed  
106 annually by the Chapter Council is required to be considered an Active Official in the current  
107 year.

108

109 Section 2.

110 Members who do not attend the minimum required amount of meetings as established by  
111 the Chapter Council in the current year without first being granted a waiver from the Chapter  
112 Council will be subject to disciplinary action deemed appropriate upon review by the Chapter  
113 Council.

114

115 Section 3.

116 Special meetings shall be held at the call of the President or upon written request of 33%  
117 of the membership.

118

119 Section 4.

120 A quorum for all meetings of the association shall consist of at least 50%+1 of the  
121 membership. A majority vote of the members present, provided there is a quorum, shall be  
122 necessary for the approval of any business brought before it.

123

124 Section 5.

125 Attendance at other meetings may be used to fulfill the minimum attendant requirements.  
126 Other meetings shall include any Chapter of the NJFOA. Proof of such attendance shall be filed  
127 with the 2<sup>nd</sup> VP/Secretary. A banquet, dinner or social may not be counted for purpose of  
128 meeting minimum attendance requirements.

129

130

## Article VI–Amendments

131

132 Section 1.

133 The Constitution and By-Laws may be amended by a majority vote of membership and  
134 conducted electronically, providing notice in writing of a proposed amendment shall have been  
135 filed with the 2<sup>nd</sup> VP/Secretary and shall have been read to the membership twice prior.

136

137

138 Amendments to the Constitution or By-Laws will only be considered as follows:  
139 A proposal from the Constitution Committee; or  
140 A proposal originating from the Chapter Council; or  
141 A written petition signed by at least 20 members who are active and in good standing;  
142 said petition to be filed with the chairperson of the Constitution Committee. Said petition  
143 to be then considered by the Constitution Committee, with a recommendation to the  
144 Chapter Council, who will then make a recommendation to the Membership at the time  
145 said amendment shall be read to the Membership for vote.  
146

## 147 **By-Laws**

### 148 **Article I–Duties of Officers**

#### 149 **Section 1.**

150 The President shall preside at all meetings and preserve order, shall sign all orders drawn  
151 upon the Treasury authorized by the association; shall appoint all committees both provided for  
152 in the Constitution and By-Laws, and perform such other duties as naturally falls to the President  
153 of an organization. The President shall be an ex-officio member of all standing and special  
154 committees. All expenses incurred in the discharge of his duties shall be defrayed, when  
155 approved by the Chapter Council.  
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#### 158 **Section 2.**

159 The 1<sup>st</sup> Vice-President shall perform the duties of the President in case of an absence or  
160 resignation of that officer, and shall also discharge the duties of the President when called upon  
161 by the President.  
162

#### 163 **Section 3.**

164 The 2<sup>nd</sup> Vice-President/Secretary shall perform the duties of the 1<sup>st</sup> Vice-President in case  
165 of an absence or resignation of that officer, and shall also discharge the duties of the 1<sup>st</sup> Vice-  
166 President when called upon by the President. The 2<sup>nd</sup> Vice-President shall act as secretary for  
167 the organization and keep the records/minutes of the organization. He shall be the official  
168 custodian of the organization records and shall give all notices to members of the organization.  
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#### 171 **Section 4.**

172 The Treasurer shall handle all monies of the Chapter, and shall keep a record of all  
173 receipts and disbursements, subject to inspection of the Audit Committee. He shall render  
174 reports of the financial affairs of the organization to the Executive Council at each meeting held.  
175 All expenses incurred by him in the discharge of his duties shall be defrayed, when approved by  
176 the Chapter Council. He shall be paid a stipend determined by the Chapter Council.  
177

#### 178 **Section 5.**

179 The Assignor shall be responsible for the assignment of members and cadets of the  
180 Chapter to games that have been submitted to, and accepted by, the Council. The Assignor has  
181 the authority to reject J.V. and freshmen schedules of schools that fail to use Chapter members  
182 for all of their varsity games. He shall use his discretion in making all assignments. The  
183 Assignor will accept for assignment any other school schedule that he feels the Chapter can

184 adequately cover. The assignor is not permitted to officiate a game, except as a Clock Operator,  
185 regardless of whether or not the school has sent its schedule to him. The fee of the Assignor  
186 shall be fixed by the Chapter Council every March.

187 The Assignor may recommend to Council for approval by the majority vote a sub-  
188 assignor to assist with schedules. The sub-assignor shall not be considered a member of the  
189 council and may not vote on council matters. The fee for the sub-assignor shall be fixed by the  
190 Chapter Council every March.

191

192 Section 6.

193 The Representative to the NJFOA shall represent this Chapter and vote in the name of  
194 this Chapter in the conduct of the affairs of this Chapter. He shall vote as he has been instructed  
195 to do so by the Chapter; in the absence of any specific instructions, he shall vote as he shall deem  
196 to be in the best interest of this Chapter. He shall report annually to the Chapter Council and the  
197 general membership. Immediately following the Chapter Council meeting, he shall file a  
198 summary report with the members of the Chapter Council.

199

200 Section 7.

201 The Chief Interpreter shall act in liaison between this Chapter, NJFOA and NJSIAA, on  
202 matters of rules and mechanics of officiating. He shall issue bulletins as required. The Chief  
203 Interpreter shall represent rule interpretations to the Membership, as needed.

204 Section 8.

205 The Cadet Supervisor will be nominated by the President and approved by majority vote  
206 of the voting members of the Chapter Council. He will be the coordinator of the cadet training  
207 for the Chapter; he shall receive all applications from the Secretary and screen, with two at large  
208 members selected by the Cadet Supervisor, all applications for cadet training; shall conduct the  
209 prequalification examination; shall establish uniform standards of training consistent with the  
210 regulations established by the NJFOA. He shall be paid a stipend as determined by the Chapter  
211 Council.

212

213 Section 9.

214 The Attorney of Record/Parliamentarian will be nominated by the President and  
215 approved by majority vote of the voting members of the Chapter Council. The Attorney of  
216 Record/Parliamentarian will act in the behalf of the Chapter, as needed on all legal matters.

217

218 Section 10.

219 The Chapter Council will be responsible for the enforcement of this Constitution and By-  
220 Laws. Should any provision herein be in conflict with the Constitution of the NJFOA, the  
221 Constitution of the NJFOA shall prevail, and conflicting provisions herein are hereby null and  
222 void.

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226 Section 11.

227 The Chapter Council shall determine the penalty of any infraction of the Constitution,  
228 By-Laws, or Policies of the Chapter that does not have a specific penalty.

229

230 Section 12.

231 The Chapter Council shall when necessary determine member changes to any crew with  
232 the consideration of the Referee. The Chapter Council shall also determine when new or  
233 additional crews are needed, or any crew is to be dissolved. The Chapter Council shall make all  
234 new Referee appointments. Non-crew members may join established crews as approved by the  
235 Chapter Council and the consideration of the Referee.

236

237 Section 13.

238 There will be three (3) Trustees and their duties will be to represent the membership at  
239 the Chapter Council meetings.

240

## 241 **Article II–Election of Officers**

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243 Section 1.

244 The election of officers shall be by Electronic Ballot. No absentee ballots will be made  
245 available.

246

247 Section 2.

248 The term of office will be for two (2) years for the office of President, 1<sup>st</sup> Vice-President,  
249 2<sup>nd</sup> Vice-President/Secretary, Treasurer, Representative to the NJFOA, Chief Interpreter &  
250 Assignor.

251

252 Section 3.

253 The terms for Trustees shall be for three (3) years in an alternating election process.  
254 Each year one Trustee will be up for election and the new Trustee will begin their three (3) year  
255 term.

256

257 Section 4.

258 The term of the President shall be limited to no more than two (2) consecutive two (2)  
259 year terms.

260

261 Section 5.

262 Filling an unexpired term in any office shall be considered a term in office.

263

264 Section 6.

265 Should a vacancy occur, other than the President, between elections, an interim  
266 appointment will be made by the President with the approval by majority vote of the Chapter  
267 Council. In the event of resignation, removal or death of the President, the 1<sup>st</sup> Vice-President  
268 shall be empowered to call a meeting of the Chapter Council for the purpose of electing a  
269 President. Such person, selected in the interim shall be eligible to succeed himself in the  
270 subsequent election.

271

272 Section 7.

273 The President will appoint a Chairperson of the Nominating Committee. That person will  
274 appoint two (2) at-large members to assist in the administration of the Election. The Chairperson  
275 shall act as the Clerk and Judge of the election. The Nominating Committee shall propose a

276 nomination slate for the following officers: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-  
277 President/Secretary, Treasurer, Representative to the NJFOA, Chief Interpreter, Assignor and  
278 Trustee (whose term is expiring). Any number of nominations may be made from the floor by  
279 Chapter members during the Nomination Slate presentation meeting. No member of the  
280 Nominating Committee is eligible to be nominated.

281  
282 Section 8.

283 Nominations from the floor will only be accepted after the Nominating Committee  
284 announces the slate during the Nomination Slate presentation meeting. Those nominated from  
285 the floor must be present at the nomination meeting in order to accept or decline the nomination.  
286 There will be no Nominations accepted after the Nomination Slate meeting. After the  
287 Nomination Slate meeting ballots will be sent to members electronically for voting. Voting will  
288 be closed prior to the last meeting of the year so results of the election can be announced to the  
289 membership.

290  
291 Section 9.

292 A member may not serve as an elected official unless he has been a member of the  
293 NJFOA Shore Chapter for five (5) years or more and is a member in good standing.

294  
295 Section 10.

296 The Nominating Committee shall propose nominations for any Trustee Officer that is  
297 expiring annually. Any number of nominations may be made from the floor by the members  
298 during the Nomination Slate meeting. Those nominated shall be present at the nomination  
299 meeting to accept the nomination. No member of the Nominating Committee is eligible to be  
300 nominated.

301  
302 Section 11.

303 Any officer or member of the Chapter Council may be removed for cause, at any time at  
304 a regular or special meeting called for that purpose by a majority vote with a two-thirds quorum  
305 of Chapter Council members. The term, CAUSE, for the purpose of these By-Laws shall  
306 include, but is not limited to, failure to fulfill the requirements of the office or by  
307 nonparticipation in meetings, which includes but it not limited to four (4) or more absences at  
308 Council meetings, or four (4) or more unexcused absences at general membership meetings  
309 during the year, and/or any act or omission which by its nature constitutes a breach of  
310 requirements of membership in the association, or is judged to bring disrepute on the Shore  
311 Chapter, its members or officiating.

### 312 **Article III–Dues Assessments and Fees**

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314  
315 Section 1.

316 Dues to the Chapter shall be established by the Chapter Council each year. Dues shall be  
317 due and payable for the succeeding year by November 1<sup>st</sup> of each year.

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321

322 Section 1b.

323 If not paid by December 1<sup>st</sup>, the official(s) will be notified by the Secretary/~~Treasurer~~ via  
324 Certified Letter, with Return Receipt Requested, a LATE FEE of \$25.00, plus all mailing costs  
325 other than First Class Mail will be added.

326  
327 Section 1c.

328 Failure to pay dues and fines by January 15th will result in being expelled from the  
329 Chapter and deletion of member(s) name from the NJSIAA and Chapter rosters.

330  
331 Section 1d.

332 Reinstatement will require the expelled member to apply and participate in the Cadet  
333 program and successfully pass the NJSIAA annual examination after approval by the Chapter  
334 Council.

335  
336 Section 2.

337 The dues shall include separate payments necessary to register all members in good  
338 standing with the NJSIAA and necessary monies to support the Chapter.

339  
340 Section 3.

341 Fees for the Assignor will be established by the Chapter Council March each year.  
342

343 Section 4.

344 Twenty five years' service in good standing with the Chapter shall be the criteria for  
345 Retired Life Membership. Credit shall be given for up to five years of service with another  
346 accredited NFHS football organization on calculating the twenty five years' service requirement  
347 for life membership status.

348  
349 Section 5.

350 The Assignor shall bill all members no later than December 15<sup>th</sup> annually for the  
351 Assignors fee.

352  
353 Section 6.

354 The Assignor fees must be paid by the date specified in the assignor's bill sent to each  
355 member. Fees not paid after that time will also include a LATE FEE as established by the  
356 Chapter Council (\$25.00), which will go to the Chapter, plus all mailing costs other than First  
357 Class Mail.

358  
359 Section 7.

360 A member failing to pay the Chapter within 30 days from the date of notification may be  
361 suspended from the Chapter. Said member can apply to the Chapter Council for reinstatement  
362 by paying all fees due.

363  
364 Section 7a.

365 A member may request a hearing, provided such request is made prior to the action date.  
366 (The request for a hearing must be made, not necessarily heard). That request, in writing to the



367 secretary, must specify the particulars as to why the member feels his circumstances are  
368 extenuating and worthy of a hearing before the Chapter Council.

369  
370 Section 7b.

371 A member who is suspended will not have his name listed in the roster. In addition,  
372 NJSIAA will be notified of any suspension or expulsion.

373  
374 Section 7c.

375 A member who is late with his Assignor fees a second consecutive year, will  
376 automatically be required to show cause to the Chapter Council for his failure to submit  
377 Assignor's fees by due date and why he should not be expelled immediately from the Chapter.

378  
379 **Article IV–Uniforms**

380  
381 Section 1–Uniforms

382 The uniform worn must be in accordance with the Officials Dress Code for football as  
383 outlined in the NJSIAA Handbook for Officials.

384  
385 Section 2–Adherence to Policy

386 No member may add, alter, change or mix the aforementioned prescribed uniform. There  
387 will be no jewelry of any kind as defined in the NFHS rulebook. No undergarments shall be  
388 exposed under the shirts, knickers or shorts, except for foul weather gear. These requirements  
389 will be used at all levels of play for schools serviced by this Chapter. Chain Crews must dress in  
390 accordance with the game officials. ECO's are only required to wear either the Black and White  
391 piped hat or our Shore Chapter cap for games. The wearing of any electronics, with the  
392 exception of crew communication radios are prohibited during any level of game while on the  
393 field. The uniform policy must be adhered to as written, or the member is in violation of the  
394 uniform policy and will be subject to disciplinary action. For failure to abide by these rules, the  
395 following procedures will be followed annually:

396  
397 Violators will appear before the Chapter Council and may result in forfeiture of half of a  
398 varsity fee.

399  
400 A second appearance before the Chapter Council may result in forfeiture of one varsity  
401 fee.

402  
403 A third appearance may result in thirty days loss of the official's assigned schedule. If  
404 violation is at the end of the season, the penalty shall carry over to the succeeding year.  
405 All games during this period shall be charged as turn backs.

406  
407 A fourth appearance before the Chapter Council will result in the member being expelled  
408 from the Chapter and deletion of member's name from the NJSIAA, NJFOA and Chapter  
409 rosters.

410  
411 It is the responsibility of every member of the Chapter to enforce these policies and  
412 report any violations to the Secretary.

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**Article V–Officials**

Section 1.

All members have a responsibility to the association in that when an assignment or assignments are accepted by them, they shall appear neatly dressed and ready to work at the time and place indicated by the Assignor. Upon acceptance of an assignment this then becomes a contract between the member and the school involved. After a member receives his schedule he is responsible for the Assignor’s fees for those games.

Section 1a.

If a member does not appear for an assignment which has been accepted, they shall be fined a double game fee, unless a good excuse is offered and accepted by the Chapter Council. For repeated offenses of this sort, it shall be left to the discretion of the Chapter Council whether or not they shall be suspended.

Section 1b.

The Assignor should be advised of the happenings in Section 1a. He will then advise the President who in turn will present it to the Chapter Council.

Section 2.

If there is an extreme problem or emergency, a hearing can be requested by the member being charged. Three (3) members of the Chapter Council will serve on the panel.

Section 3.

Athletic Directors will be permitted to write a letter to the President via the Secretary with a complaint or grievance as to a member. Such letter must be from the Athletic Director and not the Coach. It must state the reason for any such complaint. The Chapter Council may take whatever action it deems necessary. The member will be advised of such complaint and be given a full opportunity to respond to the Chapter Council, if necessary.

Section 4.

Each member will complete the Annual Rules Exam, which will be subject to the NJSIAA mandate. The member must take and pass the exam. Passing grade for the exam will be determined by the NJSIAA mandate. If a member fails the exam or does not take the exam by the NJSIAA deadline date the member will take closed book test with Cadets.

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**Article VI–Schedules**

Section 1.

No member of this Chapter shall assign or accept any games or schedules from any school within our purview. All school games and schedules shall be turned into the chapter for assignment by the Assignor.

Section 2.

Penalty—one year suspension for the first offense after a hearing by the Chapter Council; automatic expulsion from the Chapter for repeated offenses after a hearing by the Chapter Council. All member schools and the NJFOA shall be advised of this action.

**Article VII–Parliamentary Procedure**

Section 1.

Roberts Rules of Order, Revised, Shall be the authority on parliamentary procedure on all matters not covered by the Constitution and By-Laws of the association.

Section 2.

The following shall be order of business unless it is suspended by a two-thirds (2/3) vote of the members present at the meeting:

1. Call to order (Pledge of Allegiance)
2. Reading, correction and adoption of minutes of the previous meeting
3. Member sign in. No sign-ins accepted 15 minutes after start of meeting.
  - a. Introduction of NJFOA guest and visitors
4. Reading of correspondence
5. Report of the Treasurer
6. Program
7. Reports of standing committees
8. Reports of special committees
9. Unfinished business
10. New business
11. Adjournment

## Shore Chapter Policies

### I. Assignor

#### A. Assignor fees

1. Each official is responsible for the payment of the Assignor fees (in the amount prescribed by the Chapter Council) for each and every game assigned according to that officials' availability list, even if later returned to the Assignor. Games canceled, withdrawn by the Assignor because of error, or moved to a date when the official is not available are not subject to the fee.
2. The Assignor fee & compensation will be set by the Chapter Council every March. The Chapter Council will pay for his expenses, as they deem appropriate.
3. The Assignor fees must be paid by the date specified in the assignor's bill sent to each member. Any member failing to pay by this date will be assessed a late fee as established each year by the Chapter Council payable to the Assignor. If the bill is not paid within two weeks after the due date, the assignor must report that member to the Chapter Council and the provisions of the Chapter By-Laws, Article IV; Section 2 will be strictly enforced.

#### B. Availability

All closed out/blocked dates must be posted in assigning program by a date determined by Council prior to schedule release. A phone call to the Assignor is not acceptable. Each member is expected to close out/block their dates prior to distribution of the schedules. If dates are not closed out/blocked and a member is contracted/assigned a game the member will be charged a \$5.00 fee, if game is not accepted.

#### C. Schedules

Schedules must be kept open until initial assignments are given out by the Assignor. We must remember we are obligated to the Shore Conference.

#### D. Switching of games

There will be no switching of games by members. All games given by the Assignor must be returned to the Assignor if you cannot work. Penalty for switching games, or giving/accepting a game from a member will be a game fee plus any appropriate action assessed by the Chapter Council.

#### E. Turn backs

Turn back include any and all games given back to the Assignor for any reason including but not limited to illness, work, accident, appointments, or transportation problems. Turn backs will also include any assignments made if the member closes out dates after the Varsity schedule has been released. Members must give the Assignor as much notice as possible except in the case of emergencies. Members who turn back games will be assessed a fee at the discretion of the Assignor. If the school changes the game to a date that a member has closed out they shall not be charged a turn back fee for said game.

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F. Turn back to accept other games

Members who are found to turn back assignments in order to accept another assignment of any level of football or any other sport, etc., will be called before the Chapter Council for disciplinary action which could include a fine and/or suspension. The fine will be, at the discretion of the Chapter Council, the fee of the game turned back along with the Assignor fee.

G. Travel restrictions

There will be no travel restrictions as far as assignments are concerned.

H. Physical form

- a. A physical examination or waiver form, stating that the member is physically fit to officiate football for the upcoming season is required. The acceptance of games is contingent to the signing of said physical examination form or waiver form. The physical must be taken prior to August 1<sup>st</sup>, annually. The waiver form must be signed by the official.
- b. Any official who is injured or incapacitated during the season as a result of officiating a game or in any other capacity shall, in the judgment of the Council, be required to obtain a doctor's letter certifying that he is physically capable of officiating football games without any limitation.

I. No-Show list

At the first Chapter Council meeting following the conclusion of the season, the Assignor shall present to the Chapter Council for their action in accordance with Article IV, Section 1a, and a list of all no shows known to the Assignor.

J. Penalty for no-show of officials

1. If any member fails to work a game that he has been assigned and accepted, but not returned; that member will pay a penalty in the amount of a double game fee unless extenuating circumstances are accepted by the Chapter Council.
2. Such members will be notified by certified mail of the penalty owed for the game missed and also of the date of the special Chapter meeting at which they shall appear. Unless excused by the Chapter Council, the penalty must be paid no later than the date of the special hearing.
3. The penalty will be retained by the Chapter. The official who missed the game will be charged an Assignor's fee.

K. Notification of no-show

All members will be responsible to notify the Assignor within 24 hours if an official does not show up for the game.

L. Soliciting

No soliciting whatsoever! This applies to soliciting the Assignors, Athletic Director, coach, or to anyone else associated with a school administration by card, phone, letter or personal contact. This includes contacting the Assignor to indicate your availability for a particular game. Any schedules received from high schools within our purview, must be turned

596 over to the Assignor. The penalty for violating this procedure is a possible one (1) year  
597 suspension or other action that the Chapter Council may direct.

598  
599 M. Assignment errors

600 All assignment errors will be considered by the Chapter Council on their own merits.  
601

602 N. Conflict of interest

603 Members shall not work at any school where they:

- 604 1. Are presently employed in that school in any capacity, and for four years after  
605 they leave such employment.
- 606 2. Have a spouse, son, daughter, grandchild, in-law, or immediate family member  
607 attending or employed in that school. Officials must maintain the highest level of  
608 integrity and impartiality. No official may work any game that may give the  
609 appearance of impacting on his integrity or impartiality.
- 610 3. All members have the responsibility to inform the Assignor of any such  
611 relationships and request change of assignment. Any member who needs  
612 clarification of his status should request clarification from the Chapter Council.  
613 Violators of this policy will be dealt with on a case-by-case basis. This policy  
614 applies to all varsity and state tournaments but does not apply to Sub Varsity  
615 games or scrimmages.

616

617

## 617 **II. Cadets**

618

619 A. Applications

620 All cadet applications must be accompanied by a fee established by the Chapter Council  
621 and a certificate of health from a state certified provider, or signed medical waiver. All Cadet  
622 dues for the succeeding year will be due and payable by the first meeting in November. Also  
623 any exam fees must be paid for the cadet to be in good standing and eligible to take the state  
624 exam. If any cadet after failing the state exam wishes to withdraw from the program his dues  
625 will be refunded less any assessment that he might owe. All cadets must sign a waiver for their  
626 first five (5) years that allow the Chapter to rescind their membership.

627

628 B. Instructional materials

629 Cadets will be supplied with Rule Book, Case Book and Official's Manual.

630

631 C. Assignments

632 Game assignments will be made to cadets for sub varsity only at the discretion of the  
633 Assignor.

634

## 634 **III. Committees**

635

636 A. Establishment

637 It shall be the policy of the Chapter to have certain standing committees. Each committee  
638 shall serve until the banquet the year following that year in which they are appointed. These  
639 committees and their duties shall be as described in the following paragraphs. Unless otherwise  
640 specified, the President shall recommend to Chapter Council for approval of member(s) in good  
641 standing to serve as Chairperson of each committee.

642  
643 B. Standing committees and their special duties  
644

645 Attendance: Record attendance at and post attendance records following all General  
646 Membership meetings. Report to Chapter Council any requested waivers and any members not  
647 satisfying the minimum attendance requirements. The committee will consist of the Chairperson  
648 and at least two (2) members at large of the Chapter selected by the Chairman.  
649

650 Audit Committee: Following the annual banquet, at the call of the Chairperson, the Audit  
651 Committee will meet with the Chapter Treasurer to review that year's financial records.  
652 Informal meetings by the Chairperson and at least one (1) other member of the Committee with  
653 the Treasurer should occur periodically to assure compliance with the budget. This Committee's  
654 written report shall be submitted to the Treasurer no later than January 15th of the coming year  
655 and shall meet quarterly thereafter to review and audit organization finances. The committee will  
656 consist of the Chairperson and at least two (2) members at large of the Chapter selected by the  
657 Chairperson.  
658

659 Awards Committee: The committee will select worthy recipients for all Chapter Awards  
660 and procure any hardware. Awards to consider include but are not limited to the President's  
661 Award, Unsung Hero Award, scholarships, and service term awards. The Awards committee will  
662 consist of the 2<sup>nd</sup> Vice-president as the Chairperson, and at least two (2) members at large of the  
663 Chapter selected by the Chairperson.  
664

665 Banquet Committee: Periodically during the year, at the call of the Chairperson, the  
666 Committee will meet to coordinate the following Banquet planning activities: Select the site and  
667 date, menu, price, seating. Secure toastmaster, guest speaker, entertainment (optional), Solicit  
668 door prizes, sell door price tickets, and draw winners. Any banquet activities must be approved  
669 by the Chapter Council. Retired Life members will have their banquet fees covered by the  
670 Chapter, at the approval of the Treasurer. The committee shall consist of the Chairperson and at  
671 least two (2) members at large of the Chapter selected by the Chairperson  
672

673 Cadet: Duties include organizing Cadet Training Program schedule and topics. Work  
674 with the Facilities Committee to secure classroom space. Run regularly scheduled classes to  
675 prepare cadets for the end of program state test. The Committee will also run the Cadet Mentor  
676 Program. The committee will be chaired by the Cadet Supervisor and at least two (2) members at  
677 large of the Chapter selected by the Chairperson  
678

679 Constitution or By-Laws Committee: At the call of the Chairperson, meet to review the  
680 Constitution and By-Laws (including the policies) of the Chapter to determine whether or not  
681 any changes would be appropriate. Recommended changes shall be submitted by the  
682 Chairperson for review by the Chapter Council prior to their presentation to the general  
683 membership. The 1<sup>st</sup> Vice-President shall be the Chairperson of this Committee and at least five  
684 (5) members at large of the Chapter selected by the Chairperson.  
685

686 Ethics/Discipline Committee: The committee will handle all grievances filed against a  
687 member by a member or non-member as described in Policy section V. Ethics. The Chapter

688 President shall establish the Committee whose membership is made up of the three (3) current  
689 Trustees with longest serving member as Chairperson.

690  
691 Facilities and Meetings: Set General Membership Meeting dates and procure the  
692 facilities, report to Chapter Council any facilities fees required. Assist President in setting  
693 Chapter Council meeting dates and facilities. Assist Cadet Committee in procuring facilities for  
694 cadet classes. The committee shall consist of the Chairperson and at least two (2) members at  
695 large of the Chapter selected by the Chairperson

696  
697 Game Fees Committee: The President and the Assignor will meet annually with the  
698 Shore Conference Officials Committee to establish a compensation schedule for football.  
699 A contract will be struck with The Shore Conference stipulating NJFOA-Shore as the sole  
700 provider of Officials for Shore Conference games.

701  
702 Information and Technology: Establish and maintain Chapter website and social media  
703 accounts. Assist with virtual/in-person General Membership and Chapter Council meetings, and  
704 digital game film websites. The committee shall consist of the Chairperson and at least two (2)  
705 members at large of the Chapter selected by the Chairperson

706  
707 Nominating Committee: Prior to the first meeting in October at the call of the  
708 Chairperson, meet to develop a slate of officers for presentation to the general membership for  
709 that meeting whereby the Committee presents the slate of officers for the coming year's election.  
710 Any member can nominate himself to run for election before or at nomination meeting. The last  
711 meeting in October shall serve as the Nomination Meeting. Any member in good standing maybe  
712 nominated for any position. The member being nominated MUST be present at meeting to accept  
713 nomination. The committee shall consist of the Chairperson and at least two (2) members at large  
714 of the Chapter selected by the Chairperson

715  
716 Official Evaluation/Rating Committee: The Chairperson will select members at large  
717 from the organization to be trained and serve as evaluators/raters of member officials. The  
718 evaluation/rating program will be used to improve the on-field performance of all officials  
719 ensuring that the organization assigns games in which each official is competent in officiating.  
720 The committee will consist of the Assignor who will serve as Chairperson and at least two (2)  
721 members at large of the Chapter selected by the Chairperson

722  
723 Recruitment: Organize and run all recruitment efforts to attract new members to the  
724 Cadet Program. This includes but limited to advertising, social media, industry days, and job  
725 fairs. The committee shall consist of the Chairperson and at least two (2) members at large of the  
726 Chapter selected by the Chairperson

727  
728 Rules and Mechanics: Prepare and present a short program for each regular meeting of  
729 the chapter to include such subjects such as rules, on field mechanics, uniforms, pregame, and  
730 signals. The committee will also organize and run an on-field clinic and assist in peer reviews of  
731 game film and address Membership rules and mechanics inquiries. The committee will be Co-  
732 Chaired by the Chapter Interpreter and a Member (at Large) appointed by the President and at  
733 least five (5) members at large of the Chapter selected by the chairpersons



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Treasury: Handle all monies of the Chapter, and shall keep a record of all receipts and disbursements, subject to inspection of the Audit Committee. Shall render reports of the financial affairs of the organization to the Chapter Council at each meeting held. Set and maintain chapter budget, determine and collect Chapter Dues and report to Chapter Council status of dues payments. establish and maintain Chapter's non-for-profit status. The committee will consist of the Treasurer as the Chairperson and at least two (2) members at large of the Chapter selected by the Chairperson

Wellness and Welfare: Reach out to Members in times of need, inform Membership of a Member's hardship, if requested. The committee shall consist of the Chairperson and at least two (2) members at large of the Chapter selected by the Chairperson

**IV. Game Assignments**

- A. Members are not guaranteed a schedule of games.
- B. All assignments will be issued by Shore Chapter Assignor (Varsity- sub Varsity) or NJSIAA Tournament Assignor.
- C. Assignment on meeting night  
Any member assigned to a high school game by the assignor on the evening of a Chapter meeting will automatically receive credit for attendance for that meeting.
- D. Guidelines for assignments  
The following are the guidelines of the assignment of games:  
Varsity Games
  - a. Members who work for a school district on any capacity are not eligible to work at that school's varsity games.
  - b. The assignment will be made at the judgment of the Assignor.
  - c. On varsity game assignments, no member will be assigned to more than two regular season home varsity games at any one school, tournament games excluded.
  - d. All games will be assigned to Chapter members.
  - e. Members who have dual membership will be assigned games as needed.
  - f. Members are restricted from working varsity games and being offered/accept a position on a crew until they have worked at six (6) regular season sub-varsity games and a combination of at least four (4) varsity chain/clock operations assignments.
- E. Soliciting the Assignor  
No member will solicit the Assignor. This includes calls to him to inquire as to which member is working what games. Any member who does so will be reported to the Chapter Council as a soliciting member. If a member calls the Assignor to inform him of his availability, it will not be considered soliciting as long as that member does not request to work specific games. Example: For some reason their game was canceled or their availability has changed, calling and advising the Assignor is acceptable.

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F. Probation

Members on probation or suspension will not be assigned any games until they have paid all fees and fines.

G. Contacting schools

If a member does not call the school Athletic Director for which he is assigned a game, the Chapter will not be responsible in any way towards payment or assisting for procurement of any fee owed the member.

**V. Ethics Charges**

A. Procedure

1. Charges made by a member of the Chapter shall be referred to the Chapter Council thru The Chapter Secretary.
2. Charges or complaints received from non-members of the Chapter concerning the conduct of a member shall be referred to the Chapter Council for further investigation. After review by Chapter Council the matter maybe referred to Ethics/Discipline for investigation. A report will then submitted to Chapter Council for further action.
3. The Secretary shall inform the Chapter Council of the charges promptly. The Chapter Council shall then set a hearing date not less than twenty (20) days or more than thirty-five (35) days from the time of the notification to the member charged. Upon written request to the Chapter Council, the hearing may be continued to a later date, but in no case shall the hearing date be more than ninety (90) days from the date of notification to the member charged. The vote required for Chapter Council action shall be two-thirds of the members of the Executive Committee hearing the matter.
4. The Secretary shall notify the charged member by Certified Mail, Return Receipt Requested, of time and date, time and place of the hearing, the nature of the charges and name of the member so charging him. He will be informed that he may bring witnesses, present evidence and be represented by counsel if he so desires. Said attorney may not question witnesses and can only be present to advise the member. The member will have the right to cross-examine.
5. The Chapter Council shall impose sanctions after the hearing as hereinabove provided in accordance with Chapter By-Laws.
6. A member who has been suspended or expelled by action of the Chapter Council may appeal such decision to the Board of Director of the NJFOA, provided all appeals, if any, at the Chapter level have been exhausted. The decision of the Board of Directors of the NJFOA shall be final.

**VI. Attendance**

- A. Any member, who leaves any meeting prior to the conclusion or arrives 15 minutes after the meeting has commenced, will not be given credit for the meeting, unless they explain the circumstances to the President.

825 B. Any member who does not make the minimum meeting requirements will be subject to a  
826 loss of games assigned the next season in an amount equal to the # of required meetings  
827 missed.

828  
829

## 830 VII. Accounting/Financial Controls

831

832 A. The Treasurer is the primary on the Chapter bank account with the President along with the 1<sup>st</sup>  
833 Vice-President being the backup signatures on the account

834

835 B. All checks over \$50.00 shall require two (2) signatures of President, 1<sup>st</sup> Vice-President and/or  
836 Treasurer.

837

838 C. Cash receiving, processing and bank reconciliation functions are primary function of the  
839 Treasurer.

840

841 D. Cash/checks shall be deposited by the Treasurer or other members on the account into the  
842 organization's checking account no later than 72 hours from the date of receipt.

843

844 E. All expenditures must be approved and authorized in advance of disbursement by the Chapter  
845 Council.

846

847 F. Online banking to include withdrawals, transfers and payments are not authorized. The  
848 Chapter Council must approve any such action by a majority vote.

849

## 850 VIII Social Media Guidelines

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852 A. Consider social media communications as public at all times – even if created with private  
853 intentions. If you are going to use social media in any form, consider your communication may  
854 be read by anyone at any time.

855

856 B. Do not engage in specific play and or ruling evaluation/commentary, whether it be of a game  
857 you worked, one that you witnessed or in general about the impact of officials in any sporting  
858 event.

859

860 C. Communication among officials for learning purposes should be done privately and not  
861 through the use of social media. Be mindful that email and other forms of direct communication  
862 can be made public.

863

864 D. Be very sparing in the sharing of your personal information, including photos. Adjust  
865 security settings accordingly. Report fake profiles or posts to the appropriate  
866 authorities/governing bodies in a timely fashion.

867

## 868 IX. Miscellaneous

869

870 A. Control of member outbursts: Any member who disrupts a meeting or at any other time by  
871 making slanderous statements, threats, or verbal/electronic abuse of a fellow member or  
872 members will be notified in writing to appear before the Chapter Council to have such charges  
873 aired.

874  
875 B. Where a member, after registering as an Active Official, requests the status to be changes to  
876 Inactive after April 1<sup>st</sup>, the membership dues will not be refunded. In the case of extenuating  
877 circumstances, the Chapter Council will review each case on an individual basis. This section is  
878 not to be used to circumvent mandated eligibility requirements to remain a member in good  
879 standing.

880  
881 C. Inactive Member

882 No Inactive member shall work any games in Monmouth or Ocean County. This  
883 includes but is not limited to high schools. No inactive member will work any such game under  
884 penalty of expulsion.

885  
886 D. If a member has a problem with a coach or Athletic Director, he is to bring the problem  
887 before the Chapter Council.

888  
889 E. All members shall conduct themselves in a manner becoming an official at all times. This  
890 includes while engaged in officiating duties and related officiating duties. This also includes  
891 while being a spectator. Conduct that is deemed questionable will be judged by the Chapter  
892 Council.

893  
894 F. Ejections/Disqualifications

895 All ejections shall be reported via the NJSIAA Web Site ([www.njsiaa.org](http://www.njsiaa.org)). Follow DQ form  
896 instructions. Copies of report to NJFOA-Shore President and Secretary.

897  
898 Adopted by the Chapter on March 17, 2008.  
899 Revised/Adopted by the Chapter on October 7, 2010.  
900 Revised/Adopted by the Chapter on October 25, 2012.  
901 Revised/Adopted by the Chapter on October, 2014.  
902 Revised/Adopted by the Chapter on October, 2017.  
903 Revised/Adopted by the Chapter on January 29, 2019  
904 Revised/Adopted by the Chapter on October 9, 2019  
905 Revised/Adopted by the Chapter on October 25, 2020  
906 Revised/Adopted by the Chapter on August 17, 2022  
907 Revised/Adopted by the Chapter on August 31, 2022

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