

**NJSIAA**  
**Officials Handbook**



**2024 – 2025**

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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 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.

## **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 constructively and cooperatively.

**Officials** shall uphold the honor and dignity of the profession in all interactions 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 the competition.

## **Minimum Requirements for Certification 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 evaluation 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 rules examination 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.

### **Minimum Requirements for Registration of Officials**

The Executive Committee, at its discretion, may approve the certification or registration of officials and/or official's chapters in all sports, and may establish the minimum requirements for testing, training, and evaluating of officials. All registered NJSIAA officials are considered independent contractors and not employees of the NJSIAA.

1. All officials must be registered with the NJSIAA online registration system to be eligible to officiate ANY level of high school contests the NJSIAA governs.
2. All officials must register for each sport each year.
3. All officials must pay the appropriate registration fees based on the number of sports and their current level. All NJSIAA payments are paid through the online registration system, which includes both the registration, and the background check fees.
4. All officials must consent to a yearly background check and pay the background check fee. The background check is required once a year, not per sport.
5. All officials officiating any level must be of legal age (18).

### **Officials Registration**

Officials' registration for all sports will open each year on April 15<sup>th</sup> and close each year on March 31<sup>st</sup>. Individual chapters will set their dates for when they want their members to register within the period above.

### **Registered Officials**

1. A registered official is any official that has completed the registration process with the NJSIAA but has not completed the eligibility process.
2. A registered official can be assigned by any NJSIAA-approved assignor but cannot work any regular season or tournament contests until they have successfully completed all eligibility requirements.
3. All registered officials may work scrimmages but will be locked out of working regular season contests until they clear the eligibility requirements.
4. All registered officials are covered by the NFHS Liability Insurance.
5. Registered officials that have not completed all the eligibility requirements will receive two (2) warning notifications. The first warning will be three (3) weeks prior to that sports opening day, the second warning will be two (2) weeks prior to that sports opening day.
6. Registered officials will be removed from all assignments if they have not successfully completed all the eligibility requirements one week prior to that sports opening day.

### **Active Officials**

1. An active official is any official that has completed the registration process with the NJSIAA and cleared all eligibility requirements.
2. Active officials are eligible for all levels of contests by the NJSIAA.
3. Each chapter will determine the readiness of each of its active officials.

### **Officials Eligibility Requirements**

All requirements below will expire on June 30<sup>th</sup> of each year except for the implicit bias course.

1. Register with the NJSIAA
2. Pass the background check.
3. Take the concussion course.
4. All officials must pass the NFHS rules test or other comprehensive exam approved by the NJSIAA for each sport they are registering for with a score of 80% or higher.
5. Be in good standing with your chapter.
6. Complete the one-time implicit bias course.

### **Cadet Programs**

1. All chapters that have cadet programs that do not permit their cadets to officiate at any level may instruct their cadets that they do not have to register with the NJSIAA if they follow the procedures below:
  - a. The cadet is not permitted to officiate at any NJSIAA level
  - b. The cadet must always be shadowed an active official
  - c. The cadet must never be in a situation to make an “on-field” call or decision
  - d. The chapter will take full responsibility regarding the cadent
2. All chapters with cadet programs that require their cadets to officiate sub-varsity contests only as part of their cadet program must have the cadets register and become active officials with the NJSIAA.

### **Officials Training**

1. Chapters must designate a rules interpreter who must attend the NJSIAA rules interpretation meeting conducted by the NJSIAA state rules interpreter.
2. Chapters designated rules interpreter must conduct an NJSIAA rules interpretation meeting with all chapter members before opening day for each sport.
3. Attendance at all NJSIAA rules interpretation meetings is mandatory for all chapter members.
4. Chapters must submit to the NJSIAA (upon request) the names of the officials that have attended the mandatory NJSIAA rules interpretation meeting.
5. Chapters shall conduct additional professional development meetings at which rules, mechanics, and NJSIAA modifications are reviewed for the improvement of officiating.
6. Professional development training programs must be established to insure a high caliber of officiating for the member schools.

### **Professional Development Opportunities**

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 the 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 NFHS, NJSIAA, and local chapters.

### **Chapters Evaluation and Certification of Officials**

1. Chapters shall develop a means of evaluating their members for continuing their memberships in good standing
2. Chapters shall furnish the NJSIAA with a list of their members in good standing by the NJSIAA designated date.

### **Chapter Registration of Officials**

1. Candidates must provide at least two references attesting to his/her character.
2. Registration by the NJSIAA and 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, regarding an offense against a minor or any sexual offense, unless/until such offense has been reversed by the proper authority with jurisdiction over the matter; or,
  - b. Convicted, or adjudicated with a finding of fault, guilt, or violation, regarding an offense involving any illegal/illicit drug or controlled substance as prescribed by federal or state law or regulation, before five (5) years following the completion of any sentence, parole, or probation period imposed for the offense.
3. 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.
4. 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 probation 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 the proper authority having jurisdiction over the matter.

### **Background Checks**

1. All officials must consent to a background check each year during the registration process.
2. Once you have consented to the background check, paid the fee, and filled out all the required information, your information will be sent to the NJSIAA-approved background check company.
3. All background checks will expire on June 30th of each year regardless of when your background check was submitted.
4. Any background checks that are flagged will be sent to the NJSIAA for adjudication.
5. All officials that have been flagged by the NJSIAA because of their background check will receive a pre-adverse letter and a copy of the report to the email that was entered at the time of registration.

### **Flagged Background Check Procedure**

Any official that has been flagged based on the NJSIAA background check criteria is considered temporarily suspended by the NJSIAA until further review. All officials that have been flagged by the NJSIAA will fall into one of three levels (see below).

1. Level One Flag - The official will be adjudicated and reinstated immediately by the NJSIAA, and no other action is needed.
2. Level Two Flag - The official will be reinstated on a date set by the NJSIAA based on the NJSIAA Constitution and Bylaws. Upon reaching that date, the official will be reinstated once they clear a current background check. Level 2 flags may be appealed to the NJSIAA controversies committee if the official chooses. The official in this case must notify the NJSIAA in writing of their intentions

ASAP.

3. Level Three Flag - The official will be suspended indefinitely with no reinstatement possible based on the NJSIAA Constitution and Bylaws. Level 3 flags may be appealed to the NJSIAA controversies committee if the official chooses. The official in this case must notify the NJSIAA in writing of their intentions ASAP.

### **Level Two (2) and Three (3) Flagged Procedures**

1. Officials will receive a pre-adverse and/or adverse letter and will be suspended pending adjudication by the NJSIAA.
2. Contact the NJSIAA-approved background check company if you disagree with the report or if there is an error. If there was an error in the report, the NJSIAA-approved background check company will fix the error and clear the report.
3. If the report is correct, the official must contact all chapters they belong to regarding the report.
4. The official must follow all guidelines stipulated in the chapter bylaws regarding background checks.
5. All Chapters must have a reinstatement procedure for their officials to follow in the event of a violation of the NJSIAA Guidelines, Policies & Procedures for registration of officials.
6. The chapter's reinstatement procedure must meet the minimum standards covered in the NJSIAA Guidelines, Policies & Procedures for registration of officials.
7. The chapter/s will decide if the reinstatement will be approved or denied. The chapter will notify the NJSIAA of its decision promptly.
8. If the official is approved for reinstatement, the NJSIAA will verify that the official's violations fall within the minimum standards covered in the NJSIAA Guidelines, Policies & Procedures for registration of officials. If it is determined that the official satisfies the reinstatement standards, the NJSIAA will notify the official and chapter/s of the reinstatement.

### **Protests**

The Officials' Association may file protests with the NJSIAA when NJSIAA member schools violate their contracts with the Officials' Association or member officials to pay member officials for services rendered, or when NJSIAA member schools are not providing a safe and healthy working environment for member officials.

Protests against alleged violations of contracts, violations of the accepted standards of good sportsmanship, or the Constitution and Bylaws of this Association, should be reported in writing to the Executive Committee, through the Executive Director, within one hundred twenty (120) hours of the time of such violation, with a copy to the alleged violator. Protests based upon an official's judgement or misinterpretation (*misapplication*) of the playing rules will not be honored. This does not preclude a League or Conference from addressing the same; however, the NJSIAA will not honor such protests for non-conference contests, 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. *Refer to the NJSIAA Bylaws, Article VII (Protests), Section 1, CL2*

### **Controversies and Disputes**

1. 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.
2. 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.
3. 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.



4. 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 firsthand knowledge relative to the proceedings. Officials, along with all other parties, may be represented by counsel.

### **Sportsmanship**

Member schools are expected to conduct their relations with each other at all levels of competition in a spirit of good sportsmanship in keeping with the objectives we have set for ourselves. Everyone involved has the obligation to clearly see his/her influence and act accordingly.

*Refer to the NJSIAA Bylaws, Article IX (Sportsmanship)*

### **Sportsmanship Rule/Policy**

High standards of courtesy, fair play, and sportsmanship must be featured at association competitions. While this rule is a general statement and one which may be difficult to reduce to objective standards in terms of enforcement, it is the heart of the entire Association program. Good sportsmanship, respect for rules, respect for others, and fair play, are the motives through which an interscholastic athletic program is justified and defended.

It shall be the responsibility of each member school to ensure that all individuals employed by or directly associated with the athletic program, including its Student-Athletes, comport themselves in a sportsmanlike manner when representing their school, especially at interscholastic events.

Unsportsmanlike conduct shall subject the individual to disciplinary action. The member school with which the individual is associated may also be subject to disciplinary action if it is found that the member school's policies, actions, or failure to act, substantially contributed to the individual's conduct.

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

1. 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.
2. 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.
3. 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.
4. Any person (athletic department, staff member, student-athlete, or a fan or spectator associated with a member school) who engages in harassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic event.
5. Any school or athletic staff member who is publicly critical of any game official, opponents, and/or opposing coaches/players.
6. The administration of a member school will be responsible for the unsportsmanlike conduct of that school's fans or spectators.

### **NJSIAA Use of Video for Sportsmanship Violations**

NJSIAA reserves the right to use video to determine for the following situations:

1. To identify if a violation of our sportsmanship policy occurred and to determine if additional disqualifications are necessary.
2. To correctly identify the players that have left the bench.
3. To ensure that disqualifications are correctly identified.

NJSIAA staff is responsible for entering these additional disqualifications in the system.

### **Sportsmanship Statement**

Officials will read the following statement before every NJSIAA event to all teams at all levels (No Paraphrasing):

*“The NJSIAA requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players. There will be no tolerance for any negative behavior, such as taunting, trash-talking and verbal, written, or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion. Such behavior will result in being ejected from this event. All participants must respect the game, respect the officials, and respect their opponents.”*

### **Disqualification Rule**

1. There are only two types of flagrant unsportsmanlike misconduct that necessitate disqualification.
  - Physical unsportsmanlike flagrant misconduct
  - Verbal unsportsmanlike flagrant misconduct
2. Flagrant is a glaring action by a player or coach which is excessive physical play or unacceptable verbal conduct as judged by the game/meet official(s).
3. Flagrant, unsportsmanlike misconduct is not a “playing rule” violation. The determination of disqualification must be made at the time of the violation.
4. Prudent judgment should be utilized by all officials prior to any disqualification.
5. 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 any additional game(s).”
6. All disqualifications for flagrant, unsportsmanlike conduct (Physical & Verbal) will always carry the additional game(s) penalty.
7. Ejection or removal of a player for a specific sports rule will carry the disqualification penalty only when it includes a flagrant unsportsmanlike act.
8. Once a player/coach has been disqualified, NO appeals will be honored from the player, coach, official, or any other party. Disqualification is a judgment 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.

### **Players Leaving the Bench Area**

Any player that leaves the bench area during an altercation, regardless of whether the player engages in the altercation, shall be disqualified, and will be subject to the disqualification penalty (automatically disqualified from the next two contests, except for football which is one game). Only coaches can leave the bench with the purpose of restraining players and stopping the altercation.

Any player who leaves the bench area at any point during an interscholastic event is automatically disqualified. If an official is unable to identify the player(s) who left the bench area, then the official must notify the athletic director, or site manager, prior to the leaving the event that they will be notifying NJSIAA staff so that video can be reviewed to determine which player(s) should be disqualified.

### **Disqualification Procedure**

In the event that a player or coach violates the sportsmanship policy, that person will receive a disqualification (DQ). The following procedure must be followed by all officials when administering a disqualification. Failure to file these reports will result in punitive action by the chapter and the NJSIAA.

1. Notify the offending player/coach that they have been disqualified. If a player is disqualified, make sure the coach is informed as well. If conditions permit, include a brief explanation of the reason for disqualification, name and/or the number of player/coaches, and offending school in each team’s scorebook before signing the scorebook if a signature is required.

2. Any questions relative to the disciplinary side of the 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 official must report each disqualification to the Athletic Director of the offending school in person or via email by noon of the next day. Failure of an official to follow the prescribed procedure in reporting the disqualification does not void the penalty.
4. The official not following this procedure should be reported to the official's Chapter Secretary and the NJSIAA. The coach of the offending school also shares this reporting responsibility. Accepted practice is for the chapter secretary or president to report the disqualification to the athletic director of the offending school in lieu of the game official.
5. A disqualification report must be completed online within 48 hours of the disqualification. No other reporting process will be accepted. The online form will be electronically sent to the offending school's principal, athletic director, and the NJSIAA. The official should also notify their chapter of the disqualification.
6. Any disqualification resulting from harassment verbal or physical related to race, gender, ethnicity, disability, sexual orientation, or religion at the interscholastic event must be noted during the online reporting process, with a description of the offending conduct provided.
7. Disqualifications for Federated/Non-Member Schools do not have to be reported online. Any disqualifications for member schools will continue to be reported to the NJSIAA regardless of the opponent's status.

### **Disqualification of Coaches Procedure**

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 can 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. 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.
4. 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.

### **Disqualification Reporting Instructions**

The following procedure must be followed by all officials when reporting a disqualification.

1. All players and coaches must be notified that they have been disqualified before the official leaves the site. It must be clear that a disqualification has been assessed and will be filed with the NJSIAA.
2. Contacting the Athletic Director by noon following the event is mandatory. Verbal contact with the AD only, at the event, or an email following the event to the AD (by noon) are the only two acceptable ways of communicating that a disqualification has been issued.

3. If conditions permit, before leaving the field, include a brief explanation of the reason for disqualification, name and/or the number of player/coaches, and offending school in each team's scorebook before signing the scorebook if a signature is required.
4. Submission of the disqualification to the NJSIAA must occur within 48 hours of the completion of the contest. When submitting the disqualification, the official must be as specific as possible. Please take your time and get it right.
5. Corrections may be made (Name/Number) at the time of submission, but the disqualification cannot be rescinded by the official.
6. The NJSIAA encourages officials to review any available video to assist in identifying the appropriate student-athlete/s or to correct a previously submitted disqualification.
7. Video must not be used to change the disqualification ruling or add additional disqualifications after the fact.
8. Once the final report has been submitted, the NJSIAA, the high school Principal, and the Athletic Director of the offending school will all receive an e-mail confirmation of the disqualification.
9. Failure to file these reports will result in punitive action by the chapter and the NJSIAA.

### **Thunder & Lighting Procedure**

All coaches and officials should monitor the weather report on game day. The protocol below details the steps to be followed in the event of lightning and/or thunder at outdoor events. If the host school has a more stringent policy, including those schools with lightning detection systems, that policy shall be adhered to. This policy should be reviewed annually with all administrators, coaches, and game personnel.

Every school should develop an evacuation plan, including identification of appropriate nearby safer areas, and should determine the amount of time needed to get everyone to a designated safer area. A designated safer area is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium, or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.

If severe weather strikes prior to the beginning of the event, host school site management shall be the decision-maker regarding the policy. If it occurs once the event has begun, the lead game official shall be the decision-maker.

When one contest is suspended on a site due to thunder or lightning, all outdoor contests/activities on that site must be suspended.

When caught in a thunderstorm without the availability or time to reach a safe structure, the risk of injury may be minimized by seeking low ground and avoiding contact with anything made of metal. Avoid bleachers, metal fences, and standing pools of water.

Guidelines for schools when thunder is heard, or lightning is seen:

#### Mandatory Guidelines:

1. Suspend play, or delay the commencement of the contest, for 30 minutes. All participants and spectators shall vacate the outdoor venue to a designated safer area immediately.
  - b. A list of the closest safer areas should be announced and displayed at all outdoor venues.
  - c. Clear instructions should be given over the public address system (if available) to guide participants and spectators to safer areas.
2. Once Play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.

3. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count shall begin.
  - a. If, for example, the contest is suspended at 7:00 p.m. due to a lightning strike, and then lightning is witnessed again at 7:25 p.m., the earliest the contest may resume is 7:55 p.m.

Voluntary Guidelines:

4. If the thunder or lightning persists, and access to the field for warmups cannot resume 75 minutes after the initial suspension of play, the contest shall be postponed to a later date. If participants can safely return to the field of play within 75 minutes, the players shall participate in a brief workout period, and the contest shall resume.
  - a. Athletic Administrators, Coaches & Officials may agree to alter #4 if all agree.
  - b. If an agreement on how long to wait cannot be reached, then #4 will be used.
5. For Football only, the host school site management shall determine how long to suspend the game before it is postponed

**Conflict of Interest**

Officials must be extremely conscious of the NJSIAA conflict of interest policy when accepting assignments. Please do not accept any assignments if any of the following circumstances are true.

1. Currently employed in the district
2. Previous employment in the district within the past 10 years
3. A close relative employed in the district
4. A child attending any school in the district
5. A graduate of the school within the past ten years

Officials that also coach the sport in which they officiate must be extremely aware of a possible conflict of interest

**Game Termination Procedure**

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 the same prematurely.

Is not the prerogative of a coach or school management. The action of removing a team from the event before 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 the 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 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 continuing the event would present a clear and present danger to the safety and welfare of any party, the game should be terminated, and the school's 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**

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 the game to which two (2) officials-umpires are usually assigned, the game must be played. The same applies when an official is unable to complete an 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 judgment 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.

*Refer to the NJSIAA Guidelines, Policies, and Procedures for more complete information regarding this subject.*

### **School Uniform Accommodations**

Any concerns regarding any accommodation must be addressed through the coach, not the athlete. Officials are instructed to continue with the contest and notify the NJSIAA if there are concerns the following day. No accommodation may create an unsafe environment for any participant.

Prior to the start of the competition, it is the head coach’s responsibility to ensure that his or her student-athletes are properly equipped by adhering to all NFHS uniform rules. If an official notices a violation of any NFHS uniform rule, the official should address the violation with the head coach only – the official is not to address the violation with the student-athlete or anyone else associated with the team. The head coach is responsible for working with the student-athlete to remedy the violation to the satisfaction of the official.

#### **1. Hair Adornments**

The NFHS has updated its rules to allow the use of hair adornments that are made of hard materials if they are securely fastened close to the head and do not present an increased risk to the player, teammates, or opponents.

Hair adornments are defined as anything decorative that could be worn on one’s head, regardless if they are used to hold a hairstyle in place. Hair adornments include, but are not limited to, barrettes, beads, and bobby pins. Hair charms are considered jewelry and must follow the jewelry rules below.

Hair adornments are allowed in all sports. If the hair adornment becomes non-compliant during play,

then the officials shall allow time to fix the hair adornment. If the hair adornment cannot be fixed immediately, then the student-athlete must leave the game to fix the hair adornment.

## **2. Religious Items**

The NFHS has updated its rules to allow uniform flexibility to accommodate religious norms, such as the wearing of undergarments, head coverings, and other body coverings. Head coverings worn for religious reasons must be made of non-abrasive, soft materials and must fit securely. Religious medals must be taped and worn under the uniform. Religious items are allowed in all sports but must not pose a risk to the player, teammates, or opponents.

## **3. Uniforms**

Schools may permit modification of uniforms for their athletes for religious reasons without an approval letter from the NJSIAA. Any concerns regarding the accommodation must be addressed through the coach, not the athlete. Officials are instructed to continue with the contest and notify the NJSIAA if there are concerns the following day. No accommodation may create an unsafe environment for any participant.

## **4. Jewelry**

The NFHS updated its rules to allow jewelry to be worn during competition in certain sports. Jewelry includes, but is not limited to, necklaces, bracelets, earrings, and watches. Medical alert medals are not considered to be jewelry and must be taped to the body. The following sports allow jewelry to be worn during competition unless the official rules the jewelry is potentially dangerous. Jewelry is prohibited for those sports not included on this list.

Baseball	Softball
Golf	Tennis
Bowling	Swimming
Cross Country *	Track & Field *

\*NJSIAA modifications prohibit the wearing of a watch during the regular season and post-season competitions.

## **5. Transgender Modifications:**

Pursuant to NJ law and NJSIAA policy, the NJSIAA will approve all reasonable accommodations regarding uniforms as it relates to transgender student-athletes. Guidelines for uniform accommodations are listed below:

- a. Must not violate the NFHS sports-specific uniform rules
- b. Must match the existing uniform in terms of color and logos.
- c. Must not create an unsafe environment for all participants.

## **NFHS Ball Mark**

The NFHS authenticating mark is required on all balls that will be used in high school competitions. Where approved, the NOCSAE certification mark will also be required.

## **Health and Safety**

Officials are advised to use extreme caution when dealing with injuries or altercations. 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 their 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 staff and all available emergency personnel.

### **Officials Concussion Policy and Procedures**

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. A student-athlete who is removed from competition or practice shall not participate in further sports activity until:

1. They are evaluated by a physician or other healthcare provider trained in the evaluation and management of concussions and receive written clearance from a physician trained in the evaluation and management of concussions to return to competition or practice.
2. They return to regular school activities and are no longer experiencing symptoms of the injury when conducting those activities.

The return of a student-athlete to competition or practice shall be in accordance with the graduated, five-step "Return to Play Progression" recommendations developed by the Centers for Disease Control and Prevention.

Game officials 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.

The mechanics to enforce the rule are as follows:

1. 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.
2. When appropriate, call time out. If the player's safety is in jeopardy, call time out immediately.
3. Beckon the physician/ATC onto the playing surface and observe the injured player until they arrive. Other game officials keep players/others away from the injured player.
4. Apprise the physician/ATC of your observations as to the signs, symptoms, and 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).
5. 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).

### **Assaults on Officials**

Any assault on any game official is a very serious matter and must be reported to the local authorities immediately. The NJSIAA must also be contacted ASAP. (Chapter 6 of the Public Laws of 1995)



### **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 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. All officials must designate only one "Primary" chapter when registering with the NJSIAA. Officials are permitted to work contests assigned from chapters other than their "Primary", provided their primary chapter approves.

### **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 state interpreter one month before the NFHS deadline for a particular sport.

### **Independent Contractor Status**

While officials are contracted to perform services by schools and the NJSIAA (state tournament only), their function is by definition independent. The officials have complete control of the contests they choose to officiate. To that extent, a GENERAL RELEASE is required by each official at the time of registration.

### **NFHS Officials' Insurance Coverage**

All NJSIAA registered officials will be covered under the current liability insurance carrier approved by the NJSIAA. All Officials' Associations and their member officials are responsible for acquainting themselves with the terms of the policy. The NJSIAA approved insurance carrier policy shall not be construed as obligating the NJSIAA to provide a defense or indemnification of claims filed against an official.

### **Drone Policy**

1. The use of unmanned aerial systems ("UAS"), commonly referred to as "drones", by any NJSIAA member school is permitted during practice and at home events in accordance with applicable local, State, and Federal laws and regulations.
2. Member schools are permitted to use UAS at away events with the advance written permission of the host school, or, in the event, there is no home school, the site manager.
3. If only one school operates a UAS at an event, the UAS video shall be provided to all other participating schools as soon as practicable after the conclusion of the event.
4. The use of UAS at an NJSIAA tournament event is prohibited.

### **Dress Code & Uniforms**

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.

According to the current Affiliated Agreement, each official who is a member of the Officials Association shall wear the prescribed NJSIAA official uniform while officiating at NJSIAA Interscholastic regular season and state tournament contests.

All officials' uniforms must have the approved NJSIAA logo which can only be distributed by the approved NJSIAA uniform supplier and/or its vendors. All officials' apparel is permitted to have their chapter logo on the right sleeve.

## **Officials Uniform Requirements**

### **BASEBALL**

The Navy-Blue baseball umpire uniform shall consist of:

1. Navy-blue short sleeve pullover style shirt with red, white, and blue trim. The approved NJSIAA logo shall be sublimated on the left pocket. The American flag with a white border may be placed on the left sleeve.
2. The navy-blue long-sleeve pullover style shirt with red, white, and blue trim may be worn when appropriate. The approved NJSIAA logo shall be sublimated on the left pocket. The American flag with a white border may be placed on the left sleeve.
3. The navy-blue pullover jacket with red, white, and blue trim may be worn when appropriate. The American flag with a white border may be placed on the left sleeve.
4. Charcoal or Heather Gray pants, black belt, primarily black shoes, black socks, and a navy-blue cap shall complete the uniform.
5. Ball bag(s) shall be navy blue or charcoal gray.

The Black baseball umpire uniform shall consist of:

1. Black short sleeve pullover style shirt with white trim. The approved NJSIAA logo shall be sublimated on the left pocket. The American flag with a white border may be placed on the left sleeve.
2. The black long sleeve pullover style shirt with white trim may be worn when appropriate. The approved NJSIAA logo shall be sublimated on the left pocket. The American flag with a white border may be placed on the left sleeve.
3. The black pullover jacket with white trim may be worn when appropriate. The American flag with a white border may be placed on the left sleeve.
4. Charcoal or Heather Gray pants, black belt, primarily black shoes, black socks, and a black cap shall complete the uniform.
5. Ball bag(s) shall be black or charcoal gray.

Note: Powder-Blue shirts are acceptable for baseball during the regular season only, as long as all umpires are wearing powder-blue.

Chapters may dictate which color they want their umpires wearing during the regular season. During the NJSIAA tournament, either black or navy-blue uniform combination is fine. During the state tournament, all umpires must match in color for all parts of the uniform. If umpires cannot agree on uniform color, then the default color will be the navy-blue.

### Hats:

#### Regular Season Games

Any of the two hats listed below will be acceptable for all regular season games. Umpires do not need to have matching hats.

- NJSIAA Approved Logo Hat
- Chapter Hat

Only hats with the NJSIAA-approved logo will be worn for all NJSIAA tournament games. Umpires must have matching hats for all rounds of the state tournament.

### Jackets

Umpires may wear either the plain Jacket (no logo) or the jacket with the approved NJSIAA logo. In addition, the approved logo may be embroidered on a jacket for those umpires that already have a plain

jacket and wish to have it embroidered. The NJSIAA will not require umpires to wear the jacket with the NJSIAA logo at any time.

### Shirt

All shirts (short sleeve or long sleeve) must have the **sublimated** approved NJSIAA logo on them. Either the navy-blue or black shirt may be worn for all regular season and all NJSIAA tournament games, however, all umpires must match for all games. If umpires cannot agree on the shirt color, then the default color will be the navy-blue.

### **BASKETBALL**

The basketball officials' uniform must consist of black slacks, black socks, all black athletic shoes (no white logos).

Shirts - All basketball officials must wear the V-neck black and white shirt (2.25" size stripes) which includes a sublimated American Flag on the left sleeve, and a sublimated NJSIAA Logo over the left pocket. The double-wide black side panel is acceptable. IAABO members may also have the IAABO sublimated logo on the left sleeve.

All officials may wear either a plain Jacket (no logo), their IAABO jacket, or the jacket with the approved NJSIAA logo. In addition, the approved NJSIAA logo can be embroidered on a jacket for those officials that already have a plain jacket and wish to have it embroidered. The NJSIAA will not require officials to wear the jacket with the NJSIAA logo at any time, however, our approved vendor will no longer sell the plain jacket to NJSIAA registered officials. Only the jacket with the approved NJSIAA logo will be sold. Or hope is that in time, all jackets will have the approved NJSIAA Logo embroidered on the left chest, and the American flag embroidered on the left sleeve. If officials want, they can also have the IAABO logo embroidered on the right sleeve as well.

### **FIELD HOCKEY**

The field hockey officials' uniform shall consist of a neon yellow shirt/jacket, or any NJSIAA-approved color, with the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve. Black skirt, slacks or shorts, and black athletic shoes. All officials assigned to the game must have matching shirts/jackets.

### **FOOTBALL**

The football officials' uniform must consist of a black and white striped shirt, black pants with white stripe (NFL style) pants, a black belt, black athletic shoes and laces, black and white striped jacket reversible to all black (the official NJSIAA logo sublimated on the left chest area, with an American flag placed on the left sleeve), and a black cap with white piping (white for the 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 (pants, skirt, or shorts). All shirts or outer garments must have the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve.

### **ICE HOCKEY**

The ice hockey officials' uniform must consist of a black and white striped long sleeve shirt with a waistband, black pants, black skates with white or black laces, a H.E.C.C. approved black hockey helmet and the NJSIAA approved logo sublimated on the left chest area, with an American flag placed on the left sleeve.

## **LACROSSE-Boys**

The boy's lacrosse officials' uniform must consist of a black and white, striped shirt with the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve. Black 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 approved logo sublimated on the left chest area, with an American flag placed on the left sleeve.

## **LACROSSE-Girls**

The girl's lacrosse officials must wear a black and white striped shirt/jacket with the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve. Shorts, black kilts (preferred), slacks, and black athletic shoes.

## **SOCCER**

The soccer officials' uniform must consist of a solid lime green jersey with the official NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve. Solid black shorts and black knee socks with 2 or 3 horizontal stripes and black shoes. An optional solid black cap and jacket may be worn. All officials must be attired similarly except for the optional cap.

## **SOFTBALL**

The Powder-Blue softball umpire uniform shall consist of:

1. Powder-blue short-sleeve pullover style shirt. The approved NJSIAA logo shall be sublimated on the left pocket. The American flag with a white border may be placed on the left sleeve. Only a white solid short-sleeved shirt may be worn under the shirt.
2. The Powder-blue long-sleeve pullover style shirt may be worn when appropriate. The approved NJSIAA logo shall be sublimated on the left pocket. The American flag with a white border may be placed on the left sleeve.
3. The Navy-blue pullover jacket with powder blue and white trim may be worn when appropriate. The American flag with a white border may be placed on the left sleeve.
4. A plain navy-blue turtleneck may be worn with the navy-blue pullover jacket
5. Heather or Charcoal Gray pants, black belt, black shoes, black socks, and a navy-blue cap (mandatory for the field, optional for the plate) shall complete the uniform.
6. Ball bag(s) shall be navy blue or heather gray.

### Shirt

All shirts (short sleeve or long sleeve) must have the sublimated approved NJSIAA logo on them.

### Hats:

#### Regular Season Games

Any of the two hats listed below will be acceptable for all regular season games. Umpires do not need to have matching hats.

- NJSIAA Approved Logo Hat
- Chapter Hat

Only hats with the NJSIAA-approved logo will be worn for all NJSIAA tournament games. Umpires must have matching hats for all rounds of the state tournament.

### Jackets

Umpires may wear either the plain Jacket (no logo) or the jacket with the approved NJSIAA logo. In addition, the approved logo may be embroidered on a jacket for those umpires that already have a plain jacket and wish to have it embroidered. The NJSIAA will not require umpires to wear the jacket with the NJSIAA logo at any time.

**SWIMMING**

The swimming officials' uniform must consist of a white shirt with the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve. Blue pants or skirt with white socks and white athletic shoes.

**TENNIS**

The tennis official's uniform consists of a yellow shirt with the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve, and black pants or shorts.

**TRACK**

The track officials' uniform must consist of a yellow short or long sleeve shirt with the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed on the left sleeve. Navy-blue shorts or pants and a navy-blue hat with the NJSIAA-approved logo. The hat can be either baseball, visor, or bucket style. The jacket, if worn must also be yellow with the NJSIAA-approved logo sublimated on the left chest area.

**VOLLEYBALL**

The volleyball officials' uniform must consist of an all-white, short-sleeved, collared polo shirt with the NJSIAA-approved logo sublimated on the left chest area, with an American flag placed 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 gray V-neck short-sleeved shirt with black pinstripes. The shirt must have the NJSIAA-approved logo sublimated on the left chest area and an American flag on the left sleeve. If a t-shirt is worn underneath the shirt, it must be black in color. The uniform also consists of black slacks, a 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.



Important Contact information

NJSIAA Office: 609-259-2776

NJSIAA Officials Registration & ZebraWeb Support  
Tawanda Bennett & Jen Fischer

ZebraWeb Direct Support  
[support@ZebraWeb.org](mailto:support@ZebraWeb.org)  
610-458-8950

NJSIAA Background Check Services  
Global HR Research (GHRR)  
[css\\_support@ghrr.com](mailto:css_support@ghrr.com)  
866.427.7837





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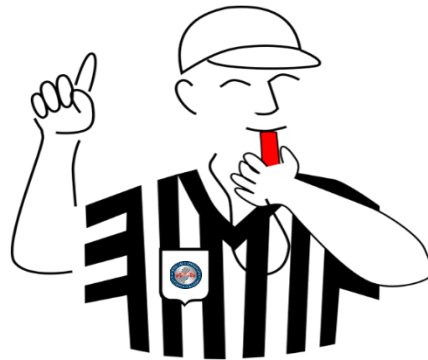


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Officiating Swimming and Diving  
Officiating Track and Field  
Officiating Volleyball: Alignment  
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Sudden Cardiac Arrest  
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