

# **CHEMUNG VALLEY SOCCER OFFICIALS ASSOCIATION POLICIES AND PROCEDURES**

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## Part 1. Eligibility for Game Assignment

### General Principles

- Must be a member in good standing
- Must be current on dues and all other fees
- Must have passed the annual written test
- Must have submitted NYS fingerprinting application and comply with all other NYS requirements
- Must have completed a rules interpretation session

Members that do not meet all general principles shall not be assigned without the majority approval of the Executive Board

Members that do not clear fingerprinting will immediately lose assignment eligibility

## Part 2. Meeting Attendance

- Members must attend at least 50% plus one of the scheduled General membership meetings to be in good standing
- Excused absences will count towards the attendance requirement.
- Prior notification to the secretary except in emergency is required to be an excused absence.
- Allowed excused absences include: family emergency, illness, work, game assignment.
- Unexcused absences will not count toward the attendance requirement.

## Part 3. Move-Up and Change of Status

- A member must submit an intention for change of status to the Executive Board prior to the first general meeting of the year
- The member must have at least 2 varsity level games assessed.
- The Executive Board will recommend approval or denial of move-up based on the assessments and input from members of the Board who have worked games with the official.
- The Executive Board's recommendation will be submitted to the membership for vote. A majority vote is required to accept the Executive Board's recommendation.

## Part 4. Transfer from another Board/determination of status

- Executive Board has sole discretion to determine membership status for new members or change of status for inactive members

## Part 5. Dues

- Dues amount are determined by the eligibility status of the official for the current year
- Varsity status dues are equal to one varsity game fee of the current contract year
- Non-varsity status dues are equal to one JV game fee of the current contract year
- Probationary status dues are \$0 for the current year. An official can have no more than one year as probationary status
- Dues paid before March 1 will be charged at the prior year's dues
- Dues paid after March 1 but before June 1 will be charged at the current year's dues
- Dues paid after June 1 will be charged current year's dues plus \$25 late charge. The Board may waive this surcharge due to extenuating circumstances.
- An inactive official returning to active status will be charged current year's dues.
- An official is eligible for dues reimbursement after notifying the Exec Board that they will not be able to officiate in a given year.

If an official pays dues and then does not officiate any games in that year, the dues may be carried over to the following year upon written request by the official.

#### Part 6. Fingerprint Reimbursement

Officials that complete the NYS fingerprinting and background check through the CVSOA board will receive one half of the fee paid to NYS upon receipt of the reimbursement from BOCES by CVSOA. The remaining one half of the fingerprint fee paid will be credited to the official towards the next year dues after completing two seasons as an official

There is no reimbursement if an official is already cleared prior to joining the CVSOA board

#### Part 7. Elections

Elections will be held every two (2) years at the last regular meeting for that season (normally the meeting before the banquet).

Proxy votes will not be allowed for elections.

A member may be placed on the ballot by contacting a member of the nominating committee and expressing their interest.

A member may be asked to be placed on two (2) ballots i.e. vice-president and member at large but may not be placed in the slate of officers for two (2) positions.

The nominating committee will stop accepting nominations five (5) business days prior to the election.

The nominating committee will determine a slate of officers to recommend to the membership.

The slate of officers will be announced to the general membership at least three (3) business days prior to the election by the secretary.

Prior to the election for each office the slate of officers will be presented to the membership.

At that time the membership will be asked if there are any nominations from the floor.

A nomination from the floor must be made by a member other than the member being nominated and must be seconded by another member other than the member being nominated. The member being nominated must be present and accept the nomination from the floor.

If the member cannot be present, the member must have presented to the secretary prior to the election documentation with signatures nominating that member; seconding the nomination; and accepting the nomination.

Voting for positions will be conducted on separate ballots with the highest offices being voted on first.

Voting may be conducted on-line by decision of the Executive Board if circumstances prohibit in person voting occur.

#### Part 8. Code of Ethics

CVSOA shall follow the code of ethics listed in the NYSPHSAA soccer official rule book in addition to the CVSOA Code of Ethics.

Pre-game and post-game conversations with players, coaches, and spectators should be conducted at a professional level only.

No consumption of alcoholic beverages in the twelve hours prior to officiating a scholastic contest.

No illegal use of any controlled substance at any time during the season

#### Part 9. Due Process for misconduct, membership revocation

Due process includes: Notice, Grievance (refute) process, and Appeal process

If Executive Board votes to proceed with a hearing to consider member misconduct or membership

revocation, the process shall be as follows.

Member under consideration shall be sent a written description of the charges within 3 days after the Executive Board vote to proceed

The Executive Board shall arrange a hearing with the member under consideration within 2 weeks from the vote to proceed

The member under consideration shall be allowed to refute (grieve) the charges during the hearing

The member under consideration need not be present for the hearing to proceed after having received proper notification of the hearing

The Executive Board shall send a written decision as to the result of the hearing to the member under consideration within three days of the hearing. The Executive Board will also decide what penalties, if any, are to be applied, including fines, censure, suspension, and expulsion.

The member under consideration shall have 10 days after receipt of the hearing decision to Appeal the decision of the Executive Board.

The Executive Board is the sole decision maker as to any acceptance of an appeal

All matters pertaining to the hearing are confidential.

#### Part 10. Uniforms

Referees are required to wear uniforms approved by the New York State Certified Officials of Soccer (NYSCOS)

Probationary officials will have a short sleeve gold and a short sleeve orange shirt upon entering CVSOA

Second year - obtain a long sleeve gold shirt

Third year - obtain a long sleeve orange shirt

Fourth year - obtain a short sleeve blue shirt

Fifth year - obtain a long sleeve blue shirt

#### Part 11. Failing To Show for a Game

Any member who fails to show for a assigned game may be fined by the Executive Board up to the fee for that the game payable to the CVSOA. The member will have the right to submit to the Executive Board in writing why they were not at the game and what they did to minimize the negative effects of their not showing for the game.

#### Part 12. Attendance at meetings of the Executive Board

Any member of CVSOA may attend meetings of the Executive Board with the exception of the Board going into executive session. The Board may go into executive session for issues pertaining to property, finance, and personnel issues.

#### Part 13. Interactions with News Media

Members will refrain from discussing matters of games they have refereed with the news media. All inquiries from the media will be referred to the Board President for comment.

#### Part 14. Social media

Members are prohibited from using social media to bully, harass, or criticize any referee from any board in the state or any school official or player.

Part 15. The Executive Board will determine officials who will be eligible for Postseason assignments. The names of these officials will be given to the Assignor prior to the beginning of the season.

Part 16. Changes to the Policies and Procedures are made by majority vote on f the Executive Board.