

# NASSAU COUNTY GIRLS SOCCER OFFICIALS ASSOCIATION

September 6, 2016

We the Executive Board of the Nassau County Girls Soccer Officials Association certify the attached By-Laws for this organization and attest that it has been approved by the organization's membership on September 6, 2016 at a scheduled meeting at the Island Trees High School, Levittown, New York.

 Chairperson Bill Busch	 Past Chairperson Joe Pellechi	 Chairperson Elect Dave Poli
 Secretary /Treasurer Brad Patterson	 Interpreter Dave Poli	 OCC Rep Mike Labrys
 Member at Large Kathy Waters	 Member at Large Carol O'Sullivan	 Member at Large Angelo Carro

**NASSAU COUNTY GIRLS SOCCER OFFICIALS ASSOCIATION, INC.**

*NCGSOA*  
**BY-LAWS**

September 6, 2016

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**NASSAU COUNTY GIRLS SOCCER OFFICIALS ASSOCIATION, INC.**

**BY-LAWS – September 6, 2016**

**I. NAME OF ASSOCIATION:**

Nassau County Girls Soccer Officials Association, Inc.

**II. PURPOSE OF ASSOCIATION:**

- A.** To provide qualified soccer officials for the various educational and recreational agencies in the Section 8 Nassau County area.
  - 1. By training new officials.
  - 2. By providing currently rated officials the opportunity to update and improve their knowledge and techniques of officiating.
  - 3. By administering theoretical and practical testing procedures as outlined in the current National Federation of State High School Associations (NFHS) manual.
- B.** To interpret the rules and techniques of officiating in the current National Federation of State High School Associations (NFHS) rule book.
  - 1. Provide the opportunity for current rated officials to discuss rules, coaching techniques used by the coaches, and any problems concerning the sport, prior to the soccer season as well as during the season and play-offs.
  - 2. Conduct rules interpretation clinics open to the various agencies, coach's association, and prospective officials prior to the soccer season.
- C.** To provide a means of handling problems concerning rules interpretation during the soccer season.
- D.** To encourage competitive events to be conducted with consideration given to the nature and spirit of the rules.

**III. MEMBERSHIP:**

There shall be three classes of membership.

**A. Active:**

- 1. Must comply with the association's requirements of payment of dues.
- 2. Must hold a current state certification, attend required number of meetings and actively officiate the required amount of games as set by the executive board.
- 3. Take the annual NFHS written rules exam and ensure that it is received by the Rules Interpreter by the date set by the Executive Board. A grade of 85 or higher **MUST** be obtained to officiate varsity matches. Any member scoring less than 75 or failing to submit a completed test answer sheet by the final date set by the Executive Board will forfeit the remainder of his/her schedule for that current season and will not be awarded any points toward his/her 30 point rating.
- 4. A dual member who is currently on probation or a member not in good standing status with another NYS certified soccer association will be bound by the same status with NCGSOA until such status is cleared with the other soccer association.

**B. Inactive:**

- 1. Have been current in the payment of prior year's dues and/or assessments.
- 2. Adhere to the requirements regarding payment of dues. Such dues to be ½ the total dues owed and paid by active members.

3. May remain inactive for a maximum of two consecutive years, after which time clinics must be attended before being re-certified. Such clinics to be free of charge to inactive members in good standing.

**C. Member on Report:**

1. Members whose on- or off-field activities and/or performance are such that the Association's Ethics Committee and/or Elected Officers have determined after a due process review that the individual shall be subjected to disciplinary action.
2. The nature and extent of the disciplinary action to be imposed shall be on a case-by-case basis.
3. The pre-, post-, and in-game performance of members on report may be evaluated by members of the Executive Board
4. The length of time a member remains "on report" shall be determined by the Elected Officers of the Association.

**IV. DUES:**

- A. Each member shall be assessed dues, except for members of the executive board who do not receive compensation from the association and members who have served the association for 30 or more years,
- B. Dues for the next season are payable no later than November 1<sup>st</sup> of the current season. Dues received after that date will be assessed a late fee. (see late fee schedule below)
- C. Late fee schedule for late dues payment (for both active and inactive members):
  1. Dues received after November 1<sup>st</sup>, \$25 Late Fee
  2. Dues NOT received by December 1<sup>st</sup>, Dismissal from the Association

**V. ELECTED OFFICERS:**

- A. The elected officers shall be:
  - Chairperson (2-year term) – automatic succession from Chairperson-elect
  - Chairperson-elect (2-year term)
  - Past-Chairperson (2-year term) – automatic succession from Chairperson
  - Secretary/Treasurer (2-year term)
  - (3) Members at large (3-year term)
- B. The executive board will consist of the above elected officers, the Rules Interpreter and the OCC Representative (both appointed by the chairperson).
  1. Each member of the executive board, except the chairperson, will have one vote with a simple majority (quorum of at least 5 members of the executive board) needed for decisions. The chairperson shall vote only in case of a tie vote.
  2. The executive board shall:
    - a. Act to manage the affairs and carry out the functions of the soccer association.
    - b. Discuss issues.
    - c. Make decisions and report policy recommendations to the general membership by email and/or by letter.
    - d. Handle questions concerning those policies and procedures directly related to soccer.
    - e. Have authority over the finances of the soccer association.

- f. Seek to promote appropriate ethical conduct and set mandatory uniform dress codes for all soccer officials in the association.

- C. The elections of officers shall take place at the second general membership meeting of the soccer season.
1. To be eligible to run for office, a candidate must be an active member of the organization in good standing.
  2. A chairperson-elect will be elected for a two year term in every odd-numbered year.
  3. A secretary/treasurer will be elected for a two year term in every even-numbered year.
  4. One member at-large will be elected each year for a three year term.
  5. New officers will take office as of January 1<sup>st</sup>.
  6. The chairperson-elect and the two members-at-large of the executive board whose positions are not being voted on that year shall act as the nominating committee.
  7. The nominating committee shall present a slate of one or more candidates for each one of the elective offices to be filled.
  8. Nominations will also be accepted from the floor or may be added as a write-in-ballot.
  9. A simple majority of all votes cast is needed for election.
  10. Should one of the elected positions on the executive board become vacant during the individual's term of office, the chairperson shall appoint an individual to fill the position on an interim basis following a majority vote of the other members of the Board. At the next, second general membership meeting of the soccer season that position shall be filled following the procedures outlined above. The individual so selected by the membership shall serve the balance of the vacated term, either 3 or 15 months.

**D. Compensation**

1. Members of the executive board are eligible to be compensated for their efforts on behalf of NCGSOA. The amount of such compensation shall be set by the Board and annually approved by a majority vote of the membership present at the first general meeting of the soccer association.

**VI. DUTIES OF THE OFFICERS:**

**A. Chairperson:**

1. Shall preside over soccer meetings and executive board meetings
2. Is responsible for carrying out the "Purpose of the Organization" as stated in Article II.
3. Is required to attend N.Y.S. Soccer Association Meetings; and/or send a duly appointed representative in his or her place.
4. Shall attend the pre-season Section 8 soccer coaches meetings.
5. Appoints committees as necessary to help carry out organization duties.
6. Has the authority to call special meetings.
7. Shall appoint rules interpreter and the officials coordinating council's (OCC) representative, and the WebMaster with the approval of the executive board
8. Shall meet with BOCES assignor along with past chairperson and any other board member(s) he/she appoints to decide matters of the NCGSOA and to evaluate member's rating and member up or down movement.
9. Shall assign an audit committee to do a financial audit of the NCGSOA at least once per year.

**B. Chairperson-Elect:**

1. Will assume the duties of the chairperson in his/her absence, or resignation.
2. Shall assist the chairperson.
3. Will serve as chairperson of the nominating committee.

**C. Past Chairperson:**

1. Shall act in an advisory capacity to ensure a smooth transfer of leadership.
2. Shall assist the chairperson.
3. Shall be the Ethic's committee chairperson as outlined within By-laws.

**D. Secretary/Treasurer:**

1. Shall keep accurate minutes of all general and executive board meetings.
2. Shall send all minutes to chairperson for review before being finalized. Shall send all pending correspondence to chairperson for review before being sent to general membership.
3. Shall handle all necessary correspondence.
4. Shall keep an up-to-date file of pertinent activities, policies, assessments of referee complaints, and other soccer-related information to be passed on to the new board members.
5. Shall keep accurate attendance records as well as the 30-point organization ratings. The organization's points will be submitted to BOCES only after the expiration of the appeals deadline outlined in section VII, B,2.
6. All records shall be maintained on a computer and backed up in order to preserve information for a permanent record of events for the organization and meetings.
7. Shall record all monetary transactions including expenditures for such things as: mailings, telephone charges, supplies, and other on-going expenses. All records shall be maintained on a computer and backed up.
8. Shall submit an annual report to the executive board of the financial status of the soccer association. This information (report) will be maintained on a computer and backed up. All information and records will be available by email, in letter form or by fax upon request of the chairperson or the executive board.
9. An audit shall be performed at least once per year timing to be determined by executive board.
10. Shall have a copy of the latest financial report of the NCGSOA at every meeting for the membership to refer to if a member so wishes.
11. All financial disbursements from any account maintained by the NCGSOA must have authorization (either by internal memo if cash, or by co-signatures if by check) of two board members.
12. The fiscal year for the NCGSOA runs from January 1 to December 31.

**E. Rules Interpreter**

1. Seek to carry out Article II section B of the By-laws.
2. Shall pass on to the general membership any pertinent information concerning rules or techniques of officiating interpretations.
3. Shall attempt to clarify unclear rules situations by:
  - a. Federation interpretation
  - b. State Interpretation
  - c. Local ruling
4. Shall be responsible to submit questions or suggestions to the State soccer rules interpretator
5. Should evaluate the (NFHS) theoretical examination prior to its administration.
6. Collect and grade the annual test from each member referee and record and report the grades to the secretary/treasurer and chairperson. All graded test sheets should be available for members to pick up at the third general membership meeting of the season.
7. Shall coordinate and administer clinics and membership exam.

**VII. PROCEDURES:**

**A. MEETINGS:**

1. There will be **three (3) general membership meetings per season**; in addition to a **mandatory interpretation meeting**. Each member will be required to attend the mandatory interpretation meeting or another state sanctioned interpretation meeting, and at least two (2) of three (3) general membership meetings. The first general membership meeting will be held immediately following the mandatory interpretation meeting. All referees who would like to be considered to work playoffs must attend the mandatory play-off meeting (last meeting of the season) to review the play-off procedures and receive the rules and procedures handouts. All association referees are welcome to come to this meeting.
2. The dates for these meetings shall be filed with the executive board secretary/treasurer early enough to be listed in the Section 8 Directory. Once these dates have been approved, all NCGSOA (paid members) shall be notified by email, or by a letter sent to their listed address that was supplied to the secretary/treasurer by the member. It is the member's responsibility to read their emails and any mailings sent to them by the organization.
  - a. Members who chose to attend another soccer association's interpretation meeting must:
    - i. Notify the attending association's secretary/treasurer of their attendance and having that secretary/treasurer confirm the member's attendance with the NCGSOA secretary/treasurer.
    - ii. Must make arrangements (with the NCGSOA secretary/treasurer) to procure any packet and/or informational material appropriate to the NCGOSA that may have been distributed at the NCGSOA interpretation meeting
  - b. Any member failing to attend a state-approved interpretation meeting will NOT be allowed to officiate that season.
3. All members are required to attend meetings. The only permissible reason for missing a non-interpretation meeting, with prior notification having been given to the chairperson or secretary/treasurer, is officiating a BOCES soccer assignment. If a member has



messed either of the first two membership meetings, no credit will be given for officiating a BOCES soccer assignment. All other written excuses for having missed any non-interpretation meeting will be evaluated by the Board, but will not result in credit being given toward the 30 point award.

4. Individuals who persistently fail to comply with the meeting requirements will be referred to the Ethics Committee for action as deemed warranted.

**B. THIRTY POINT AWARD SYSTEM:**

1. The (30 pt) thirty point system will be as follows:

Meetings- Interpretation and two (2) general meeting (all or no points)	<b>10 pts</b>
Exam grade: Passing grade of 70 points	<b>5 pts</b>
<b>The remaining 15 points will come from 3 of the following 4:</b>	
Exam grade: 90 points to 100 points - an additional	<b>5 pts</b>
Membership dues paid before November 1 <sup>st</sup> .	<b>5 pts</b>
Sportsmanship rating received by November 1 <sup>st</sup> . (all 3 levels)	<b>5 pts</b>
Service to the association (as approved by the BOD)	<b>5 pts</b>
<b>Maximum total Association points awarded in rating system</b>	<b>30 pts</b>

2. Any member who does not have the full 30 points will be notified on or before January 31 by the secretary/treasurer. A member has 20 calendar days from receipt of the notification of deficiency to appeal that determination and provide evidence to support his/her appeal. Absolutely no additional modifications will be allowed after February 28. An official's overall rating is composed of three elements:
  - 10 points based upon an assessment by BOCES as to an official's cooperation and responsiveness during the season;
  - 60 points based upon rating assessments provided by coaches;
  - 30 points as determined by the Association's award system.

**C. DRESS CODE:**

1. The dress code set by the NCGSOA Executive Board must be adhered to by all members throughout the season and at all levels of play.
2. From time-to-time the dress code may be changed by a majority vote of the Executive Board of the Association. Any such changes will be updated on the NCGSOA.org website.
3. NCGSOA members failing to adhere to the dress code SHALL be fined \$25 for the first violation; a fine equal to the game fee of the match at issue for the second violation; suspended for the balance of the season for a third violation; and, removed from the Association for any further violations.

**D. PLAY-OFF ROSTER:**

1. Referees are to officiate a minimum of thirteen (13) varsity games during the season to be eligible to work any play-off games.
2. All referees who would like to be considered to work playoffs must attend the mandatory play-off meeting (last meeting of the season) to go over the play-off procedures and receive the rules and procedures handouts. All association referees are welcome to come to this meeting.

3. To be eligible to be chosen for playoffs a referee must have a two year varsity rating with NCGSOA. Referees must also do a minimum number of regular season games. The number of games is set every season by the E.D. of BOCES. Ratings used for playoff assignments are based on the current year rating as per the OCC contract.
4. Any referee who is on probation is not eligible for playoffs.

**E. TRANSFEREES:**

1. All transferees that transfer into NCGSOA on the varsity level must take and pass a NYSCOS physical fitness test given every year by NCGSOA before receiving a varsity schedule. If they do not pass the test they will be given a Junior varsity schedule.
2. All transferees must have a letter, or email from their State Board stating that they are a member in good standing in the prior organization, their current level in that association that they are transferring from as well as reporting their Part 1 or Part 2 test score.

**F. MOVEMENT UP AND DOWN IN RATINGS:**

1. If a varsity referee fails to accept a minimum of ten (10) Varsity level games each season for two (2) consecutive seasons he/she will be dropped from the varsity list. If there is extenuating circumstances (ex. Injury or work related) the member could petition the board to be reinstated back to the varsity level.
2. There will be no more than five (5) lower level referees moving up to the Varsity level. There also will be no more than five (5) Varsity officials who are on the bottom of the BOCES rating list who will move down to Junior Varsity level as per their ranking on the BOCES lists.
3. A referee must work a minimum of ten (10) Junior varsity games each season, for two (2) consecutive seasons in order to be considered to move up to the varsity level, based on their BOCES ratings.
4. A referee that has been considered for movement up to varsity level must take and pass the NYSCOS physical fitness test that is given annually by NCGSOA before receiving a varsity schedule.

**G. NCGSOA CLINIC:**

1. All candidates for membership that take the NCGSOA clinic must adhere to the following guidelines before becoming a member.
  - a) Attend at least 6 of 7 clinic classes
  - b) Pass the final exam with a minimum grade of 85%
2. Once a member, all new members through the NCGSOA clinic must
  - a) Take and pass the NYSCOS physical fitness test given annually by NCGSOA.
  - b) Pass an on field practical test while refereeing a soccer match

**H. MANDATES:**

1. Mandates may be set for the betterment of the association by majority vote of the executive board and approved by 2/3 of the membership present and voting. Any such mandates will be adhered to by the membership. A violation for not following a mandate will be considered an ethics violation.

**I. GAME REPORTING PROCEDURES:**

All yellow/red cards or any incidents relating to the game shall be reported to the interpreter immediately following the game, using the standard form entitled "UNSPORTSMANLIKE BEHAVIOR/INCIDENT/DISQUALIFICATION REPORT"

**J. AMENDMENTS:**

1. Any portion of the By-laws may be amended by a two-thirds affirmative vote of the membership in attendance and voting at a general meeting.
2. Notice of all proposed change(s) must be given in writing and/or email at least two (2) weeks prior to the general meeting.
3. Unless specified within the proposed amendment, the amendment becomes effective as of January 1<sup>st</sup> of the following year

**Special note on membership's information:**

Members of the NCGSOA are responsible to notify the secretary/treasurer of the organization with any change of address, phone numbers, email addresses, status (active/inactive), etc. The notification should be done in a timely manner by email/US mail so the secretary/treasurer can make necessary changes to insure the member will receive all notifications sent by the organization.

**NCGSOA CODE OF ETHICS and PROCEDURES**

**A. PURPOSES:**

1. The purpose of the Code of Ethics and Procedures is to state the philosophy of the Nassau County Girls Soccer Officials Association (NCGSOA) in regard to the desired and acceptable behavior of its members and to establish procedures to evaluate and resolve alleged ethical violations by members of the organization.

**B. CONDUCT:**

1. An official is expected to arrive at the soccer field site in full approved referee uniform no later than 15-minutes prior to the scheduled commencement of the game. Each official shall introduce herself/himself to the other (partner) official and to home and visiting coaches. Official(s) shall discuss and/or explain as necessary, field coverage, official duties and factors which may affect play at the particular site. If an official is unable to arrive at the field site 15-minutes prior to the scheduled commencement of the game, it is the official's obligation to notify the home school.
2. An official shall not turn back an accepted game in order to accept a more favorable assignment. The official shall always honor their contractual obligation
3. An official shall notify the assigning person at least twenty-four (24) hours prior to the scheduled game if the official cannot referee assigned game. If an emergency arises with less than twenty-four (24) hours of the scheduled game, the official shall make such notification without unnecessary delay. Substitutes shall not be provided by the official.
4. The official will always display professional manner and maintain dignity to the position, the game of soccer and the organization at all times on and off the field.
5. An official shall not determine if and when an injured player is to be moved. Such determination shall be left to the player's coach and/or medical personnel.
6. In the event a difference of opinion arises between officials assigned to a game, they should discuss the situation quietly and away from players, coaches and spectators and arrive at the appropriate decision. The head official shall announce the ruling and the other official shall be supportive of that ruling.
7. The official shall do his/her utmost to assist their fellow official to better themselves, and will always be loyal to his/her fellow officials and never knowingly permit or promote criticism of them.
8. An official shall not make statements to coaches, players, spectators or news media concerning any game to which the official is not assigned.
9. An official shall avoid making any statements concerning a game or partners to which the official is assigned other than to clarify a question on a rules interpretation.
10. An official shall not make statements concerning post-game plans so as to avoid giving the impression that such plans may affect the officiating of the game. An official shall also not allow post-game plans to affect the officiating of the game.
11. Under no circumstances should matters pertaining to the conduct of coaches or spectators be brought to the attention of a Board of Education member, a school administrator or athletic director by an official. Any such incidents shall be reported to the NCGSOA chairperson of the executive board, who shall report the matter to the appropriate league officials.

12. Officials shall wear only the approved prescribed uniform at their assigned contest and shall not wear jewelry when refereeing a game (other than a watch). Officials who are spectators at any Nassau County Girls Public School Soccer game must be in civilian clothing.
13. An official, whether or not officiating at a particular game, shall not engage in any unsportsmanlike conduct which is prejudicial to the interests of the organization.
14. The official shall be in good physical condition so as to be in the right position at the right time during the matches. The official will always carry their share of the load and strive to achieve maximum team work with their partners.
15. The official will control the players effectively by being courteous and considerate without sacrificing firmness. The official shall live up to the credo of the ideal official "Who notices everything, but is seldom noticed".
16. The official acknowledges it is a privilege to be a member of the NCGSOA and will uphold it at all times.
17. The official will endeavor to attend association meetings so as to best know the rules and their interpretation.
18. The official will adhere to all mandates set by the NCGSOA executive board.

**C. ETHICS COMMITTEE:**

1. The ethics committee shall be chaired by the past chairperson and is empowered to act in accordance with the procedures set forth herein whenever a matter of alleged unethical conduct is presented to the executive board.
2. The ethics committee will be comprised of past chairperson, rules interpreter, and one member at large.

**D. ETHICS PROCEDURES:**

1. The ethics committee shall act when an allegation of unethical conduct is lodged against any NCGSOA member for engaging in conduct which is in violation of the prohibitions of mandates of the Code.
2. All allegation(s) of unethical conduct shall be made in writing to the ethics chairperson and shall be faxed, emailed, or mailed within seven (7) days of the occurrence of the alleged unethical conduct. The allegation shall be specific and shall include the nature of the conduct, the date of the occurrence, the location and the name of person(s) involved.
3. The ethics chairperson shall refer the allegations of unethical conduct to the ethics committee, who shall determine whether a meeting will be convened.
4. The ethics committee shall evaluate the allegation(s) and conduct an inquiry into the specifics of the allegations.
5. The ethics committee shall make a report of its findings to the executive board which shall determine if the member has violated the code.
6. The ethics committee shall notify the complaining party and the member concerned, in writing, if a hearing date is necessary.

**E. APPEALS:**

1. A member found to have violated this Code shall have the right to present newly acquired evidence to the chairperson within ten (10) days of the post date of the notification. Such evidence shall be described fully and presented in writing. The chairperson shall notify the member concerned, in writing, of its decision within ten (10) days of the receipt of the request to review the new evidence,
2. Upon failure to present new evidence, the decision of the executive board is final.

**F. RECORDS AND FINES:**

1. Complete records shall be maintained of all actions taken under the Ethics Code and Procedure and, upon disposition of a matter, shall be filed with the secretary/treasurer of the executive board.
2. All fines shall be payable to the NCGSOA, Inc. within ten (10) business days of notification, and shall be forwarded to the Secretary/Treasurer.
3. Failure to pay a fine assessed as provided herein, shall result in the member's name being deleted from the listing of member-in-good standing in the organization and; Forfeiture of his/her remaining schedule

**G. MEMBERSHIP ACCEPTANCE:**

1. All persons accepted for membership in the organization shall agree to be subject to the provisions of the By-laws and Ethics Code. Membership in the organization shall be deemed to be an acceptance of, and an agreement to be subject to, the provisions of the By-Laws and Ethics Code

**H. PARLIAMENTARY AUTHORITY:**

1. The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Organization may adopt.