

## **SCWOA POLICY MANUAL**

This manual will serve as a historical record of policies of the organization. The current policy is listed first in a section followed by the previous editions leading up to the current policy with the dialog regarding why these policies were changed. This policy manual will be superseded by a change in the contract with Section XI or by a change in conditions as determined by Section XI. Nothing in this manual will override a contractual item or policy with Section XI.

### **Policy Manual Committee**

The President shall appoint the Committee Chairperson and two others to serve on the Committee. The length of term on the Committee and those serving on the Committee will be at the discretion of the President.

### **Procedure for inserting new Policies and/or revising current Policies in the Policy Manual**

Requests for new Policies or to revise current policies shall be in writing. Upon receipt, the President shall forward the request to the Committee. Within two weeks of receipt, the Committee will make a recommendation to the President and the Board regarding the requested change. The Executive Board will be presented with the submission and the recommendation from the Committee at the next regularly scheduled meeting.

## **POLICIES AND PROCEDURES:**

### **A. TOURNAMENT PROCEDURES:**

#### **1. In-season tournaments**

- a. Tournament assignments will be made by Section XI. After the original assignments, the hierarchy of the officials involved is set in terms of drop officials. If there is a turn back by an official and another official assigned, unless it is a switch of an assignment, the replacing official will be at the bottom of the list and will not bump anyone out of the finals or later rounds even if higher rated.

- b. The head official at the tournament will make the mat assignments for the tournament.
- c. The three highest rated officials will work the finals per mat except as noted above unless one of those officials decides to drop off. If the place matches occur at the same time, the mats will be staffed according to the contract with the next rated officials.
- d. The finals will use an assistant referee.
- e. Referee's shall not change assignments amongst themselves without permission from Section XI and agreement with all involved.

2. Post season tournaments

- a. Tournament assignments will be made by Section XI with review by the President of the Association. The highest rated officials will work the finals regardless of when the assignments were made. This is different than in-season tournament procedures.
- b. The head official will be in charge of making mat assignments for the League Tournament. The President of the Association shall make the mat assignments for the County Tournament.
- c. The top numerically rated officials shall do the semi-finals and finals in the league tournament, unless one of those officials drops out, and in accordance with the mat ratios listed in the contract. If one of more highly rated officials drops out, then the next rated official will step in.
- d. The county tournament will have the top available officials work the D1 semi-finals and finals according to the mat ratios listed in the contract. At no time will a lower rated official works these rounds if a higher rated official is available unless there is competition at multiple sites. This would then be the top 6 assigned to the tournament.
- e. For paragraph d, the following scenarios have been in place for the past several seasons. The D1 and D2 semi-finals have taken place at the same time along with D1 wrestle backs. The semi-finals bouts should have the top 12 available referees working. There should be a rotation between the D1 and D2 semi-finals. The D1 wrestle backs should have the number remaining assigned referees available working those mats.

B. MENTOR PROGRAM:

Upon passing the candidate school:

1. Each new official will be paired up with a volunteer veteran official. They will communicate after every dual meet worked by the new official. They will discuss situations which the new official encountered (including but not limited to; procedure, calls, coaches, fans, wrestlers, meetings, and other situations the new official was not comfortable or familiar with).
2. The new official will be required to attend at least two of his mentor's scheduled dual meets and observe. The mentor (when available) will observe his partners dual meets and discuss his performance. The partnership should take place for no less than two consecutive seasons. If possible, the partners should work at least one tournament and one dual meet together (cooperation from Section XI will be needed).
3. Volunteer mentors should attend at least one class of the candidate school to introduce themselves to the new officials.

C. CODE OF ETHICS:

1. The Ethics Committee Chairman will be appointed by the President. The Committee will have a chairman and two members. The composition of the committee will be at the discretion of the President unless a pending matter involves the President. In that case, the next office will be in charge of appointments where a violation is not involved.
2. As an organization, the members will conduct themselves in such a manner as to prevent the appearance of any conflict of interest. Being involved in a match or meet where such appearance exists will be referred to the Ethics Committee. Being involved in a match or meet where family members are competing or coaching in the event will be an immediate violation of this section and will be referred to the Ethics Committee. Officiating matches of athletes the member has coached in the last five years will also be an immediate violation of the spirit of this section.
3. It will be considered an ethics violation if officials change matches without the approval of Section XI.

Initial submission date to the Executive Board is January 21, 2010 by Committee members John Trucello, Rich Boscarino and Roy Scott.

Effective as of 1/28/11

Addition to Policy Manual:

**Officiating a Contest:**

An Official shall not partake in the officiating of an individual match or meet where there is any possible relationship between the official, coach, contestant or school. This pertains to individual team dual meets, multi-team dual meets, or individual tournaments. This includes the following:

- A child or relative that wrestles for a team.
- A child or relative that coaches for a team.
- A member of the immediate family (includes child, spouse, parent, son/daughter in law) that works for a school district in any capacity.
- The official works for a school district in any capacity.
- The Official must be retired from teaching or coaching at the high school level for a minimum of 4 years to referee a meet from the school district you coached/taught at.
- The Official must be retired from teaching or coaching at the junior high school level for a minimum of 7 years to referee a meet from the school district you coached/taught at.
- The Official must be retired from any other grade level or worked for the school district in any other capacity for a minimum 4 years.
- The Official lives within a school district.
- The Official lives within a school district and their child attends another school district.
- An Official coaches or child participates in a kid wrestling program or an off season wrestling program for a club or school district.

If an official who is to assist the Head Official in a consolation or finals match where there is a conflict and no other official is available, the head Official must referee the match with no assistant.

If an Official violates this policy, The Official will be penalized one Varsity meet fee on the first offense. Penalty Fee will be paid to the Suffolk Wrestling Officials Association prior to the League Tournament if during the regular season or prior to the following season if the offense takes place during post season tournaments (Leagues/Counties). The Official will not be any further assignments until penalties are paid.

If an Official violates this policy a second time, The Official will be suspended for the remainder of the season and will be subject to any fees sanctioned by Section XI.

The official must write a letter seeking re-instatement from the Executive Board after the second offense.

The Offending Official is also subject to penalties sanctioned by Section XI.