

WOA OF SECTION 5 POLICIES

The WOA of Section 5 Constitution (Article VI, Section II, states that the Executive Council has the authority to determine policy that is not stipulated in the Constitution or Bylaws.

Accordingly, over the years policies have been established to facilitate the operation of the WOA and to provide flexibility in the event that the Executive Council has to make adjustments to meet new situations. The list of current WOA policies is listed below (arranged alphabetically).

1. ASSIGNMENT COORDINATOR Job Description (Adopted 1993 with later revisions)

This was written in detail when the position was established. It was revised 2002 and modified since then with the addition of Arbitrator. It is lengthy and in a separate file so the details are not listed below.

2. ASSIGNMENT POLICY (Adopted 1971)

A WOA official is allowed to work only ONE high school or college dual meet or tournament per day unless there is an emergency. The penalty for an official who violates this WOA rule is that he forfeits the higher fee to the WOA and failure to pay the fine will result in his forfeiting his right to officiate on the varsity level during the next season. NOTE: Coaches and Athletic Directors have been made aware of this policy, so if you are ever asked to work more than the accepted WOA maximum, you should “cover yourself” by following this procedure:

- a) Call the Assignment Coordinator to determine if another official has been or can be sent to the site. If you are unable to reach the Assignment Coordinator, try to reach the WOA Secretary or WOA President. It would be a good idea to leave messages if you cannot speak directly to anyone. There should be an effort to get an official.
- b) If it's impossible to secure the services of another official in a timely manner or if you fail in your efforts to reach the WOA personnel indicated above, you should officiate.
- c) Failure to follow the procedures could result in penalties as stated in the WOA By-Laws.
- d) Never send your own substitute or trade assignments without the assignor's approval.

3. DUAL MEMBERSHIP POLICY

(Adopted 1974 and amended to include current policies)

The policy was initially adopted in 1974 by the Executive Council which was empowered to do so under the WOA Constitution. Each local chapter is autonomous and may have internal rules that differ from other chapters and members are expected to abide by those rules. The WOA policy regarding dual membership was developed because there were some problems and everyone wanted to prevent reoccurrences. It is understood that failure to abide by the WOA policy for dual members would jeopardize a member's "good standing" in our chapter and that member's certification by our chapter.

1. All members will attend the 5 WOA of Section 5 meetings necessary to meet requirements for the NYS 5 point plan. This will include any compulsory meetings. The only non-WOA of Section 5 meeting that will count as one of the 5 is the NYSWOA Fall Interpretation Meeting. Meetings in other chapters will not count for our chapter.
2. Once a member's availability has been submitted, it is expected that the official will be available for an assignment if called. If an assignment is taken for one of the open dates, the assignment coordinator must be notified whether the assignment is in our area or elsewhere. It is not right for a school person to be told by our assignment coordinator to call an official who is listed as available and then find that the official is scheduled to work elsewhere.
3. Obviously, it is unethical to turn back an assignment and take another, regardless of what areas are involved.
4. The 1 assignment per day applies to all officiating. WOA members should not officiate another contest in wrestling or any other sport on the same day as a WOA assignment, except in an emergency. If you have a WOA assignment, you should make yourself unavailable for other areas and if you have assignment elsewhere, you should not be available in our chapter's area. Obviously, you should take the proper steps to get approval if there is an emergency situation.

4. FINGERPRINTING POLICY (Adopted 2006)

The WOA Executive Council adopted the following fingerprinting policy for new officials after all current members were fingerprinted in accordance with NY State Law and that was paid for by Section 5.

1. New candidates who require fingerprinting (i.e. not teachers who had been fingerprinted or sports officials who were previously fingerprinted as members of another sports officials group) will be fingerprinted at the expense of the WOA. The candidate will not be fingerprinted until the probationary course is successfully completed. If the candidate has to pay for his own fingerprinting, he would be exempt from paying dues for that year and the remaining balance would be credited toward his dues for the following year.
2. The current contract between USBC and Section 5 provides that the WOA will be reimbursed for 50% of the total fingerprint cost as long as we comply with the USBC filing procedures.

5. HEAD OFFICIAL AT TOURNAMENTS (Adopted 2005)

For each Individual Tournament, a Head Official will be determined by the WOA President or by another designated WOA officer. The responsibilities of the Head Official are listed below.

RESPONSIBILITIES OF HEAD OFFICIAL AT INDIVIDUAL TOURNAMENTS

1. Find out names of other assigned officials and contact them in advance to coordinate travel for those coming from the same direction. Otherwise, in accordance with the contract, mileage may not be paid to all who drive separately.
2. Upon arrival at the tournament site, meet with the Tournament Director to check on the safety and security of the mat area as well as the seating area for officials. Verify that the proper adjustments, if needed, have been made prior to the start of wrestling. Make arrangements for officials to have access to their locker area during the tournament.
3. Verify with other officials that all wrestlers have been checked and cleared. Personally check any skin forms.
4. Attend coaches' meeting to clarify interpretations, answer questions and emphasize WOA procedures (e.g. only 2 team personnel in corner, etc.).
5. Determine assignments or working order for finals and consolations.
6. Secure vouchers from Tournament Director, issue voucher to each official, find out the number of bouts so officials can complete the voucher, collect and check each voucher for accuracy and signature and finally, submit all vouchers in one sealed envelope to the Tournament Director.

6. PROBATIONARY WRESTLING OFFICIALS CANDIDATES POLICY:

(Adopted 1971 and modified several times)

Read the following information thoroughly. It explains our training program for new officials. If you have questions, call the WOA Sec., Frank Marotta (585-225-2021).

1. The minimum age to become a probationary wrestling official is 19. The minimum age to be accepted as a varsity official after successful completion of the probationary period is 21. Candidates should have some wrestling background. Letters of recommendation are required and may be either attached to the application or mailed directly to the secretary.

2. ALL CANDIDATES MUST ATTEND THE REQUIRED NUMBER OF TRAINING SESSIONS.

A list of dates is enclosed. A thorough knowledge of the rule book is required and a candidate must pass the written exam before being allowed to continue into the practical sessions. Practical sessions will give you the opportunity to officiate scrimmage matches under the supervision of certified officials. Be sure to have sneaks, a whistle and wrist bands (red and green).

3. To become a candidate, submit the application form and an application fee of \$10. A rule book will be issued to you at the first session. The application fee is non-refundable. Make check or money order payable to: WOA of Section 5 and mail to: Frank Marotta, WOA Secretary, 126 Mendota Drive Rochester, NY 14626

4. Passing the written exam, successful completion of the training sessions, full payment of dues by the date of the last training session and verification of fingerprints on file with the NYS Dept. of Education will qualify the candidate as a probationary official who is eligible to officiate Modified and JV meets only.

N.Y. State Law requires fingerprinting for all school sports officials. Payment is your responsibility but there is a provision to reimburse you. You will not be fingerprinted until you have successfully completed training. The entire process regarding dues payment and fingerprinting will be fully explained at the first training class.

DUES AND FINGERPRINTING OBLIGATIONS MUST BE FULFILLED BY THE DEADLINE DATE. YOUR NAME WILL NOT APPEAR ON THE ROSTER NOR WILL ANY ASSIGNMENTS BE MADE IF YOU HAVE NOT MET THESE OBLIGATIONS.

5. Prior to your first assignment you will be assigned by the WOA to accompany and observe a specific varsity official. You will be required to work a "mat test" prior to the end of the season.

6.. The probationary period lasts a MINIMUM of 2 years, during which time you must work at least 15 meets but you should try to work many more. At the end of the 2 year probationary period, you will be eligible to apply for varsity status provided you have met all other requirements. Your ratings, the number of meets you have worked, your performance at a "mat test" and your rank among other applicants for promotion will determine whether or not you are elevated to varsity status at that time. Note: It is NOT an automatic promotion after 2 years.

7. All officials in N.Y. State are required to meet the "5 Point Plan" which means they must attend 5 special rules interpretation meetings each year in order to be eligible to officiate. Therefore, you will have to attend some other meetings in addition to the training sessions during the first year. Check the enclosed list of meetings.

8. All WOA of Section 5 members are also members of the NYSWOA and must abide by the rules of both the local chapter and the state association, one of which is a "good grooming" rule. It is understood that you agree to do this when you submit your application.

9. Candidates who are required to pay dues should be prepared to pay dues at their last session. (Note that dues include the cost of materials, special manuals, state dues, required liability insurance coverage and a banquet.)

TRAINING SESSIONS INFORMATION FOR PROBATIONARY OFFICIAL CANDIDATES

1. Be sure you understand the requirements explained on the accompanying information sheet. ALL CANDIDATES MUST ATTEND AT LEAST 8 OF THE TRAINING SESSIONS IN ADDITION TO THE SESSION FOR THE WRITTEN EXAM. TWO (2) OF THE 8 SESSIONS MUST BE THE COMPULSORY SCRIMMAGES LISTED BELOW. NO EXCEPTIONS.
2. YOU MUST PASS THE WRITTEN EXAM IN ORDER TO ADVANCE TO THE PRACTICAL SESSIONS ON THE MAT. Practical Training Sessions (Mat Sessions) will be held in the wrestling room or gym area at each location, unless signs direct you otherwise. Each session will last about 2 hours. (Brighton High is located on Winton Rd. S. near Monroe Ave. Directions to other locations will be provided at the rule book sessions.)

7. PROMOTION PROCEDURE TO VARSITY OFFICIAL STATUS
(Adopted 2008, Amended 2012)

1. An active J.V. official who is a member of the WOA of Section 5 and is eligible for promotion must take a Mat Test and be evaluated by the WOA Executive Council which will determine if the candidate qualifies to be promoted to varsity status. A candidate cannot be promoted without having taken the Mat Test and being a member in good standing.
2. The candidate must apply in writing to the WOA Executive Secretary by November 15 to qualify for assignment to the Mat Test. The Executive Council will determine the date of the Mat Test which will be either a scheduled JV Tournament conducted by one of the leagues serviced by the WOA or a special post-season tournament set up for the purpose of having a Mat Test. If it is a special tournament, it will be an unpaid assignment. There will be only one Mat Test per season and all candidates must be observed and evaluated at that same Mat Test.
3. In order to apply, the candidate must be 21 years of age at time of promotion and have a minimum of 2 years experience as a probationary official having worked a minimum of 15 JV and/or Modified assignments. A J.V. official who was not trained by the WOA of Section 5 but officiated in another area and was accepted by the WOA as a J.V. transfer with “probationary” status may be eligible to take the Mat Test after serving one year in the WOA, depending on that candidate’s credentials.
4. Candidates for promotion must work the entire session of the tournament used for the Mat Test. WOA Executive Council members will observe and evaluate each candidate for the entire session. The ratings and written comments turned in on special forms by the evaluators will be tabulated by the Executive Secretary and discussed at a WOA Executive Council meeting held for that purpose. Using those ratings, other ratings submitted by coaches on the annual rating forms and any other information presented regarding a candidate’s integrity, conduct, public relations and ethics, the voting members of the Executive Council will determine which candidates will be promoted.
5. Candidates who are promoted will be officially notified prior to the start of the following season that they will have Probationary Varsity Status as a wrestling official for one year only and may be awarded full varsity status pending review of the first season at the varsity level.
6. The following are major items that will be reviewed to determine whether or not full varsity status is awarded after one year or probationary varsity status:
 - Fulfillment of all financial obligations to the WOA when due.
 - Fulfillment of 5 point plan (attendance at rules meetings and passing written exam).
 - Punctuality and fulfillment of all officiating assignments unless there is a valid reason.
 - Ratings by coaches.
 - Ethics violations.
 - Failure to complete proper forms or reports such as injury or disqualification.
 - Failure to maintain proper standards of officiating.
 - Conduct which in any way is detrimental to the reputation of the WOA

If the Executive Council determines that the above expectations have not been met, the official will be returned to JV status for a minimum of one year before being allowed to qualify for the Mat Test for promotion. Obviously, if a serious violation is involved, WOA membership may be terminated.

8. PROMOTION POLICY LETTER TO PROBATIONARY VARSITY STATUS
(Adopted 2012)

Re: Promotion to Probationary Varsity Status

The WOA of Section 5 Executive Council is pleased to announce that you have qualified for promotion to Probationary Varsity Status as a wrestling official for the 2012-2013 season. Note that this is for one year only and you may be awarded full varsity status pending review of your first varsity season.

We sincerely expect that you will successfully complete your one year Probationary Varsity Status and have confidence in your ability to do so. However, we do feel it is important to make you aware of our expectations and the consequences of not meeting those expectations.

The following are major items that will be reviewed to determine whether or not you are allowed to remain on the varsity level after one year:

- Fulfillment of all financial obligations to the WOA when due.
- Fulfillment of 5 point plan (attendance at rules meetings and passing written exam).
- Punctuality and fulfillment of all officiating assignments unless there is a valid reason.
- Ratings by coaches.
- Ethics violations.
- Failure to complete proper forms or reports such as injury or disqualification.
- Failure to maintain proper standards of officiating.
- Conduct which in any way is detrimental to the reputation of the WOA

If the Executive Council determines that you have met the above expectations, you will be returned to JV status for a minimum of one year before being allowed to qualify for the Mat Test for promotion. Obviously, if a serious violation is involved, your WOA membership may be terminated.

As a first year probationary varsity official, you are expected to officiate at some JV and Modified contests and you will be assigned to as many varsity contests as possible. In keeping with a long standing policy, first year varsity officials will not be assigned to Class Sectionals regardless of ratings and will not be assigned to officiate at a State Qualifier until after they have worked at Class Sectionals.

We wish you great success at the varsity level.

Sincerely yours,

WOA of Section 5 Executive Council

9. REINSTATEMENT POLICY (Original policy was revised and adopted 2013)

This is the procedure for a former varsity official who has not been on inactive status and wants to return as an active official. This policy was officially adopted the WOA Executive Council meeting on 5/6/13. Officials who have inactive status are covered by provisions in the WOA Constitution in Article III, Section IV. Article V, Section II gives the Executive Council authority to determine policy that is not stipulated in the Constitution or Bylaws.

Any varsity level wrestling official who is not currently on inactive status and wants to return to active status is subject to the following requirements and procedures:

- Must not have been away from active wrestling officiating for more than **2** years. Anyone who has been away for more than that time must complete the probationary program.
- Must have been an active varsity official for a minimum of **5** years prior to leaving the WOA and during that time the official had to have officiated at the Sectional level.
- Must apply in writing to the WOA Secretary **by September 1** of the season of return.
- Must pay JV level dues by November 1.
- Must attend 5 meetings prior to Thanksgiving in order to be certified for the coming season in accordance with the NYSPHSAA 5 point plan. The meetings can include State Interpretation meetings, probationary training sessions which start in October and regular rules meetings. The Compulsory Rules Meeting and passing National Federation Exam are required and may be counted toward those 5 meetings. In addition, **3** meetings are required for future certification.
- Upon completion of requirements, the official is eligible to officiate on the JV level for one year and will not be required to take the mat test. Upon successful completion of the above requirements, the official is eligible to be reinstated as a probationary varsity official upon approval of the WOA Executive Council.

10. STATE WRESTLING TOURNAMENT NOMINATION PROCEDURE **(Adopted 1984)**

This procedure was adopted by the WOA Executive Council in 1984 in order to fairly identify officials for nomination to officiate at the state tournament. Its intent was to avoid political influence in the nomination process. The membership was informed at that time and has been reminded at various times since then. The procedure was modeled after the process used successfully in Section 8.

REQUIREMENTS

1. Five years as a varsity official, of which 3 years must be in the membership of the W.O.A. of Section 5.
2. Currently rated in the top 10 (of those who qualify) based on the final rating from the preceding season.
3. Must have officiated the Section 5 Tournament Finals (State Qualifier).
4. Must be available to officiate the State Qualifier Tournament for the year of nomination to the State Tournament.
5. Cannot have officiated the State Tournament in the preceding 2 consecutive years.
6. Cannot have officiating/coaching conflict at the Section 5 Tournament.

SELECTION PROCEDURE - POINT SYSTEM

- A. Current rating: #1 = 10 points, #2 = 9 points, etc.
- B. Membership in W.O.A. of Section 5 - 1/2 point per year after 5 years to a maximum of 5 points.
- C. Number of years rated in top 5 - 1 point per year to a maximum of 5 points.
- D. Section 5 Class Tournament - 1 point per year to a maximum of 5 points.
- E. Section 5 State Qualifier Tournament - 1 point per year for each of the preceding 5 years.

If the number of eligible members is at least equal to the maximum number of nominees to which our chapter is entitled, a full contingent will be nominated.

The eligible member with the highest point total (based on the selection procedure) will be considered the #1 nominee and so on down.

The Executive Committee may vary this order only by 2/3 majority of the entire Executive Committee.

The Executive Committee of the W.O.A. of Section 5 will serve as the nominating committee to the State Tournament.

11. TRANSFER POLICY (Adopted 1968)

The Executive Council will review credentials for any applicants who wish to transfer into the WOA of Section 5. If the transferring official officiated in NY State during the preceding season, the WOA must receive a letter from his chapter indicating that he is in good standing, has met the 5 point plan and that he is certified to officiate for the coming season. That official may be accepted at the same level (Varsity or JV) as long as it is prior to the start of the season and compulsory meetings and other requirements are fulfilled.

The credentials of any official who transfers from outside NY State will be examined by the Executive Council. It will depend on which state is involved and what information is available about training, certification and experience. Determination must be made about whether or not the official must go through the WOA training program, the level of transfer, etc.

The status of any transferred official will be reviewed by the Executive Council at the end of the season.