

Western Niagara Frontier Board of Officials for Women's Soccer Constitution

ARTICLE I

The name of the organization shall be Western Niagara Frontier Board of Officials for Women's Soccer (WNFBOWS), Inc.

ARTICLE II

The objective of this organization shall be to promote quality officiating for girl's and women's sport programs by:

- A. Providing rated officials.
- B. Developing officiating techniques.
- C. Providing materials for training and rating officials.
- D. Standardizing and improving all the skills of all officials.
- E. Studying and evaluating the needs and problems of officiating.
- F. Encouraging the universal adoption of the latest official rules.

ARTICLE III

The membership of the organization shall consist of the following classifications:

- A. Active: An active member is one who has paid his annual dues and has completed the requirements of this organization.
- B. Inactive: An active member who wishes to be relieved from officiating for a duration of not more than a year but who wishes to retain his rating and who wishes to continue promoting this organization. He/she may become an inactive member upon payment of 1/2 dues and the approval of the Executive Board. Must be declared before Section VI Handbook start date for games. Inactive status may also be granted by the Executive Board for extenuating circumstances.
- C. Life: Shall pay no dues but must be chosen by the Executive Committee.

ARTICLE IV

The fiscal year shall be from January 1st to December 31st.

ARTICLE V

The Executive Committee shall consist of the five officers all of whom are to be elected by the membership.

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ARTICLE VI

A. Duties of Officers

1. Soccer President:

- a. Call and preside at all General and Executive meetings of the WNFBOWS. Meetings will be held in accordance with Robert's Rules of Order.
- b. Attend the New York State Annual meeting or be responsible for representation for WNFBOWS at said meeting.
- c. Poll the Executive Board to authorize all expenditures of the Organization.
- d. Make annual reports to the membership at the required General-Annual meeting
- e. Appoint an assignor for any games not assigned by the Section VI assignors. Act as assignor if the assignor is not available.
- f. Act as Rules Interpreter, or assign a Rules Interpreter, who would be responsible for clarification and interpretation of rules in the current NF rulebook & set up and chair clinics, workshops, and training programs for the membership.
- h. Supervise the notification to any member of a violation of the Soccer Official's operating Code.
- i. Perform all other duties pertaining to the office.

2. Soccer Vice-President:

- a. Direct the administration of the theoretical and practical examinations.
- b. To assist the Soccer Chairperson with the execution of said Soccer Chairperson's duties as designated by said person.
- c. Assume the duties of the Soccer Chairperson upon designation of the Executive Committee, should the Soccer President be unable to perform the duties of the office.
- d. Perform all other duties pertaining to the office.

3. Secretary:

- a. Keep on file a record of all business transacted at General and Executive meetings.
- b. Keep a record of attendance at meetings.
- c. Notify the membership of general meetings.
- d. Have custody of all records and papers of the organization not otherwise provided for.
- e. Carry on all necessary correspondence and retain copies.
- f. Keep an accurate past and current record of all officiating personnel. This is to include current rating and test scores.
- g. Be responsible for the record of current status of all members to Soccer President, Treasurer and to the NYS Soccer Committee.
- h. Keep a list of members, and their addresses, phone numbers, rating and all pertinent information. Keep on file information relating to area schools.
- i. Perform all other duties pertaining to the office.

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4. Treasurer:

- a. Keep a record of all receipts and expenditures.
- b. Order rule books and tests per request of the Soccer President.
- c. Collect annual dues.
- d. Pay authorized bills.
- e. Be responsible for annual financial report.
- f. Perform all other duties pertaining to the office.

5. Member-At-Large

- a. Section VI liaison
- b. Route Form X through appropriate processes.
- c. Report all Red/Yellow card situations through the appropriate process.
- d. Schedule dates and locations.
- e. Arrange for the annual banquet, awards, & school awards.
- f. Work with the Election Committee to present a slate of candidates for the election held at the General Annual meeting.
- g. Perform all other duties as delegated by the Soccer Chairperson.

Article VII

The election of the Executive Committee shall be held at the Annual General Meeting:

1. Election of Officers shall be for a 3-year period.

- a. President -2022, 2025, 2028
- b. Vice-President- 2020, 2023, 2026
- c. Secretary - 2022,2025, 2028
- d. Treasurer - 2021, 2024, 2027
- e. Member-at-large 2020, 2023, 2026

2. In the event an officer is unable to complete their term of office, the Executive Board will appoint a WNFBOWS member in good standing to fill the office until the next election. The appointed officer will then fulfill the remainder of the original term. (The election sequence will be maintained.)

3. The new officer's term will begin immediately after the Annual soccer banquet.

4. The Election Committee appointed by the Executive Committee share be responsible for the entire election process. The Chairperson of the Election Committee will provide the Secretary prior to the Annual General Meeting a list of candidates for each position in order to allow the At Large Member ample time to prepare the ballot.

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Article VIII

1. Amendments:

The Constitution may be amended by a 2/3 vote majority vote of the members present at the Annual General Meeting. The Amendment must be presented in writing (email acceptable) to all board members of the Executive Committee at least one week prior to the meeting.

2. By-Laws may be amended by a 4/5 vote of the Board at any Executive Committee Meeting.

3. There shall be no amendment enacted that violates any agreement with the New York State Public High School Athletic Association.

Western Niagara Frontier Board of Officials for Women's Soccer By-Laws

(Revised 2021 Executive Committee):

ARTICLE I

Membership:

A. Qualification of Membership:

1. To become a member of WNFBOWS a person must pass the online test, attending required meetings and observe the constitution, operating code, and by-laws of the local and state organizations. Only after payment of annual dues shall such member be considered a member in good standing of this organization.
2. An active member must attend their required annual General Meeting. Attendance for Rule Interpretation can be at WNFBOWS or WNYSOA meetings. Failure to comply with these requirements will place the member on Probation.

B. Revocation of Membership and Rating:

1. Active members will be placed on probation for the current season for failure to obtain a score required to maintain their current rating. If the member fails to obtain the required score they are subject to further actions by the Board.
Varsity score 85 JV score 75.
2. An active member will be placed on probation for failure to attend the required meetings annually. Active members of WNFBOWS, **MUST** attend the association's Annual General Meeting and a Rules Interpretation meetings of WNFBOWS or WNYSOA.
3. Meeting attendance requires an active member to be prompt, sign in and physically participate at the meeting. Respective Unit Secretaries will share attendance records following each meeting to determine attendance. **NOTE:** Dual members will attend each units Annual General Meeting.

C. Discipline of Members:

1. Grounds for Discipline: For failure to comply with established authority or regulation of the organization, delinquency will be referred to the Disciplinary Committee. The Disciplinary Committee will review the facts of the situation and send its recommendations to the Executive Board. The **Executive** Board will then advise the official of its determination via email. ***Payment of authorized charges may occur including*** dues, fines, penalties or assessments, or for any other conduct conclusively established to be contrary to the best interests of women's soccer. Any member may be placed on probation and/or suspension, by the Executive Board, for not more than one year. And such member may be expelled through the actions of the Executive Committee:
 - Any member placed on probation will not be allowed to seek elected office until their probation period is completed.
 - Any member placed on suspension will not be allowed to referee games, attend unit meeting(s) or seek elected office until their suspension period is completed.

Should the Executive Board be made aware of any of the above captioned terms, the member on probation or suspension may be summoned before the Executive Board with the possibility of facing termination from the unit.

C. Discipline of Members (con't.)

2. Right of Appeal Hearing: A member charged with any violation, or suspended by the Executive Board, shall have the right to be heard in person by the Executive Board. This is required within ten (10) days of the date of the violation or as close to ten (10) as possible given unforeseen circumstances. The offending member must be notified via e-mail or written letter within seven (7) days after the hearing was held. Requests for a hearing must be made to the Board Secretary.

3. Discipline Notice: When a member is suspended, the Executive Committee shall notify all concerned, to include assignors, that said member is no longer able to accept assignments or affiliate as a member of the organization. No member shall knowingly officiate with a suspended or expelled member.

D. Discipline of Executive Board Members

Should it be discovered that any member(s) of the Executive Board have committed any wrongdoing (either by words or actions) that are detrimental to the organization, the member(s) will be removed from the Board and may face possible expulsion from the organization. If such action is necessary, it will be handled in executive session by the Executive Board and not through the Discipline Committee (due to the sensitive nature of the accusation). The Board member(s) will:

- Be allowed to present his/her version of the incident to the Executive Board.
 - The Executive Board will excuse the member.
 - A discussion will be held by the Executive Board followed by a vote of the Executive Board.
 - Once a vote occurs, the board member(s) will be brought in and the result of the vote and/or any action(s) will be explained.
- A. Causes could be, but not limited to, the following:
1. Thief of money or materials that are deemed property of the organization.
 2. Diversion of any material meant for the organization.
 3. Any misrepresentation, either to membership or authorities outside the organization that benefit that member in any manner, monetarily or otherwise.
 4. Any word or action that is deemed detrimental to member(s), or individual(s), or other persons of authority, within the High School Community. (Revised 1/2020)

ARTICLE II

Dues:

A. Annual dues of an Active and Associate Member of the organization shall be due and payable by third Friday of March of each year. Members will be entitled to a full refund of membership dues if requested in writing by May 31 (minus State dues if State dues have been paid for that member). There will be no refund once an official has accepted any game assignments. An entrance fee may be due from new members to cover the costs of the clinics.

B. The amount of dues and entrance fee shall be determined by the Executive Committee.

C. Rating Clinics shall be held annually. Members who meet the requirements may upgrade. The fee is the game fee for the game being evaluated payable prior to the start of the game to the assessor.

ARTICLE II (Con't)

D. Dues will be accepted until March 31st of each year without penalty. If paid between April 1st and April 30th a \$10.00 late charge will be assessed. After April 30th a \$20.00 late charge will be assessed.

ARTICLE III

Elections:

A. Any member in good standing or any member nominating any member, may have their name presented via email to the Election Committee. Nominations close two (2) weeks prior to the Annual General Meeting. There will be no nominations permitted at the Annual General Meeting. The Election Committee will contact every nominated member via email and determine their willingness to accept the nominations. The Chairperson of the Election Committee will forward confirmation e-mails to the Secretary no later than one week prior to the AGM to confirm the slate of candidates. The Secretary will make sure all nominated candidates are eligible to be on the ballot per WNFBOWS bylaws.

B. To prevent a conflict of interest between similar organizations, no WNFBOWS member who holds an elected board position in the Buffalo and Western New York Soccer Referees Unit (summer unit), Chautauqua-Cattaraugus Soccer Officials (Southern Tier Unit), WNYSOA (Boys Unit), may seek an elected board position in WNFBOWS.

C. The Secretary will present the slate of candidates to the Member-at-Large in time to prepare ballots. No nominations will be accepted from the floor at AGM or the banquet. The election will be held by balloting of the members present. The candidate receiving the majority of votes will be declared the winner.

D. If there are more than two (2) candidates for a position, the candidate receiving the most votes shall be declared the winner. In the case of a tie, a revote will be held immediately until there is a winner. Should there be only one (1) candidate, a member from the floor will make a motion to have the Secretary cast one (1) ballot for the candidate running unopposed.

E. Prior to passing out the ballots, each candidate will be given the opportunity to address the membership for three (3) minutes. Once this is complete the ballots will be passed out. The Committee will distribute the ballots as instructed by the President.

F. Once ballots have been distributed and collected the committee and a board member will begin counting the ballots. Board member will only be there to observe the process and verify the results.

G. The newly elected officers begin their term of office immediately at the conclusion of the banquet.

ARTICLE IV

Assigning Policy and Officiating Fees:
(Revised 2021 Executive Committee):

A. An official may only accept assignments from league authorized assignors or the unit's chief assigning official through the program in use at such time. Any official who accepts a game not from the above personnel shall have their entire soccer schedule removed immediately and be placed on probation for a period of one year as well as being a member in bad standing.

1. When an assignment is received through the proper program, it is the official's duty to accept or reject the game in a timely fashion. If the official turns back a game for any reason, they will automatically be blocked from receiving further assignments on that date.
2. The officiating fee scale, to be paid per official per game may be obtained at the AGM or the Section VI website which is www.section6.e1b.org
3. The assigning agent will receive an honorarium fee as determined by the Executive Committee.

ARTICLE V

Meetings:

- A. Meetings shall be called at the discretion of the Soccer Board Chairperson.
- B. Executive Meetings - a minimum of three yearly Executive meetings shall be called by the Soccer Board Chairperson.
- C. Annual General Meeting shall be held on a Tuesday in August, subject to availability of a location, of each year. Attendance at this meeting is MANDATORY. At this meeting officers shall be elected, all reports shall be received, and other pertinent business matters discussed.

ARTICLE VI

The Operating Code for officials, Rating, and Upgrade requirements, Playoff Eligibility Requirements, and other policies affecting officials will be made by the Executive Board, conforming to NYS Rules and Guidelines and the Section VI contract with the Officials Organization.

Western Niagara Frontier Board of Officials for Women's Soccer Operating Code

(Revised 2021 Exec Committee):

1. Testing Requirements:

A. As set forth by New York State each official registered with New York State must pass a yearly exam with a minimum score of 85 for Varsity official/75 for JV official. The exam must be taken and completed prior to the submitting of the unit's roster to New York State. Failure to comply will result in current season schedule being pulled.

B. Failure to pass the New York State exam with a score as required by the State the official shall lose their status (Varsity to JV, JV to probation).

C. Rating Requirements are as follows:

We will accept any high school soccer official providing they meet the following criteria. All requests must be received by the Executive Board prior to the Annual General Meeting, in writing. (Revised wording January 2010)

1. Junior Varsity: must obtain a test score of 75 and must attend instructional meetings.
2. Varsity: must attain a test score of 85, have officiated two (2) years with at least six (6) WNFBOWS assignments per year.

WNFBOWS has a reciprocal agreement with the boy's organization, the Western New York Soccer Officials Association (WNYSOA).

The agreement is as follows: Varsity or JV officials from either WNFBOWS or WNYSOA will be accepted into the other organization as a varsity or JV official immediately if the following conditions are met:

1. Must provide written proof from the other organization stating that the individual is certified as a Varsity or JV official.
2. Has passed the written test with the score included in the correspondence.
3. Member is in good standing with the organization concerned.

2. General Procedures and Regulations

A. There shall be no modification of any rule used by the New York State organization by any official.

B. An official may not wear a New York patch for any girl's game that is not contracted through our organization.

C. Each official shall wear the uniform as set forth by the Executive Board in accordance with these standards.

1. Gold, Orange, Black, Green and Blue grid shirts, green jacket
2. Black official's shorts, NO Cargo shorts or ~~any~~ other shorts are acceptable
3. Proper NYSHS patch
4. Black shoes and black socks with 3 white stripes
5. Black belt (if worn)
6. Any other shirt color as approved by NYSCOS
7. Failure to comply with the approved NYSCOS uniform requirements: \$15 per occurrence fine will be assessed.

D. No official may turn back a scheduled assignment to take a more beneficial one, either in terms of a higher level of game, more money, more convenient travel conditions, or personal preference EXCEPTIONS: NCAA assignment through the assigning agent. Turn back must be cleared with all assigning agents concerned.

E. No official shall accept two (2) girls Interscholastic or Intercollegiate games on the same day at two (2) different sites.

EXCEPTION: Emergency call from assigner.

F. Absolutely no switching of games between officials.

Discipline for D/E/F:

- 1st offense - 1 year probation
- 2nd offense - 1 year suspension. Forfeiture of remaining games. Member may re-apply for membership and re-start as a JV official.
- 3rd offense: Expulsion from unit. (Forfeiture of remaining games & revocation of membership).

G. Officials **must arrive at the game site** 30 minutes prior to the start of the game in accordance with the rules of the sport. The official will be sure of date, time, place, and level of contest by checking on Arbiter the day of the game. **The game lead official** is mandated to contact their partner at least 24 hours before the scheduled game and receive a reply for their partner. This allows both referees the opportunity to verify game, time, field, and any other issues such as uniforms, etc.

1. In the event an assignment is missed, a game fee penalty will be paid to the organization through the Treasurer within seven (7) Business days of receipt of notification of penalty.
2. Failure to comply will result in loss of remaining schedule, eligibility of playoff games and placement on probation.
3. Reinstatement will follow the payment of the game fee to the Treasurer.

H. With the approval of the unit assignor, an official may accept more than one contest on a given day. Under no circumstances will an official attempt to hurry the first contest in any way. Officials will be consistent throughout the entire game.

I. In the event of an emergency, official should contact the assignor as soon as possible. If the emergency occurs in route to the contest, every effort should be made to apprise the host school, and your partner, of the situation.

J. Upon arrival at a game site, if a game is not played, the officials will contact the UNIT ASSIGNOR and notify the home school involved.

K. An official can only accept a game assignment from sport assignor contracted through our organization.

PENALTY:

- 1st offense - 1 year probation
- 2nd offense - 1 year suspension. Forfeiture of remaining games. Member may re-apply for membership and re-start as a JV official.
- 3rd offense: Expulsion from unit. (Forfeiture of remaining games & revocation of membership).

NOTE: IN ALL SITUATIONS WHERE SAID OFFICIAL'S RATING IS RESCINDED AND/OR OFFICIAL IS REMOVED FROM ACTIVE ROSTER, REINSTATEMENT WILL FOLLOW AFTER SUCCESSFUL COMPLETION OF THE AFOREMENTIONED REQUIREMENTS.

Rating/Upgrade Requirements:

Modified/Junior Varsity (first year official)

1. Must attain a written test score of 75.
2. Must pass a field examination.
3. Must attend instructional meetings.

Junior Varsity to Varsity:

1. Must submit a written request for upgrade to the Secretary.
2. Must be a member in good standing.
3. Must attain a written test score of 85. Must have officiated a minimum of two (2) years.
5. Must have officiated a minimum of ten (10) WNFOWS assigned games each year
6. The payment for upgrade will be a game fee for the game being used for evaluation. Payment is due to the assessor before game or scrimmage.

Note: this procedure takes place prior to referee's third season (or more). Their varsity ranking takes effect upon being notified of passing the practical field evaluation. The referee will then be eligible to receive varsity assignments.

The Executive Board, at its discretion may consider an official's past experience and waive this requirement.

Playoff Eligibility Requirements:

Playoff eligibility requirements are minimum standards and do not necessarily guarantee playoff assignments:

1. Annual Dues must be paid on time.
2. Must be a Varsity Official a minimum of two (2) years [four (4) years total].
3. Must have officiated a minimum of six (6) varsity games during the current season.
4. All officials must meet the State program, including attended scheduled meetings.
5. Must have a minimum score of 85 rules test that year.
6. Must have no turn back games except for reasons approved by the Executive Committee. Must accept any level assignment if available.
7. Failure to meet the above listed requirements will result in removal of the member from the playoff eligibility list.

Policies Affecting Women's Soccer Officials of WNFOWS:

1. All assignments will be made by assigning authorities only-

Niagara Frontier League (NFL assignor), Niagara Orleans League (NO assignor), ECIC - assignor and WNFOWS assignor.

Polices Affecting Women's Soccer Officials of WNFBOWS (Con't):

2. You are to update your availability in Arbiter weekly.
3. Assignments will be made to members in good standing only, on basis of availability. This means, dues paid, taken/passed exam, met meeting requirements, met contractual agreements, and demonstrated satisfactory field performance.
4. Accepted assignments in writing or orally **obligates you** to appear at game site on scheduled day and at least thirty (30) minutes before game is scheduled to begin.
5. Should you turn back a game because of work, illness, emergency, **you are required** to notify assigning agent as soon as possible, giving *the assignor* time to find a replacement.
6. On game day should an emergency situation arise, and it does not give you adequate time to call the assigning agent, **you are required** to notify your partner that you will be arriving late or unable to do the game. **You are required** to notify the assigning agent as soon as possible.
7. Officials will not solicit any regular season game assignments, or Sectional playoff game assignments, by communicating directly with coaches, athletic directors, assignors or league representatives. Furthermore, no referee will have any contact with coaches, athletic directors, assignors or league representatives regarding switching themselves, or another official, from their assigned game and/or moving to another game. Under no circumstance will coaches, athletic directors, assignors or league representatives divulge any information with regards to officials assigned to any game. Should the Board receive notification this type of activity occurred, the official involved will be subject to immediate disciplinary action by the Board. The Officials actions may result in the Official being placed on probation or being suspended from the Unit.
8. Should this type of action be necessary the Board *is* responsible for conducting the hearing, not the Discipline Committee. By following this *action*, it protects the identity of the referee involved. After such hearing, the official will abide by the decision of the Board without benefit of any appeal due to the serious nature of the infraction. This *ensures* the referee's name/incident will not be shared with any other Unit member.
9. Scrimmage fee: One JV fee per team participating.