

NCOA NORTH Wrestling

As of 2014

Group Policies and Procedures

In accordance with the NCOA Constitution and Bylaws, the following policies and procedures shall govern the activities of the Wrestling Group.

Group Objectives

The NCOA Wrestling Group (Group) shall:

- Elevate the standards of officiating.
- Provide a means for the correct interpretation of NFHS and CIF rules.
- Promote good fellowship among the member officials.
- Secure close cooperation and understanding between CIF member school representatives, members of the press, and officials.
- Encourage and assist in recruiting and developing new officials.
- Foster a high standard of ethics and professionalism.
- Further the interests of athletics generally by fostering a proper spirit of sportsmanship and fair play.
- Certify officials for assignments to CIF schools.

Group Leadership

The Leadership Board of the Wrestling Group (Leadership Board) shall consist of seven members: Group Leader, NCOA Representative, Assistant to the Group Leader, Secretary, Instructional Chairperson, Rating Committee Chairperson, and Member At-Large.

A quorum of 5 members must participate in order for any Leadership Board action to be valid. For the purpose of Leadership action, each member of this board shall receive one vote. A majority vote of members present is required for Leadership Board action to be binding. No member of the Leadership Board shall hold more than one office at a time.

The Leadership Board shall:

- Determine the annual meeting schedule.
- Approve the instructional focus of the group.
- Implement training programs for all members.
- Maintain a rating system.
- Communicate recommendation for assignments to Assignor.
- Review complaints against group members and, under the authority of the Group Leader, work to resolve them.
- Approve, and forward to the NCOA Executive Board (Executive Board), petitions to discipline any group member.
- Appoint a Leadership Board member as a result in the dismissal or resignation of a Leadership Board member. Appointed members shall serve in their position until the next scheduled election process is executed.
- Make changes to Group Policies and Procedures.

Elections

Elections by the general group membership shall determine the positions of NCOA Executive Board Representative (NCOA Representative), Secretary, Instructional Chairperson, Member At-Large, and Rating Committee Members. Election procedures for these positions shall commence at the final scheduled meeting each January, with nominations for available positions limited to members in good standing.

Voting for elected positions shall take place, via secret ballot, at the first scheduled meeting in February. Each member in good standing shall have one vote. Election results shall be tabulated by the Secretary, and the results certified by the Group Leader.

A plurality of votes is necessary for a candidate to be elected. In the event of a tie for the positions of NCOA Representative, Secretary, Member At-Large, and Instructional Chairperson, a run-off election shall immediately be held between tied vote leaders. Should a tie remain, the Leadership Board shall select the candidate that will serve in the contested position.

Should a tie exist for a single available position of Rating Committee Member by two candidates, both shall be selected. Should a tie exist for a single position of Rating Committee Member by three or more candidates, a run-off election will be held immediately between tied vote leaders. Should a tie between three or more candidates persist, the Leadership Board shall select up to two candidates to serve in the contested position.

All Leadership terms begin 30 days following any annual election, or 48 hours after an emergency appointment made by the Group Leadership Board.

All protests challenging the results of an election must be submitted to the Group Leader within 10 days following an election.

An elected member of the Group Leadership or Rating Committee can be dismissed from their position via a majority vote by the general membership. A vote for dismissal shall be called by any member in good standing at any scheduled general membership meeting. This action will be followed by a vote, via secret ballot, at the next subsequently scheduled general membership meeting. The dismissal of any elected official is effective immediately and may be appealed to the NCOA Executive Board. Appeals must be made in writing (email is acceptable) and submitted to the Group Leader within 10 days of dismissal.

Group Leader

The Group Leader shall be selected by the NCOA Executive Board and shall serve for a term of 3 years. Individuals may serve as Group Leader for a maximum of two consecutive terms.

Any member of the Wrestling Group in good standing may apply for Group Leader when the position becomes available. The application shall consist of a professional resume and a letter of interest. The deadline for applications shall be no earlier than 15 days following the announcement by the Leadership Board that the position is vacant. All applications must be submitted to the seated Secretary no later than the stated deadline in order to be considered.

The Wrestling Group Leadership shall consider all applications for Group Leader and forward no more than three nominees to the NCOA Executive Board for selection.

The Group Leader shall:

- Serve as director and primary administrator for the Wrestling Group.
- Serve as liaison between group membership and NCOA Executive Board.
- Attend all meetings of group Leadership Board.
- Nominate an Assistant to the Group Leader.
- Appoint members of the Instructional Committee
- Provide day-to-day administrative decisions as directed by the NCOA Executive Secretary and/or NCOA Executive Board President.
- Serve as representative in NCOA Executive Board business in absence of elected NCOA Representative.
- Maintain group records.
- Consult with the Assignor to ensure the assigned officials are competent commensurate with the level of the games.
- Perform other duties as assigned.

Assistant to the Group Leader

The position of Assistant to the Group Leader shall be filled by the individual nominated by the Group Leader and approved by a majority vote of the Leadership Board. The Assistant to the Group Leader shall serve during the term of the Group Leader's appointment by the Executive Board.

Should the seated Assistant to the Group Leader resign or be removed from their position, the Group Leader shall nominate another member to complete the term. This nomination shall be approved by a majority vote of the Leadership Board.

The Assistant to the Group Leader shall:

- Attend all meetings of the Leadership Board.
- Preside over all general membership meetings.
- Facilitate business during the NCOA meetings as required.
- Ensure that Roberts Rules of Order are followed in group business.
- Approve and ensure the appropriate communication of all general membership meeting agendas.

- Perform other duties as assigned by the Group Leader.

NCOA Representative

The NCOA Representative shall be elected to serve a term of three years. During their term, the NCOA Representative shall:

- Attend all Executive Board meetings and relay any information of the Executive Board to the group membership.
- Attend all meetings of group Leadership Board.
- Perform other duties as assigned.

In the event of a vacancy or resignation, the Group Leader shall serve as NCOA Representative until such time that another member is elected or appointed to this position.

Instructional Chairperson

The Instructional Chair is the principal coordinator of group membership training, and shall be elected to serve a term of three years.

The Instructional Chair shall:

- Attend all meetings of group Leadership Board.
- Serve as leader of the Instructional Committee.
- Organize and implement training program for all group members.
- Coordinate and oversee mentor program.
- Perform other duties as assigned.

Rating Committee Chairperson

The Rating Committee Chairperson is the coordinator of the Group's rating/classification program, and shall be appointed by the Group Leader from the elected members of the Rating Committee.

The Rating Committee Chair shall:

- Attend all meetings of group Leadership Board.
- Serve as leader of the Rating Committee.
- Ensure that group members understand the implemented rating system.
- Communicate rating results with the Assignor and Group Leader.
- Perform other duties as assigned.

Secretary

The Secretary is responsible for the documentation of group business and shall serve a term of one year, with no limit to the number of terms served.

The Secretary shall:

- Confirm meeting locations secured by Group Leader and/or NCOA Executive Secretary.
- Maintain minutes of all Group meetings.
- Maintain the group webpage.
- Arrange for the necessary printing, publications, and other material as directed by the Leadership Board.

- Create meeting agendas and submit for distribution.
- Perform other duties as assigned.

Member At-Large

The Member At-Large shall represent the overall membership of the Group and shall serve a term of one year with no limit to the number of terms served.

The Member At-Large shall:

- Attend all meetings of the Leadership Board.
- Vote on all matters brought before the Leadership Board.
- Have no administrative duties.

Rating Committee

The Rating Committee shall consist of no fewer than five and no more than 10 members, whom are selected via the election procedure by the group membership, and shall serve for a term of three years. Members shall vote for candidates to fill one of five positions on the committee. Two-way ties in voting for a single position shall result in both candidates serving on the committee for the same term.

The Rating Committee shall create, implement, and monitor, the program by which member performance is measured. The committee is responsible for communicating these results with the individual group members, as well as the Group Leadership Board. In addition, the rating Committee shall recommend to Assignor an official tasked with observing and rating assigned individuals at tournaments.

Instructional Committee

The Instructional Committee shall consist of the Instructional Chairperson and three (3) members, whom are appointed by the Group Leader to serve for one year.

The Instructional Committee, under the direction of the Instructional Chairperson, shall create, implement, and monitor, the program by which group members are trained. The committee is responsible for communicating these results with the Group Leadership Board.

Member in Good Standing

In order to be considered a member in good standing, each group member shall:

- Complete the online registration and pay dues before the advertised deadline.
- Pass the online Certification Test with a minimum score of 80% before the advertised deadline.
- Work at least one pre-season scrimmage, as defined by the Leadership Board.
- Complete official evaluation forms as required by the Rating Committee.
- Attend no fewer than two-thirds (2/3) of all scheduled training sessions.
- Complete a course on concussions/head injuries approved by the Leadership Board.

Conduct and Discipline

All members of the Wrestling Group are expected to adhere to a high level of moral and ethical character. In addition, it is expected that all members will adhere to all guideline set forth by

the NCOA, the Wrestling Group, the NFHS, the CIF, and any local rules that govern high school sports. If at any time, members fail to adhere to these expectations, the Group Leadership Board may seek disciplinary action. Consequences for detrimental behavior may include censure, suspension, or expulsion. Should a grievance be filed with the Group Leadership Board regarding the conduct of any member, the Leadership Board will review the grievance. Should the Leadership Board conclude, via a majority vote, that the grievance has merit, a formal request of the NCOA Executive Board to take disciplinary action shall be made. This request shall be made in writing (including email) to both the NCOA Executive Board President and the offending official. The decision of the NCOA Executive Board shall be binding.

Voting

All voting shall be by verbal or written ballot, except where otherwise stated. There will be no voting by proxy. Group order of business and procedures shall follow Robert's Rules of Order.

Exemption of Registration Fees

The Group Leadership Board shall determine annually, the individuals that will be exempt from paying registration fees. The number of such exemptions shall be determined by the NCOA Executive Board and communicated to the group by the Executive Secretary.

Amendment of the Group Policies and Procedures

These Policies and Procedures may be amended by the Group Leadership Board at any meeting by a minimum two-thirds (2/3) vote of the membership of the Executive Board.