

North-Eastern Maryland Officials Association Football By-Laws

(9 June 2020 Edition)

ARTICLE I – GENERAL

Section I – Upon adoption of these By-Laws at a general membership meeting of the football officials of the North-Eastern Maryland Officials Association (NEMOA), these By-Laws shall govern the ongoing operations of the Association as it relates to football until subsequently amended, and shall supersede all previous NEMOA By-Laws for Football.

Section II – Where in conflict with the NEMOA Constitution, said Constitution shall control, and that portion of these By-Laws deemed in conflict shall be void.

ARTICLE II. EXECUTIVE BOARD

Section I – The NEMOA Football Executive Board (E-Board) consists of the following positions (date current term expires):

1. The Vice President (VP) of Football (June 2023).
2. The Assignor of Football.
3. The Secretary of Football (June 2021).
4. The Treasurer of Football (June 2022).
5. Member at large - 11 years or more membership – nonvoting.
6. Member at large - 6 to 10 years of membership – nonvoting.
7. Member at large - 5 years or less of membership – nonvoting.

Section II – Terms of service.

1. The terms of service for the VP, the Secretary, and the Treasurer shall be three years in length. At the end of the three-year term, nominations may be provided in advance or they can be taken from the floor at the annual NEMOA general meeting (typically held in June), at which time the incumbent may be re-elected.
2. The VP shall appoint the Assignor, and the assignor's term shall be one year in length. At the end of the one-year term, the incumbent may be re-appointed by the VP.
3. The VP shall appoint the members at large. Their terms shall be one year in length. At the end of the one-year term, the incumbent may be re-appointed by the VP, if the incumbent still qualifies for the position held.
4. If an elected voting member of the Executive Board resigns from his position before the end of his term has completed, the Executive Board shall temporarily appoint a member who shall complete the duties of the vacant position until the next annual

NEMOA general meeting or until another meeting of members is called for the purpose of voting to fill the vacancy.

Section III – Duties.

1. Duties of the VP:

- a. Shall preside at all meetings of the NEMOA Football and its Executive Board.
- b. Shall make every effort to further the policies of NEMOA Football.
- c. Shall be responsible for organizing all meetings and clinics.
- d. Approve of all committees that are formed to conduct Football related business.
- e. Will be informed of all NEMOA Football business that is conducted by any Football Exec Board member and/or NEMOA football official.
- f. Shall be responsible to report any Football issues to the NEMOA Exec Board, and shall approve or disapprove all Football related expenditures that are reported to the NEMOA Treasurer.
- g. The VP shall approve and be responsible for releasing the schedule by the predetermined release dates.
- h. Shall rule on, or make decisions on, anything not directly covered by the NEMOA Football by-laws.

2. Duties of the Assignor:

- a. The Varsity (V) and Junior Varsity (JV) schedule will be assigned at the discretion of the assignor, subject to VP approval.
- b. The assignor shall also assign Recreation (Rec) level and Flag Football games as such services are requested of and approved by NEMOA Football.
- c. Every attempt will be made to ensure that an official will not work more than one Varsity game per week, unless all other qualified and available officials have had an opportunity to work that week.
- d. The assignor has full discretion when filling slots caused by turn backs or declined games.

3. Duties of the Secretary:

- a. Shall keep accurate records of all of the meetings for NEMOA Football and its Executive Board and records of any other official activities of NEMOA Football.
- b. Shall keep an accurate attendance record for each member and notify the Executive Board when a member has an unexcused absence.

- c. Shall have available to all of the NEMOA Football members a copy of the ByLaws and any additions and deletions as they occur.
- d. Shall keep records of NEMOA playoff crews.

4. Duties of the Treasurer:

- a. Shall levy all fines to members of NEMOA Football.
- b. Along with the VP shall rule on acceptance (or non-acceptance) of extenuating circumstances that have been submitted by members to the Executive Board, as it pertains to all matters related to football.
- c. The Treasurer will keep records throughout the season to ensure that the appropriate fees get reported to the Football VP prior to submitting to NEMOA Treasurer for appropriate accounting purposes.
- d. The Treasurer will coordinate/schedule facilities required for meetings and training.

ARTICLE III – COMMITTEES

Section I – The VP, with the consent of the E-Board, may form any committee deemed necessary for the betterment of NEMOA Football.

Section II – A Committee chairmen shall be appointed by the VP of Football. If the appointed chairman is not a member of the E-Board, the chairman shall be afforded a point of contact on the E-Board to receive guidance and oversight. The committee chairman shall provide feedback to the E-Board through the afforded E-Board point of contact.

Section III – Approved Committees as of the release date of this document include:

- 1. Training Committee.
- 2. Observations Committee.
- 3. Recruitment Committee.

Section IV – Committees shall be dissolved by the E-Board when deemed to be no longer beneficial to NEMOA Football.

ARTICLE IV – NEW MEMBERSHIP

Section I – All applicants, including transfer requests, shall be considered probationary officials until they are voted into full membership by the Executive Board.

Section II – The Training Committee shall make a recommendation to the Executive Board pertaining to membership status of the Applicants. Options will be:

1. Recommend full membership status to the applicant/transfer.
2. Recommend probationary membership status to the applicant/transfer.
3. Deny the application of the applicant/transfer. Any applicant/transfer who has their application denied may choose to re-apply for membership in following years.

Section III – The Executive Board will vote on final disposition for each applicant/transfer at the end of the season. The VP of Football will inform each applicant/transfer of their final disposition. If the applicant/transfer is accepted into membership, annual dues/fees are payable from the applicant/transfer. Probationary Members do not pay annual dues/fees.

Article V – HONORARY LIFE MEMBERSHIP

Section I – An active member, current or former, having made significant contributions to NEMOA Football, shall be granted an honorary life time membership upon nomination from the executive board and with approval of a majority of the membership present at the annual football business meeting.

Section II – All membership dues and fees shall be waived.

Section III – An honorary life member may attend and participate in all meetings and trainings but do not retain voting privileges.

Section IV – An honorary life member may not serve as an official at any contracted contests. If any honorary member wishes to be considered for assignments, they must meet all MPSSAA and NEMOA eligibility guidelines including membership dues and fees.

ARTICLE VI – MEETINGS

Section I – Football meetings will be held to train, update and promote consistency amongst NEMOA football officials.

Section II – All of the Football meetings will be held at the discretion of the Executive Board.

1. The following meetings shall be mandatory for all officials:
 - a. NEMOA Football Business Meeting
 - b. 1 Rules Meeting
 - c. Kicking Game
 - d. Preseason
2. Officials not attending a mandatory meeting listed in Article VI, Section II, Paragraph 1 must notify the Vice President of Football in writing. The Vice President of Football shall approve all reasonable requests for excusal for no more than one mandatory meeting. Absences from additional mandatory meetings shall be fined in accordance with Article X. All absences required by law or a member's employer shall be exempt after the Vice President of Football is notified of such in writing. This provision shall take effect for the 2020 season.
3. The State MPSSAA rules interpretation meeting is mandatory, and may be attended at any of the locations offered by the MPSSAA. Any official who fails to attend a rules interpretation meeting or equivalency as approved by the state's rules interpreter shall not work any NEMOA Football assignments.

Section III – Absences from mandatory NEMOA Football meetings.

1. There will be a \$25 fine for each unapproved (by the VP of football) absence. This is in concurrence with the NEMOA By-Laws, Article VII, Section 1, a.
2. Any official that arrives more than 15 minutes late or leaves more than 15 minutes prior to the end of a mandatory NEMOA Football meeting will be subject to a \$5 fine, and that meeting will only count as a half of a mandatory NEMOA Football meeting attended.
3. Members assigned to officiate any level of a football game, or coaching a football program that results in an absence from a regularly scheduled NEMOA Football meeting shall not be considered an absence.

ARTICLE VII. GAME ADMINISTRATION

Section I – All mechanics used on the field by members of NEMOA Football will be exactly by the National Federation of High Schools (NFHS) mechanics book, unless otherwise approved by the Football Executive Board in writing.

Section II – The Referee must confirm the assignments of all other crew members prior to 48 hours before game time by either telephone or e-mail. Game attire and meeting location shall be indicated in this communication. A reassigned crew member must call or e-mail the referee prior to 24 hours of the game time to confirm assignment and obtain game attire and meeting location information.

Section III – All officials are required to be present for the pre-game officials conference that is to be held one hour prior to game time for a Varsity football game, or 30 minutes prior to game time for a JV football game.

Section IV – In order to insure proper and adequate pre-game meeting, if the conference between the head coach, referee and umpire is not completed one-hour prior to game time, this meeting may be held on the field. Should this situation exist, the officials shall be on the field no later than 30 minutes prior to the kickoff.

Section V – NEMOA may provide a member official to man the down marker. This official will dress exactly the same as the game officials and will receive \$20. These funds will be deducted equally from the field officials by the NEMOA treasurer and paid to the box official at the end of the year by check. The intent is to fill this position with less experienced officials who will participate in the pre-game meeting and serve as an alternate, if necessary.

Section VI – NEMOA will actively solicit help from the schools in obtaining competent chain crews. This would include, but not be limited to, adults, three members and continuity throughout the year.

Section VII – NEMOA will conduct a meeting for all of the schools' athletic director (AD), head coach and assistant coaches to discuss rules, mechanics and game administration. NEMOA will work with the Harford County Schools to coordinate items to be covered and participation at the meeting.

Section VIII – The crew must leave the field immediately at the conclusion of the game. Officials shall not go to the sideline to approach any coaches or players after the contest has concluded. Officials shall leave the field together, without any communication with any coach, player or fan. Coaches may address the crew chief (in the presence of another official) in the dressing room after the game is over.

Section IX – For all games, the crew chief shall fill out the game report. High school game reports must be submitted to the VP of Football and parks and recreation game reports must be submitted to the Secretary of Football within 48 hours of the conclusion the game(s).

ARTICLE VIII. DRESS AND APPEARANCE

Section I – The official football dress is per the official’s manual issued by the NFHS.

All officials shall dress alike for all NEMOA assigned football games.

1. The 2-in. striped collared shirt is the official uniform for all NEMOA football games. The MPSSAA patch will be worn on the right sleeve, where the patch is centered and the top of the patch is approximately 1” below the shoulder seam. The American flag will be worn above the pocket on the left side of the chest, where the bottom of the patch is approximately 1” above the top of the pocket.
2. Black shorts or black pants are permissible.
 - a. Black pants shall be worn for the following contests:
 - i. Public School Varsity
 - ii. Public School JV starting after 5 pm.
 - b. Black shorts or black pants shall be worn for all other contests; however, if no contact is made between the referee and the crew members, it is assumed that black pants will be worn.
3. Officials shall wear all black shoes and socks. Black shoes and socks with white accents as delivered by the manufacturer are permitted as long as the predominate color of the shoe or sock is black.

Section II – All officials should be prepared to change the dress prior to the start of the game or prior to the start of the second half, should conditions change. The decision to wear a long or short-sleeved shirt shall be made by the referee.

Section III – For all Varsity Football games, each official shall come dressed in business casual attire, or better. Items that are not permitted include, but are not limited to: beach shoes, flip flops, shorts, jeans, and t-shirts. A \$25 fine will be assessed for each offense.

ARTICLE IX. PLAYOFF ASSIGNMENTS

Section I – All playoff assignments (including turn-backs) shall be made by the Executive Board of Football. Members at-large and observer(s) shall be invited to the meeting where playoff assignments are discussed. If they are not in attendance, the VP of Football shall contact the members at-large and receive input for the discussion. The most senior member at large that is present at the meeting will break any ties.

Section II – The Executive Board shall use the following criteria when determining the eligibility of an official for playoff assignments.

1. The official has met the state association (M.P.S.S.A.A.) requirement for selection:
 - a. 85% or higher on NFHS football test
 - b. Officiated at least ½ of the Varsity weeks during the current season
 - c. Attended an MPSSAA rules interpretation meeting for the current season
 - d. Member in good standing
2. The Executive Board should consider the following items when making selections
 - a. Attendance at NEMOA football meetings, including the NEMOA Business Meeting and the NEMOA Football business Meeting
 - b. Contributions made to promote NEMOA Football
 - c. Scrimmages
 - d. Avoid having an official assigned to work multiple playoff games in a year (excluding the semi-final or championship game).
3. As the current football format that is in place
 - a. An official must have at least two (2) years of regular season football officiating with NEMOA to be eligible to officiate a post season game.

ARTICLE X. SUMMARY OF FINES

Section I – A summary of fines applicable to NEMOA football officials is presented in Table 1 below. The summary of fines was generated from information provided in the NEMOA Football By-Laws or in the overarching NEMOA By-Laws.

Table 1. Summary of Fines for NEMOA Football Officials.

Infraction	Fine
Missed meeting	\$25 per occurrence
Late arrival to meeting	\$5 per occurrence
Left meeting early	\$5 per occurrence
Improper attire at game arrival	\$25 per occurrence
Improper uniform during a game, including incorrect patches, shoes, pants, shirt, hat, etc.	\$10 per occurrence
Missed assignment, or late game arrival after the end of the 1 st quarter.	Full Game Fee – fine to be split between the officials that work the assignment.
Late game arrival (after coin toss and before the end of the 1 st quarter).	½ of a Game Fee.
Game turn-back within 48 hours of game time.	½ of a Game Fee.