

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691

Memorandum

To: All NJSIAA Officials
From: Tony Maselli, Assistant Director
Date: April 2019
Re: 2019-20 Officials Registration Information
Copy: Larry White, Executive Director

Welcome to another exciting 2019-2020 athletic season. Please be advised that again this year we will be using the Arbiter program to register all NJSIAA Officials. Some important points to remember regarding the registration of officials.

1. All officials must be registered with the NJSIAA via the Arbiter to be eligible to officiate ANY level of high school contests the NJSIAA governs. Officials not registered with the NJSIAA are not permitted to work any NJSIAA governed contests.
2. All officials must register for each sport each year.
3. All officials must have paid the appropriate registration fees based on their current level. All NJSIAA payments must be paid through the Arbiter, which includes both the registration and the background check fees. Your local chapter will only be collecting chapter dues, not NJSIAA registration or background check fees.
4. All officials must consent to a yearly background check and pay the background check fee. The background check is required once a year not per sport. Background checks will not take place until the fee is paid. Inactive officials are not required to have background checks.
5. All background checks will expire in June on the day of the last NJSIAA event regardless of when your background check was submitted.
6. All officials must take the NFHS concussion course each year. All concussion certifications will expire as of the last NJSIAA event of the spring season.
7. All candidates and members must pass a National Federation Rules Examination or other comprehensive exam approved by the NJSIAA.

Registration

The registration process for all sports will open on April 1 each year and close on March 31 each year. It will stay open for the entire time between April 1 and March 31. Please keep in mind, the chapter you belong to may have set deadlines for you to register by.

Registration Fees	2018-19	2019-20	2020-21
Active	\$50	\$53	\$55
Cadet	\$19	\$22	\$25
Inactive	\$15	\$18	\$20
Background Check	\$10	\$10	\$10

Important Note:

Any NJSIAA member school hiring non-registered officials to work high school contests governed by the NJSIAA is in direct violation of the NJSIAA Guidelines, Policies, & Procedures and may be subjected to penalties by the NJSIAA and its Executive Committee.

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691

Officials Apparel

All officials (any level) that are registered with the NJSIAA through the Arbiter and are working NJSIAA governed contests must wear the approved NJSIAA logo on the chosen apparel (shirt/jacket) by the officials for that particular game. For those officials that wear hats during their contests, we are simply asking that all hats are the same for all officials working that game. The hats can have either the NJSIAA logo, their chapters logo, or no logo, as long as all officials match.

NJSIAA Officials Registration Levels:

Active

An active official is defined as any official that is registered with the NJSIAA and affiliated with an NJSIAA approved officials chapter. The active official must have also successfully completed all necessary requirements of the chapter to which they are affiliated with. An active official is permitted to work all NJSIAA contests at any level. All registered "Active" officials are covered by the NFHS Liability Insurance.

Cadet

A cadet is considered an "official in training" and must be registered with the NJSIAA and affiliated with an NJSIAA approved officials chapter. A cadet is not permitted to work any NJSIAA **varsity** contest but can work all levels under the varsity level. All NJSIAA approved chapters are required to have a cadet training program and will determine the advancement of their cadets within a set period of time. All cadet training must be completed within 3 years, meaning that upon registering in year 4, the official must be either "active" or "inactive". All registered "Cadets" are covered by the NFHS Liability Insurance.

Inactive

An inactive official is defined as any official that is registered with the NJSIAA and may or may not be affiliated with an NJSIAA approved officials chapter. The inactive official is not permitted to work any NJSIAA contest at any level. An inactive official will continue to be covered under the NFHS General Liability and Accident Insurance if they choose to officiate any contest other than NJSIAA, Semi-Pro, and Professional levels. In order for an official to become active again, they must complete all requirements for an "active official".

Background Check Procedure

- All officials must consent to a background check each year during the Arbiter registration process.
- Once you have consented, payed the fee and filled out all the required information, your information will be sent to Peopletrail. The background check usually only takes a few days.
- All background checks will expire in June on the day of the last NJSIAA event regardless of when your background check was submitted.
- Once the background check is complete, Peopletrail will send the results to the NJSIAA.
- All officials flagged by Peopletrail will receive a pre-adverse letter and a copy of the report via email that was entered into Arbiter at the time of registration.

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691

Flagged Background Check Procedure

Any official that has received a pre-adverse letter because they have been flagged by Peopletrail based on the NJSIAA background check criteria is considered temporally suspended by the NJSIAA until further review by all chapters the official belongs to. All officials that have been flagged by Peopletrail must follow the following procedure if they wish to officiate any NJSIAA governed contests:

1. Contact Peopletrail if you disagree with the report or there is an error. If there was an error in the report, Peopletrail will fix the error and clear the officials background check and they will also notify the NJSIAA.
2. If the report is correct, the official must contact all chapters they belong to for all sports regarding the report.
3. The official must apply for reinstatement through their chapter/s in the manner stipulated in the chapter's bylaws.
4. All Chapters must have a reinstatement procedure for their officials to follow in the event of a violation of the NJSIAA Guidelines, Policies & Procedures for registration of officials.
5. The chapters reinstatement procedure must meet the minimum standards covered in the NJSIAA Guidelines, Policies & Procedures for registration of officials. These standards can also be found in the officials' handbook.
6. The chapter/s will decide if the reinstatement will be approved or denied. The chapter will notify the NJSIAA via a letter of their decision in a timely manner.
7. If the official is approved for reinstatement, the NJSIAA will verify that the official's violations fall within the minimum standards covered in the NJSIAA Guidelines, Policies & Procedures for registration of officials. If it is determined that the official satisfies the reinstatement standards, the NJSIAA will notify the official and chapter/s of the reinstatement.
8. If the official is denied reinstatement by the chapter/s, the official will receive an adverse letter and will be suspended indefinitely by the NJSIAA.

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691

Hello Everyone

The NJSIAA is proud to announce that the 2019-20 Online Registration is now open. Please be advised that the registrations will remain open until March 31, 2020. All registrations must be completed prior to the close date. Below is the Instructions on how to navigate the new system. **Please make sure you complete the full registration before starting another one.** We also added some screen shots of what you will see. Please follow the steps below. Thank you.

- Please go to <https://www.arbitersports.com>
- Sign in
- Press the drop down arrow in the upper right
- Select NJSIAA Central Hub Group #103626
- Once you are signed in at this point you should see a yellow button to register. Please press it. Below is a screen shot of what you will see



- Once you have pressed the above button you will be able to select if you are an Active Official, Cadet or Inactive Official. Below is a screen shot of what you will see



Please Note:

- **If you officiate all levels (varsity, JV, freshman) you will need to click on the ACTIVE button to register.**
- **If you are an official in training please click on the CADET button. All cadet training must be completed within 3 years, meaning that upon registering in year 4, the official must be either “Active” or “Inactive”**
- **If you will not be working in 2019-20, please click on the INACTIVE button.**

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691

- After you have made the correct selection for Active, Cadet or Inactive you will be able to register for a specific sport. Below is a screen shot of what you will see

2019-20 [Baseball](#)

2019-20 [Basketball](#)

2019-20 [Fencing](#)

2019-20 [Field Hockey](#)

2019-20 [Football](#)

2019-20 [Ice Hockey](#)

2019-20 [Men's Lacrosse](#)

2019-20 [Skiing](#)

2019-20 [Soccer](#)

2019-20 [Softball](#)

2019-20 [Swimming](#)

2019-20 [Tennis](#)

2019-20 [Track & Field](#)

2019-20 [Volleyball](#)

2019-20 [Women's Gymnastics](#)

2019-20 [Women's Lacrosse](#)

2019-20 [Wrestling](#)

- Once you have selected the sport specific registration you will need to complete all steps as listed below:
 - **Welcome** page for the **Registration**; **Click Next**
 - **Personal Information** page; Please **Review** to **Make Sure everything is Correct**; **Fill in the Necessary Information**. **Click Next**
 - **Upload a Photo** page or **You Can Skip This Part and just Click Next**
 - **Background Consent Form** page; **Scroll down to the Yellow Box that say "Please Select"** **Click I Agree** (you are agreeing to the term above); **Scroll down to the next Yellow Box that say "Please Select"** **Click on Yes** (you are agreeing to the Consent for the Background Check); **Click Next**
 - **Local Chapter** page; Please select the Local Chapter you belong to. **Click Next**
 - **Payment** page; Please complete the payment. **Click Next**. Once the payment is complete you will receive an confirmation email when done