

## **NCLOA Ethics and Incident Reporting Policy and Procedures**

To all NCLOA officials:

We would like to review the NCLOA policy and procedures for the reporting of incidents, ejections and ethical violations. Forms are available for downloading, printing or electronic transmission via the NCLOA website at [www.ncloa.org](http://www.ncloa.org). We recommend you have a blank **BOCES Incident Report Form and NCLOA Ethics Report Form** available at every game in case they're needed.

If you are involved in a game in which an incident occurs that leads to the ejection of a player, coach or spectator for a severe breach of ethical conduct or unsportsmanlike behavior, please follow these procedures:

**A) Immediately after the game, ALL game officials should discuss the BOCES Incident Report Form. You are then instructed to call a member of the NCLOA Ethics Committee to notify them of the incident no later than that evening. Your incident report should be filled out by the crew chief and electronically submitted to a member of the NCLOA Ethics Committee.**

Note: If you cannot contact a member of the Ethics Committee, contact the NCLOA President. If you are having a problem contacting anyone and aren't sure how to proceed, you may contact the NCLOA Secretary, for further instructions.

**B) DO NOT submit your report to Nassau BOCES until you have first spoken to a member of the Ethics Committee to review your statements. Your report will become final once you send it to BOCES and will be scrutinized by many parties if there is an appeal.**

After the Ethics Committee has reviewed your report, it must be faxed within 24 hours to Nassau BOCES at the fax numbers listed on the BOCES Incident Report Form. Be sure you make a copy of your report for future reference.

**C) NO OFFICIAL should speak to anyone about the incident with the exception of the members of the Ethics Committee, the NCLOA President or Vice Presidents.**

If you are contacted by any person (school administrators, athletic directors, coaches, etc) regarding the incident, **RESPECTFULLY** decline to discuss the matter and have them forward their inquiries to the Ethics Committee. **NO EXCEPTIONS.**

The NCLOA will represent your interests in any inquiries or hearings and insure that your rights are protected.

**D) If you are reporting a breach of ethical conduct, behavior or procedure regarding a fellow NCLOA official, you are to submit an Ethics Report Form electronically via the NCLOA website and/or by mail. As above, you should first call a member of the Ethics Committee immediately after the game. You should also print a copy of the report for your records.**

Please print out these instructions and save them for future use. By following the proper procedures, you will make sure that the incident will be responded to in a professional manner and your rights will be protected and represented by the NCLOA.