

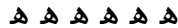
**The New York State Certified  
Volleyball Officials' Association**

**Rules and Procedures Manual**

## Preface

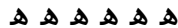
New York State Certified Volleyball Officials' Organization (NYSCVOA) is responsible for providing volleyball officiating services to the New York State Public High School Athletic Association (NYSPHSAA) member schools. NYSCVOA and NYSPHSAA share a contractual agreement that outlines the conditions of the service NYSCVOA is to provide to the volleyball programs across New York State.

There are several committees that comprise the NYSPHSAA organization. Two committees recognized by NYSPHSAA are the Boys division and Girls division of volleyball section representatives. These committees directly impact the rules that NYSCVOA member officials must enforce. Compilations of suggested "best practice" from these discussions are known as the *New York State Rule Modifications*. These modifications may differ slightly from NCAA rules, yet are of equal importance and must be implemented consistently throughout the state.



This manual was developed in part to act as a quick reference to the *New York State Rule Modifications* that have been approved by NYSPHSAA. The information contained herein is to be upheld and properly enforced during all NYSPHSAA interscholastic volleyball competitions.

This manual also contains match procedures and officiating techniques that have been adopted by the interpretation and exam committees of NYSCVOA. These NYSPHSAA approved practices are to be consistently followed by every NYSCVOA official as all NYSPHSAA member schools are aware of and expect the official to conduct interscholastic volleyball contests according to these procedures.



Any official requesting a NYS rule modification interpretation or a NCAA rule clarification may contact the NYSCVOA rules interpreter via the [NYSCVOA.org](http://NYSCVOA.org) website. Please refrain from contacting the NCAA secretary-rules editor directly as there may be a different interpretation for public high school play.

## **Table of contents**

Officiating Equipment

Professional Protocol

Ball Handling Directives

NYSPHSAA Handbook and Committee Rulings

NYSCVOA Assignment Requirements

New York State Modifications to NCAA Rules

New York State Exam Instructions (practical and written)

Rating Criteria

New York State Official Transfer Form

## **NYSCVOA Officiating Equipment**

### **Uniform – required items for any assigned NYSPHSAA contest**

Approved NYSCVOA shirt  
Navy dress slacks  
White socks  
White sneakers

### **Optional Items**

A black or navy belt  
Approved NYSCVOA wind jacket  
Approved NYSCVOA sweater  
Navy dress shorts may be worn per NYSCVOA Constitution and By-Laws.  
(Check local board policy as shorts may not be permissible)

**For post-season play it is important for the official teams to match.  
The first referee and second referee should match.  
The 2 or 4 lines judges should match.**

**All uniform options should be available on site for any post-season play assignment.**

**NYSCVOA officials should refrain from wearing excessive jewelry.**

**Once the match officials are courtside, only approved NYSCVOA apparel is acceptable.**

**Cell phones and other devices are not part of the official uniform and should not be worn.**

**NYSCVOA officials should have the following courtside:**

- **A device to measure net height.**
- **A device to check the ball pressure**
- **A device to modify the ball pressure**
- **A watch or time piece**
- **Red and Yellow cards**
- **A flipping coin or something similar**
- **A blue, black or white whistle on a blue, black or white lanyard**
  - \*A pink whistle and/or lanyard may be worn for dig pink events**
- **Flags for the lines judges (optional)**
- **Line up forms and NYSCVOA score sheets and Libero Tracking sheets (optional)**

## **Professional Protocol**

**Prior to the start of any NYSPHSAA Volleyball contest, locate the site supervisor or event manager. Crowd control will be the responsibility of the site supervisor or event manager.**

- ✓ Upon arrival to the host site, introduce yourself to the home coach and obtain any additional information necessary to conduct the match (e.g. national anthem, senior night, playing all three JV sets, etc...)
- ✓ After the team representatives' meeting, introduce yourself to the coach of the visiting team and relay all pertinent information received from the host coach and include the results of the coin toss.
  - There are two options for the coin toss procedure; have the visiting team representative call the coin while it is in the air, or call the coin prior to the toss.
  - Always confirm the call with the other official or the opponent's team representative.

**No official should ever address a spectator during or after a match.**

**Limit court side discussions with spectators, coaches and athletes.**

**Avoid contact with an athlete any time during pre match and set procedures.**

**The first referee (R1) will remain on the stand for the duration of the match. Refer to NCAA rule book for unusual situations when the R1 may vacate the stand.**

**NYSCVOA officials should refrain from commenting on any social media and networking site(s). Comments that potentially could result in harm or the perception of bias should be avoided both on and off the court.**

**When ever possible the officials should arrive and leave the playing site together. NYSCVOA officials should not participate in post-match discussion with coaches, spectators or team personnel.**

**Prompt departure from the court area is strongly encouraged.**

**The procedure (below) is strongly recommended for all contests as it requires the officials to remain together after completion of the match and until they leave the playing area.**

- ✓ The R1 will exit the ladder to the right once the signal has been given for the teams to meet at the net and shake hands.
- ✓ The R1 will proceed to the center of the end line (on the right).
- ✓ The second referee (R2) will proceed to the same area as the R1, thus exiting to the left side of the court.
- ✓ The line judge on the R1's side of the court will join the R2 and R1 at the end line, the line judge on the R2's side of court will meet the other three officials at the score table, and all will exit the playing area together.
- ✓ The exit strategy (gathering belongings, etc...) needs to be discussed amongst all the officials prior to the start of the contest.

**The NYSPHSAA State Tournament uses this end of match protocol for all championship matches.**

## **Ball Handling Guidelines**

Ball handling is a topic of conversation at every committee meeting. The guidelines are as follows:

- Consistency is paramount. When a decision is made and a ball handling error whistled, the official should have the ability to whistle that same contact for the duration of the contest.
- Successive or multiple contacts are legal during blocking or during the team's first contact. A carry, throw or prolonged contact is a fault.
- Over control of the ball will usually result in a caught or thrown ball fault being whistled
- Under control of the ball will usually result in a double hit fault being whistled
- Judge the point of contact only. Do not take in to account the player's body position or "athletic ability" when judging ball handling.
- Do not base ball handling decisions on the spin of the ball, spectator or participant reaction.
- Exigent or great plays should be judged less severely. Blatant faults should always be whistled.
- A poor ball handling decision (e.g., taking the ball with hands instead of passing it with forearms) doesn't necessarily equal a spectacular or great play.

## **NYSPHSAA Handbook and Committee Rulings**

No High School student (or younger) is allowed to wear jewelry while on the playing surface. Sneakers will be worn by line judges and any participant that is on the playing surface.

A letter from the athlete's medical doctor is necessary for equipment that is worn by a participant not covered by the rule book. Check local section policy.

The sportsmanship card will be read the first time an official works a school's contest. The sportsmanship card will be read at all post-season matches.

Spectator participation is allowed during competition. There is no wording in the NCAA rule book that supports being quiet during the serve.

Actions NOT allowed by spectators are calling out the athletes' name or number, racial, religious, sexual or derogatory comments. Throwing objects and artificial noise makers are also not allowed. Check local section policy.

## **NYSCVOA Assignment Guidelines**

Below are the approved assignment practices. Assignments should be made using these guidelines whenever possible.

**Varsity rating** – Qualified to be the first or second referee for the following level match:

Varsity, Junior Varsity, Modified

**Junior Varsity rating** – Qualified to be the first or second referee for the following level match:

Junior Varsity, Modified

**Modified rating** – Qualified to be the first or second referee for the following level match:

Modified

A **Junior Varsity** rated official may act as the second referee on Varsity contests.

A **Modified** rated official may act as the second referee on Varsity or Junior Varsity contests.

When the official roster is exhausted and matches can not be covered using the above requirements, it is strongly recommended to check with the closest neighboring board for additional support.

Qualifying scores for Varsity, Junior Varsity and Modified ratings are identified at the end of this document.



## **New York State Modifications to the NCAA Rules**

### **Rule 1: Facilities and Equipment**

Attack line extensions are not required to play a match.

The referee stand and platform may or may not be distributed evenly behind the pole. The ladder may or may not be distributed evenly at the back of the referee platform.

### **Rule 2: The Net and Related Equipment**

The net height for all NYSPHSAA interscholastic men's competition will be 7 feet 11 5/8 inches

The net height for both men's and women's competition must measure correctly at the center. The two ends of the net must measure the same and should not be more than 3/4 inch higher than the center of the net.

### **Rule 5: Teams**

If a coach is not available, the playing captain may NOT assume the duties and responsibilities of a coach.

### **Rule 6: Individual and Team Sanctions**

Check local section policy for sanction guidelines. If no such policy exists, the NCAA rule is in effect. (Exception: delay sanction for illegal player equipment/jewelry see Rule 7)

A coach may NOT receive an individual yellow card for minor unsporting conduct. Coaches are only to receive red card sanctions for any misconduct minor or rude.

- ✓ Many officials are unsure when to sanction a coach, athlete or other match

- participant. One recommendation is if the person is distracting the attention of an official away from match duties, it is time for a sanction.
- ✓ When the first referee assesses an individual sanction, it must be accompanied by a whistle.

A NYSVCOA official will not remove an expelled or disqualified team member from the playing surface or spectator areas. Sanctions will be assessed to the head coach for any further disruptions caused by an expelled or disqualified player.

## **Rule 7: Players' Equipment**

An individual may have a different number when changing from a team uniform shirt to a Libero shirt. A Libero shirt may not be passed among teammates. The style and trim of the libero's jersey/ shirt and/or shorts may differ from his/her teammates. Duplicate numbers are not permitted.

It is not required that either the libero or his/her teammates wear a solid color jersey.

It is not required that Piping/trim measure a certain width or be along a functioning seam.

There are no specifications regarding school mascot or school reference.

Uniform numbers must be visible and distinguishable.

Jewelry is not permitted at any time including the warm-up period. This includes "non-visible" jewelry (i.e. body jewelry, ear gauges, tongue studs). Hair ties worn on the wrist and string bracelets are considered jewelry. Taping jewelry is not permitted at any time.

- ✓ A player wearing visible jewelry should be asked politely to remove it. Prompt removal of jewelry is required.
- ✓ A player with taped (alleged) jewelry should be questioned in the presence of the head coach.
- ✓ A player on the court with jewelry will result in a team delay sanction. Prompt removal of jewelry is required.

The only type barrette that is legal is a "flexible" barrette. Feathers or extensions worn in the hair must be legally secured. Hard plastic headbands are illegal.

Spacers/gauges worn in the ear or lobes are illegal.

When a question arises regarding the legality of head gear or players' equipment beyond the scope of the rules book, check with NYSCVOA rules interpreter for a clarification.

Illegal uniform issues will be handled following the steps below. The Libero uniform is exempt from this modification.

- ✓ Notify the coach of the team at fault to determine whether the uniform can be brought into compliance. The team will legalize the uniform of the team member.
- ✓ If the uniform can not be legalized, discuss with the opposing coach to determine whether a protest will be filed.
- ✓ If no protest is filed at the time of the discussion, no future protest will be accepted in regards to uniform compliance.
- ✓ If the coach wishes to protest, record the events per the rule book. Play the match and notify the proper channels regarding the protest. Check local board policy.

## **Rule 8: Scoring and Duration of Matches**

All sets of the match are 25 point sets. A team must win by two and no cap is in effect for any set.

## **Rule 9: Protocols**

The pre-match protocol will start with the team representatives meeting for ground rules and coin toss. The clock for the warm-up period will not begin until the team representatives are released. Check local board policy for the total time to be set on the clock. Shared court time is first. The visiting team will have the first 6 minutes of exclusive court use and the home team will have their 6 minutes. The clock should run **continuously** stopping only for injury, safety issues, or equipment failure.

The team that does not have exclusive use of the court will be allowed to warm-up as long as they remain 2 meters away from the court boundaries and they do not interfere with the team that has exclusive use of the court.

Teams will switch sides when one team reaches 13 points in the deciding set.

## **Rule 10:**

The coach must initial the first set of the line up sheet. Coaches must be designated on the line up sheet for the first set of the match.

The second referee will indicate the captain with an open hand. The captain will acknowledge the first referee and the first referee will acknowledge the captain in a professional manner.

## **Rule 11: Game Interruptions**

The length of all timeouts in a match will be 60 seconds.

- ✓ The second referee will notify the coach when the second time out has been issued for the set. It is not necessary to use signal 14 (time out) when relaying this information to the coach.

The number of team substitutions will be 18. The procedure for authorizing a substitute on to the court is as follows.

- ✓ After whistling and signaling for a substitution the second referee will step back towards the score table in such a manner as to allow the scorekeeper to visualize the players entering and leaving the court. The second referee should remain square to the court during this procedure.
- ✓ The second referee will relay the numbers to the scorekeeper, stating the player's number entering the court first followed by the player leaving.
- ✓ After using the authorization for entry signal, the second referee will ensure the scorekeeper is ready to resume play, scan both benches for additional requests, assume the base position for the next rally and then release the court (using the appropriate hand signal) back to the first referee.
- ✓ The first referee will mimic the second referee's substitution signal, no whistle by the first referee is necessary.

The second referee will notify the first referee upon completion of the eighteenth substitution.

The second referee will notify the coach when the fifteenth through eighteenth substitutions are used. The coach may not protest if the information is not provided.

- ✓ It is not necessary to use signal 15 (substitution) when relaying this information to the coach or first referee.

Distinct whistles are used when acknowledging/granting a legal game interruption. For instance 2 short whistle blasts for substitution and time out. Several short whistle blasts for a player/court safety issue.

## **Rule 12: The Libero Player**

A Libero shirt may not be passed among teammates. The style and trim of the libero's jersey/ shirt and/or shorts may differ from his/her teammates. Duplicate numbers are not permitted.

It is required the libero jersey be immediately recognized from all angles and must be distinct from other members of the team.

## **Rule 15: Play at the Net**

The center line rule for all NYSPHSAA Men's interscholastic competition is as follows:

- ✓ To touch the opponent's court with a foot (feet) or hand(s) is permitted, provided that some part of the penetrating foot (feet) or hand(s) remains either in contact with or directly above the center line.
- ✓ To contact the opponent's court with any other part of the body is forbidden.
- ✓ A player may enter the opponent's court after the ball goes out of play.

The above rule is for Men's play only, the Women play by the current NCAA rule.

## **Rule 18: Officials and Their Duties**

Officials should arrive 30 minutes before the start of the match for regular season play. Officials are requested to arrive 40 minutes before match time for post-season play. Check local board or section policy.

- ✓ Discuss exit strategy for when the match is completed.
- ✓ Locate the site supervisor for potential match issues.
- ✓ Introduce your self to the score table crew and lines judges and instruct them accordingly, using concrete examples of various set situations.
- ✓ The referees will monitor warm-up activities court side near the score table.
- ✓ The referees will monitor player safety and ensure proper protocol is being followed during the warm-up period.
- ✓ Discuss ball handling parameters, sanction requests and any other potential match situations.
- ✓ Know the setters and primary passers for the teams involved and discuss with partner possible violations in rotation order (overlaps).
- ✓ The second referee will conduct the deciding game coin toss. If a team selects the other side of the court, the second referee communicated this to the first referee. The first referee will whistle and give the change of courts signal.
- ✓ The first referee will whistle and give the change of court signal for all non deciding sets played in a match.
- ✓ When the first referee assesses an individual sanction, it must be accompanied by a whistle.

Once the match officials are courtside, only approved NYSCVOA apparel is acceptable.

The second referee (R2) will use the lineup sheets submitted by the teams to verify the players' numbers are correctly recorded on the score sheet. The R2 will communicate with the scorekeeper and verify player positions on the court prior to each set. A Libero replacement can not be made until the starting players are verified.

- ✓ The R2 will read the numbers of the players on the court to the scorekeeper while standing near the score table.
- ✓ The scorekeeper will read the numbers of the players on the score sheet to the R2 while standing near the score table.

The line up sheets once submitted and recorded are to remain at the score table for the duration of each set.

The line up sheet must be signed / initialed by the coach for the first set of the match. It is not required for sets two through five.

Once play has begun, the score sheet must be used for all line up check requests by coaches or captains.

When a net fault is whistled by the R2, he or she will move to the fault side of the net, indicate the nature of the fault and the player's number (if necessary) to the R1. The R1 indicates the result of the play (point or replay) and then repeats the player's number to the bench. The R2 mimics the result of the play signal.

When the First Referee whistles to stop a play, it is not necessary for the R2 to move to the fault side of the net. It is required to be fully visible to the R1 and have shoulders square to the court at the end of a rally.

The R2 will use the "ready signal" to begin the set and after any Game Interruptions (time out, substitution). It may also be used after scorekeeper issues or for prolonged delays.

- ✓ The ready signal is the outside net hand perpendicular to the floor raised shoulder height with the thumb touching the top of hand.
- ✓ The ready signal is not to be used after every rally.

The R1 will whistle warning whistles (for time out or interval between sets) for the R2 when the R2 is occupied and unable to do so.

The head coach will be notified when the 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> Team substitutions are taken.

- ✓ The second referee will indicate number of team substitutions taken to the coach. It is not necessary to use signal 15 (substitution) when relaying this information to the coach.
- ✓ Do not chase the coach to relay team substitution information as it delays resumption of the contest.

- ✓ The second referee will indicate when the 18<sup>th</sup> team substitution has been used to the first referee. It is not necessary to use signal 15 (substitution) when relaying this information to the first referee.
- ✓ The second referee will release the court by using the “ready signal” after scanning the benches and getting in base position for the next rally: On the defensive side with shoulder and body square to the court.

The head coach will be notified when the second Team time out has been taken.

- ✓ The second referee will notify the coach when the second time out has been issued for the set. It is not necessary to use signal 14 (time out) when relaying this information to the coach.

The second referee will use signal 13a (end of set or match) when appropriate.

The Assistant Scorekeeper (Libero Tracker) will use the NYSCVOA Libero Tracking Sheet for monitoring all substitutions, and Libero replacements. The tracker will assist the scorekeeper as necessary.

The Scorekeeper or Libero Tracker will verbally verify to the R2 the status (on or off the court) of each team’s libero during a time out.

The correct score sheet procedure for replacing a uniform that is damaged or saturated with blood is to cross out the old number with an “X” on the score sheet and record the new number next to it. Record the reason for the number change in the comment section of the score sheet.

The visiting team may provide a scorekeeper and Libero Tracker and they will be allowed to sit at the score table. The home team’s score book will be the official record.

Referees can make corrections to the score sheet/score when the first or second referee is able to reconstruct the events that took place that resulted in the score keeper’s error.

A protest must be requested by a coach or captain if the first or second referee is to use any other match information from statisticians, visiting score book, coaches, etc., (Rule 17.2.2.5) in regards to correcting any errors to the official (home) score sheet/score.



This manual does not take the place of the NCAA rules book. Rules that are not modified by the committees of NYSPHSAA are to be enforced according to the current rules guide and interpretations given at the annual NYSCVOA Rules Interpretation meeting.

This document was developed to act as a quick reference guide to the *New York State Rule Modifications* that have been approved by NYSPHSAA. To promote consistency across the state, all NYSCVOA officials should know the rules and procedures contained herein and adhere to them during all NYSPHSAA interscholastic volleyball competitions.

Service marked  
This document cannot be reproduced without permission.  
09/2011; revised 08/2012; 8/14/12; 8/8/13; 8/19/2014;

## **New York State Certified Volleyball Officials' Association Ratings**

<u>Varsity</u>	Minimum score on written exam 82 Minimum score on practical exam 85
Junior	Minimum score on written exam 76
<u>Varsity</u>	Minimum score on practical exam 75
Junior high	Minimum score on written exam 70
<u>Modified</u>	Minimum score on practical exam 65
<u>Rating term</u>	Three years - from July 1 to June 30. New/Transfer official – rating becomes effective upon completion of Certification Procedure
<u>Recertification</u>	Renewal, upgrade or downgrade of a rating is done prior to the expiration of the current rating
<u>Transfers</u>	Junior Varsity and Varsity ratings are transferable upon completion of the NYSCVOA Official Transfer form and notification of the new Chapter/Board. Members must be in good standing with their previous Board/Chapter in order to be eligible for transfer of a rating to a different Chapter/Board <ul style="list-style-type: none"><li>• Local Chapters/Boards may stipulate requirements for transfer members</li></ul>

### Instruction for examinations

#### **Written**

Administration of the written exam will be determined by the Exam committee annually and reviewed at the Fall Meeting.

Officials will take the written exam prior to the start of the officiating season.

When an official is renewing a rating, the practical exam may be administered before the written exam.

New officials must take the written exam first.

Exam A is to be administered first and if necessary, Exam B.

Exam B may be administered first when unusual circumstances exist and the integrity of exam A is in question.

When an official is unable to pass the written exam(s) at the current (rated) level, the official will be downgraded to the score received. Prompt notification of the assignor and Chapter leadership is essential.

## Practical

Court evaluations are required initially and during the third year of a rating term.

- Must be done prior to the expiration of the current rating
- Local board/chapter policy may stipulate a one or two year rating term

The contest must be commensurate with the level of current rating or desired rating. Court evaluations may be done in a different Board's/Chapter's territory from the candidate's/official's home board.

Evaluations may take place on one or more sets/contests

- All raters' scores must average to the desired or current rating score
- A rater may not rate the same individual twice

**Varsity** level officials require 3 raters, two of which must have a current varsity rating

**Junior Varsity** officials require 2 raters, one of which must have a current varsity rating

**Junior high/Modified** officials require 2 raters; both must have a current varsity or junior

varsity rating

## Three Practical Rating Options are Available

The Numbered Practical Rating option:

The first/second referee is tested in seven domains as depicted on the position-specific rating sheet. At least one set must be observed for each position (R1/R2). If a situation is not observed, have the candidate reference rule(s) to a given example as a way of testing the skill.

The Pass / Fail Practical Rating option:

The first/second referee is tested in four domains as depicted on the position-specific rating sheet. At least one set must be observed for each position (R1/R2).

Alternate Certification Practical Rating option:

The official must have held a Varsity Rating for more than 4 (four) consecutive years with the same (home) Chapter/Board.

The official must work a minimum of four (4) Varsity matches as the first referee during which seven (7) different raters are involved, and four (4) Varsity matches as the second referee with seven (7) different raters.

- The raters may be experienced coaches and or certified officials.

Certifying cards should be handed out to each rater prior to the contest. After the contest, the person responding should complete the card and return it to the local board's designee.

Based on six (6) out of seven (7) certification cards, nothing can be lower than a three (3). If there is a score lower than a three (3), it is strongly recommended the official is observed using a different certification method cited above.

### **Rating Option Criteria**

First year (new) and officials that are upgrading are restricted to the Numbered Practical Rating option only. The rating sheets must be signed by the candidate.

Veteran officials that have been a member in good standing with the same (home) Chapter/Board 4 (four) consecutive years or less can use the Pass/Fail Rating option. This option is restricted for officials maintaining a current rating. When using this option, one of the raters may be working the contest with the candidate that is being rated. The rating sheets must be signed by the candidate.

- Varsity officials renewing/maintaining current rating may have one varsity rater working the contest/set being used for the evaluation.

Veteran officials that have been a member in good standing with the same (home) Chapter/Board for more than 4 (four) consecutive years can use the Pass/Fail option or the Alternate Certification Procedure.

Practical ratings **must** be completed prior to the expiration of the current rating. No official can work a contest without a valid/current rating on file. Practical ratings must be completed within the same season the rating is due to expire.

- Officials that are rated in 2012. The rating is due to expire June 30<sup>th</sup> 2015. Therefore, the official must have valid rating during the 2014-2015 season.
- Local board/chapter policy may stipulate a one or two year rating term

**When a Board/Chapter is required to have a State Clinic visit, rating sheets/cards may be requested for audit to ensure certification procedures are being followed correctly. Rating sheets/cards may be requested by the NYSCVOA leadership at any time.**

**There is no other approved certification (written or practical) procedure recognized by the New York State Certified Volleyball Officials' Association.**

# New York State Certified Volleyball Officials' Association

## Official Transfer Form

The current Board Chair will communicate in writing to the new Board Chair validating the status of the member requesting a transfer. The current Board Chair will keep a copy of all communications sent to the new Board Chair. The communications should be dated.

The "transfer" official must adhere to the (new) local Chapter's/Board's Constitution, By-Laws any operating codes and procedures in relation to the transfer of membership.

The NYSCVOA Secretary/Treasurer must receive a copy of the transfer form.

Date form completed / sent \_\_\_\_\_ Date completed form received \_\_\_\_\_

Official's current name/address:

Future name/address:

\_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

Current Board Chair's contact information: \_\_\_\_\_

\_\_\_\_\_

Member in-good-standing (circle) yes no comments \_\_\_\_\_

\_\_\_\_\_

Last completed written test score: Date taken \_\_\_\_\_ Score \_\_\_\_\_

Last completed practical test score: Date taken \_\_\_\_\_ Score \_\_\_\_\_

Practical testing method: (circle) Numbered Pass/Fail Certification Cards