

Dear Prospective Cadet,

**To become an active member in our organization, you must fulfill the following requirements:**

1. Complete the 'online' application. Submit two (2) letters of reference by email to the Cadet Supervisor, Peter Zubiaurre ([pzlaker@gmail.com](mailto:pzlaker@gmail.com)) prior to the Orientation Meeting on March 5th.
2. Submit the registration fee of **\$270 online**  
<https://ne2vb.refsec.com/web/cadetreg.aspx>
3. Complete the CONCUSSION CERTIFICATION course ([www.nfhslearn.com](http://www.nfhslearn.com)) and submit certificate to the Assistant Cadet Supervisor, Fran Forenza ([milton5girls@aol.com](mailto:milton5girls@aol.com)) prior to the Orientation Meeting on March 5th.
4. Class materials will be mailed and a virtual orientation will be held on **Wednesday, March 5th at 7 PM.**
5. Attend **five (5)** pre-test virtual meetings, where the rules of volleyball will be presented and discussed by our chapter rules interpreter, Sharon Hughes. Currently, the meetings are scheduled for **Tuesday, March 18; Tuesday, March 25; Thursday, March 27; Tuesday, April 1 and Tuesday, April 8 from 7:30 to 9:30 PM.**
6. Attend two (2) mechanics sessions in person, where proper volleyball officiating techniques and mechanics will be presented and practiced. Currently, the dates are **Thursday, April 3 and Thursday, April 10 from 7:30 to 9:30 PM** at Passaic County Technical Institute.
7. Obtain a passing grade of 80 on the National Federation written Exam that will be given on **Tuesday, April 15** at 7:30 PM at Passaic County Technical Institute. NO alternate test date is available. If you are not available on this date, DO NOT APPLY.
8. Complete the NFHS 'BALL HANDLING' and 'ALIGNMENT' Courses ([www.nfhslearn.com](http://www.nfhslearn.com)) **PRIOR** to taking the NFHS Exam. Submit the Completion Certificates to the Assistant Cadet Supervisor.
9. Submit five (5) observations of Varsity/JV matches during the Spring season of the Cadet Program. Signature sheets will be provided for verification purposes. These observations must be submitted to the Assistant Cadet Supervisor. You are not permitted to officiate varsity matches.
10. Once your observations are completed, submit five (5) passing floor/game evaluations, each from a different certified official in good standing from the NORTHEAST CHAPTER II VOLLEYBALL OFFICIALS ASSOCIATION. These evaluations must be submitted to the Assistant Cadet Supervisor and should be completed no later than the end of the Fall season. Forms will be provided.

11. Cadets must fulfill all chapter requirements as they pertain to dues, meeting requirements, refresher test and concussion certification.
12. Once you pass the NFHS Exam you will be required to register with NJSIAA & undergo a 'Background Check'. This must be done prior to accepting any lower-level high school assignments.

The preceding criteria must be completed by the conclusion of the Spring season of the 2<sup>nd</sup> year of the Cadet Program, or the cadet will forfeit his/her status and will be dropped from the association. While a cadet, you may schedule and officiate non-Varsity matches only!! Remember, you must register with the NJSIAA prior to accepting these assignments. This would include freshmen and middle school matches, except for those matches when you are being evaluated by a certified official.

**NOTE:** The closing date for receipt of your application is **February 15th**. Space is limited to forty (40) applicants. In the past the class has been filled before the deadline. If your application is received after the class is filled, your registration fee will be returned.

You will receive a packet by **prior to the March 5 Orientation Meeting**, which will include a Rule Book and Case Book. You should review the material and follow the directions prior to the first meeting on **Wednesday, March 5, 2025**.

Any applicant wishing to withdraw from our program prior to the first class may do so by submitting a letter to that effect to me. You will then receive a refund of your fees less the cost of materials and a \$25.00 handling fee. No refund requests will be honored once classes begin. Withdrawal requests must be received before **March 18, 2025**.

Peter Zubiaurre; Cadet Supervisor  
Northeast Chapter II Volleyball Officials Association