NJFOA Central Jersey Chapter

New Jersey Football Officials Association

Disqualification Reporting Procedure

2026 Football Season

This procedure must be followed whenever a player or coach is disqualified from a high school football game at the freshman, junior varsity, or varsity level. Immediate postgame notification and a completed RefSec report that evening are required so the chapter can notify the schools within 24 hours.

1 Record the player information

Obtain the disqualified player's correct name and uniform number. The chapter's instruction is explicit: "No name = no disqualification." Confirm this information before leaving the field.

2 Notify the head coach

Inform the head coach of the disqualification. If the Athletic Director is present and nearby, the Athletic Director may also be advised. Verify the player's correct name and number.

3 Document the incident as a crew

As a good practice, all crew members should record the information concerning the disqualification.

4 Identify a disqualified coach

If a coach is disqualified, obtain the coach's full name.

5 Notify both chapter contacts immediately

Immediately following the game, text BOTH contacts from the locker room:

Mark Bitar | 973-800-4608

Pete Mangarella | 908-307-0170

Include the player or coach's name, the player's number if applicable, school, reason for disqualification, and any other pertinent information. Officials may also call Pete Mangarella, who will follow up regarding the incident.

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6 Complete the RefSec report that evening

That evening, log into RefSec and complete the disqualification report. Complete every required field and keep the report brief, factual, and to the point.

For a RefSec PIN or assistance completing the report, contact Pete Mangarella at 908-307-0170.

7 Submit through RefSec only

Do not complete a disqualification report on the NJSIAA website.

Officials must submit the report only through RefSec. After that report is completed, Pete Mangarella will complete the required NJSIAA online report and contact the Athletic Director of the school or schools involved. Officials do not need to contact the Athletic Director separately.

Example of a proper report

“At 4:55 remaining in the 3rd quarter, player #3 John Doe of XXX High School removed his helmet and began striking player #45 of YYY High School. He was disqualified and the head coach was informed.”

Reporting deadline

The chapter has a 24-hour time limit to notify the schools. Immediate communication following the game and completion of the RefSec report that evening are essential. Follow this procedure for every disqualification.

Chapter contact

Pete Mangarella
908-307-0170

Based on the chapter communication distributed August 22, 2026.