

INTRODUCTION - WHAT IT TAKES TO BE AN OFFICIAL

(Adapted with permission, Missouri State High School Activities Association)

Many things go into the making of a good official. Knowledge of the rules and officiating techniques are very important. The life of an official is not an easy one. Perhaps the first year or two are the toughest, but like the formative period in anyone's life, these first years are all important. The most important requirement is that you gain experience. That means you have to work all the contests you can find, being ready and willing to work YMCA contests, church and industrial league contests and scrimmages. Through these experiences, you get the "feel of it", and the only way to do that is to officiate. The key is to be patient, and when you get your first interscholastic contest, make sure you are prepared to properly handle the assignment. Here are some steps that have been designed to help an official —

THERE IS NO SUBSTITUTE FOR STUDY. Publications are made available through the KHSAA, such as rule books, case books, and officials manuals that contain many items of importance to officials. Playing rules are generally complex and aren't learned without extensive study. Many experienced officials still average several hours a week of solid study of the rules publications. There is no sadder spectacle than an official who doesn't know the rules.

ATTEND ALL RULES INTERPRETATION MEETINGS WITHIN YOUR REACH. These meetings are arranged for the purpose of reviewing old rules, explaining new ones, and giving accurate interpretations on the more tricky ones. It is also a good place to get acquainted with fellow officials, coaches and athletic directors.

JOIN A LOCAL OFFICIALS ASSOCIATION. There may be one in your area, or not too far away. Many of these local associations meet regularly for rules discussion and for reviewing common problems. The state sponsored meetings are important, but local associations then take over in a follow-up program of rules study and interpretation. Various local officials' associations can be found near the end of this publication.

SEE ALL THE CONTESTS YOU CAN. Pay particular attention to the contests worked by the most capable officials. It is one of the best ways to learn about the technique and mechanics of officiating.

ALWAYS STRIVE TO IMPROVE. The contest of officiating has no place for an official who doesn't want to improve himself/herself. You either improve or drop out, but you can't stand still. Give attention to such factors as rules examination grades; ratings received from schools, and assistance from rules meetings.

Several other things go into the making of a good official. When you start out for a contest, plan to be there early. It is better for you to help the janitor open the front door than it is to rush in breathless at the opening whistle. The time preceding the contest can and shall be used to confer with fellow officials. Go over some pertinent phases of the rules. Talk over the general plan of administering penalties, positioning at key situations, and pre and post-contest procedures. A good pre-contest conference is very necessary and essential for good contest management.

During the contest, be in position. In your attitude toward the players and coaches, be kind and polite, but firm. It is a big order, and few ever fill it completely. But this is what it takes! Be firm but not overbearing. Be courteous, and never rude. Be dignified, but never cocky. Be friendly to the players but avoid "kidding" on the floor or field.

With the contest at an end, your duties are over. It isn't your job to congratulate the winner, console the defeated, or offer advice to losers. It is businesslike for officials to leave the floor or field together, neither seeking out nor deliberately ignoring coaches. Make no statements and offer no comments concerning the contest to members of the press or radio. Shower, dress, collect your gear, and head for home, not because you are afraid or ashamed to talk to anyone, but the contest is over and your job has been completed.

Remember, study your rules, work all the contests you can, prepare to do your best, work your contests, and then leave and prepare for your next contest.

KHSAA OFFICIALS DIVISION

Under the provisions of KHSAA Bylaw 31 and in accordance with the provisions of the Federal Court Decree of 1971, as amended, the KHSAA shall define the roles to be played and duties to be performed

by persons within the Officials' Division.

All terms of contract positions within the Officials Division shall be set by the Board of Control, including length of appointment and salary.

The Office of the Officials Division shall be at 2280 Executive Drive, Lexington, Kentucky. The Officials Division shall be responsible for the recruitment, supervision, training and assignment of officials to events where the use of licensed officials is required and where the KHSAA provides registration. The KHSAA Commission has the authority, however, to contract with individuals to assist with the assignment of officials.

HISTORY

Current specifications for the Officials Division are found in Bylaw 29, Officials Division, and in the KHSAA Officials Guidebook. KHSAA administration of each sports program shall remain with the KHSAA Commissioner and the KHSAA Assistant Commissioner with responsibilities for that sport. Programs involving recruiting, training, developing, retaining and assigning officials in all sports shall be coordinated through the Officials Division.

DEFINITIONS

Commission - The Commissioner and Assistant Commissioners comprise the Commission

Assigning Secretary - This refers to the person engaged to assign the scheduled contests to the members of a local association, as well as provide/coordinate local training and development efforts.

Basketball Region - This term is used generically to define the boundaries of the current basketball regions. These shall serve as reference points throughout the state and are not intended to imply only basketball. All KHSAA schools are within a basketball region, whether they play basketball or not.

Licensing - the process handled by the KHSAA to register an official. It is the prospective official's responsibility to fulfill any and all requirements of the process.

Board - this refers to the Board of Control of the Kentucky High School Athletic Association.

Local Association - the group of officials formed under the auspices of a regional policy board and approved by the KHSAA.

GENERAL OVERVIEW

This brochure is divided into two parts, new officials and re-licensing officials. The planned clinic dates for the 2008-2009 school year are listed in this brochure. Please keep this for your future reference. These dates may be superceded due to conflicts, and the most current list will be posted on the KHSAA website, www.khsaa.org.

Any official or applicant submitting a returned check will be charged \$25 in addition to any fees owed for applicable sports.

WORKING CLASSIFICATION OF LICENSED OFFICIALS (INDEPENDENT CONTRACTOR)

Officials licensed by the KHSAA are independent contractors. Officials licensed by the KHSAA are not employees of the KHSAA or a member school when serving as an official and have no insurance or other benefits consistent with employment. The KHSAA automatically submits the proper membership fee to the National Federation Officials Association (NFOA) for membership from the license fee as requested by the official or applicant. In addition, each official shall sign authorization to the following statement:

I hereby agree to join a local officials' association if required in my sport(s) and to work, as an independent contractor, a schedule of contests assigned by a local assigning secretary. I shall work for the fee set by the KHSAA and will cooperate with the KHSAA as requested and required by KHSAA Bylaws and Officials Division Regulations. As an independent contractor, I am not an employee of the KHSAA or member school when serving as an official and understand that the KHSAA will not provide insurance or other benefits consistent with employment. I request that the proper fee be taken from my registration amount and made payable for membership in the NFOA as detailed in KHSAA regulations. I agree by licensing that I will provide my Social Security number and birthdate to the KHSAA solely for the purpose of complying with the elements of a criminal records check.

RECRUITMENT OF OFFICIALS

The KHSAA is bound by decree as well as by the very nature of

its existence to recruit new officials. This has been done by many methods, most at the local level.

The Officials Division has adopted the following standard procedures to be added for recruitment of officials:

- The KHSAA shall ensure that local associations, through the Assigning Secretary, utilize any medium and format possible to recruit new officials.
- The regional colleges and universities in this state are encouraged to offer officiating classes as part of the curriculum. In addition, the KHSAA staff is ready to assist as guest lecturers, clinicians and instructors for these classes.
- The KHSAA offers a discounted license (\$25 and \$15) for full time college students (12 hrs.) in an effort to get them involved at an early age with verification of a full-time class schedule.

QUALIFICATIONS FOR OFFICIALS

The minimum standards for licensure of all officials shall be:

- Shall be able to physically perform the duties of being a sports official including having an annual physical prior to officiating grade nine through twelve competition.
 - Shall annually attend the KHSAA rules clinic or approved makeup clinic. If not, schedule is subject to immediate cancellation following last clinic.
 - Shall be licensed with KHSAA and in good financial standing.
 - Shall join a local association if one is formed in sport (i.e. no local associations in track or swimming), and abide by the rules of that association. An official may be an active member of only one local association per sport unless otherwise approved by the Commission.
 - Shall submit to a Criminal Records and Background check upon request by KHSAA.
- The minimum standards for all officials to officiate postseason contests shall be:
- Each official shall attend approved advanced training efforts (camps, clinics, meetings) to include rules and coverage mechanics once every three years to be eligible for the three years following the training clinic provided such are offered or approved by the KHSAA. Such interval may be revised by the KHSAA staff liaison in a particular sport due to availability.
 - Shall take NFHS Part II exam with passing grade of at least 80 during current year.
 - Shall annually attend KHSAA Rules Clinic or be ineligible to officiate post season competition in that sport.
 - Shall attend a minimum of four (4) local association meetings in a sport which has local associations. KHSAA Rules Clinics and Part II Examination meetings shall not count as one of these four meetings.
 - Shall be eligible by local association rules as it relates to meeting attendance if more stringent than KHSAA rules. The KHSAA may waive this requirement if it is in the best interest of the assignment of officials within a particular sport.
 - For sports and tournament levels requiring a Level 2 or Level 3, those sports officials shall have licensed no later than June 30 of the licensing year.

LICENSING OF OFFICIALS

Any person who officiates in baseball, basketball, football, soccer, softball, swimming and diving, volleyball and wrestling between member schools of the KHSAA shall be licensed with the KHSAA and shall have his/her official license. (See Bylaw 31) Schools are urged to use only those officials in track who are licensed by the KHSAA.

The licensing fee is designed to cover costs of rules publications, postage, printed forms, membership in the National Federation Officials Association, rules interpretation meetings, and other costs of administering the officials program. In addition, \$5 of the dues from each official is used for the Officials Division Trust Fund to provide awards and recognition programs, as well as training for use in the development of better officiating.

FIRST TIME LICENSING REQUIREMENTS AND QUALIFICATIONS

Applicant shall be a graduate of an accredited high school and be at least eighteen years of age, unless participating in an approved mentor program approved by the Commission.

Licensing fee shall accompany application form. Fee will not be returned if applicant does not meet requirements. Applicant shall

receive a passing grade of at least 70% on the NFHS Part I Examination in each of the sports in which the applicant is licensing.

DEADLINES FOR NEW OFFICIALS

The application for a new license shall be received by April 15, 2009. All materials, including the Part I Exam, shall be received by the KHSAA before April 23, 2009. Items postmarked after these dates will not be processed and the licensing attempt will be canceled. If it is canceled, the year will not be credited, no refund will be issued and the amount paid may not be carried to a future year.

THE LICENSING PROCESS FOR NEW OFFICIALS

STEP ONE - You shall complete a Kentucky High School Athletic Association 2008-2009 New Officials' Application (KHSAA Form OF101). This application can be found on our website at khsaa.org or can be sent to each applicant via mail.

HOW TO COMPLETE THE LICENSING FORM. The following Instructions shall apply to the application form:

Please complete all requested information on the form. Please type the form or print neatly. Completion of the licensing form is self-explanatory, but a few items are highlighted:

Social Security Number - This number shall be included in order for the application to be processed.

Birthdate - This information shall be included in order for the application to be processed.

Phone Numbers - It may not seem important to fill in both phone numbers, but they are certainly important to the official trying to contact you to confirm arrangements, the school trying to alert you to a cancelled or altered contest time, or the regional or district tournament manager trying to give you contest times and dates.

Official currently licensed in another sport - This will help the KHSAA staff determine the proper fee and verify that it has been submitted. It will also help prevent duplication in our computer data file. Please include license number in the appropriate blank.

Official currently licensed or previously licensed in the state of _____ (include state). I have included a copy of my most recent license for verification. - The KHSAA credits officials who have experience officiating in other states. If you indicate this on your application, please include a copy of your most recent license to help KHSAA staff in deciding whether or not you will need to take the NFHS Part I exam. KHSAA staff will then contact the state association(s) which you have designated and request your previous officiating information to help determine licensing level and so that you will be credited for your previous experience. For further information on this, please refer to page 11, Reciprocity of Officials.

STEP TWO - Once you have completed the application legibly, return it to the KHSAA with the proper fee, \$45 for the first sport, and \$25 for each additional sport (\$25 & \$15 for full-time college students). All licensing fees paid between May 1 and April 30 shall only apply to that year's officiating record.

STEP THREE - After a properly completed application and fee are received by the KHSAA, prospective applicants will be mailed the rules books for that sport, and will be sent instructions for the National Federation Part I Examination. Applicants for fall sports (football, soccer, volleyball) will receive materials late summer. Applicants for winter sports (basketball, wrestling, swimming) will not receive these materials until mid-fall, while spring sports applicants (baseball, softball, track) will receive materials approximately February 1.

STEP FOUR - Complete the NFHS Part I Examination. This is an open book examination which shall be completed by published deadlines. Your licensing is not complete and therefore you are ineligible to officiate grades 9-12 contests until this examination has been completed and a score of at least 70 percent is attained. The Part I exam can be taken twice to obtain the required score.

STEP FIVE - After the Part I exam has been completed, grades will be processed by KHSAA staff. Examinations are processed on not less than a weekly basis. PLEASE ALLOW A MINIMUM OF FIVE BUSINESS DAYS FOR STAFF PERSONNEL TO REPORT YOUR RESULTS. If you have passed the examination, you will receive your officiating license and you will be placed on an updated

listing of officials on the KHSAA website, www.khsaa.org. This list is updated not less than weekly.

RE-LICENSING PROCESS FOR ALL OFFICIALS IN ALL SPORTS

During May of each year, all currently licensed officials will be mailed re-licensing information. Included in this information will be an explanation of any licensing procedure changes, and the proper application for re-licensing.

Personal checks will be accepted for renewal of licensing, but a \$25.00 handling charge will be assessed on any check returned by the bank for any reason. An official will be considered not licensed until the fees are paid.

Prior to June 30, 2008 - Licensing of ALL Previously Licensed Officials in ALL Sports

The fees for re-licensing officials are **\$45** for the first sport, **\$25** for each additional sport, non-refundable.

- Each completed re-licensing form processed after June 30, 2008 will be assessed a **\$45** late fine.
- Full-time (12 hours) college students will be charged **\$25** for the first sport, **\$15** for each additional sport. (class schedule required for verification)
- Officials licensing after completing 25 years of service (in Kentucky) in any single sport will have the licensing fees waived in all sports. However, the licensing process shall still be completed through the KHSAA.

The deadline for re-licensing without a late fee is June 30, 2008 in all sports for the 2008-2009 school year. If a licensed official does not receive a licensing renewal form by June 1, 2008, it is the official's responsibility to contact the KHSAA office in order for all fees to be paid by the deadline. Renewal licensing forms postmarked after June 30, 2008 without inclusion of the late fee will be returned to the official. You shall license in all sports in which you wish to renew licensing. Late licensing will be allowed only with the payment of a \$45 late licensing fine per licensing form.

There will be no exceptions to this late licensing policy. It is each official's responsibility to notify the KHSAA office immediately with any address changes.

Upon completion of the re-licensing requirements, the KHSAA will mail to the official her or his official license for the current year. This license is to be carried by the official, and shall be available for examination at any KHSAA contest event. Rules books for each re-licensed sport as well as the 2008-2009 KHSAA Handbook will also be mailed, according to availability.

What if I add a sport after June 30, 2008?

If you are a current official in one sport, but a new official in the added sport, the fee will be \$25 per added sport (\$15 for college students), and you will go through the same process as all new officials. This process is outlined in this guidebook. Payment for this new sport shall be a separate form of payment from the re-licensing payment (i.e. two separate checks). There is no late fee for new sports.

KHSAA OFFICIAL'S IDENTIFICATION NUMBER

For re-licensing officials, this identification number is printed on the top of your re-licensing form and will be printed on all licensing correspondence mailed to you from this office. This number can be referenced by our computer and can speed up the process of any inquiry and will be your log-in for the secure website.

CLASSIFICATION OF OFFICIALS

Officials licensed with the Kentucky High School Athletic Association will be classified as Level 1, Level 2, or Level 1. Requirements for these classifications are:

- a. Level 1. An official will be classified as Level 1 as soon as he/she has paid the annual licensing fee, and has attained a grade of at least 70 percent on the National Federation Part I Examination in that sport.
- b. Level 2. An official will be classified as Level 2 if he/she has been Level 1 with the KHSAA for at least one school year, has attended the required KHSAA rules clinic, has paid the annual licensing fee, and at such point in time as he/she attains a grade of at least eighty (80) percent on the National Federation Part II Examination in that sport for the school year in which the Level

2 rating is requested. After having received the Level 2 rating, the official shall continue to receive the rating each school year upon payment of the licensing fee and until all requirements for the Level 3 rating are met.

- c. Level 3. When an official licenses for the sixth school year with the Association, he/she shall be classified as Level 3 if he/she has been previously classified as Level 2, has attended the KHSAA sponsored rules clinic, has paid the annual licensing fee for that sport, and at the point in time when he/she receives a grade of at least ninety (90) percent on the National Federation Part II Examination during the school year the Level 3 rating is requested. After having received the Level 3 rating, the official shall continue to receive the rating each school year upon payment of the annual licensing fee.

LICENSING IN MORE THAN ONE SPORT

The KHSAA licenses officials in Baseball, Basketball, Football, Soccer, Softball, Swimming, Track, Volleyball and Wrestling. Many officials get a great deal of satisfaction out of licensing in several sports.

If you desire to license in an additional sport, please contact the KHSAA office and request the material. The fee is \$25 per additional new sport if you are currently licensed in at least one sport (\$15 for full-time college students).

LOCAL OFFICIALS' ASSOCIATIONS

The KHSAA's officiating program for recruiting, training and retaining officials depends upon the involvement of local officials' associations.

Therefore, it is the ultimate goal of the KHSAA to have every official as an active and participating member of a local officials' association. These associations have many roles, including:

- The recruitment and encouragement of new officials
- Administering training and rules discussion meetings for officials
- Monitor to ensure compliance to all KHSAA regulations and standards by member officials

A local officials' association may be sanctioned by the KHSAA upon following the procedure outlined below:

- Only duly licensed KHSAA officials are eligible for membership in a sanctioned local officials organization unless participating in a program approved by the Commission.
- The local group may adopt its own name and its proposed Constitution and Bylaws. The proposed Constitution and Bylaws shall be submitted to the KHSAA for review.
- A list of the current officers of the local regional organization shall be kept on file with the Commission.

RECIPROCITY OF OFFICIALS

If you desire to officiate in more than one state, you shall license in each state and you will be required to fulfill all of the requirements in each state. Due to a reciprocal agreement now in place among several states for transferring officials, many other states will accept such things as test scores, clinic attendance, etc., from an officials' tenure in a previous state. Kentucky does not honor rules clinic attendance in other states in the sports of soccer, basketball, baseball, football, volleyball, softball, track or swimming. However, contact the appropriate state office if you have questions.

The KHSAA will recognize years of officiating experience in other states, National Federation Part I examination scores and supervised National Federation Part II examination scores of an official transferring into Kentucky after having been licensed as a contest official in another state that conforms to the playing rules of the National Federation of State High School Associations. Such credit for years experience in other states shall not be included in the calculation of years necessary for lifetime free licensing (25 years).

RENEWAL OF LICENSE AFTER LAPSE

LESS THAN TWO SCHOOL YEARS SINCE LAST LICENSING

An official who does not re-license for two school years or less may re-license by completing the necessary forms and submitting the required fee.

MORE THAN TWO SCHOOL YEARS SINCE LAST LICENSING

Many times an official will license after not officiating for a school year or more. Officials who re-license after not licensing

for one school year or more are not subject to the \$25 late fine.
MORE THAN TWO SCHOOL YEARS AND LESS THAN SIX SINCE LAST LICENSING

If the lapse in licensing exceeds two school years, but is less than six school years, the official shall take and obtain the required 70 percent on the National Federation Part I examination(s), and will be licensed at the licensing Level (1 or 2) one step lower than the Level obtained when the official was last licensed. If, during the probationary period, the official makes the required score on the National Federation Part II exam (see Classification of Officials), he/she may be reinstated to the higher level.

MORE THAN FIVE SCHOOL YEARS SINCE LAST LICENSING

If the lapse in licensing exceeds five school years, the official shall begin the process as a Level 1 official. If the official was previously a Level 2 official, and, during the first school year returned as licensed, he/she obtains an 80 percent on the NFHS Part II Exam, he/she will be moved to a Level 2 official (Eligibility for becoming a Level 3 official would follow the criteria outlined in Classification of Officials, page 10). If the official was previously a Level 3 official, and, during the first school year returned as licensed, he/she obtains an 80 percent on the NFHS Part II Exam, he/she will be moved to a Level 2 official. If, during the second school year returned as licensed, the official obtains a 90 percent on the NFHS Part II Exam, he/she will be moved to a Level 3 official. Officials shall always maintain credit for prior years of licensing.

NFOA MEMBERSHIP

A portion of the annual KHSAA licensing fee for each official with the KHSAA will be submitted to the National Federation for membership in the NFOA per the officials request.

This membership provides insurance coverage for general liability, catastrophic medical, and includes coverage for directors and officers. For questions regarding insurance coverage under the NFOA program, please contact Bollinger, Inc. at (800) 526-1379.

Another NFOA benefit is the representation of the organization on the rules committees in the various sports, giving officials a voice in those changes. Various awards are given by the NFOA as well as discounted rates on rental cars, hotels, and other travel amenities. This membership also provides an officials' supply catalog and other valuable information that helps officials.

ASSIGNMENT OF OFFICIALS

Pursuant to the Amended Decree entered December 22, 1971 in E. Deedom Alston v. Kentucky High School Athletic Association, United States District Court, Eastern District of Kentucky, Lexington Division, No. 2274, where the use of registered officials is required for an athletic contest in the sports of football, basketball and baseball, said officials shall be selected by a Commission, composed of the KHSAA Commissioner and the Assistant Commissioners.

The Commission has the authority, however, to contract with individuals to assist with this selection. Pursuant to this authority, the Commission may enter into agreements with persons to directly assign regular season contests, known as "Assigning Secretaries". The Commission shall directly assign all officials for all KHSAA sponsored (district, region, semi-state, section and state) championship competition.

ACCEPTANCE OF ASSIGNMENTS

An official shall accept assignments in the time and manner prescribed by the appropriate Assigning Secretary. Failure to work an accepted contest, unless providentially prevented from doing so, may be cause for a one-year suspension in that sport.

CONFLICT OF INTEREST - GENERAL STATEMENT

Conflicts of Interest

- I. An official shall not knowingly accept assignment of a contest if any of the following, conditions exist:
 - a. If there is a KHSAA Officials Association that makes assignments through an assignment secretary- and the assignment did not come through any authorized chapter assignments procedure;
 - b. If any official assigned to the contest is not a member in good standing with the KHSAA;
 - c. If the official or the official's spouse is employed by any school fielding a team involved in a contest;
 - d. If the official is related by blood or marriage as follows:

(parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) to a person affiliated with a team involved in a contest;

- e. If the official and any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates or close personal friends; or
 - f. If the official or the official's spouse attended or worked at either school within the last 10 years.
- II. An official may accept assignment of a regular season contest or tournament only by fully informed written consent of both head coaches if the following condition exists:
 - a. If the official has a child in school in one of the involved schools, or a child who graduated from one of the schools within the previous five years.
 - b. If any official assigned to the contest is not a member in good standing with the KHSAA;
 - c. If the official or the official's spouse is employed by any school fielding a team involved in a contest;
 - d. If the official is related by blood or marriage as follows: (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) to a person affiliated with a team involved in a contest;
 - e. If the official and any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates or close personal friends; or
 - f. If the official or the official's spouse attended or worked at either school within the last 10 years.
 - III. An official shall advise the assignments secretary of all known conflicts of interest with schools normally served by the chapter prior to any assignments for a season. In the event an Assigning Secretary does not know of a conflict in accordance with I and II above, an individual official shall notify the Assignment Secretary of all known conflicts upon receipt of the schedule and the official shall not accept an assignment without first insuring compliance with the provisions of this section. In the event a conflict with these provisions becomes known after acceptance of the contest, the official shall make such conflict known to the Assignment Secretary or assigning authority as soon as practicable. If the conflict is under I above, the official shall be removed from the contest or tournament without penalty. If the conflict is under II above, the Assignment Secretary or assigning authority, in accordance with SOA and local chapter policy, shall inform both coaches of the possible conflict and reassign the official in the absence of consent from both head coaches, without penalty to the official.
 - IV. It shall be a violation of the Officials' Code of Ethics for an official to work a contest in violation of these provisions and an official violating these provisions may be reprimanded, placed on probation, fined, suspended or terminated from membership.
 - V. Any and all of the above provisions may be waived by mutual consent of the head coaches. Your organization may find one or more of the above policy statements too restrictive, or too lenient, but this policy is well conceived and clearly written. It provides an excellent starting point for any officiating organization working to establish a conflict-of-interest policy.

MEMBERSHIP APPROVAL OF ASSIGNMENTS

Within the restrictions of the Federal decree, a member school shall have the privilege of scratching / redlining officials that it does not desire to have as contractors on the athletic contests of that school, and such designation shall be honored by the Assigning Secretary. A member school of the KHSAA shall not take any action to prevent an athletic official from officiating a contest because of the official's race, sex, religion or national origin, nor may a member school participate in a contest where such preventative action has been taken.

OFFICIALS FAIL TO ARRIVE

In the event a contracted official fails to arrive for a scheduled contest, the Assigning Secretary may, in his/her discretion, have those officials who are present 1) officiate the contest with less than the usual number of officials; 2) replace the absent official with a properly and currently licensed local official; or 3) cooperate with the involved teams to postpone/reschedule the contest.

IDENTIFICATION REQUIREMENT

It is important that prior to each contest, the Assigning Secretary and member schools verify that officials are licensed by the KHSAA. The official's responsibility in this situation is to present the current identification card to the host school Athletic Director before the contest. When a scorebook is kept, the official can present the card to the scorekeeper so that the proper name of the official can be recorded.

Under no condition shall an Assigning Secretary assign an official who is not properly licensed by the KHSAA to a freshmen, junior varsity or varsity high school athletic contest. Whatever the situation, it is the responsibility of the member school to verify that each official is licensed. The official can create a cooperative tone by offering the information before being asked to do so. Please note that there is a \$5 fee for a replacement license.

It is also possible to verify licensing via a perpetually updated listing on the KHSAA web site, www.khsaa.org under Officials Division Information.

SUSPENSION AND DISCIPLINE

The KHSAA Commissioner shall have the authority to permanently or temporarily deny, suspend or revoke the license of any official whose conduct would serve as a detriment to the KHSAA. The KHSAA Commissioner shall also have the authority to assess a fine in accordance with a schedule of fines approved by the KHSAA Board of Control. In an emergency situation, the KHSAA Commissioner may temporarily suspend the license of any official upon reasonable cause to suspect a violation.

Suspension of the license of an official may be applicable only to the sport in which a violation occurs or may be applicable to all sports. Even though an official with a suspended license cannot officiate any contests at any levels (grades 9-12) until the suspension is concluded, the official may continue licensing, attend clinics, and take the examination for a higher rating which can then be issued immediately upon completion of the suspension.

Grounds for suspension or discipline include but are not limited to:

- (1) Lack of clinic attendance.
- (2) Failure to take Part II exam if required.
- (3) Use of abusive or inappropriate language during the performance of the officials' duties or at any time from arrival at a contest venue to departure.
- (4) Providing unwarranted or derogatory news media releases or interviews.
- (5) Using mood altering substances on the date of contest
- (6) Becoming a member of more than one local association unless approved by the Commissioner.
- (7) Failing to properly notify school authorities or assigning secretary when unable to work a contest or failure to properly appear for a contest.
- (8) Knowingly officiating a contest in violation of KHSAA rules.
- (9) Deviating from enforcement of National Federation Rules other than those allowed by KHSAA adopted policies and experimental rules.
- (10) Failure to wear the proper officiating uniform.
- (11) Dishonesty in administration or completion of the National Federation examination(s).
- (12) Being formally charged with any felony criminal act.
- (13) Being formally charged with a misdemeanor act involving the use or distribution of mind or body altering drugs.
- (14) Being formally charged with theft or an act involving moral turpitude.
- (15) Requesting or soliciting the opportunity to officiate a contest from any coach, league or official thereof in the sports of Baseball, Basketball, Football, Soccer, Softball, Wrestling, or Volleyball, if those schools are in an area that employs an assigning secretary.
- (16) Requesting or soliciting the opportunity to officiate a non-varsity contest from any coach, league or official thereof in a sport or policy board area that mandates the assignment of that level by an assigning secretary.
- (17) Sexual or other unlawful harassment.
- (18) Failure to timely (within 24 hours) and properly report the ejection of a player, administrator, coach, or spectator, or any other incident for which reporting is required by the

Commission.

(19) Any acts or omissions detrimental to the best interests of the KHSAA and interscholastic athletics, which include, but are not limited to:

- Making derogatory remarks about contestants, coaches or fans,
- Instigating, inciting or being involved in disruptive incidents at contest sites,
- Making derogatory remarks or displaying critical actions against contest officials,
- Improper or excessive communication with school representatives, media or general public regarding the evaluation or assignment of contest officials.

(20) Terminating a contest before the normal end of regulation play without trying to secure the assistance of game management and security to rectify the problem.

Aggrieved parties may appeal suspension and discipline decisions to the KHSAA Board of Control Officials' Policy Committee.

EXAMINATIONS

The Association shall administer, or shall contract with an outside entity to administer, the necessary sports rules examinations in an online format. Officials shall comply with distributed directions for the completion of these exams, as well as published deadlines and other requirements.

NATIONAL FEDERATION PART II EXAMINATION (ONLINE ONLY)

The NFHS Part II Examination is administered online by the Association and can be taken a maximum of two times.

Officials shall take the supervised exam during the scheduled dates. The test may not be given in advance or after the testing date. Officials shall receive a passing grade of at least 80% to be eligible for post season.

The test will not be administered in the KHSAA offices.

It is recommended that active officials take the supervised exam each year.

DISQUALIFICATIONS - REPORTS (ONLINE ONLY)

It is the responsibility of the contest official to report immediately (within 24 hours) in writing any unsportsmanlike conduct or other action on the part of the coaches, players, school administrators, spectators or any other type of incident that results in the ejection of a coach, player, administrator, or spectator from a contest.

Disqualifications are to be reported online via the KHSAA web site, www.khsaa.org. The timely submission of these reports, in writing, is required and officials shall use the online form. Submission in this manner will automatically forward your report to both schools and to the Association.

Officials shall include the first and last name of the offender!

If you do not have access to the internet, someone such as your assigning secretary, in your group may be helpful in meeting the requirement.

LOCAL POLICY BOARDS/COMMITTEES AND PROCEDURE FOR SELECTING ASSIGNING SECRETARY

REGIONAL POLICY BOARDS

A Regional Policy Board shall be established in each of the sixteen basketball regions in Kentucky for each sport in which an Assigning Secretary is used to directly assign officials. By agreement, two or more regions may combine to have a single Regional Policy Board govern the respective regions. The composition of each Regional Policy Board shall ensure that all member schools within that region are equitably represented, subject to review by the Commission.

The Regional Policy Board shall assist the Commission with the selection and evaluation of the Assigning Secretaries for the particular region.

The Regional Policy Board shall, in consultation with the Commission assist in identifying applicants for assigning secretary positions to be selected by the Commission. Both the applications and recommendation shall be communicated to the Commission. The Commission, by and through the KHSAA, shall then contract with an individual who shall be the Assigning Secretary. The compensation for the Assigning Secretary shall be set by the KHSAA in consultation with the Regional Policy Board and may vary by both Region and sport.

In the event that an Assigning Secretary is unable to complete the contract term, the Regional Policy Board, upon request by the Commission, shall request and receive applications for an individual to complete the term. The advertisement for these services shall be equivalent to the advertisement for the full term.

After the Assigning Secretary has completed the term or if sooner terminated, the Commission in consultation with the Regional Policy Board, shall provide a written evaluation of the services provided by the Assigning Secretary.

EVALUATION OF OFFICIALS

- (1) Coaches' ratings shall be gathered and compiled in areas where no approved system exists for substitution of the input of local evaluators. Every local association shall develop a system utilizing trained observers for the purpose of evaluating officials and reporting the compiled results to the Commissioner.
- (2) The final results of any system shall be a guideline but not the final determinant in postseason assignments by the Commissioner. In this manner, these items become preliminary notes and not final decisions, and are not subject to viewing by the officials. The integrity of the process and the response of the coaches will depend on this element of the decision.
- (3) Assignors of each sport shall annually evaluate all varsity officials in contest type environments within their local officials association.

PROVIDENCE

Officials are to take action according to the rule books in cases of "Acts of God", or Providence.

SEVERE WEATHER/HEAT ILLNESS POLICY FOR OUTDOOR SPORTS

The Referee (Lead Official/Crew Chief) shall delay or cancel a contest at the first sound of lightning or thunder at the contest site. The site shall be cleared immediately of all persons. If it is anticipated that the storm will pass, the contest may be resumed following a three (3) minute warm-up period, no sooner than thirty (30) minutes after the last sight of lightning or the last sound of thunder.

If the severe weather is of great length or intensity, the Referee has the responsibility and authority to cancel the contest. Contest officials are encouraged to learn the weather forecast prior to contest time and to consult with contest management prior to making weather-related decisions. Safety of the public and participants is the most important factor in any decision of this type.

The Referee (Lead Official/Crew Chief) shall work cooperatively with home contest administration on decisions related to the KMA Heat Illness Plan. Final authority for this decision rests within home contest administration.

FACILITY/GROUNDS FIT TO PLAY

The Referee (Lead Official/Crew Chief) is to judge, in accordance with the sport's playing rules, as to whether contest site is fit for play. He/she has the authority to cancel a contest due to unfit grounds/facilities, within the scope of those playing rules, or direct corrective action be taken prior to the event. If contests are canceled for this reason, the Association shall be notified through the assigning secretary.

CANCELLATION OR POSTPONEMENT OF CONTESTS

It is the duty of the home school to properly notify the contest officials in case of cancellation or postponement of the athletic contest.

If a contest is canceled and the officials notified prior to departure, there is no financial liability on the part of the school.

If a contest is canceled prior to the officials leaving home and the officials are not notified, the home school is responsible for the payment of a full game fee plus the local policy board travel allowance.

If a contest is canceled due to circumstances that occur after the officials have left home but prior to the start of the contest, the home school is responsible for the payment of the local policy board travel allowance fee to the crew of officials, plus a fee of 1/5 of the KHSAA established contest fee to each official.

If a contest is postponed after the start of the contest due to inclement weather, the officials originally assigned to the contest shall make every effort to be available for the completion date. The member schools will not be liable for an additional contest fee for

the officials to work the re-scheduled contest, but will be liable for an additional travel expense (mileage) fee. Each local officials' association is to implement a policy for the remuneration of officials working a re-scheduled contest who were not originally assigned to the contest.

KHSAA PUBLICATIONS/SUPPLIES

Each official is entitled to one set of rules books for each sport in which they are currently licensed. In addition, the Officials Trust Fund provides for each licensed official to receive a subscription to the quarterly KHSAA publication the Athlete.

Additional copies of the KHSAA Handbook are available, as well as rules books, the Athlete publication subscriptions, selected officiating equipment and other publications. Contact the KHSAA or the KHSAA website for a complete listing and the current pricing structure.

PLAYING RULES AND QUESTIONNAIRES

The playing rules that govern interscholastic athletic competition in Kentucky are formulated by the National Federation of State High School Associations except for tennis and golf, and are regulated by KHSAA bylaws. The KHSAA supports the National Federation's policy of requiring that those who develop the rules also play by the rules. Persons who are involved at the interscholastic level and are directly responsible to secondary schools write National Federation rules for the high school level of competition. According to National Federation policy, the KHSAA would forfeit its opportunity to appoint representatives to the National Federation rules committees if this Association were to make exceptions to, or modifications of, National Federation rules for varsity competition on a statewide basis.

While members of the Association, the Association staff and the contest officials may not agree with every decision made by the rules committees, it is the National Federation policy to acknowledge and utilize our persons who have committee input, and respond to questionnaires when asked. Officials who wish to voice a concern or offer a recommendation to a specific sport committee may do so by writing to the appropriate member of the KHSAA Staff. Playing rules questions are more appropriately addressed to the rules interpreter for that particular sport.

Currently, rules interpreters are - Larry Boucher (Basketball, Golf, Tennis, Volleyball); Brigid DeVries (Spirit); Darren Billberry (Soccer, Softball, Swimming); Julian Tackett (Baseball, Cross Country, Football, Track, Wrestling).

UNIFORM REQUIREMENTS

Below are the various requirements for the different sports. These requirements are only for the clothing part of the uniform and do not include much of the other equipment.

Baseball - Heather gray uniform pants with navy blue pullover shirt with red and white trim with a red number with white trim on right sleeve and navy hat and ball bag; Heather gray uniform pants with light blue pullover shirt with navy and white trim and a navy number with white trim on right sleeve and navy hat and ball bag or black shirt with black and white trim and a black number with white trim on right sleeve and black hat and ball bag; black shoes; black socks. Undershirt, if visible, shall match the last color of the sleeve trim of the uniform. Jacket, if worn during contest, shall be the official KHSAA pullover. Plate coat with KHSAA Officials Division logo is permissible. All umpires in a given contest shall wear the same type shirt. No patches are allowed on hats (other than KHSAA patch or embroidered logo)

Basketball - Black and white vertically striped collarless shirt without pocket; black slacks; black basketball official shoes with black shoelaces; black socks. Belt, if worn, shall be black. Jacket, if worn, shall be black, and patch on the jacket shall be the KHSAA Official Jacket Patch.

Football - Black and white vertically striped shirt with pocket, long or short sleeved; white tapered knickers, one-piece sock with modified Northwestern stripe; solid black football shoes and black shoe laces; black belt and baseball-type cap. All officials in a given contest shall wear the same type shirt. Jackets shall not be worn during the contest. If a patch is worn on the jacket, it shall be the KHSAA Official Jacket Patch. No patches are allowed on hats. Position plackets may be worn if all on a crew wear them. Black or white shorts may be worn in place of

the knickers during non-varsity contests with local Association approval.

Soccer - Solid black shirt with white collar and cuffs shall be the primary shirt; black with white pinstripes, gold with black pinstripes, red with black pinstripes and blue with black pinstripes may be worn as an alternate jersey; (shirts may contain KHSAA, NFHS or local association high school logos but cannot display any NISOA, USSF, NIAAAA, NCAA or other logos); black shorts, long trousers, culottes or skirt; black shoes and black socks or stockings with white tops. Belt and cap, if worn, shall be black.

Softball - Heather gray uniform pants with light blue pullover shirt (undershirt, if visible, shall be white) with navy and white trim with a navy number and white trim on right sleeve or Heather gray uniform pants with navy blue pullover shirt (undershirt, if visible, shall be navy blue) with red and white trim with a red number with white trim on right sleeve; black shoes; black socks; navy blue bag. Jacket, if worn during contest, shall be the official KHSAA navy pullover. Umpires working a game as a crew shall be attired the same. The light blue pullover shirt is required for post season.

Swimming - White shirt, khaki trousers, white footwear and a whistle. A navy jacket may be worn.

Track/Cross Country - The track official's uniform has not been standardized. It is suggested the official wear either black and white vertically striped shirt, black slacks or shorts; black shoes and socks; all white or wear like-colored garments for identification. Any color cap may be worn.

Volleyball - White shirt; black slacks or shorts; gym shoes and socks. For KHSAA sponsored state championship competition, black shoes and black slacks shall be worn.

Wrestling - Black officials shoes; black beltless slacks; black and white vertically striped shirt with or without pocket and with or without collars, or, grey shirt with black pinstripes. Officials may wear the NFHS compliant tournament-issued shirt in regular season contests. All officials in a given meet or tournament shall wear the same color and style shirt. Jacket worn between matches shall be black with the KHSAA Officials' Division logo.

LESS THAN A FULL CREW

Though it happens seldom, there may be times that for various reasons, an entire crew of officials is not able to be at a contest. If this occurs, the official(s) who are able to be at the contest site are to officiate the contest with the following stipulations:

- 1) The available crew size shall be compliant with NFHS playing rules. (For example, a non-varsity football game shall have not less than 3 officials as that is the minimum acceptable crew size).
- 2) The contest official(s) who do officiate the contest are entitled only to the compensation for themselves, no additional fee is due.

PAYMENT OF CONTEST OFFICIALS

Where permissible, the officials for a given KHSAA athletic contest are to be paid upon arrival at the venue. This is certainly preferred to paying in a public setting such as at the playing site itself (on the field or court). However, it is recognized that certain schools are not allowed to pay independent contractors for service until after the service has been performed. In those cases, the preferred payment method is postgame, but NOT by a member of the coaching staff or other non-administrative individuals. If schools are in a situation where payment cannot be made at the game site, it shall be made within seven (7) days to the contest official. It is also noted that many schools require the submission of the social security number by game officials prior to payment. If such is required, the request shall be made to the game officials on approved Board of Education supplied forms, and the handling of this information shall only be by adult school representatives who are employees at the school who shall be, liable for the inadvertent release of information. The KHSAA does not release social security numbers on its contest officials.

If a crew of officials works more than one contest at the same site, on the same day, the home school is not obligated to pay above the state standard fee for the second or subsequent contest(s).

ARBITER.NET USAGE

Beginning with the 2008-2009 school year, the KHSAA shall fund, through the Officials Division, a contract with the Advanced Business Technology (ABT) to allow the usage of the website www.thearbiter.net for the assignment of all contests. It shall be a criteria for being a licensed officials that the official shall release information from the KHSAA to this company and that as directed by the Assigning Secretary, the official shall fully utilize the services of this company.

VARSITY CONTEST FEES

The Board of Control sets standard varsity contest fees for Baseball, Basketball, Cross Country, Football, Soccer, Softball, Swimming, Track, Volleyball, and Wrestling. Member schools that do not pay at least the standard fee and varsity contest officials who work for less than the standard fee are in violation of KHSAA regulations. These fees are the standard fees, and no school may pay less for a varsity contest. Regional Policy Boards desiring to pay an additional allowance due to concerns about travel by officials may do so, and shall notify the KHSAA of such fees.

The Board of Control has established fees for postseason play. In all tournament levels and in all sports (with the exception of football), one member of the crew of officials is to be paid a mileage allowance per mile for all necessary travel based on the mileage properly submitted to the manager. In football, two members of the crew may be paid a mileage allowance. Additional postseason allowances (housing, etc.) shall be at the discretion of the tournament manager and shall be approved by the Commission.

KHSAA POST SEASON ASSIGNMENTS

To be eligible for post-season assignments, officials shall meet the following guidelines.

BASEBALL

Umpires for all KHSAA sponsored championship competition shall be assigned by the Commission. Only KHSAA Level 2 or Level 3 officials, who are licensed by June 30 of the licensing year, shall be used in the regional, semi-state or state tournaments. Exceptions may be approved by the Commission.

Local associations may submit recommendations for postseason assignments to district, region, semi-state and state tournament contests. The final selection shall be made by the Commission.

BASKETBALL

Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission. Only KHSAA Level 2 or Level 3 officials, who are licensed by June 30 of the licensing year, shall be used in the district, regional or state tournaments. An official shall not officiate a district tournament in the district in which he/she resides. Exceptions shall be approved by the Commission.

Local associations may submit recommendations for postseason assignments to district, region, and state tournament contests. The final selection shall be made by the Commission.

FAST-PITCH SOFTBALL

Umpires for all KHSAA sponsored championship competition shall be assigned by the Commission. Only KHSAA Level 2 or Level 3 officials, who are licensed by June 30 of the licensing year, shall be used in the regional or state tournaments. Exceptions may be approved by the Commission.

Local associations may submit recommendations for postseason assignments to district, region and state tournament contests. The final selection shall be made by the Commission.

FOOTBALL

Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission. Only KHSAA Level 2 or Level 3 officials, who are licensed by June 30 of the licensing year, shall be used in the final four rounds of the state football playoffs. Exceptions may be approved by the Commission.

Local associations may submit recommendations for postseason assignments to playoff contests. The final selection shall be made by the Commission.

SOCCER

Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission and shall be licensed by the Kentucky High School Athletic Association. Only KHSAA Level 2 or Level 3 officials shall be used in the regional, sectional, sectional or State Tournaments. Exceptions may be

approved by the Commission.

Local associations may submit recommendations for postseason assignments to district, region, sectional and state tournament contests for the contests which will all be worked with three officials. The final selection shall be made by the Commission.

TRACK AND CROSS COUNTRY

The local management of the postseason track and cross country meets shall have the authority to hire and utilize all licensed officials necessary for properly conducting the meets. Where possible, these managers are encouraged to utilize KHSAA licensed track officials. In Track and Field meets where more than four (4) teams are participating, a KHSAA licensed official shall be used.

For the State Track and Cross Country meets, the Commission shall have the authority to hire and utilize all officials necessary for properly conducting the meets. Where possible, the Association will utilize KHSAA licensed track officials for the state meets.

Final approval for all selections to the meets shall be made by the Commission.

VOLLEYBALL

Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission. Only licensed officials may be used for district, regional or state tournaments.

Local associations may submit recommendations for postseason assignments to playoff contests. The final selection shall be made by the Commission.

WRESTLING

Only officials licensed by the Kentucky High School Athletic Association may officiate in the regional or state meet. Only KHSAA Level 2 or Level 3 officials shall be used in the regional or State Tournaments. Only officials who are licensed by June 30 of the Licensing year may officiate the State Tournament. Exceptions may be approved by the Commission.

The final selection shall be made by the Commission.

Local associations may submit recommendations for postseason assignments to region, section and state tournament contests. The final selection shall be made by the Commission.