



2016-17

OFFICIALS GUIDEBOOK

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules and shall exercise authority in an impartial, firm and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

2016-17 Calendar At-A-Glance

(BA=baseball; BB=basketball; FB=football; FF=flag football; LC=lacrosse; SB=softball; SC=soccer;
SW=swimming & diving; TR=track & field; VB=volleyball; WP=water polo; WR=wrestling)

JULY

- 7 Fall Sports Training Sessions Due
- 18 Online Registration Available

AUGUST

- 8-17 Online Rules Exams (SW, VB)
- 17-26 Online Rules Exams (FB)
- 18 Initial Fall Registration Deadline

SEPTEMBER

- 1 Winter Officials Pack-out (BB, WR)
- 2-08 Online Make-Up Exams (SW, VB)
- 4-10 Online Make-Up Exams (FB)
- 6 Last Day to Register Fall Sports (SW, VB)
- 16 Training Sessions Due (SC)
- 30 Training Sessions Due (BB, WR)
- 30 Initial Winter Registration Deadline

OCTOBER

- 5 Recommendations Due (VB)
- 12 Recommendations Due (FB)
- 11-20 Online Rules Exams (SC, WR)
- 24-11/2 Online Rules Exams (BB)

NOVEMBER

- 4-10 Online Make-Up Exams (SC, WR)
- 10-16 Online Make-Up Exams (BB)
- 10 Last Day to Register Winter Sports (SC, WR)
- 16 Last Day to Register Winter Sports (BB)
- 21 Fall Game/Meeting Reports Due

DECEMBER

- 1 Spring Officials Pack-out (FF, LC, SB, TR, WP)
- 12 Fall Sports Officials Advisory Committee Meeting at FHSAA Office (FB, VB)
- 16 Training Sessions Due (BA, SB, LC)

JANUARY

- 2 Recommendations Due (SC)
- 3 Initial Spring Registration Deadline
- 5 Spring Officials Pack-out (BA)
- 13 Training Sessions Due (BVB)
- 18 Recommendations Due (BB, WR)
- 11-20 Online Rules Exams (SB)
- 21-30 Online Rules Exams (BA)
- 27 Training Sessions Due (FF, TR, WP)

FEBRUARY

- 6-15 Online Rules Exams (LC, TR, WP, FF)
- 14-20 Online Make-Up Exams (SB, BA)
- 20 Last Day to Register Spring Sports (SB, BA)
- 21-27 Online Make-Up Exams (LC, TR, WP, FF)
- 27 Last Day to Register Spring Sports (LC, TR, WP, FF)

MARCH

- 6 Winter Game/Meeting Reports Due
- 6 Winter Sports Officials Advisory Committee Meeting at FHSAA Office (BB, SC, WR)
- 17 Assignment Sheet Due (TR)

APRIL

- 3 Recommendations Due (SB, LC)
- 7 Recommendations Due (BA, WP, VBB)
- 14 Recommendations Due (FF)

MAY

- 15 Spring Game/Meeting Reports Due

JUNE

- 5-16 Online Sanction Renewal Available
- 5 Spring Sports Officials Advisory Committee Meeting at FHSAA Office (BA, SB)
- 9-10 Officials Summer Conference (Tentative)

Policy Revisions 2016-17

Policy

Revision

102.01(3)	Fall Sports Registration Deadline
201.03	Renewal Of Existing Sanction
201.04(3-4b)	Minimum Membership Requirements
902.01	Maximum Pay Scale; Mileage
2002.02(4)	Baseball: Official ball for Regional Finals and State Tournament
2003.01(1)	Basketball Regulations: Regular Season; Size of Officials Crew
2003.02(4)	Basketball: Official Ball for State Tournament
2005.02(2)	Football: Official Ball for State Series Games
2007.05	Soccer: FHSAA Rule Modifications; Rule 7-15
2008.02(2)	Softball: Official Ball for State Series
2009.01	Swimming & Diving: FHSAA Rule Modifications; Rule 3-21(a)
2009.02	Swimming & Diving: State Series: Squads: Relay Personnel
2011.02(2)	Volleyball: Official Ball for State Tournament
2013-01(6)(7)	Wrestling: Multi-School Wrestling Events: Uniform

General Regulations & Policies

Substantive changes to this Officials Guidebook for the 2016-17 school-year are indicated with a shaded background.

100. Getting Started

101. Authority of FHSAA

101.01 FHSAA Bylaw 8.9.2 authorizes the Board of Directors to establish policies and procedures for the registration and regulation of contest officials.

101.02 Individual officials or local officials associations that violate the policies expressed in this Officials Guidebook are subject to reprimand, probation and/or monetary penalties and/or suspension or expulsion as an individual official or officials association by the FHSAA.

102. Registration of Officials

102.01 Registration is Mandatory.

(1) An individual who intends to officiate as either a baseball umpire, basketball official, football official or clock operator, flag football official, lacrosse official, soccer official, softball umpire, swimming & diving official, track & field official, volleyball official, water polo referee, weightlifting judge and/or wrestling referee in an interscholastic athletic contest involving an FHSAA member school must register with the FHSAA Office every year before he/she officiates.

(2) An application for registration as an FHSAA official may be made via the downloadable application form provided on www.fhsaa.org, online via the FHSAA interactive database or via the “Become an Official” web site (www.becomeanofficial.org). Downloadable applications for the upcoming school year will be available to each sanctioned local officials association and individual officials in late April of the current school year.

(3) The application for registration must be received in the FHSAA Office by the following deadlines each school year:

- Fall Sports (football, swimming & diving, volleyball) – Aug. **18**
- Winter Sports (basketball, soccer, wrestling) – Sept. 30
- Spring Sports (baseball, flag football, lacrosse, softball, track & field, water polo) – Jan. 3

A \$10 late fee will be assessed to an applicant whose renewal application for registration is received after the applicable deadline. The \$10 late fee may be waived for new applicants. The FHSAA shall not assume responsibility for any delays caused by either the U.S. Mail or applications returned to the applicant due to insufficient information.

(4) Applications for registration for the current year will not be accepted in the FHSAA Office after the administration date of the make-up examination in the sport for which application is being made, with the exception of officials registering for the first time or transferring from another state. Volleyball registrations (boys and/or girls) will not be accepted after the last date of the

fall online make-up exam.

102.02 Requirements for Registration.

(1) To be registered as an official an individual must:

(a) Be 18 years of age or older [for exception, see s.102.02(4)]; If you are 18 years of age and currently a high school student, contact the FHSAA Office.

(b) Submit to the FHSAA Office a valid FHSAA Application for Registration form (register online via the FHSAA interactive database; a \$20 processing fee will be assessed for all paper applications received);

(c) Pay the appropriate non-refundable and non-transferable registration fee, as well as any assessed late fee and any outstanding fines and/or penalty fees for all previously registered sports;

(d) Join and maintain membership in a local officials association which has been sanctioned by the FHSAA Office; and

(e) Certify that he/she has never been arrested for or convicted of a felony; or any crime or offense which involved dishonesty; or any crime or offense which involved possession, use or distribution of any illegal substance; or any crime or offense which involved any immoral conduct, regardless of the punishment therefore; or has never been denied registration to officiate by the FHSAA or a high school association in any other state. If arrested for or convicted of a felony, the applicant must submit a police/court report verifying the reason, date of arrest/conviction and conclusion of the incident followed by a letter of reference from a person in the judicial system or a local officials association officer. Any official who fails to disclose, or falsify, this information on their FHSAA Application will immediately be suspended for FIVE years, pending termination of membership. Note: FHSAA contest officials must comply with the Jessica Lunsford Act. Pursuant to the Jessica Lunsford Act, a Level 2 Background screening is necessary for each school or school district to check your name against the state and national listings of sexual offenders and sexual predators for those school districts that do not apply the line of sight provision as outlined in statute. Some counties may be more restrictive than others regarding Level 2 screenings. Any official who purposely avoids, falsifies or fails to obtain the required Level 2 screening, after written notification, may be immediately suspended for up to FIVE years, pending possible termination of membership. A level 2 background screening is necessary to work the FHSAA state series.

(2) An individual official who has an outstanding balance with the FHSAA as a result of unpaid registration fees, monetary fines or penalties, or other assessed fees shall not be permitted to renew his/her registration until the outstanding balance has been paid in full.

(3) An individual official who has been suspended or expelled from officiating by the FHSAA shall not be permitted to renew his/her registration until the individual's period of suspension has lapsed or he/she has been reinstated.

(4) High school students who are at least 16 years of age may register as a "student official" and be assigned to a "mentor" official for training. "Student officials" will be allowed to register at a reduced fee of \$10 per sport while an

active student official. A regular official's application may be used. Student officials will be allowed to work middle school (6th-8th grades), junior high contests (8th-9th grades) and non-varsity contests once registered. Student officials may not officiate their feeder middle schools.

(5) The FHSAA Office reserves the right to reject any application for registration as an FHSAA official. Local officials association officers and/or boards of directors are required to report criminal misconduct on the part of any member of their association to the FHSAA Office for investigation.

(6) An FHSAA official renewing his/her registration must join and maintain membership in a local officials association that has been sanctioned by the FHSAA Office. The individual must indicate on his/her registration application the name of the association of which he/she is a member. An individual who is not a member of a sanctioned local officials association will have his/her application for registration returned. An individual cannot contract with or otherwise offer his/her services to a member school as an independent official.

(7) A first-time applicant or official transferring from another state must join and maintain membership in a local officials association that has been sanctioned by the FHSAA Office. A local association must grant such an individual conditional membership until such time as the individual is registered with the FHSAA Office. The individual must indicate on his/her registration application the name of the association of which he/she is a conditional member. An individual who is not a conditional member of a sanctioned local officials association will have his/her application for registration returned.

(8) An individual may join and maintain membership in more than one local officials association. However, for administrative purposes, the individual must designate one local officials association as his/her "primary" association for each registered sport. Individuals may join additional local associations on a secondary basis. An official must advise his/her primary association of his/her secondary association affiliations and vice versa. However, the individual official is responsible for providing any associations of which he/she is a member on a secondary basis with information regarding clinic attendance, exam grades and current status with the FHSAA. The individual official is also responsible for providing his/her primary association with the number of varsity games officiated as assigned by his/her secondary association(s) prior to the deadline for filing that report with the FHSAA.

102.03 Termination Date of Registration. All registrations terminate June 30 each year regardless of the date the application for registration is made and accepted.

102.04 Officials Not Employed by FHSAA. Individuals registering as FHSAA officials do so as independent contractors and not as employees of either the member schools or the FHSAA. Schools must contract with FHSAA-sanctioned officials associations for officials as individual contractors and not as school or FHSAA employees.

102.05 Registration Fees.

(1) Registration fees, as well as all outstanding monetary penalties, must be paid at the time the application for registration is submitted to the FHSAA

Office. Officials may pay fees by check through the mail or by credit card (Visa or MasterCard) online. Registration fees for the 2016-17 school year are as follows:

- First Sport – \$46 (\$27 per sport plus \$19 processing fee);
- Each Additional Sport – \$27.

The discounted \$27 registration fee for each additional sport after the first sport is available only to those individuals who register for more than one sport during the same school year. Individual insurance is covered in the registration fee. This coverage provides an accident and health package for the individual referee's injury as well as a personal liability policy to protect the INDIVIDUAL official from law suit involving their work as an official. Since it is an INDIVIDUAL insurance plan, certificates of insurance are not provided, nor can any other person or business be named as an additional insured.

(2) A \$20 administrative fee will be assessed for any registration not completed online due to the added expense to process paper registration.

(3) A \$10 late fee will be assessed an applicant whose application for registration is received after the applicable deadline. The FHSAA shall not assume responsibility for any delays caused by the U.S. Mail, or for applications that are returned to the applicant due to incomplete or incorrect information.

(4) Registration fees are non-refundable and non-transferable.

102.06 Supplies. Registered officials will receive a National Federation rules book, National Federation case book; and National Federation officials manual. Officials will receive these materials through their primary local associations. The exception is swimming and diving officials.

102.07 Returned Checks. An official or officials association will be assessed a \$35 administrative fee for all checks returned by the bank due to "insufficient funds" or for any other reason. The official will be suspended from officiating until the fee has been paid.

102.08 State Series Pass. A registered contest official may purchase an FHSAA State Series Pass from the FHSAA Office at a cost of \$50 annually. The pass may be purchased on the FHSAA Application for Registration form. This pass will admit the bearer only to all district, regional and FHSAA Finals state championship games, tournaments and meets in all sports sanctioned by the FHSAA during a school year. This pass is not valid at any preseason or regular season event. State Series Pass holders must sign in at the pass gate, provide proper photo identification and record the pass number. State Series Passes are non-refundable and non-transferable. Abuse of a State Series Pass will result in its confiscation. State Series Passes are not valid for students or for individuals under the age of 18. State Series gates are open through half-time only.

103. Online Examinations

103.01 Rules Examinations.

(1) Each FHSAA official, with the exception of Football Clock Operators and student officials, must take the FHSAA online rules examination in the sport(s) in which he or she is registered each year. An official who attains Rank 1 status for five consecutive years in a sport, with the exception of swimming & diving (beginning in 2003-04) shall be exempted from the mandatory rules

examination in that sport beginning with the sixth year and every other year thereafter as long as he/she maintains the Rank 1 status. Each official shall contact the FHSAA using the appropriate form. Therefore, testing would be required every other year thereafter to maintain the Rank 1 status.

(2) Officials who fail to post a minimum grade of 75 may take the online make-up exam [see s.103.02(1)].

(3) At the end of the examination cycle in each sport, officials who fail to take the mandatory FHSAA rules examination in the sport(s) for which they are registered shall be suspended, effective immediately, from officiating at any FHSAA sanctioned contest, in any sport, at any level. This suspension shall be lifted upon payment of a rules examination non-participation fine in the amount of \$50 and the clearance of any other financial obligations to the FHSAA that may be outstanding [see s.205.02(5)].

(4) The local officials association which each official designates as his/her primary local association will be notified of the official's grade via muster reports generated through the FHSAA interactive database after all rules examinations have been graded. Secondary local associations must consult with primary local associations as to the status of secondary members. Grades will be available through the online testing center but will not be given to individual officials over the telephone or via e-mail.

(5) An official who is found guilty of cheating on rules examinations will receive a grade of zero on the examination, be placed on probation for one year and receive a fine of \$100.

(6) Individuals who register online may view their test scores via the online testing center after all rules examinations have been graded.

103.02 Making Up the Rules Examination.

(1) Officials who fail to take the online rules examination on its first administration or who fail to score "75" or better on the initial attempt of the exam will be given one opportunity to retake or make up the examination online (see p. 4). Officials who score a "75" or better on the initial exam will not be permitted to retake the exam. Officials retaking the exam because of a score lower than "75" on the initial exam will not receive a score higher than "75" on the retake regardless of the number of correct answers recorded.

(2) Individual officials must be registered in the sport prior to taking an online make-up exam.

(3) Online make-up exams do not require pre-registration.

103.03 "75" Required to Officiate Varsity Contest.

(1) In order for an FHSAA official to officiate varsity level contests, the official must receive a grade of 75 or higher on the current year FHSAA online rules examination in the applicable sport. Any official who does not take the regularly scheduled FHSAA online rules examination will receive a grade of zero and will be ineligible to officiate varsity level contests during the current school year, or sub-varsity contests until the fine is paid or waived. Local officials associations may not assign officials who are not in compliance with this provision to officiate varsity or sub-varsity level contests.

(2) If, for any reason, the FHSAA Office is unable to grade the current year rules examination prior to the start of a sports season, the grade an official

received on the previous year's rules examination will be used to determine his/her eligibility to officiate a varsity level contest until such time as the current year grades become available or until the FHSAA announces an effective date.

(3) An official who fails to post a minimum grade of "75" prior to the last date for the online exam is not eligible to officiate varsity contests in that sport until the online makeup examination has been taken and a score of "75" or better has been awarded, unless a waiver in writing has been granted by the FHSAA.

(4) Exam grades become effective 14 days after the FHSAA Office posts the online make-up exam scores.

(5) Individual officials and officials associations which violate the provisions of s.103.03(1), s.103.03(2) or s.103.03(3) will be subject to monetary penalties, possible denial of registration and sanction for the following school year until all monetary penalties have been paid.

103.04 Field Clinics.

(1) The FHSAA each year will coordinate weekend field clinics for FHSAA officials on a regional basis throughout the state. These clinics provide in-depth classroom instruction in the mechanics of officiating, as well as an opportunity for on-the-field training. Attendance at these field clinics is mandatory as follows:

(a) All officials (with the exception of wrestling and swimming & diving) must attend a field clinic in their sport(s) at least once every four (4) school years. (b) Wrestling officials must attend once every three (3) school years.

(c) Officials who do not meet these minimum field clinic attendance requirements will not be eligible for assignment to officiate an FHSAA State Series contest on the regional and state levels.

(2) Twelve (12) supplemental points on the promotional scale will be awarded to each official who attends a Field Clinic.

(3) Online Field Clinic registration fees for the 2016-17 school year are as follows:

- Football – \$50 in advance; \$75 at clinic site
- Volleyball – \$50 in advance; \$75 at clinic site
- Basketball – \$50 in advance; \$75 at clinic site
- Soccer – \$50 in advance; \$75 at clinic site
- Wrestling – \$50 in advance; \$75 at clinic site
- Baseball – \$50 in advance; \$75 at clinic site
- Flag Football – \$50 in advance; \$75 at clinic site
- Lacrosse – \$50 in advance; \$75 at clinic site
- Softball – \$50 in advance; \$75 at clinic site
- Track & Field – \$50 in advance; \$75 at clinic site
- Water Polo – \$50 in advance; \$75 at clinic site

Paper registrations will incur a \$10 processing fee.

(4) Prior to registering for a Field Clinic in a sport, an individual official must be registered in that sport. Both the Application for Registration as a Contest Official and the Field Clinic Registration Form must be RECEIVED by the FHSAA Office no later than 5 p.m. 14 days prior to the date of the Field Clinic. Field Clinic Registration Forms must be properly completed in order to

be processed and may be downloaded from the officials' web site and mailed with a check or money order to the FHSAA Office or added to registration via the FHSAA interactive database with payment via Visa or MasterCard. Officials who do not meet the 14-day deadline and who wish to attend a Field Clinic must register on site. This is considered a late registration with an additional **\$25** fee. Confirmation letters will be sent via email to those officials registering to attend the Field Clinic prior to the 14-day deadline, who meets the registration requirements. Registration fees are non-refundable and non-transferable.

104. Membership in Other Organizations

(1) The FHSAA does not require its registered officials to join or maintain membership in any organization other than a sanctioned local officials association. However, membership in such outside organizations is permissible provided: (a) the organization does not have guidelines, regulations, policies or procedures which conflict with those of the FHSAA; and (b) the organization does not practice discrimination.

(2) Business unrelated to the FHSAA officials program, such as recreational or youth league assignments, etc., shall not be a part of the agenda for any FHSAA-related meeting conducted by a local officials association. The assignment of officials to officiate FHSAA athletic events shall not be influenced in any way by assignments to work non-FHSAA events.

105. Cancellation of Registration

An official who registers with the FHSAA and who, during the same school year, is unable to continue to work as a contest official, must cancel that registration in writing to the FHSAA Office before the sport specific rules examination deadline to avoid fines for not taking the FHSAA rules examination. All financial obligations to the FHSAA outstanding at the time of cancellation must be cleared. Officials canceling their registration WILL NOT receive credit for experience or games officiated in the sport in which registration is being canceled. Application fees for canceled registrations WILL NOT be refunded. Officials canceling their registrations in a given year are encouraged to register again in subsequent years as their individual situations permit. Officials are not required to register with the FHSAA in a given year if they do not intend to officiate during that year.

106. Rules of Conduct

The following provisions are rules of conduct by which all FHSAA officials are expected to abide. A violation of any one of these provisions may subject an offending official to a monetary penalty, suspension as an official, or both.

(1) All FHSAA officials must conduct themselves on and off the athletic field/court in a manner conducive to the best interests of the FHSAA, its member schools and the interscholastic athletic program in general. No FHSAA official may pursue a course of action which is detrimental to the welfare of the FHSAA or its member schools.

(2) All FHSAA officials must comply with all FHSAA guidelines, regulations, policies and procedures as contained in this Officials Guidebook.

(3) All FHSAA officials must be neatly dressed in the appropriate uniform as prescribed in this Officials Guidebook, and project a physically fit appearance, when officiating a contest involving an FHSAA member school.

(4) All FHSAA officials must arrive on time for the contest as required by the rules of the applicable sport.

(5) All FHSAA officials should be in good physical condition, mentally ready to officiate the best possible contest and be fully cognizant of the sport's rules. Officials are expected to make each call as they see it without fear or favor, regardless of the score, and to hustle at all times.

(6) No FHSAA official may officiate a contest involving a school in all the following stipulations within the last four (4) years:

- a. His/her child or immediate relative attends or attended
- b. The official himself/herself and/or a relative works or worked
- c. The official attended, graduated or coached

(7) No FHSAA official may officiate a varsity district contest in which the official currently serves as a coach at a school in that particular district.

(8) No FHSAA official may cancel a contract made between his/her local officials association and a member school or violate any provisions thereof without a reason that is satisfactory to the FHSAA.

(9) No FHSAA official may arrive or appear at the contest site with the odor of an alcoholic beverage on his/her breath.

(10) No FHSAA official may use tobacco or tobacco-like products during the contest or in the vicinity of the athletic court or field.

(11) No FHSAA official may engage in unsporting conduct.

(12) No FHSAA official may refuse to officiate any contest with another FHSAA official because that same other FHSAA official is or is not also a registered member of a national or international officials' organization.

(13) No FHSAA official may officiate a contest or part of a contest which is classified as an "exhibition," "practice game" or "alumni game" including one or more member schools. Such games are prohibited by FHSAA Bylaws. This provision, however, does not preclude an FHSAA official from officiating an intra-squad contest or scrimmage in which all participants are students at the same one school.

(14) No FHSAA official may publicly criticize or berate a coach or other employee of a member school or other official. Professional ethics require that officials use proper channels to report their problems rather than airing them publicly.

(15) All officials must immediately leave the visual confines of the contest at the conclusion of officiating duties as required by the NFHS rules of the applicable sport.

107. Athletic Injury Guidelines

The following guidelines are to be followed in the event an athlete is injured during a contest. These guidelines are for the protection of the injured athlete and the official(s).

(1) Coaches and medical personnel must be aware that some sports rules will require officials to charge the injured athlete's team with a timeout.

(2) Coaches and medical personnel should be allowed to enter the field or court and should be given unlimited time to evaluate an injury and give emergency care. Officials should not request that coaches move an injured athlete.

(3) The officials' only role in dealing with athletic injuries is to stop play as soon as possible so that the injured athlete can receive attention as soon as possible. Officials must not offer medical advice or take any action to manage or treat any injury.

(4) Suspected Concussions. Mechanics for Removal from Athletic Contest: The NFHS concussion rule calls for the immediate removal of the participant from the contest or practice. The revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. The change in this rule simply calls for contest officials to be cognizant of athletes who display signs, symptoms or behaviors of a concussion (see NFHS Suggested Guidelines for Management of Concussion) and immediately stop play for injury evaluation within the rules of the game. At that point, the contest official's job is done. It is important to note that the responsibility of the contest official is limited to activities that occur on the field, court or mat. Once the participant has been removed from a contest due to a suspected concussion, the coach, school and appropriate healthcare professional(s) assume full responsibility for that athlete's further evaluation and safety.

200. Local Officials Associations

201. Sanction

201.01 Sanction is Mandatory.

(1) Each local officials association must make application for or renew sanction each year with the FHSAA Office on a form via the FHSAA interactive database. A local officials association which fails to make application for or renew sanction with the FHSAA Office, or to which sanction is denied, will not be permitted to assign officials to athletic contests in which FHSAA member schools participate.

(2) A list of sanctioned local officials associations will be sent each school year to FHSAA member schools. Member schools may contract only with those local officials associations sanctioned by the FHSAA Office.

(3) Proposed new local officials associations may not contact member schools regarding contracts for contests until sanctioned by the FHSAA Office.

201.02 Request for New or Additional Sanctions. Associations that were not sanctioned by the FHSAA in the preceding school year may be considered for sanction by the FHSAA if they meet the following criteria:

(1) Such an association must successfully demonstrate in writing to the FHSAA's satisfaction the need for sanction of a new association in its geo-

graphic area.

(2) Such an association must properly complete and return to the FHSAA Office an Application for Sanction as a Local Officials Association after satisfying s.201.02(1).

(3) Such an association, if approved, must have a unique name (i.e. one that is not already used, or similar to one being used, by a currently sanctioned local association) and adopt and submit a proposed constitution and bylaws. The constitution and bylaws must contain provisions for election of officers, establishment of committees, recruitment of new and minority officials, training of member officials, procedures for assigning member officials to contests, procedures for recommending member officials for State Series assignments and a procedure for addressing grievances made by member officials. The proposed constitution and bylaws must be approved by the FHSAA Office and must be reviewed every five (5) years.

(4) Such an association must provide to the FHSAA Office a copy of the IRS letter showing the association's name and the taxpayer identification number assigned to that name, along with an IRS Form W-9.

(5) A proposed new local officials association making application for sanction to the FHSAA must include with its application a list of the names of individual officials who are prospective members. Such prospective members shall not presently be "primary" members of any other viable local officials association sanctioned by the FHSAA.

(6) Consideration for sanction will not be forthcoming until the FHSAA has received a sufficient number of Applications for Registration as a Contest Official from individuals listing the applicant association as their primary association, such that the applicant association's membership will meet or exceed the FHSAA's minimum membership requirements set forth in s.201.04. Applicant associations that do not meet the minimum membership requirement in a specific sport by the date of the FHSAA's first registration material mailing WILL NOT receive final approval of sanction in that sport. In the event final sanction is withheld, individuals listing the applicant association as their primary association on their Applications for Registration as a Contest Official will be asked to re-designate their choice of local association for the affected sport.

201.03 Renewal of Existing Sanction. Local associations sanctioned by the FHSAA in the PRECEDING school year, provided they are in good standing with the FHSAA, may renew their sanctions June 5-16 if they meet the following criteria.

(1) An association requesting renewal of sanction must properly complete their renewal online. Sanction renewal will not be approved until all association Game/Meeting reports have been submitted online through the official association account. No members of a local association may register until the sanction is renewed by the association president.

(2) An association requesting renewal of sanction must have on file with the FHSAA Office a copy of the IRS letter showing the association's name and the taxpayer identification number assigned to that name, a current IRS Form W9, as well as a current copy of its constitution and bylaws.

(3) The total number of member officials in the sport(s) for which an association is requesting renewal of sanction must meet or exceed the FHSAA's minimum membership requirements as set forth in s.201.04. Associations that do not meet the minimum membership requirement in a specific sport will not be sanctioned in that sport.

(4) An association sanctioned by the FHSAA in the preceding school year requesting sanction in a sport for which it was not sanctioned during the preceding school year must meet the criteria outlined in s.201.03(1) in the sport for which a new sanction is being requested.

201.04 Minimum Membership Requirements.

(1) In order to receive and/or renew a sanction for a given sport, local officials associations must meet the following minimum membership requirements: For sanction in the sports of baseball, basketball, flag football, lacrosse, soccer, softball, track & field, volleyball and water polo, 10 officials per sport. For sanction in the sport of football, 25 officials. For sanction in the sport of wrestling, five (5) officials. Local associations are sanctioned on a "by sport" basis, and membership totals in each sport will be computed as described in s.201.04(2).

(2) For sanctioning purposes, total membership in an association shall be defined as the total number of officials registered with the FHSAA who have designated the association as their PRIMARY local association in the specific sport(s) for which an association is sanctioned. This total shall be computed by the FHSAA after the administration date of the make-up examination in each sport and be the basis for sanction renewal decisions for the next school year. Officials affiliated with an association on a secondary basis WILL NOT be counted as part of an association's total membership. Officials registered with an association in one sport WILL NOT be counted in another sport unless they also are registered in that sport.

(3) **Insurance.** In order to conduct business as an FHSAA recognized official's association, this coverage is required:

(a) **General Liability.** General liability provides protection against lawsuits involving bodily injury or property damage. A policy that has a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year is required. This type of policy is the one most important to protect your business and is required by many school districts and other public agencies in order to use their facilities for a meeting or clinic. If an official's association are going to host their own clinics, they must have this type of insurance. They will be asked to provide a certificate of insurance and name the property owner (usually a school) as "an additional insured". They would ask their insurance agent who sold the policy to provide this certificate.

(4) **Optional Insurance.** This insurance is recommended but optional.

(a) **Crime Insurance.** Crime insurance provides protection against financial loss caused by the dishonest disappearance of money, securities or negotiable instruments. This Crime Insurance Plan includes coverage for loss by theft or forgery by an officer or volunteer. Examples of covered losses under this plan are the loss or dishonest disappearance of: moneys or securities in the league treasury; moneys collected from fund raising

activities; or moneys set aside for the purchase of uniforms and equipment.

(b) Directors and Officers Insurance. This provides protection for claims arising out of allegations of errors, omissions or wrongful acts committed by its directors, officers, employees or volunteers. This coverage will respond to allegations of discrimination against a third party, acts beyond granted authority, failure to deliver services, wrongful dismissal, and wrongful employment practices. Defense costs are paid in addition to the limit of liability.

202. Membership in Local Association

202.01 Officials Required to Join. All FHSAA officials must join and maintain membership in a local officials association which has been sanctioned by the FHSAA Office. Individual officials may not contract with or otherwise offer their services to member schools.

202.02 No Official in Good Standing May be Refused. Each local officials association must afford membership to any FHSAA official in good standing who requests to join the sanctioned local officials association. Membership to an FHSAA official in good standing may not be refused.

202.03 Conditional Membership for First-Time Officials. Only registered FHSAA officials, in good standing, may be given membership in a local officials association. However, individuals making application for registration to the FHSAA Office for the first time may request and must be allowed to join a local officials association on a conditional basis until such time as the individual has been approved by the FHSAA Office.

202.04 Administration and Governance. Each local officials association shall adopt bylaws establishing its organizational structure and governance. These bylaws shall not be in conflict with any provision of FHSAA bylaws, guidelines, regulations, policies or procedures. Individual officials who have been placed on probation by the FHSAA shall not be eligible for election or appointment to any office within the local officials association until such time as his/her period of probation has expired or been rescinded.

203. Obligations of Officials Associations

The FHSAA has assigned the following obligations to each local officials association.

203.01 Education of Member Officials. Each local officials association is responsible for educating FHSAA officials in the rules of the sport in which they will officiate. It is important that each FHSAA official has a thorough knowledge of the rules before he/she officiates his/her first contest and takes the FHSAA rules examination.

203.02 Training of Member Officials. Each local officials association must hold a minimum of two training sessions for its member officials during the regular season in each sport. These training sessions should focus on application of the rules to specific situations and mechanics. Attendees at these training sessions and meetings may earn a maximum of 10 promotional points for attendance at a minimum of 10 sessions. Dates and content of training sessions must be submitted to the FHSAA Office in writing according

to the calendar on page 4. Each training session shall be a minimum of one hour.

203.03 Distribution of Materials. Each local association will receive a mailing consisting of rules books, and cards as well as other materials deemed necessary from the FHSAA. Field clinic and individual registration can be accessed via the FHSAA interactive database. It is the responsibility of the local association to distribute this material to its primary members. A schedule of material mailings is included on the first page of this guidebook.

203.04 Changes in Membership. Local associations are responsible for informing the FHSAA of any changes to, or discrepancies on, the muster reports (membership lists) that the FHSAA provides to the local association. This information should be provided to the FHSAA as soon as possible. Local association membership lists should match the FHSAA's association muster reports exactly.

203.05 Reports. Local associations are responsible for completing the "Games/Meetings Report" online via the FHSAA interactive database by the applicable deadline. Associations may be requested to submit to the FHSAA Office a survey of membership demographics.

204. Committees

204.01 Committees are Mandatory. Each local officials association is required to have an evaluation, assignment, recommendations, grievance and education/training committee. These committees exist to ensure that each local officials association operates in a fair and democratic manner which is in the best interest of each of its member officials. Any exception to the committees as established herein must be approved in writing by the FHSAA Office.

204.02 Composition of Committees. Neither an executive board member nor the assignment officer (booking commissioner) may serve as a voting member of any committee established herein. Only one of these officers may serve on a committee in an ex-officio capacity. No member may serve on more than one committee. An executive board member must recuse himself/herself if he/she is party to or otherwise involved in an appeal. Committees must consist of three or five members. Committees shall be selected/appointed based on the local association's Articles of Incorporation.

204.03 Responsibilities of Committees.

(1) Evaluation Committee. The Evaluation Committee is responsible for setting up the process and selecting those individuals who will assist with the evaluation of member officials within the local officials association. Each official with two or more years experience should be evaluated at least once during each season. First-year officials should be evaluated periodically throughout the season so that mini-clinics may be offered, if necessary, to re-enforce good officiating skills.

(2) Assignment Committee. The Assignment Committee is responsible for overseeing the entire contest assignment procedure within the local officials association. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned contests and making the assigning officer aware

of any corrections that need to be made before the assignment schedule is submitted to the membership. It is not implied that the Assignment Committee is to make assignments.

(3) Recommendations Committee. The Recommendations Committee is responsible for reviewing the evaluations of each member official during the regular season. This committee is also responsible for preparing and submitting to the FHSAA Office a list of member officials who deserve consideration for assignment to State Series contests. The assignment officer (booking commissioner) should act on the recommendations of this committee.

(4) Grievance Committee. The Grievance Committee is responsible for hearing complaints and appeals made or brought by one or more of its member officials. Member officials who have grievances because of penalties may appeal under the provisions of the local officials association's Constitution and Bylaws.

(5) Education/Training Committee. The Education/Training Committee is responsible for the planning, content and implementation of training sessions, including on-the-field/court training. This also includes educating local officials on FHSAA policies and procedures, NFHS rules and mechanics and developing a curriculum that is current and effective in both content and methodology.

205. Regular Season Contest Assignments

205.01 Must be Made by Assignment Officer. The assignment of each member official to regular season contests (events that do not require FHSAA and/or NFHS sanctioning) must be made by the local officials association's assignment officer and approved by the association's Assignment Committee before being issued to the member official.

205.02 Criteria to be Followed in Making Assignments.

(1) The criteria to be followed in assigning a member official to a regular season contest are:

(a) The qualifications and ability of the official as determined by his/ her FHSAA ranking, the official's performance on the most recent FHSAA rules examination and evaluations of the official made by the local officials association;

(b) No official may be assigned to work more than two home football games during a season for the same one team or more than four home games during a season for the same one team in any other sport;

(c) If a local officials association permits a school with which it is contracted to scratch or otherwise request that a particular official not be assigned to officiate its contests, the assignment officer must not assign that official to that school's home contests.

(2) Assignments giving preference to a particular school or official are prohibited.

(3) Crews assigned to officiate varsity level boys and girls contests must have one official with four or more years experience (Rank 1 or 2) unless a Rank 3 official is evaluated to be exceptional. The assignment of the referee

for football should be a Rank 1 or Rank 2 official with a minimum of five years of FHSAA experience or its interscholastic equivalent.

(4) Crews assigned to officiate junior varsity contests must have a minimum of one Rank 1 or Rank 2 official.

(5) Officials who have not taken the sport exam for the current year may not work varsity contests after grades are posted unless approved by the FHSAA Office.

206. Officials Advisory Committee

206.01 Responsibilities of the Committee. The FHSAA has established three Officials Advisory Committee (Fall Sports, Winter Sports, and Spring Sports) to advise the Board of Directors on matters pertaining to the officials' community. Each committee shall meet annually to make such recommendations and forward such comments as it deems appropriate to the FHSAA Board of Directors.

206.02 Nomination of Candidates.

(1) Candidates for election to the Officials Advisory Committee must be FHSAA officials in good standing, be registered in the same sport as the seat for which they are being nominated and be nominated by their primary local officials association. Each local officials association may nominate one official for each sport in which they are sanctioned by the FHSAA. No official may be nominated in more than one sport. Nomination forms may be submitted online at FHSAA.org.

(2) Local associations will not be eligible to nominate a candidate for the Officials Advisory Committee in a particular sport if they currently have a member of their association serving on the Officials Advisory Committee in that sport (i.e., a member of a particular officials association may not succeed another member of the same officials association in the same sport).

(3) No official may succeed himself/herself as a member of the Officials Advisory Committee, either as the representative of the same or a different sport.

(4) Officials nominated by their local association for election to the Officials Advisory Committee will not be placed on the ballot if they are not properly registered and in good standing with the FHSAA at the time the ballot is prepared or if their nomination does not meet one or more of the other provisions of the section.

206.03 Conduct of Elections. Elections will be held online every three years on a rotational basis by sectional representation. Odd sections (1 and 3) will be held on odd years beginning with 2004-05. Even sections (2 and 4) will be held on even years beginning with 2005-06. Each official is entitled to vote for one representative in the sport in which he/she officiates. Officials may only vote for candidates in their own sections. The candidate(s) (as applicable, in accordance with the provisions of s.206.02) with the most votes in each sport shall be declared the winner(s). The votes shall be counted upon the completion of the election as determined by the FHSAA office.

Pursuant to FHSAA Policy 19.2.5, should a vacancy occur in any seat with an unexpired term on an advisory committee, the Executive Director shall

appoint a qualified individual from the represented group to fill the vacant seat for the duration of the term.

206.04 Length of Terms. Each elected official will serve a term of three (3) years. To ensure that the terms of the members of the Officials Advisory Committee do not all expire in the same year, terms will be staggered.

300. Assignments to Officiate State Series

301. District Tournaments/Meets

301.01 Must be Made by Assignment Officer. The assignment of officials to officiate district tournaments/meets (with the exceptions of swimming & diving, track & field and weightlifting) must be made by the assignment officer of the local officials association to which the officials belong and approved by the Assignment Committee, according to the following procedure:

(1) The principal of the district coordinator school should submit to the assignment officer of the appropriate local officials association a list of officials who have been selected by the school representatives (coaches) present at the district meeting to officiate their district tournament/meet;

(2) If the officials selected by a particular district already have been assigned to other district tournaments/meets, the assignment officer may assign other officials from his/her association to officiate the district tournament/meet. If, however, the officials selected by a particular district were specifically requested in writing by the district and those officials are unavailable, the assignment officer must notify the district coordinator of their unavailability.

301.02 Criteria to be Followed in Making Assignments. Criteria to be followed in assigning a member official to officiate a district tournament/meet are:

(1) The recommendation of the coaches in each district;

(2) The qualifications and ability of the official as determined by his/her FHSAA ranking, the official's performance on the most recent FHSAA rules examination (must have a minimum score of 80) and evaluations of the official made by the local officials association.

302. Regional & State Tournaments/Meets

302.01 Assignments.

(1) The assignment of officials to officiate a regional tournament or meet, as well as a state tournament or meet, will be made by the FHSAA Office. These assignments may or may not be made from the list of officials compiled by the association's Recommendations Committee as required in s.302.01(2), with the exceptions of swimming & diving, track & field and weightlifting.

(2) The Recommendations Committee within each local officials association must compile and submit by the prescribed deadline to the FHSAA Office a list of member officials who deserve consideration for assignment to a regional tournament contest or state tournament contest. This list of recommended officials must be approved by majority vote of the local officials association membership prior to its submission to the FHSAA Office.

302.02 Criteria to be Followed in Making Assignments. Those officials in each sport who have met the following criteria will be given priority consideration for selection to officiate State Series contests:

(1) Officials who are classified by the FHSAA as Rank 1 or Rank 2 in that sport;

(2) Officials who were selected to officiate a district tournament contest in that sport;

(3) Officials who have scored “80” or above on the FHSAA rules examination for that sport;

(4) Officials who have completed a field clinic within the previous four years and a state evaluation within the previous two or three years, (depending on the sport), with the exception of swimming & diving;

(5) Officials who are recommended to the FHSAA Office by the local officials association to which they belong. (The FHSAA Office may request the local association to submit regular season evaluations for recommended officials.)

302.03 Payment of Fees for State Series Contest. The host member school will be notified of the appropriate fees to be paid to officials assigned to officiate State Series contests on the regional level. Checks in payment for officials’ services must be issued to the local officials association to which the officials belong. Checks issued to officials’ associations for payment of state series games may be presented to the crew at the game site or mailed immediately to the association’s address.

400. The Coach-Official Conference

401. Calls Based on Rules

401.01 Procedure for Conducting Conference. A conference requested by a head coach or by a team captain on behalf of the head coach to discuss rule enforcement should be conducted according to the following procedure:

(1) The head coach or team captain must request a time-out when the rules governing the contest allow;

(2) The head coach or team captain must inform the referee or umpire-in-chief that he/she requests a conference at the sideline to discuss a rule;

(3) The referee or umpire-in-chief must honor such requests;

(4) The rule in question should be briefly and courteously discussed and the correct decision should be reached;

(5) The referee or umpire-in-chief must correct all errors, if errors are made, providing they are correctable according to the rules governing the contest;

(6) Finally, the contest should be resumed without delay.

402. Judgment Calls

402.01 Conference to Discuss Judgment Call Prohibited.

(1) A judgment call on the part of an official is not subject to question or discussion. No conference to discuss a judgment call may be granted by an official.

(2) An official must refrain from discussing a judgment call made during a contest with coaches, players, spectators and members of the news media.

500. Disqualifications (Ejections) of Athletes and Coaches

501. Sportsmanship and Unsporting Conduct (Policy 30)

501.01 Sportsmanship and Ethics. Student-athletes, coaches, administrators, spectators and all other persons connected directly or indirectly with a member school, as well as contest officials, shall adhere to the principles of good sportsmanship and the ethics of competition before, during and after all contests in which they participate and/or attend.

502. Procedure for Disqualification of an Athlete

An FHSAA official must adhere to the following procedure when disqualifying (ejecting) an athlete from a contest:

- (1) Call timeout. Stop the action.
- (2) Do not hurry. If an athlete is disqualified (ejected), request the athlete to accompany you to his/her team bench or box. Go directly to the head coach and clearly notify the head coach directly that the player is disqualified (ejected). Provide both the athlete and the head coach with a statement of explanation as to why the athlete is disqualified (ejected). Be professional, courteous and assertive. Do not, however, debate the issue with either the athlete or the coach.
- (3) Go to the opposing head coach and notify him/her that the athlete has been disqualified (ejected) and provide him/her with the exact same statement of explanation.
- (4) Report the disqualification (ejection) to the official scorekeeper if the rules of the contest so require.
- (5) Resume the contest.

503. Disqualification (Ejection) of a Coach

503.01 Procedure for Disqualification. An FHSAA official must adhere to the following procedure when disqualifying (ejecting) a coach from a contest:

- (1) Call timeout. Stop the action.
- (2) Do not hurry. Go directly to the head coach and clearly notify him/her that he/she or, if applicable, another member(s) of his/her coaching staff is disqualified (ejected). Provide the head coach with a statement of explanation as to why he/she or the member(s) of his/her coaching staff is disqualified (ejected). Inform the disqualified (ejected) individual that he/she must leave the premises (facility) for the remainder of, and after, that contest and that he/she may not give any further instruction to, have any further contact with, or confer with athletes or other members of the coaching staff for the remainder of the contest. Be professional, courteous and assertive. Do not, however,

debate the issue with any member of the coaching staff.

(3) Go to the opposing head coach and notify him/her that the coach has been disqualified (ejected) and provide him/her with the exact same statement of explanation.

(4) Report the disqualification (ejection) to the official scorekeeper if the rules of the contest so require.

(5) Resume the contest.

503.02 Disqualified Coach Must Leave Premises.

(1) A coach who is disqualified (ejected) from a contest must leave the premises (facility) and may not give any further instruction to, have any further contact with or confer with athletes or other members of the coaching staff for the remainder of the contest, including halftime, breaks between quarters and other intermissions and following the contest. The coach may not sit in the spectator seating area, stand beyond the fence, etc. The coach must remove himself/herself from the (premises) facility to a position where he/she is no longer visible to the participants and spectators and the competition is no longer visible to the coach. The coach may not communicate to his or her team, assistant coach(es) or fans by any means of technology.

(2) If a coach who has been disqualified (ejected) from a contest refuses to leave the premises (facility) as specified in s.503.02(1) or is intent upon continuing to coach his/her athletes or conferring with other members of his/her coaching staff in defiance of the officials, the officials are instructed to discontinue the contest and declare it a forfeit.

(3) If a coach or coaches are disqualified (ejected) from a contest and no other authorized school personnel is available to take charge of the athletes, the contest must be suspended. In volleyball, the offending team must forfeit per NFHS Rule 1-7-2b.

504. Protocol after Disqualification is Administered

504.01 Official May Not Hear Appeal or Reverse Decision. Once an official has disqualified (ejected) an athlete and/or coach, the official may not entertain any appeal from the athlete, coach, athletic director, principal, parent, spectator or any other individual associated with the school. The disqualification (ejection) of an athlete and/or coach is a judgment call and may not be reversed. The official's decision is final. All questions regarding appeals must be referred to the FHSAA Office.

504.02 Official May Not Discuss Penalty for Disqualification. Under no circumstance should an official discuss with an athlete, coach, athletic director, principal, parent, spectator, news media or any other individual the disciplinary penalty which may be assessed an athlete or coach who is disqualified (ejected) from a contest. That penalty will be decided and processed by the FHSAA Office, which will communicate such penalty directly to the school's principal or FHSAA representative.

504.03 Official Not Responsible for Enforcing Penalty. An official is not to enforce any disciplinary penalty assessed an athlete and/or coach who is disqualified (ejected) from a contest. Should, however, the official be aware of

a school, coach or athlete's failure to comply with such disciplinary penalty, it is the duty of the official to report the offense to the FHSAA Office. Under no circumstance may an official approach the offending individual(s) directly.

505. Policy on Crowd Control

FHSAA policy requires the home school administration be responsible for the control of spectators during an athletic contest and recommends that the home school secure uniformed security to assist with this responsibility. However, the officials assigned to officiate a contest are responsible for the conduct of the contest. In the event a spectator or spectators interfere with the conduct of a contest or cause an official to become distracted through continual, unrelenting verbal abuse, the official should immediately stop the action and report the spectator or spectators to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. Under no circumstance should an official ever confront, challenge, rebuke or threaten a spectator, or make gestures of any kind toward a spectator before, during or after a contest. If a replay system is used during the regular season, a play may not be shown more than once when it is focused on an official's call. During a state series contest, the FHSAA will monitor any replay system.

506. Notifying FHSAA Office of Incidents

506.01 When Written Reports Must Be Filed. Officials must file a written report online with the FHSAA Office within 24 hours (preferably by the end of the contest) using Form AT6, the "Unsporting Conduct Incident Report" form, which is provided on FHSAA.org, when:

- (1) An athlete or coach is ejected for any reason from a contest (with the exception of an athlete who receives a blue card in soccer);
- (2) An athlete or coach is guilty of a flagrant act and/or unsporting conduct before or after a contest for which he/she is not ejected;
- (3) A contest must be temporarily stopped due to unsporting conduct on the part of a spectator or spectators;
- (4) A contest, for whatever reason, does not go to its normal conclusion;
- (5) The contest facility is, in the official's opinion, judged to be unsafe for participants, or hazards are present; and
- (6) The contest facility or team equipment/uniforms do not meet rule specifications.

506.02 When Verbal Reports Must Be Filed. Officials are required to notify the FHSAA Office at (352) 372-9551 ext. 300 the following morning when a bench-emptying brawl occurs, or when a contest, for whatever reason, does not go to its normal conclusion. Such verbal reports are in addition to the necessary written reports.

506.03 Responsibility for Filing Reports. The referee or umpire-in-chief is

responsible for ensuring that reports as required by s.506.01 and s.506.02 are filed with the FHSAA Office on the “Unsporting Conduct Incident Report” form, which is provided on FHSAA.org. The actual reports, however, may be written by the official who ejected the athlete or coach or who witnessed the behavior that required a contest to be temporarily stopped or discontinued.

506.04 Content of Written Reports. Written reports as required by s.506.01 should be made on the required form, must provide complete and detailed information concerning the incident that prompted the report and must be neat and legible. The report must always include:

- (1) The sport and gender being contested (e.g. football, girls basketball);
- (2) The level of competition (e.g. junior high, junior varsity, varsity);
- (3) The date and site of the contest;
- (4) The names of the participating schools;
- (5) The first and last name of any athlete and/or coach who was ejected from a contest, as well as the jersey number of the athlete (if the name of the athlete is unknown, providing the jersey number will be sufficient);
- (6) The score of the contest and the time remaining in the contest if it was necessary to declare it ended prematurely;
- (7) A detailed narrative of exactly what occurred and exactly what was said to prompt the action that required the filing of the report; if abusive/profane language is used by anyone, the language must be specifically written in its entirety. The report must be factual and must not contain opinions of what suspension shall be levied;
- (8) The name, signature, address and daytime telephone number of the official filing the report.

600. School’s Responsibilities to Officials

Member schools are charged with the following responsibilities relative to FHSAA officials when serving as host for an athletic contest to which the officials are assigned.

- (1) An authorized representative of the host school shall greet the officials upon their arrival.
- (2) The host school should provide a private, secure place for the officials to park.
- (3) The host school should provide a secure dressing facility which affords privacy [See s.1001.07 regarding dressing facilities for state series contests]. (4) The host school should provide the officials access to private shower facilities.
- (4) The host school should provide the officials with refreshments (i.e., water and/or sports drinks) during the halftime intermission and other appropriate times.
- (5) The host school must provide pregame, halftime and postgame security for the officials. A school official or principal’s designee must escort the officials to and from the playing field or court to prevent harassment.

- (6) The host school principal or game administrator must indicate to the referee or umpire-in-chief his/her seat location should a situation develop where assistance is needed during the contest.
- (7) School personnel, including coaches, shall not enter the officials' dressing facility while the officials are in attendance except when requested by the officials.
- (8) The host school for state series contests beyond the district level shall provide contest officials with a secure and adequate dressing room (one each for mixed gender crews) with properly operating bathroom facilities, including showers with warm water, at the site of the contest. If the site does not have such facilities, the host school shall obtain and provide at its expense an appropriate hotel/motel room(s) reasonably close to the site. The host school is required to complete dressing room arrangements and have the information available to the head referee at least 24 hours prior to the scheduled starting time of the contest. It is the responsibility of the head referee or umpire-in-chief to contact the school administration at least 24 hours prior to the scheduled starting time of the contest to verify the arrangements for the contest. The referee or umpire-in-chief shall report to the FHSAA Office the failure of any host school to provide dressing facilities as required.

700. Dress Code

701. Required Uniforms

Note: The use of the blue and green FHSAA Shield insignia is mandatory in all sports on all levels.

701.01 Baseball.

- (1.) Light blue, black, cream, cherry or Major League style navy pullover shirt with the FHSAA insignia on the left chest or pocket
- (2.) Gray slacks
- (3.) Shoes as required by NFHS rules
- (4.) Navy blue or black cap with FHSAA vertical logo embroidered on the back
- (5.) Black or navy blue jacket or navy blue V-neck pullover, if worn
- (6.) Home plate umpires must wear all necessary protective equipment
- (7.) Umpires working in the post-season (beginning with the district tournament) will be required to wear the FHSAA approved postseason uniform available from FHSAA approved vendors.

701.02 Basketball.

- (1.) Black/white striped or gray/black pinstripe short sleeve shirt with FHSAA insignia
- (2.) Black slacks
- (3.) Black shoes as required by NFHS rules
- (4.) Black belt, if worn
- (5.) Black jacket, if worn
- (6.) Officials working in the post-season (beginning with the district

tournament) will be required to wear the FHSAA approved postseason uniform available from FHSAA approved vendors.

701.03 Flag Football.

- (1.) Black and white striped shirt with the FHSAA insignia on the left chest or pocket
- (2.) Black pants or shorts
- (3.) Black socks
- (4.) Solid black football shoes
- (5.) Black baseball cap with white piping
- (6.) Additional essential equipment includes a plastic whistle, penalty marker, blue or white bean bag to mark non penalty spots (crew should be consistent for uniformity), game card, pencil and rubber bands or some device to keep track of the down number. The penalty marker shall be a light gold flag (15" x 15") with a middle pouch weighted with sand, beans, etc.

701.04 Football.

- (1.) Collared black and white striped shirt (long sleeve permitted if necessary) with FHSAA logo on left chest or pocket.
- (2.) Black pants with black socks, white knickers with one piece hose with northwestern stripes, or black shorts with black socks
- (3.) Black shoes with black laces as required by NFHS rules
- (4.) Black belt
- (5.) Black baseball cap with white piping. The Referee must wear a white baseball cap.
- (6.) Black jacket, if worn
- (7.) If using split crews, the host crew shall determine the dress for that game
- (8.) FHSAA playoff uniform:
 - Full length black pants with a single 1 ¼ inch stripe down each leg with FHSAA logo near right pocket (purchase from approved vendor).
 - Collared black and white striped shirt with FHSAA logo on the left shirt pocket. American flag with white border on left sleeve. Flag placement: 2" above the top of the black ribbing of the left sleeve or 3" down from the left shoulder seam on a long-sleeved shirt.
 - All other items listed above

701.05 Lacrosse.

(1) Girls.

- (1.) Black and white striped shirt with Byron collar with FHSAA insignia on left chest or pocket (black undergarment if visible)
- (2.) White or black shorts or solid black wind pants (female officials may wear a black kilt)
- (3.) Black belt
- (4.) Solid black shoes with black laces
- (5.) Solid black baseball cap or visor, if worn
- (6.) Black jacket with white stripes, if worn

(2) Boys.

- (1.) Black and white striped shirt with Byron collar with FHSAA insignia on left chest or pocket (black undergarment if visible)
- (2.) White or black shorts or black wind pants (female officials may wear a white kilt)
- (3.) Black belt
- (4.) Solid black shoes with black laces
- (5.) Black baseball cap with white piping
- (6.) Black jacket with white stripes, if worn

701.06 Soccer.

- (1.) Aqua, black, blue, green, red or yellow shirt with pin stripes with FHSAA insignia on left chest or pocket
- (2.) Black shorts or trousers
- (3.) Black belt, if worn
- (4.) Black knee socks with three white stripes at the top
- (5.) Shoes as required by NFHS rules
- (6.) Black cap, if worn
- (7.) Black jacket, if worn
- (8.) Beginning with the 2015-16 school year, officials working in the post-season (beginning with the district tournament) will be required to wear the FHSAA approved postseason uniform available from FHSAA approved vendors.

701.07 Softball.

- (1.) Major League style powder blue pullover or Major League style navy pullover shirt with the FHSAA insignia on the left chest or pocket.
- (2.) Light gray (Heather) or navy blue slacks.
- (3.) Shoes as required by NFHS rules (Solid black in color – Plate shoes shall have a hard shell or steel reinforced toe and a steel or reinforced tongue).
- (4.) Navy blue or black socks
- (5.) Navy blue cap with FHSAA acronym embroidered in FHSAA blue on the front and vertical logo embroidered on the back.
- (6.) Navy blue jacket, navy blue v-neck pullover or navy blue with light blue and white stripes Jackets/Pullovers may be worn by one or all umpires. However, all must match.
- (7.) Home plate umpires (must) wear all necessary protective equipment. (Mask – Throat Protector – Chest Protector – Shin Guards).
- (8.) Undershirts will be either white or navy. Long sleeved undershirts shall NOT be exposed. In either case, ALL umpires must be dressed the same.
- (9.) During the FHSAA State Series (District - State Finals) umpires must wear the official “State Series” uniform shirts available through the FHSAA approved uniform vendors, in addition to all

other required uniform items listed above.

701.08 Swimming & Diving.

- (1.) White collared shirt with FHSAA insignia worn on left chest or on a lanyard
- (2.) Navy or khaki pants/shorts/skirts/capris
- (3.) Solid white socks and shoes
- (4.) White jacket, sweater, or hat if worn
- (5.) The FHSAA Finals uniform will be announced at a later date for those officials who are eligible.

701.09 Track & Field.

- (1.) Light blue polo shirt with the smaller FHSAA insignia of the left chest or worn on a lanyard.
- (2.) Beige or khaki pants or shorts are encouraged.
- (3.) During the FHSAA State Series (District – State Finals) officials must wear the official “State Series uniform shirt available through the FHSAA approved uniform vendors, in addition to all other required uniforms items listed above.

701.10 Volleyball.

- (1.) White polo with the smaller FHSAA insignia on the left chest
- (2.) Black slacks
- (3.) Solid Black Athletic Shoes as required by NFHS rules
- (4.) Black socks
- (5.) Black belt, if worn
- (6.) Black jacket, if worn
- (7.) Small and unobtrusive jewelry is permitted
- (8.) During the FHSAA State Series (District - State Finals) officials and line judges must wear the one of the official “State Series” uniform shirts available through the FHSAA approved uniform vendors, in addition to all other required uniform items listed above.

701.11 Water Polo.

- (1.) White shirt with FHSAA insignia on left chest or pocket
- (2.) White trousers
- (3.) White shoes
- (4.) White jacket, if worn
- (5.) White hat, if worn

701.12 Wrestling.

- (1.) Black and white striped short sleeve shirt or gray short sleeve shirt with black pinstripes
- (2.) FHSAA insignia on left chest or pocket
- (3.) Black slacks
- (4.) Shoes as required by NFHS rules
- (5.) Black socks

- (6.) Black belt, if worn
- (7.) Black jacket, if worn
- (8.) During the FHSAA State Series (District - State Finals) officials must wear the official "State Series" uniform shirt available through the FHSAA approved uniform vendors, in addition to all other required uniform items listed above.

702. Restrictions

702.01 Jewelry. Officials are prohibited from wearing jewelry while officiating a contest. The only exceptions to this policy are a wedding band, game timing device and a medical alert bracelet which, if worn, must be taped to the body with clear tape so that it remains visible. Not applicable to volleyball officials (see 701.10(7)).

702.02 Numbers. The wearing of numbers on shirts by FHSAA officials is strictly prohibited.

702.03 Local Association Patch. A local association patch may be worn on the upper front of the jacket or left shoulder of shirts, provided a request is made. Patches may not exceed three (3) inches in diameter and must be black and white in color. Other color combinations are prohibited.

702.04 FHSAA Insignia Prohibited at Non-FHSAA Contests. The FHSAA insignia, including "FHSAA" and the "Florida Shield," is the property of the FHSAA and may be used by contest officials only as approved by the FHSAA Office. An FHSAA official may not wear any part of his/her uniform containing the FHSAA insignia at any time other than when officiating a contest involving an FHSAA member school. For example, an FHSAA official may not wear the FHSAA insignia on any article of clothing as a spectator or while officiating AAU, American Legion, ASA, city recreational league contests, etc. This requirement does not preclude officials who have just finished officiating a contest from watching part of a succeeding contest while in uniform nor does it preclude officials who have arrived early for a contest from observing the preceding contest while in uniform.

703. Exceptions to Dress Code

Any exceptions to this dress code must be approved in writing by the FHSAA Executive Director or his/her designee.

800. Rankings for Officials

801. Rankings

801.01 Designations and Criteria.

(1) Each FHSAA official will be ranked each year by the FHSAA Office, with the exception of swimming & diving officials. The rankings to be used for this purpose are: Rank 1; Rank 2; and Rank 3.

(2) Rankings will be determined according to the following criteria:

- (a) Score on the current year's FHSAA rules examination;

- (b) Completed years of experience as a high school official to date;
- (c) Number of regular season contests (varsity and sub-varsity) officiated in the previous year;
- (d) Completion of the optional FHSAA Field Clinic for the current year;
- (e) Attendance at local association training sessions for the previous year; and
- (f) The number of proficiency points earned during the current year.

801.02 Definitions and Qualifications.

(1) **Rank 1 Official.** A Rank 1 Official is that individual who has demonstrated consistent superior performance over a sustained period of time. This official is at the top of his/her peer group and has met standards of performance in excess of those required of Rank 2 and Rank 3 officials. The qualifications for a Rank 1 Official are as follows:

- (a) The official must score a 90 or better on the FHSAA rules examination for that year;
- (b) The official must earn 75 or more proficiency points; and
- (c) The official must have a minimum of seven (7) completed years experience as a high school official, either with the FHSAA or another state association that is a member of the National Federation of State High School Associations.

(2) **Rank 2 Official.** A Rank 2 Official is that individual who has demonstrated the competence and gained the experience necessary to officiate at all levels of athletic competition in his/her sport. This official is in the broad middle range of his/her peer group and is distinguished by the FHSAA by means of proficiency points. The qualifications for a Rank 2 Official are as follows:

- (a) The official must score an 80 or better on the FHSAA rules examination for that year;
- (b) The official must earn 50 or more proficiency points; and
- (c) The official must have a minimum of three (3) completed years experience as a high school official, either with the FHSAA or another state association that is a member of the National Federation of State High School Associations.

(3) **Rank 3 Official.** A Rank 3 Official is an individual who has not met the minimum qualifications to become a Rank 2 official in a given year.

801.03 Proficiency Points.

(1) Proficiency points are earned by an official based on his/her score on the FHSAA rules examination for the current year; total completed years of experience as a high school official registered with either the FHSAA or another state association that is a member of the National Federation of State High School Associations; optional FHSAA Field Clinic for the current year; and the number of contests, both varsity and sub-varsity, officiated during the previous school year. The maximum number of proficiency points an official can earn in any given year is 102.

(2) Proficiency points are awarded as follows:

FHSAA Rules Examination Grade

Grade	Points	Grade	Points
95-100	30	80-84	15
90-94	25	75-79	10
85-89	20	74 or less	0

Completed Years of Experience

Years	Points	Years	Points
10 or more	20	5	10
9	18	4	8
8	16	3	6
7	14	2	4
6	12	1	2

Clinic Attendance/Completion

Field Clinic	12 points (9.5 hour attendance)
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Local Association Training Sessions

1 point per pre-approved, predetermined session (maximum of 10 points)

FHSAA/Regular Season Contests Officiated Previous Year

[one credit for each varsity contest officiated; 1/2 credit for each sub-varsity (i.e., middle school, 9th grade, junior varsity) contest officiated involving FHSAA members]

Baseball, Softball, Volleyball, Water Polo

Credits	Points	Credits	Points
17 or more	30	4-7	15
13-16	25	1-3	10
8-12	20		

Basketball

Credits	Points	Credits	Points
30 or more	30	7-13	15
22-29	25	1-6	10
14-21	20		

Football/Track & Field

Credits	Points	Credits	Points
9 or more	30	3-4	15
7-8	25	1-2	10
5-6	20		

Flag Football/Lacrosse/Wrestling*

Credits	Points	Credits	Points
12 or more	30	3-5	15
9-11	25	1-2	10
6-8	20		

* wrestling tournaments count as two contests

801.04 Transferring From Another State Association. An official who transfers his/her registration from another state association that is a member of the National Federation of State High School Associations and who meets all FHSAA qualifications will be assigned a ranking by the FHSAA Office in accordance with his/her record in the previous state association. Documentation from the previous state association must be received on the state association's official letterhead for verification of the official's grade on the rules examination for the current year, rules clinic attendance for the current year, number of contests officiated during the previous year and completed years of experience to date. The official must submit this information for processing within thirty (30) days of his/her registration with the FHSAA. If received and processed later than 30 days after registration, the official may be credited in the next year of registration.

802. Officials Recognition Program

802.01 Purpose. The FHSAA will operate an officials recognition program through which deserving officials will be recognized for (1) meritorious achievement; (2) milestones in years of service as a high school official; and (3) selection to officiate an FHSAA state championship event.

802.02 Meritorious Achievement. The meritorious achievement award will be presented to each official who qualifies under the following criteria in the same one year: (1) 10 or more years completed service; (2) Rank 1 status; and (3) a score of 95 or better on the rules examination. The award, which will be in the form of a commemorative plaque, will be presented only one time in his/her career in each sport.

802.03 Milestones in Years of Service. Officials will be recognized by the FHSAA when they reach different milestones in years of service as follows: 10, 15, 20, 25, 30, 35, 40, 45 and 50 years. Officials will be presented certificates commemorating this award at each of these marks. Officials achieving 25-year status and above will receive both a certificate and a memento to commemorate their award.

802.04 Officiating State Championship Event. Officials may purchase FHSAA Finals contest official souvenir rings through the FHSAA-approved vendor.

900. Officiating Fees

901. Establishing Fees

901.01 Agreements with Schools.

(1) Officiating fees should be agreed upon by negotiations between local officials associations and the member schools that they serve.

(2) The FHSAA requires that local officials associations enter into a written agreement or contract with each school, district school board, conference, league, etc. that the association serves during the regular season. This

document should contain all financial terms and conditions, as well as detail the obligations of both parties. Events requiring sanction from the FHSAA Office and/or NFHS must be submitted under a separate contract and may have no bearing on the regular season contract. District tournament assignment as in s.301 may not be included in the regular season contract. The agreement shall require the signatures of the authorized representatives of both parties. Each local officials association shall submit a copy of its contract to the FHSAA Assistant Executive Director for Athletic Services not later than one full calendar week prior to the start of regular season competition.

(3) The accomplishment of any agreement or contract can be complete only when the fee or fees agreed upon are within the ability of the school to pay and are also commensurate with the services rendered. Any agreed upon fees must be within the maximum allowed by the FHSAA official pay scale.

902. Maximum Pay Scale

902.01 Fees. The following fees are the maximum amounts that may be paid by any FHSAA member school to any local officials association. Only local officials associations that have complied with the addition and selection of the Education/Training Committee as requested by the Board of Directors are eligible to charge the 2016-17 maximum fee rates. Associations that do not comply must use the “without training component” maximum rate table. This scale does not preclude payment of lower fees if agreed upon. Fees are per official.

	<u>w/o training component</u>	<u>2016-17</u>
<u>Baseball</u>		
Regular Season Games		
Varsity Games (2 Umpires)	\$50.00	\$55.00
Varsity Games (3 Umpires)	\$45.00	\$50.00
Junior Varsity Games	\$40.00	\$45.00
State Series Games		
District Tournament Games.....	\$53.00	\$58.00
Regional Tournament Games	\$55.00	\$60.00
FHSAA Finals state tournament games	\$60.00	\$65.00
<u>Basketball</u>		
Regular Season Games		
Varsity Games (2 Officials).....	\$50.00	\$55.00
Varsity Games (3 Officials).....	\$45.00	\$50.00
Junior Varsity Games	\$40.00	\$45.00
State Series Games		
District Tournament Games.....	\$53.00	\$58.00
Regional Tournament Games	\$55.00	\$60.00
FHSAA Finals state tournament games	\$60.00	\$65.00

Flag Football

Regular Season Games

Varsity Games (3 Officials).....	\$36.50	\$38.00
Junior Varsity Games (3 Officials).....	\$31.50	\$33.00

State Series Games

District Tournament Games (4 Officials)	\$39.50	\$41.00
Regional Tournament Games (4 Officials).....	\$41.50	\$43.00
FHSAA Finals state tournament games (4 Officials).....	\$46.50	\$48.00

Football

Regular Season Games

Varsity Games (Field Officials).....	\$62.00	\$65.00
Junior Varsity Games (Field Officials)	\$48.00	\$51.00
Clock Operator and 25-second Clock Operator	\$31.00	\$34.00

State Series Games

District Tiebreakers (Field Officials)	\$62.00	\$65.00
District Tiebreakers (Clock Operator and 25-second Clock Operator).....	\$31.00	\$34.00
Regional Tournament Games (Field Officials)	\$68.00	\$71.00
Regional Tournament Games (Clock Operator and 25-second Clock Operator)	\$36.00	\$39.00
State Semifinal Games (Field Officials)	\$68.00	\$71.00
State Semifinal Games (Clock Operator and 25-second Clock Operator)	\$36.00	\$39.00
FHSAA Finals state championship games (Field Officials)	\$77.00	\$80.00
FHSAA Finals state championship games: (Clock Operator and 25-second Clock Operator).....	\$43.00	\$46.00

Lacrosse

Regular Season Games

Varsity Games (2 Officials).....	\$58.00
Varsity Games (3 Officials).....	\$53.00
Junior Varsity Games (2 Officials).....	\$50.00

State Series Games

District Tournament.....	\$61.00
FHSAA Finals Play-in Games.....	\$65.00
FHSAA Finals state tournament games.....	\$70.00

Soccer

Regular Season Games

Varsity Games (2 Officials).....	\$48.00	\$51.00
Varsity Games (3 Officials, Double Dual Referee).....	\$48.00	\$51.00
Side Referees.....	\$48.00	\$51.00
Junior Varsity Games (2 Officials).....	\$38.00	\$41.00
Junior Varsity Games (3 Officials, Double Dual) Referee.....	\$38.00	\$41.00
Side Referees.....	\$38.00	\$41.00

State Series

District Tournament Games (Double Dual) Referee.....	\$50.00	\$53.00
Side Referees.....	\$40.00	\$53.00
Regional Tournament Games (Double Dual) Referee.....	\$52.00	\$55.00
Side Referees.....	\$42.00	\$55.00
FHSAA Finals state tournament games (Double Dual only) Referee.....	\$57.00	\$60.00
Side Referees.....	\$47.00	\$60.00

Softball

Regular Season Games

Varsity Games (Two Umpires)	\$45.00	\$50.00
Varsity Games (Three Umpires).....	\$40.00	\$45.00
Junior Varsity Games	\$35.50	\$40.00

State Series Games

District Tournament Games.....	\$48.00	\$53.00
Regional Tournament Games	\$50.00	\$55.00
FHSAA Finals state tournament games	\$55.00	\$60.00

Swimming & Diving

Swimming & Diving officials contract directly with the school for regular season meets.

State Series Meets

FHSAA Finals state meet (based on officiating duties).....	\$60.00	\$60.00
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Track & Field

The FHSAA encourages at least one registered member of the local track & field officials association be contracted for regular season meets by the host schools.

The following pay scale is the maximum recommended for FHSAA Track & Field Officials on a per meet basis:

<u>Regular Season Meets</u>		
		2016-17
<u>Meet Referee</u>		\$128.00
<u>Starter and Clerks</u>		\$100.00
<u>Field and Running Judges</u>		\$64.00
<u>Weights and Measures</u>		\$25.00
<u>FHSAA State Series</u>		
	<u>District Meets</u>	2016-17
<u>Meet Referee</u>		\$128.00
<u>Starter and Clerks</u>		\$110.00
<u>Field and Running Judges</u>		\$64.00
<u>Weights and Measures</u>		\$25.00
	<u>Region Meets</u>	2016-17
<u>Meet Referee</u>		\$136.00
<u>Starter and Clerks</u>		\$120.00
<u>Field and Running Judges</u>		\$70.00
<u>Weights and Measures</u>		\$30.00
	<u>State Championship</u>	2016-17
<u>Meet Referee</u>		\$160.00
<u>Starter and Clerks</u>		\$144.00
<u>Field and Running Judges</u>		\$80.00
<u>Weights and Measures</u>		\$40.00

Volleyball

Regular Season Matches

Varsity Matches (best 3-of-5 matches)		
Referees	\$42.00	\$45.00
Line Judges (optional)	\$25.00	\$28.00
Varsity Tournaments (best 2-of-3 matches)		
Referees	\$32.00	\$35.00
Line Judges (optional)	\$15.00	\$18.00
Junior Varsity Matches (Best 2-of-3 matches)		
Referees	\$28.00	\$31.00
Line Judges (optional)	\$13.00	\$16.00

State Series Matches

District Tournament Matches		
Referees	\$45.50	\$49.00
Line Judges (optional)	\$32.00	\$35.00
Regional Tournament Matches (Girls)		
FHSAA Finals First-Round Play-In Matches (Boys)		
Referees	\$49.00	\$53.00
Line Judges	\$33.50	\$38.00
FHSAA Finals state tournament matches		
Referees	\$54.50	\$59.00
Line Judges	\$36.50	\$41.00

Water Polo

Regular Season Games

Varsity Games		
Two Referees	\$40.00	\$40.00
One Referee	\$45.00	\$45.00
Junior Varsity Games		
Two Referees	\$32.00	\$32.00
One Referee	\$38.00	\$38.00

State Series Games

District Tournament Games		
Referees (two)	\$43.00	\$43.00
Play-In Games		
Referees (two)	\$48.00	\$48.00
FHSAA Finals State Tournament Games		
Referees (two)	\$50.00	\$50.00

Wrestling

Regular Season Meets/Tournaments

Varsity Meets	\$55.00	\$60.00
Junior Varsity Meets	\$44.00	\$49.00
Individual Bracket Tournaments/Dual-Team Tournaments		
Per match wrestled	\$5.00	\$5.00
Weigh-ins	\$14.00	\$17.00

State Series Tournaments

District Tournaments		
First Day	\$115.00	\$120.00
Second Day	\$45.00	\$50.00
Weigh-ins	\$16.00	\$21.00
Regional Tournaments		

First Day	\$125.00	\$130.00
Second Day	\$55.00	\$60.00
Weigh-ins.....	\$16.00	\$21.00
FHSAA Finals state tournament		
First Day	\$162.00	\$167.00
Second Day	\$65.00	\$70.00
Weigh-ins.....	\$16.00	\$21.00

902.02 Mileage. Sixty (60) cents per mile, one way, is the maximum rate.

(1) **Regular Season.** Sixty (60) cents per mile, one way. Schools, school districts and local associations may negotiate different terms for mileage, i.e. flat rates, if agreed upon by both parties.

(2) **State Series.**

Districts: Sixty (60) cents per mile, one way, per officiating crew. Two vehicles per playoff crew are permitted in football for state series contests.

Regionals/State Tournament: Eighty Nine (89) cents per mile, one way, per officiating crew. Two vehicles per playoff crew are permitted in football for state series contests

(a) Per FHSAA discretion, mileage may/may not be paid depending on the sport(s).

903.01 Suspended Contests. If a game is suspended due to weather or other uncontrollable events, the officiating crew will receive the full travel fee and half of the game fee. The officiating crew will receive another full travel fee and the remaining game fee for the continuation of the contest the following day(s). In the event there are multiple suspensions, the officiating crew will always receive a full travel free if they arrive at the facility. The FHSAA Staff will make the final determination on payment.

1000. FHSAA Athletic Regulations That Apply to Officials

1001. General Policies and Regulations

1001.01 Playing Rules. Unless waived by at least a two-thirds vote of the Board of Directors, the rules published by the National Federation of State High School Associations (NFHS), or those approved by it, shall be the official rules for interscholastic athletic competition in all sports. (Bylaw 8.2.1) All NFHS contest official's mechanics manuals will be adopted, unless otherwise noted for a specific sport.

1001.02 Protests of Officials Decisions Not Allowed. Any decision made by a contest official shall not be contested. The decisions of the contest officials are final. (Bylaw 8.1.2)

1001.03 Interrupted or Suspended Outdoor Contests.

(1) **Storms.** If a severe thunderstorm or electrical storm occurs in the area prior to the start of or during any outdoor contest, the officials must immediately contact the principal, or his/her designee, of each school

involved to determine if the contest should be played as scheduled, delayed, suspended or postponed. If the principal, or his/her designee, of either of the schools involved requests that the contest be interrupted or postponed, the officials must immediately honor such request. If the principal, or his/her designee, of only one of the competing schools is available, his/her request must be honored. In the event that neither the principal nor his/her designee is present, the head coach will be presumed to be the principal's designee. (Policy 32.1)

(2) **Safety is Paramount.** The safety and welfare of all concerned is of paramount importance. In no case may an official deny a request by a principal, or his/her designee, to delay, suspend or postpone an outdoor contest due to inclement weather or imply that the contest will be forfeited as a result of such a request. (Policy 32.2)

(3) **Suspended Contests.** A suspended contest shall be resumed from the point of interruption. Otherwise, National Federation Rules regarding the resumption of suspended contests will apply. (Policy 32.3)

1001.04 Sideline Cheerleading Policy for Indoor Contests. The following policy on sideline cheerleaders must be governed by officials with regard to indoor contests:

(1) Sideline cheerleaders must remain in their seats along the sidelines at all times when the ball is alive or a contest is in progress. (Policy 33.2.1)

(2) Officials are responsible for the enforcement of this regulation. First offense – warning; Second and subsequent offense(s) – technical foul in basketball; awarding of point against violating school in volleyball and wrestling. (Policy 33.2.2)

1001.05 Policy on Alcohol and Tobacco Products. The use of alcohol, tobacco or tobacco-like products by student-athletes, coaches and officials is prohibited during the contest and in the vicinity of the playing field or court. A student-athlete in violation of this policy is guilty of unsportsmanlike conduct, will be ejected from the contest, and will be suspended from subsequent contests for a period of up to six weeks in accordance with the FHSAA Policy on Unsportsmanlike Conduct. Additionally, the official must report any violation of this policy by either a student-athlete or coach to the FHSAA Office. Violation of this policy by a student-athlete or coach will subject the school to a monetary penalty. Violation of this policy by an official will subject the official to a monetary penalty or suspension or both. (Policy 31.1)

1001.06 Bands, Noisemakers, Signs at State Series Contests.

(1) With the exception of football and flag football, bands will not be allowed to play at state series tournaments/meets in outdoor sports. Bands are prohibited at football district tiebreakers. With the exception of basketball, bands will not be allowed to play at state series tournaments/meets in indoor sports. (Administrative Procedure 2.1.5) In Basketball, bands must not play when the ball is live, including free throws. Bands may play only during pre-game warm-ups, timeouts, and halftime.

(2) Whistles, or artificial noisemaking devices that mimic or simulate a

game whistle, air horns, and all other artificial or mechanical noisemaking devices, are prohibited in all state series events. (Administrative Procedure 2.1.4)

1001.07 Dressing Facilities. The host school for each state series contest beyond the district tournament shall provide contest officials with a secure and adequate dressing room (one each for mixed gender crews) with properly operating bathroom facilities including showers with warm water at the site of the contest. If the site does not have such facilities, the host school shall obtain and provide at its expense an appropriate hotel/motel room(s) reasonably close to the site. The host school is required to complete dressing room arrangements and have the information available to the referee or umpire-in-chief at least 24 hours prior to the scheduled starting time of the contest. It is the responsibility of the head referee or umpire-in-chief to contact the school administration at least 24 hours prior to the scheduled starting time of the contest to verify the arrangements for the contest. The referee or umpire-in-chief shall report in writing to the FHSAA Office the failure of any host school to provide dressing facilities as required. (Policy 27.9)

2000. Sport-Specific Regulations

2001. Officiating Crews

2001.1 Regular Season. The officiating crew size listed below is the minimum number of officials to be used. The use of additional officials is optional to the school and as agreed to on the game contract between schools.

2001.1.1 Baseball. 2 umpires

2001.1.2 Basketball. 2 referees

2001.1.3 Flag Football. 3 officials

2001.1.4 Football. 5 officials plus 1 clock operator

2001.1.5 Lacrosse. 2 officials

2001.1.6 Soccer. 2 officials

2001.1.7 Softball. 2 umpires

2001.1.8 Volleyball. 2 referees

2001.1.9 Water Polo. 2 referees

2001.1.10 Wrestling. 1 referee

2001.2 State Series

2001.2.1 Baseball. 3 umpires

2001.2.2 Basketball. 3 referees

2001.2.3 Flag Football. 4 officials

2001.2.4 Football. 5 officials plus 1 clock operator for district tiebreakers, 7 officials plus 1 clock operator for remainder of state series

2001.2.5 Lacrosse. 3 officials

2001.2.6 Soccer. 1 referee and 2 side referees

2001.2.7 Softball. 3 umpires

2001.2.8 Volleyball. 2 referees and 2 line judges

2001.2.9 Water Polo. 2 referees

2001.2.10 Wrestling. 1 referee for district (optional assistant referee), 1 referee plus 1 assistant referee for region and FHSAA Finals semifinals, last round of region wrestlebacks, region consolation and championship finals

2009. Swimming & Diving Regulations

2009.01 FHSAA Rule Modifications. NFHS Swimming & Diving Rules, as modified by the FHSAA, are the official rules for all swimming & diving contests. The following modifications to those rules have been adopted by the FHSAA:

- **Whistles:** The use of whistles as preparatory commands is the method for all starts at all levels of competition.

- **2-3-1, 2-7-2. Water depth:** In pools with a water depth at the starting end of less than five (5) feet, the start for all swimming events for all contestants must begin in the water. There will be no variances. In pools with a water depth of five (5) feet or more, starting platforms may be used in accordance with NFHS rules.

- **3-1-1. An Exception Report** will be run prior to the start of all Florida High School State Championship events, in the event that a team over-enters participants, the first four participants listed alphabetically by the team will be advanced where an over-entry was discovered and any remaining individuals will be disqualified.

- **3-1-2. Entries by team in dual meets:** Each team will be allowed a maximum of two entries per individual event and two entries per relay events in a pool with five lanes or less; a maximum of three entries per individual event and two entries per relay event in a pool with six or seven lanes; and a maximum of four entries per individual event and two entries per relay events in a pool with eight lanes or more. Only two designated relay teams may score for each team in each relay event.

- **3-2-1. Entries by individual:** A competitor will be permitted to enter a maximum of four (4) events, no more than two (2) of which may be individual events. Prelims and finals are considered the same event. If, however, a swimmer competes in only three (3) events in prelims, he/she could compete in those three events as well as an additional relay in finals provided he/she was designated on that relay entry card. In the event of an individual over-entry, all events in which s/he competed in excess of two individual events would be disqualified, in addition to any relays on which the over-entered individual competed.

- **3-2-1(a). Exhibitions:** Exhibition swimming & diving and/or practice diving during a regular season meet is allowed if all head coaches involved with the meet agree to exhibition swims. **No exhibition events or entries are allowed during post season events.**

- **3-2-3. Relay card procedures:** Relay athletes are to be listed left to

right in the order that they will swim. Relay teams are to present completed card to the lane timer at the time of the swim. Names may not be added after preliminary heats have been completed. Only the names listed on the prelim card (up to 8) are eligible to swim in the finals.

- **3-3-1. Uniforms:** All uniform rules are to be followed when a competitor is present at any interscholastic competition site, including, but not limited to, warm-up periods at all regular season and post-season events. No two-piece or bikini style suits will be allowed during warm-up periods during the FHSAA State Finals; a competitor found in violation of this uniform policy will not be permitted to warm-up until the offending attire is replaced. Any uniform that is used by a swimmer must cover ALL of the buttocks and must be made of a material that does not become transparent when wet. Any competitor in violation of this rule will not be allowed to enter into competition until the offending attire is replaced; competitors found to be in violation of the uniform policy after entries have been submitted will not be permitted to warm-up until the offending attire is replaced. If a competitor is found in violation of this rule after entering an event, the competitor will be disqualified from that event and will not be allowed to participate further until the offending attire is replaced.

- **3-3-3. Competitors with Disabilities:** A competitor with a disability may request specific accommodation(s) in the start, strokes, turns etc. which does not require equipment, providing the accommodation(s) does not fundamentally alter the sport and/or no advantage is gained. Disability is defined as a permanent physical or mental impairment that substantially limits one or more major life activities. The Referee has the authority to modify the rules for the competitor. Requests for accommodations that are not provided for in this section shall be requested through the FHSAA Office per NFHS Rule 3-3-3.

(a) **Responsibilities.**

- Swimmer — The swimmer (or the swimmer's coach) is responsible for notifying the Referee, prior to the competition, of any disability of the swimmer. The swimmer/coach shall provide any assistant(s) or equipment (tappers, deck mats, etc.) if required.

- Referee — The Referee's responsibilities include:

- Inquiring with regard to the swimmer's needs and determining what modifications will be utilized.

- Instructing the Starter and Stroke & Turn officials as to the accommodations to be made for that swimmer.

(b) **Modifications.** Some of the modifications which the Referee may make to accommodate the swimmer with a disability are:

- A change in starting position.

- Reassignment of lanes within a heat, e.g., exchanging Lanes 2 and 7.

- Allowing the swimmer's assistant(s) on the deck or in the water to assist with a start. Other allowable modifications are further described in this section under the type of disability.

(c) **Use of ID card for swimmers with a disability.** All swimmers with

a disability, who have an International Paralympics Committee authorized classification, will be issued an ID card listing their specific International Paralympics Committee swimming rule exceptions on the reverse of the card. Swimmers shall be judged under these specific exceptions, when documentation is presented.

(d) **Blind and visually impaired.**

- Start — With an audible starting system, no modification is usually required for a blind or visually-impaired swimmer. They may, however, require assistance getting to and on the block. Should they feel insecure starting from the block or deck, an in-the-water start may be allowed.

- Turns and Finishes — A blind or visually-impaired swimmer is permitted to have a “tapper”, which is a pole with a soft-tipped end. The swimmer is tapped with the “tapper” as notification of turns and the finish. Sound devices shall not be used. It is the swimmer’s responsibility to provide the tapper(s) and operator(s), who shall be positioned within the confines of the swimmer’s lane at the ends of the pool.

- Relay Take-Offs — A physical touch may be required to signal the relay swimmer when his/her teammate has touched the wall. The specific method may be tailored to the swimmer’s preference so long as it does not aid the swimmer’s take-off or interfere with the timing.

(e) **Deaf and hard of hearing.**

- Deaf and hard of hearing swimmers may require a visual starting signal, i.e., a strobe light (when available) and/or Starter’s arm signals. The Referee may reassign lanes within

the swimmer’s heat, i.e., exchanging one lane for another, so that the strobe light or Starter’s arm signal can more readily be seen by the deaf or hard of hearing swimmer. Standard Starter’s arm signals are shown in Figure 1. A recall rope is required in the event of a heat being recalled.

- Strobe light location (when available)— The Starter shall advise the swimmers about the location of the strobe light and the light shall be located where the swimmers can clearly see it for the start. For backstroke starts, the light should be positioned so that the swimmers don’t have to turn their heads to look backwards.

(f) **Mentally impaired.** A deck or in-the-water start is allowable and the swimmer may be permitted to have an assistant on the deck when necessary. No other specific rule modifications are required other than patience and clarity in communicating instructions.

(g) **Physical disabilities.**

- Start — Swimmers with physical disabilities: May take longer to assume their starting position;

- May not be able to hold onto the starting grips or gutter for a start;

- May need assistance on the deck or from in the water to maintain a starting position;

- May need to assume a modified starting position on the blocks, deck, gutter or in the water in order to maintain their balance.

- For freestyle, breaststroke and butterfly, a forward start (facing the course) shall be used. The Referee, however, may allow modifications such as the following:

- The swimmer may start from a sitting position on the block or on the deck;

- The swimmer may assume a starting position in the water, with or without assistance;

- If the swimmer cannot use a hand and/or foot to maintain contact with the wall, some other part of the body may be used.

- For breaststroke and butterfly, after the start and after each turn, a swimmer who is unable to push off with the leg(s) may perform one asymmetrical stroke to attain the breast position.

- Stroke/Kick — In judging the stroke or kick of a swimmer with a physical disability, the Referee and Stroke & Turn Judge should follow the general rule that: if a part of the body is absent or cannot be used, it is not judged; if it is used during the stroke or kick, it should be judged in accordance with the NFHS rules and Regulations. Judgments should be made based on the actual rule — not on the swimmer's technique. For example, the breaststroke swimmer with one arm or leg shorter than the other, may have a non-symmetrical stroke or kick, but as long as the arm or leg action is simultaneous, it would meet that portion of the rule. No flotation devices should be permitted.

- Turn/Finishes — Touches shall be judged in the same manner as strokes and kicks, i.e., on the basis of the arm(s) and/or hand(s) that the swimmer can use. In breaststroke and butterfly events, the swimmer must reach forward as if attempting a simultaneous two-hand touch. When a swimmer has a different arm length, only the longer arm must touch the wall, but both arms must be stretched forward simultaneously. Swimmers with no arms or with upper limbs too short to stretch above the head may touch the wall with any part of the upper body.

- Relays — Relay swimmers who cannot exit the water immediately may be allowed to remain in the lane until all relays have finished so long as they do not interfere with the other swimmers or the timing equipment.

- **3-3-4** Competitors shall not wear or use any device or foreign substance to aid their speed, buoyancy or body compression. The following may be used within the stated conditions:

- a. A foreign substance may be applied if not considered excessive by the referee (if excessive, the referee shall require the competitor to remove). Adhesives are not allowed for swimmers of divers.

- b. Divers may wear tape or wraps for support.

Tape may be used by a swimmer to treat a documented medical condition. The referee must be presented signed documentation from an appropriate health-care professional that outlines information related to the injury and the medical necessity for the tape before permitting the athlete to compete. An excused absence from school

note is NOT considered an acceptable form of documentation for the use of tape.

• **8-1-1,2. Starts:** All FHSAA events will utilize the NFHS Suggested Guidelines for Starters' Protocol for whistle starts.

• **8-1-6. No Recall Procedures:** No Recall Start Procedures will be conducted during all FHSAA swimming events. Meets are to be conducted according to the following protocol:

(a) **One Official.**

The official shall:

- Upon observing a false start, raise a hand with open palm as soon as possible after the start, but before the swimmers have completed their first length, indicating the violation.

- At the completion of the race, s/he shall notify the swimmer(s) and/or coach(es) of the disqualification.

(b) **Dual Confirmation.**

The referee shall:

- Upon observing a false start, record in writing the lane or lanes that have committed a false start.

- Compare written records with the starter and, upon confirming that both have observed the same violation, will disqualify the swimmer(s). S/he will also notify the swimmer(s) and/or coach(es) of the violation.

The starter shall:

- Upon observing a false start, record in writing the lane or lanes that have committed a false start.

- Compare written records with the referee to confirm/not confirm the potential violation(s).

(c) **Recalling the Entire Heat.** The starter/referee may recall the entire heat:

- When the start is such that the starter/referee is not satisfied that the race was properly begun, it is always permissible for the starter/referee to recall the entire heat.

- It is not necessary to charge any swimmer with a false start under these conditions, although that may also occur.

- Things that negatively affect the start (such as a loud noise just as the starting signal is given that affects one or more swimmers) should be part of any starter's awareness when commencing a race.

• **9-4-6. Voluntary Dive Groups:** The voluntary dive groups and the corresponding calendar week for the 2015-16 FHSAA Regular Season are as follows: Week 1 Forward; Week 2 Back; Week 3 Inward; Week 4 Twisting; Week 5 Reverse. In the case of a regular season meet that is postponed and subsequently rescheduled, the voluntary dive group that is required for the calendar week that the meet is rescheduled will be used. Once the five weeks have been completed, the cycle will restart.

• **9-6-1. Diving Officials:** In state series events, a minimum judging panel of five judges is required.

2009.02 State Series.

(1) **Pools.** An eight (8)-lane pool, with adequate warm-up and warm-down lanes, is preferred for all state series meets.

(2) **Athletic Trainers.** The presence of a certified athletic trainer or medical staff is recommended for all state series meets.

(3) **Squads.**

- (1) **Scratched Contestant.** A contestant who is entered into an individual event in the FHSAA State Swimming & Diving Series on any level and is later scratched (removed) from any event, or is a no show for an individual or relay event, will be disqualified from participating in all remaining events (individual and relay events) in that meet and as an individual on succeeding levels.
- (2) **Substitutions.** No substitution may be made for any individual in any event, once entered, who qualifies to participate in an event but is unable to compete. This applies to individuals who qualify from the district meet to the regional meet and from the regional meet to the Florida High School State Championships, and between the prelims and the finals on any level.
- (3) **Relay Personnel.** Relay personnel may be changed between the district and regional meets, between the regional meet and the Florida High School State Championships, and between the prelims and finals on any level as long as such change is made in compliance with procedures established by the FHSAA. Any eligible swimmer may be listed on the relay card to swim on a relay team provided it does not result in an over entry.
- (4) **Ties.** In swimming events, all ties in preliminaries which would result in more than eight qualifiers to the consolation or championship finals must be broken by a swim-off.
- (5) **Medical Scratches.** Any competitor who requests a medical scratch at any meet held during the FHSAA State Series must be accompanied by a note from a doctor or certified Athletic Trainer. Once a medical scratch is accepted by the Meet Referee the competitor may not compete in any individual or relay event in that meet. If the competitor does participate in any individual or relay event the penalty shall be disqualification of the individual and relay.

2009.03 Failure to Appear and Compete.

Failure to Appear and Compete. A student-athlete who qualifies in a Florida High School State Championships meet as an individual is expected to compete on successive levels of the Florida High School State Championships unless ill, injured, suspended due to disciplinary action, or for any other reason acceptable to the Executive Director. If the student-athlete does not compete on a successive level, the student-athlete will not be permitted to compete in any other event in the Florida High School State Championships in that sport. Personnel on relay teams may be changed in accordance with the rules governing those sports. A school must submit in writing to the FHSAA Office the name of

the student-athlete and an explanation for the inability to compete in advance of the competition whenever situations make it possible to do so. Failure to participate in the district/regional meet by an individual or relay team is a violation of FHSAA policy and shall subject the school to a \$50 penalty unless the reason for failure to participate is approved by the FHSAA Office.

The following National Federation rules, which are optional by state association adoption, have NOT been approved or adopted by the FHSAA:

- **3-3-5.** The removal of the prohibition of wearing jewelry.

3000. Penalty Code

3001. Types of Penalties.

The FHSAA Board of Directors has authorized the Executive Director to assess penalties against local officials associations and individual officials who violate FHSAA regulations governing the administration and conduct of the FHSAA officials program. The four penalties, in general, that may be assessed, separately or collectively, include:

(1) **REPRIMAND** – An official letter of censure to the local officials association or individual official regarding the violation(s). The letter of reprimand becomes a permanent part of the local association's or individual official's record.

(2) **FINE** – A financial penalty assessed the local officials association or individual official for the violation(s). Fines range from as little as \$25 to as much as \$250 or more.

(3) **PROBATION** – A period of warning for one calendar year during which time any additional violations committed by the local officials association or the individual official may result in more severe penalties being assessed. Probation may also carry with it restrictions such as prohibition from officiating varsity level contests, prohibition from officiating State Series contests, etc.

(4) **SUSPENSION** – A period of time during which the local officials association is prohibited from assigning member officials to officiate contests, or the individual official is prohibited from officiating contests.

(5) **REVOCATION** – The most severe penalty that can be assessed any local officials association or individual official. It is the involuntary revocation of the local association's sanction or individual official's registration for a period of one or more years. No member school may enter into a contract with any local officials association whose sanctioned has been revoked. Neither may any local officials association accept into membership any individual official whose registration has been revoked.

3002. Fine Schedule.

The following fines are generally assessed local officials associations and/

or individual officials for the most common violations of FHSAA regulations. This schedule is not all inclusive and does require the Executive Director to determine fines for violations not specifically covered herein. In all cases, these amounts are minimums and may be increased relative to severity of the violation.

<u>DESCRIPTION OF VIOLATION</u>	<u>MINIMUM AMOUNT</u>
1. Failure to report ejections of student-athletes or coaches for unsporting conduct within 24 hours.....	\$50.00
2. Failure to submit ejection reports on the proper FHSAA form.....	\$25.00
3. Statements of criticism or other derogatory remarks concerning student-athletes, coaches, schools, etc.....	\$50.00
4. Use of tobacco or tobacco-like products by an official during a contest or in the vicinity of the playing site.....	\$100.00
5. Officiating an illegal practice session, illegal scrimmage or other illegal contest.....	\$100.00
6. Use of profanity or other gutter language by an official.....	\$150.00
7. Pursuit of coaches, athletes, spectators, etc. with intent, following a contest, by an official.....	\$150.00
8. Physical contact by an official on a coach, other school personnel, student athletes, or spectators.....	\$250.00
9. Failure to submit local association reports by the established deadline ..	\$ 50.00
10. Officials officiating varsity level competition without the mandatory "75" score on the rules examination for the current year (per contest officiated)	\$ 50.00
11. Associations assigning officials who did not score the minimum "75" score on the rules examination to officiate varsity level competition (per official assigned).....	\$100.00
12. Falsification of records (registration).....	\$ 50.00
13. Improper use of uniform and/or FHSAA insignia.....	\$ 50.00
14. Assignment of unregistered or unqualified officials – Individual	\$ 50.00
Association	\$100.00
15. Failure to take an FHSAA rules examination (per sport).....	\$50.00
16. General failure to comply with FHSAA Policies	\$50.00

3003. Misapplication of Rules.

Officials who grossly misapply playing rules will be subject to disciplinary action.

