

2023-2024

# OFFICIALS HANDBOOK



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## IHSAA BOARD OF DIRECTORS

Dena Naccarato, Post Falls SD	Dist. I	Tonia Burk, Twin Falls HS	Ath. Coaches/Girls
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Ted Reynolds, Canyon Ridge HS	IAAA		

## INTRODUCTION

The registration and certification of all high school sports officials for contests in grades 9-12 is a function of the Idaho High School Activities Association.

This handbook has been prepared to provide a better understanding of the policies and procedures for registration and certification of athletic officials in Idaho.

The sports official plays an important role in the development of young people and is expected to exhibit a high degree of moral character. He/she must have unquestionable integrity and be free of any racial, religious or personal prejudice. The official should always display conduct, which is a credit to the officials of Idaho, the Association, and the sports program.

All officials and prospective officials are required to follow the procedures set forth by the Association in registering and becoming certified each year in each sport he or she plans to officiate

The Idaho High School Activities Association classifies all athletic officials as independent contractors. There should be no employer/employee relationship between the official and any of the Idaho organizations, including the Idaho High School Activities Association, the District Board of Control, the district commissioner, or the schools for which the service is provided.

## BECOMING AN OFFICIAL

We are so excited to hear about your interest in becoming an official. There is a great need for officials across Idaho so thank you for reaching out. The friendship and camaraderie are hands down one of the greatest reasons to officiate. Here is what you will need to become a high school official.

### Registration is through DragonFly; the official assigning platform of the IHSAA

- Register at <https://www.dragonflymax.com/module-1-signing-up>
- Once you are registered you will complete the NFHS Sudden Cardiac arrest course and St. Luke's Concussion course. The courses can be found in your dragonfly account once created. You can also go to <https://idhsaa.org/> and the two links are found under the "Officials" tab under courses.
- There will be a NFHS test per sport that your commissioner will go over with you. It is 50 questions; you can take the test up to 5 times and it is open book.

### You must attend a Rules Clinic per year

Rule clinics are posted on our website at the beginning of every year on July 1<sup>st</sup>.

There will be rules clinic in your area, these meetings are required to attend in person or on- line. You will get all information from your commissioner that you will need for the season as well as your hard copy of the rule books.

### Uniform and Equipment

The IHSAA will contact you with commissioner contact information. Your district commissioner will let you know all you need to get the year started. It is important to reach out to your commissioner to let them know you are ready to officiate or with any questions.

## REGISTRATION FEES

Football \$45

Baseball & Softball \$55

Volleyball \$45

Baseball only \$45

Soccer \$45

Softball only \$45

Basketball \$45

Track \$45

Wrestling \$45

Swimming \$45

- Registration fees for first- and second-year officials will be waived by the IHSAA

## CERTIFICATION REQUIREMENTS for OFFICIALS

There are **two classes** of certified officials:

1. Varsity officials are eligible to officiate all interscholastic contests.
2. Non-Varsity officials are eligible to officiate only Non-Varsity contests.

**Varsity officials must:**

1. Complete registration before the final registration deadline.
2. Attend a State Rules Clinic, or make arrangements with the District Commissioner for a make-up session. This is allowed only in cases of emergency or previous approval by the commissioner.
3. Attend a minimum of two (2) local meetings in addition to the State Rules Clinic.
4. Have received a score of 80 or better on the required NFHS test the previous year, and current year.
5. Received a recommendation from the district commissioner upon completion of a background check.
6. Complete the St. Luke’s Concussion Course and the NFHS Sudden Cardia Arrest Course before officiation a regular season contest. Officials are required to review these courses on even number years. (fall of even numbered years)
  - Courses must be completed after May 1, 2022

**Non-varsity officials must:**

1. Complete registration before the final registration deadline.
  2. Complete the required NFHS test for the current year with a score of 70 or better.
  3. Attend a State Rules Clinic, or make arrangements with the District Commissioner for a make-up session. This is allowed only in cases of emergency or previously approved circumstances by the commissioner.
  4. Receive a recommendation from the district commissioner upon completion of a background check.
  5. Complete the St. Luke’s Concussion Course and the NFHS Sudden Cardia Arrest Course before officiation a regular season contest. Officials are required to review these courses on even number years. (fall of even numbered years)
    - Courses must be completed after May 1, 2022
- NOTE: If you are a new official in an odd (fall) year, you must take courses in that year and then again on even numbered years.

**Age Requirements:** All officials must be at least 16 years old.

**OFFICIALS RESPONSIBILITIES**

**Take the NFHS required exam**

Testing dates <https://idhsaa.org/new-officials>

**Take TWO (2) Safety Courses**

St. Luke’s Concussion Course <https://idhsaa.org/concussion-certification>

NFHS Sudden Cardiac Arrest Course <https://nfhslearn.com/courses/sudden-cardiac-arrest>

**Rule 10 Officials** <https://idhsaa.org/asset/Rules%20&%20Regs/RULE%2010%2023-24.pdf>

**Rule 4-3 Ejections** <https://idhsaa.org/asset/Rules%20&%20Regs/RULE%204%2023-24.pdf>

## **IHSAA RESPONSIBILITIES**

The IHSAA office provides rule packet materials, which include the NFHS Rule Books, Case Books, Manuals, etc. Registration fees cover the cost of producing these materials and insurance coverage.

A service of the IHSAA is to sponsor rules' clinics for officials and coaches. These clinics are conducted by state rules interpreters who cover rules changes, rule interpretations, points of emphasis, and special topics. When contacting the IHSAA for a rule interpretation or clarification, please direct question to the director in charge of each sport.

**Ty Jones** – football, cross-country, wrestling, basketball, track

**Julie Hammons** – swimming, golf, softball, soccer

**Mike Federico** – volleyball, tennis, baseball

## **DISTRICT RESPONSIBILITIES**

Activity district associations (Board of Control) are the key to a successful officiating program. Recruiting, educating, rating, and assigning officials are all important functions of these associations.

All officials used to officiate contests in grades 9-12 must be on approved lists as required in the IHSAA rules and regulations. Rule 10

The organizational pattern followed in operating district officials' associations differs from district to district.

Recruiting new officials is a primary responsibility at the local level. Officials who are active in the program, coaches, and school administrators should always be looking for individuals whom they feel have the background and interest to become proficient officials.

The educating program at the district/local level should require membership in the local officials' association and active participation in the regularly scheduled meetings. The district/local commissioner or assigned rules interpreter should be active in developing a training program to constantly upgrade the caliber of officiating in their area.

## **ASSIGNMENT OF OFFICIALS**

All sports officials used in contests involving grades 9-12 must be certified by the IHSAA. While the IHSAA has established minimum requirements that all officials must fulfill, the IHSAA is not responsible for the assigning or rating of officials during the regular season and cannot guarantee officials will be assigned to officiate interscholastic contests. The sport commissioner in each district usually assigns officials for varsity contests. Officials for non-varsity contest may be assigned through appointed persons or secured independently, depending on the policy of the local district.

## SELECTION OF STATE OFFICIALS

The selection of officials for state competitions is the responsibility of each activity district

Each activity district is required to submit a list of ranked certified officials to the IHSAA

The assignment of officials to state competition will be determined by the order of the district ranking of each individual official.

The number of officials representing each district at state competition in soccer, volleyball, basketball, wrestling and softball will be determined by the IHSAA

In football, when possible, the top team of officials selected from each activity district will be assigned to officiate a game in the Milk Bowl that does not involve a team from their own district.

In basketball, when possible, the top-rated officials from each activity district will be assigned to officiate a championship game in one of the six classifications. The game will be one in which a school from their own district is not involved.

An official will not be eligible to officiate a state contest until after the second season (after the first season for soccer) of a service as a certified official.

An official must attend an official's clinic, other than the district rules meeting once every three years to be eligible to officiate a state tournament.

## DISTRICT BOARD of CONTROL SECRETARIES

- |            |  |           |   |
|------------|--|-----------|---|
| <b>I</b>   | <b>Larry Schwenke</b><br>1531 E Hoffman<br>Coeur d'Alene ID 83815<br>208-929-0296<br>dist1ihsaa@gmail.com  | <b>IV</b> | <b>Shaun Walker</b><br>Twin Falls High School<br>1615 Filer Ave<br>Twin Falls ID 83301<br>208-733-6551<br>walkersh@tfsd.org |
| <b>II</b>  | <b>JoAnne Greear</b><br>Jenifer Jr. High School<br>1213 16 <sup>th</sup> St<br>Lewiston, ID 83501<br>208-748-3305<br>jgreear@lewistonschools.net | <b>V</b>  | <b>Lee Ralphs</b><br>Pocatello High School<br>325 N. Arthur<br>Pocatello ID 83201<br>208-251-0957<br>ralphsle@sd25.us       |
| <b>III</b> | <b>Kimber Chrz</b><br>Eagle High School<br>574 N Park Ln<br>Eagle ID 83616<br>208-794-0212<br>chrz.kimber@westada.org                            | <b>VI</b> | <b>Glenn Romney</b><br>208-538-5175/ 208-709-7278<br>gromney01@gmail.com  |



## ATHLETIC OFFICIALS CODE OF ETHICS

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles:

- I will honor contracts regardless of possible inconvenience or financial loss
- I will study the rules of the game, observe the work of other officials and will, at all times, attempt to improve myself and the game
- I will conduct myself in such a manner that attention is drawn not to me, but to the young people playing the game
- I will maintain my appearance in a manner befitting the dignity and importance of the game
- I will cooperate with the news media in the interpretation and clarification of rules and/or other areas related to good sportsmanship but I will not make statements concerning “calls” after a game
- I will uphold and abide by all rules of the IHSAA and the National Federation (NFHS)
- I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction
- I will give my complete cooperation to the school that I serve and to the IHSAA which I represent
- I will cooperate and be professional in my association with coaches and other officials and will do nothing to cause them public embarrassment
- I will keep in mind that the game is more important than the wishes of any individual