

2022-2023

# OFFICIALS HANDBOOK



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## IHSAA BOARD OF DIRECTORS

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## 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 relationships 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.



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## Athletic Coaches & 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:

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

## OFFICIALS REGISTRATION PROCEDURES

To register online, go to our website [www.idhsaa.org](http://www.idhsaa.org)

- ✓ Click on *Officials*
- ✓ On the dropdown menu, click *either New Official or Returning Official* and follow the instructions
- ✓ Your email address is mandatory for online registration

## REGISTRATION & CERTIFICATION FEES

Football	\$45	Baseball & Softball	\$55
Volleyball	\$45	Baseball only	\$45
Soccer	\$45	Softball only	\$45
Basketball	\$45	Track	\$45
Wrestling	\$45	Swimming	\$45

**LATE FEE:** A \$25 late fee will be assessed for ALL officials who registration after the registration deadline!

## OFFICIALS INSURANCE

All officials will be automatically enrolled in the AIG Life Insurance Company upon registration with the Idaho High School Activities Association. The IHSAA will pay the insurance fee for each individual.

The insurance package provides the following: \$1,000,000 General Liability; \$300,000 accident medical expense limit per injury; \$2,500 deductible; \$10,000 accidental death.

If you need to file a claim with AIG, please keep in mind that you will first contact Mindy Powers at the IHSAA for step-by-step instructions.

### ***Remember:***

This insurance policy is meant only to supplement primary insurance; it should not be the main source of coverage for any official following an incident.

In the event of an incident at an IHSAA sanctioned event, you are **REQUIRED** to have a signed letter from the on-site administrator present at the time of the incident.

## OFFICIALS UNIFORM

The IHSAA emblem is not mandatory, but if worn the IHSAA emblem is to be worn on the left sleeve of the official's shirt, one inch below the shoulder seam in volleyball, wrestling, baseball and softball. In football, soccer and basketball the patch shall be worn on the left pocket area of the shirt. Certified officials may obtain emblems from the IHSAA office or your commissioner/interpreter. Individual district emblems may be worn during the regular season and district play. No district emblems shall be worn during state play-in or state tournament games.

The required uniform for all officials in the sports of football, basketball, baseball, softball, volleyball, soccer, and wrestling may be found in the respective officials' manuals for these sports.

## CERTIFICATION REQUIREMENTS for OFFICIALS

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

1. Varsity officials are eligible to officiate interscholastic contests.
2. Non-varsity officials are eligible to officiate non-varsity contests **only**

### **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 previously approved circumstances 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. Receive a recommendation from the district commissioner upon completion of a background check.
6. Complete the St. Luke's Concussion Course and NFHS Sudden Cardiac Arrest Course before officiating a regular season contest. Officials are required to review these courses on even numbered years\*. This is to be completed after May 1, 2022. The IHSAA statewide Concussion and SCA review dates are: 2022-23, 2024-25, etc.

### **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 NFHS Sudden Cardiac Arrest Course before officiating a regular season contest. Officials are required to review these courses on even numbered years\*. This is to be completed after May 1, 2022. The IHSAA statewide Concussion and SCA review dates: 2022-23, 2024-25, etc.

\*Note: If you are a new official in an odd year, you must take courses in that year and then again on even numbered year. The IHSAA Board of Directors must approve alternative concussion courses or seminars.

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

## TESTING REQUIREMENTS & DATES

**Testing Requirements:** Exams will be administered online through the NFHS during the testing window. Exams will be available from 12:01 A.M. (MST) on the first test date to 11:59 P.M. (MST) on the final test date.

1. Tests may be taken up to **FIVE (5) times** during the testing window.
2. Tests may be taken **OPEN BOOK**.

### NFHS TESTING DATES for IDAHO

Volleyball/Football	Open	Close
Part I	7/15/2022	8/07/2022
Part II	8/08/2022	9/26/2022
<b>Soccer:</b> Part I (only)	8/01/2022	8/28/2022
<b>Swimming</b>	10/01/2022	11/5/22
<b>Basketball</b> Part I (only)	<b>Open</b>	<b>Close</b>
	10/23/2022	11/25/2022
<b>Wrestling</b>	<b>Open</b>	<b>Close</b>
Part I	10/09/2022	11/20/2022
Part II	11/21/2022	12/16/2022
<b>Baseball/Softball</b>	<b>Open</b>	<b>Close</b>
Part I	2/05/2023	3/19/2023
Part II	3/20/2023	4/03/2023
<b>Track</b>	<b>Open</b>	<b>Close</b>
Part I (only)	3/20/2023	4/03/2023

**Change of Address:** Officials are responsible for updating any change of address in DragonFly.

**Transfer Officials:** Varsity officials transferring from another state may secure varsity status in Idaho providing:

1. The IHSAA receives a letter from the previous state association confirming the status of the official.
2. Registration/certification fees are paid to the IHSAA.
3. The IHSAA receives the previous 2 years of test scores from state association.

### EDUCATION OF OFFICIALS

1. Education of officials is the heart of the officiating program and is the responsibility of the district officials' associations.
2. Officials may enroll in the approved classes and become certified by successfully completing the certification requirements.
3. An official who is in good standing in a contiguous state may work contests in Idaho by satisfying district and state requirements. To become eligible to officiate any post-season contest, the official must pay the full Idaho district and state registration fees.

# CLINIC REQUIREMENTS

## for STATE OFFICIALS

**Required hours:** A clinic required for all athletic officials' eligibility to officiate state play-ins and championship games is defined as in class or on field/court instruction that must include a minimum of **six contact hours**. The contact hours can be acquired in multiple days or one six-hour block that would not include breaks.

**Presentation:** A clinic is presented by multiple clinicians using a variety of multi-media methods. These presentation methods may include (but not limited to, nor do all need to be used) speeches, DVD's, Power Points. Court or field mechanics may include officiating simulated or actual games or specific situations or review of game tapes/films.

**Clinic content:** A clinic may contain general information such as motivational presentations, health and safety presentations, tax information, and/or other materials of interest. A clinic must contain sports-specific presentations and/or mechanics demonstrations. A clinic may cover multiple sports; however, participants must attend sports-specific presentations to receive credit for a clinic in that sport.

### STATE RESPONSIBILITY

1. The IHSAA office provides rule packet materials, which include NFHS Rule Books, Case Books, manuals, etc. Registration fees cover the cost of producing these materials and insurance coverage.
2. A service of the IHSAA is to sponsor rules' clinics for officials and coaches. These clinics are conducted by state rules interpreters who cover rule changes, rule interpretations, points of emphasis, and special topics. When contacting the IHSAA for a rule interpretation or clarification, please direct questions to the person in charge of that sport:

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

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

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

3. **Online Testing:** Testing is an important part of the training procedure. Tests are used to help gauge each official's knowledge in given game situations. Part I is required for soccer, basketball and track; Part II is required for all other sports. The required test is open book and used to determine varsity or non-varsity status. With the exception of soccer, basketball and track, Part I test is open book to be completed at the official's leisure, individually or in a group. Its primary function is to serve as a guide to help study and learn the rules.

## **DISTRICT RESPONSIBILITY**

1. Activity district associations are the key to a successful officiating program. Recruiting, educating, rating, and assigning officials are all important functions of these associations.
2. All officials used to officiate contests in grades 9-12 must be on approved lists as required by the IHSAA rules and regulations.
3. The organizational pattern followed in operating district officials' associations differs from district to district.
4. 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.
5. The educating program at the district or local level should require membership in the local officials' association and active participation in the regularly scheduled meetings. The district or local commissioner or assigned rules interpreter should be active in developing a training program to constantly upgrade the caliber of officiating.

## **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 all officials will be assigned to officiate interscholastic contests. The sport commissioner in each district usually assigns all officials for varsity contests. Officials for non-varsity contests may be assigned through appointed persons or secured independently, depending upon the policy the local district has adopted.

## **SELECTION OF STATE OFFICIALS**

1. The selection of officials for state level competitions is the responsibility of each activity district.
2. Each activity district is required to submit a list of ranked certified officials to the IHSAA.
3. The assignment of officials to state competition will be determined by the order of district ranking of each individual official.
4. The number of officials representing each district at state competition in soccer, volleyball, basketball, wrestling and softball will be determined by the IHSAA.



5. 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 district.
6. In basketball, when possible, the top-rated official 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 district is not involved.
7. An official will not be eligible to officiate a state contest until **after the second season (two for soccer)** of service as a certified official.
8. An official must attend an official's clinic, other than the district rules meeting once every three years for eligibility to officiate a state tournament.

## **STATE RULES & REGULATIONS: Officials**

### **10-1 GENERAL**

**10-1-1** The officials for all interscholastic contests must be on the IHSAA list of approved officials. All contests in which unapproved officials are used may be declared "no contest", and schools will be subject to fine and/or suspension.

#### **10-1-2 Code of Ethics and Background Checks for Officials**

- a. The Association reserves the right to suspend or drop from the approved list any official who does not comply with the Code of Ethics for Athletic Officials, whose conduct on or away from the area of competition indicates the official is unfit to serve, or who does not wear the official uniform as prescribed by the Association.
- b. All officials must pass a criminal background check conducted by the Association upon registering and every odd-numbered year of continued service. Officials cannot have been convicted of:
  1. A felony involving the use, possession or sale of a controlled substance within the last 10 years. The 10-year period of ineligibility to officiate shall commence from the date of suspension from officiating duties or from the date of conviction, whichever occurred first, or
  2. A crime involving the use or threatened use of violence against a person within the last 10 years. The 10-year period of ineligibility to officiate shall commence from the date of suspension from officiating duties or from the date of conviction, whichever occurred first, or
  3. A crime involving a minor child at any time.
- c. Officials will be suspended during any and all formal investigations.

**10-1-3** A coach may not officiate in varsity games in which students from his/her school may be contestants, except by mutual consent in writing by both coaches prior to the contest.

**10-1-4** The IHSAA will not consider protests of sports officials' contest decisions. The correction of any errors will be done in accordance with National Federation rules.

**10-1-5** Game officials may not declare a forfeit of a state tournament game prior to consulting with the tournament manager.

**10-1-6** Officials assigned to play-in games involving the sports of volleyball, football, soccer, basketball, and softball will be selected from the host district.

In the sports of volleyball and basketball if one of the schools is from the host district, the officials should be selected from the activity districts involved in the play-in game. One official from each participating district would be selected.

Requesting Neutral Officials Neutral officiating crews will be assigned in the sport of football for all semifinal games. District crews will have equal representation when possible. If neutral officials are requested for the 3A, 2A and 1A quarterfinals, the requesting school will pay all additional expenses or \$250, whichever is greater, to the IHSAA. Such requests must be submitted by the school in writing to the IHSAA by the Monday prior to the contest. The neutral crew would come from the district closest to the game site. Example: A school from District V requests their football play-off game involving District IV use officials from a neutral district. If the game is played in District IV, District III officials would be used. If the game is played in District V, District VI officials would be used.

If circumstances exist where officials are not available from a neutral district, the officials will be assigned under the IHSAA standard policy for assigning officials to play-off games.

## **10-2 CERTIFICATION OF OFFICIALS**

**10-2-1** There are two classes of certified officials:

- a. Varsity officials are eligible to officiate interscholastic contests, grades 9-12.
- b. Non-varsity officials are eligible to officiate non-varsity contests only.
- c. In situations where there is a lack of sufficient number of available varsity officials, non-varsity officials may be allowed to officiate varsity contests with permission of both the district commissioner and the IHSAA.

**10-2-2** Registration procedures

- a. District commissioners/interpreters will forward an IHSAA email in June of each year to all previously registered officials in their district containing registration requirements and dates/sites of the State Rules Clinics. This information is also posted on the IHSAA website, [idhsaa.org](http://idhsaa.org).
- b. Varsity officials must complete registration on or before the deadline set by the IHSAA. Officials completing registration after these dates will be classified non-varsity.

## **10-3 CERTIFICATION REQUIREMENTS**

**10-3-1** Varsity officials must:

- a. Complete registration before the final registration deadline.
- b. Attend a state rules clinic, or make arrangements with the district commissioner for a make-up session in cases of emergency or previously approved circumstances.

- c. Attend a minimum of two local meetings in addition to the state rules clinic.
- d. Score 80 or better on the required NFHS test the previous year.
- e. Score 80 or better on the required NFHS test for the current year.
- f. Receive a recommendation from the district commissioner upon completion of a background check.
- g. Complete the St. Luke's Concussion Course before officiating a regular season contest. Officials are required to review the St. Luke's Online Concussion Course on even numbered years. The IHSAA Statewide Concussion Review dates: 2020-21, 2022-23, etc. The IHSAA Board of Directors must approve alternative concussion courses or seminars.
- h. All officials must take the NFHS Sudden Cardiac Arrest course prior to officiating a regular season contest. All officials are required to review the NFHS Sudden Cardiac Arrest Course on even numbered years. IHSAA Statewide S. C. A. Review dates: 2020-21, 2022-23, etc. Only courses completed after May 1 will be accepted.

**10-3-2** Non-varsity officials must:

- a. Register with the IHSAA.
- b. Attend a state rules clinic, or make arrangements with the district commissioner for a make-up session in cases of emergency or previously approved circumstances.
- c. Score 70 or better on the required NFHS test for the current year.
- d. Receive a recommendation from the district commissioner upon completion of a background check.
- e. Complete the St. Luke's Concussion Course before officiating a regular season contest. Officials are required to review the St. Luke's Online Concussion Course on even numbered years. The IHSAA Statewide Concussion Review dates: 2020-21, 2022-23, etc. The IHSAA Board of Directors must approve alternative concussion courses or seminars.
- f. All officials must take the NFHS Sudden Cardiac Arrest course prior to officiating a regular season contest. All officials are required to review the NFHS Sudden Cardiac Arrest Course on even numbered years. IHSAA Statewide S. C. A. Review dates: 2020-21, 2022-23, etc. Only courses completed after May 1 will be accepted.

**10-3-3** Testing

Part I is required for soccer, basketball and track; Part II is required for all other sports. Required tests will be administered online through the NFHS during the testing window.

- a. Tests may be taken open book.
- b. Tests may be retaken up to five times during the testing period.

**10-3-4** 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 that all officials will be assigned to officiate interscholastic contests. These responsibilities are retained by the district Board of Control in each activity district. The sports commissioner in each district usually assigns all officials for varsity contests.

Officials for non-varsity contests may be assigned through appointed persons or secured independently. Selection and assignment of officials for state level competitions are administered by the IHSAA.

**10-3-5**The district representation of officials to state tournaments shall be based upon the number of schools within an activity district that offer that sport.

Example:

	Volleyball 24 Officials	Basketball 36 Officials	Wrestling 24 Officials
Dist. I	2	4	3
Dist. II	2	5	2
Dist. III	7	11	7
Dist. IV	6	7	4
Dist. V	3	4	4
Dist. VI	4	5	4
			+4 at larges

**10-3-6**In the following sports, certified officials need not be used: cross country, swimming, tennis, golf, track (except for district and state track).

**10-3-7**In order to be eligible to officiate state tournaments, athletic officials must meet the varsity requirements and attend one additional clinic once every three years.

**10-4** Schools' Responsibilities

Each school shall administer the necessary procedures to ensure that officials will be able to officiate athletic competition in a supervised and safe environment.

**10-4-1** Pre-Game Procedures

- a. A designated school official shall be available to direct officials to their assigned dressing room and shower facilities. Schools should provide towels for the officials, if possible.
- b. Officials' facilities should not be located where the officials would have to pass through a player locker room or coach's office, if possible.
- c. Officials should be paid by the school prior to the contest, if possible.

**10-4-2** Procedures During Contest

- a. Home management shall escort officials to and from dressing room during halftime.
- b. Water or refreshments should be provided for the officials.
- c. Restroom facilities shall be available for officials during halftime.
- d. Home management is responsible for fan behavior and for removing individuals from the area for unacceptable actions towards officials.

### **10-4-3 Post Game Procedures**

- a. Arrangements shall be made by the host school management to escort officials from the playing area to their dressing room.
- b. Measures shall be taken to prevent unauthorized individuals from entering the officials' dressing room after the game.
- c. Adequate security must be provided for official in traveling from dressing room to their vehicles.

### **RULE 4-3 PENALTIES FOR STUDENT/COACH/FAN EJECTIONS**

**4-3-1** In any athletic contest, including jamborees, any coach or player ejected for an unsportsmanlike or flagrant act will be suspended for the remainder of the contest/game/jamboree – and, will be suspended for the next regularly scheduled contest at that level of competition, and all other games/meets/matches in the interim, in any sport, at any level of competition. Any staff or parent/fan/spectator associated with a member school ejected for an unsportsmanlike or flagrant act will be suspended for the remainder of the contest/game/jamboree – and, will be suspended for the next two regularly scheduled contests at that level of competition, and all other games/meets/matches in the interim, in any sport, at any level of competition.

Note: Jamborees shall not be considered a regularly scheduled contest.

- a. At the time of ejection, the person/s must leave the field of play and assume a position that will not enable him or her to see or be seen.
- b. During the suspension of the next regularly scheduled contest, the player is permitted to watch the contest, but may not participate. The coach is not allowed at the contest. The parent/staff/fan/spectator is not allowed at the next two contests.
- c. Players will also be required to take the NFHS free, online sportsmanship course and submit a certificate of completion to school administration prior to reinstatement. The course must be completed between ejection and reinstatement.
- d. Coaches will also be required to take the NFHS online Teaching and Modeling Behavior course and submit a certification of completion to school administration prior to reinstatement. The course must be completed between ejection and reinstatement.
- e. Parents will also be required to take the NFHS free, online Positive Parenting Within School Programs course and submit a certification of completion to school administration prior to reinstatement. The course must be completed between ejection and reinstatement.
- f. Other Persons (staff/fan/spectators that are not parents) will also be required to take the NFHS free, online sportsmanship course and submit a certificate of completion to school administration prior to reinstatement. The course must be completed between ejection and reinstatement.

**4-3-2** A second violation will result in being suspended for the next two (2) regularly scheduled contests. The third ejection will result in suspension for the remainder of that season. If penalties are imposed at the end of the sport season and no contest remains, the penalty is

carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next IHSAA sponsored sport.

**4-3-3** The procedure for suspension and notification is:

- a. The officiating crew must approve any additional suspension by a majority vote at the conclusion of the contest.
- b. The officials shall issue a card to the coach or school administrator when a player/coach/staff/parent/fan/spectator is ejected from competition. The card must be issued at or prior to the conclusion of the competition in which the infraction occurred.
- c. The official must notify the ejected person/s' school administration/coach of the suspension for the next contest at or prior to the conclusion of the competition in which the infraction occurred.
- d. The game official that disqualifies an individual for an unsportsmanlike act must notify the District Commissioner with a written report by the conclusion of the next day.
- e. The District Commissioner, upon receipt of the report, shall notify the District Secretary, President of the District Board of Control, the school, and the IHSAA with a written report of the incident by the conclusion of the next school day.

**4-3-4** The responsibility to enforce the penalty for being suspended lies with the school principal. Any dialogue concerning the suspension should come from the school principal and be directed to the President of the District Board of Control of the region in which the contest took place. The President of the District Board of Control (of the region in which the contest took place) may appoint a hearing committee to hear any appeals within 48 hours of the receipt of a complete report of the incident. It is the responsibility of the secretary of the District Board of Control in which the hearing took place, to notify the district Board of Control secretary in which the student athlete or coach resides. Appeals may not deal with decisions made by contest officials.

**4-3-5** When an individual is suspended for the next contest, the interpretation of "contest" is as follows:

Football: next game	Volleyball: next match
Basketball: next game	Cross Country: next meet
Wrestling: next contest	Softball: next game
Baseball: next game	Track: next meet
Tennis: next match	Golf: next match
Soccer: next match	Swimming: next meet

**4-3-6** Any ejection that is the result of physical contact or excessive verbal abuse by a player/coach on a game official will be referred to the local District Board of Control for review to determine if any additional reprimand or suspension is warranted.

**4-3-7** If a coach is ejected from an IHSAA contest, the designated school administrator must appoint an appropriately qualified adult to supervise the remainder of the contest or forfeit the contest.

## **DISTRICT BOARD of CONTROL SECRETARIES**

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