Local Officials Association Secretary Handbook

Ohio High School Athletic Association

4080 Roselea Place

Columbus, Ohio 43214

Updated 8/29/24

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1) Duties of a Local Association Secretary

Below are most of the duties of a Secretary. Many of these duties are explained in further detail later in this manual.

All the online components of the Secretary's responsibilities are clearly outlined later in this handbook.

1) **Submit Association Officers** – Any changes during the year should be reported to the OHSAA office via e-mail by existing Secretary or President. OHSAA makes the title changes on DragonFly for Secretary and Rules Interpreters.

2) **Association Roster on DragonFly** - This is to be completed by the Secretary. This list will appear on your DragonFly Organization's & People screen. An Association must have a minimum of 15 members to maintain status as an OHSAA chartered officials' association. If a member's name is in red, that indicates the official is inactive. You should remind members of this to help them maintain a good status. By looking at your roster you can also see the member's years of service, their classification, and their meeting totals.

3) **Association Meetings on DragonFly** – Association meetings are to be entered on DragonFly by the Secretary. July 1st is the target date to start entering them. Currently, the meetings are put in through a Google form which is connected to DragonFly. Once your meetings are entered through the form, they will be able to be seen on the sport-specific calendar on DragonFly.

   These instructions are subject to change while the DragonFly transition continues

   There should be a minimum of one meeting scheduled in addition to the total needed for credit. (i.e., four meetings required by a football official, therefore each association should schedule at least five). Some sports only required three meeting credits.

4) **Meeting Attendance on DragonFly** –The meeting attendance columns are available on your Organizations & People tab, and you have the ability to add the attendance to each column. Our expectation is that meeting attendance will be added within seven days of the actual meeting. All guest attendee's must be reported to Keaton Jones (kjones@ohsaa.org) in order for them to receive credit.

   These instructions are subject to change while the DragonFly transition continues

   Secretaries have one week from the end of the sport's meeting window to record all attendance. After that week, suspension lists are generated within ten days.

5) **Tournament Officials Votes** – See sections 9 and 21 for the details involving voting for tournament officials.

6) **Annual Secretaries Meeting** – It is required that the Secretary attend an annual secretaries meeting. Those will either be held in Columbus or in your district. If the Secretary cannot attend, an officer or representative can attend. It is strongly recommended that the elected Secretary attend.

7) **Meritorious Awards** – Officials are entitled to receive meritorious awards for their years of service. These are ordered by the Secretary in which the official is a member. The years of service appear on the roster on the secretary's account. Forms to order the certificates are found here. Please complete the form, including permit number and years of service to be printed on the certificate. Submit the form to Charles Anderson at canderson@ohsaa.org . You can also export your roster to Microsoft Excel and use this for submitting certificates. Three weeks' notice is requested.

8) **Training of your Membership** – Associations are expected to train their members on the rules and mechanics of officiating. Secretaries should educate officials on all aspects of OHSAA regulations: remind them of deadlines; discuss tournament procedures, Hall of Fame process, etc. You don't have to do all these jobs yourself. Appoint assistants in all the different areas. Get others involved. Make your Association a team.

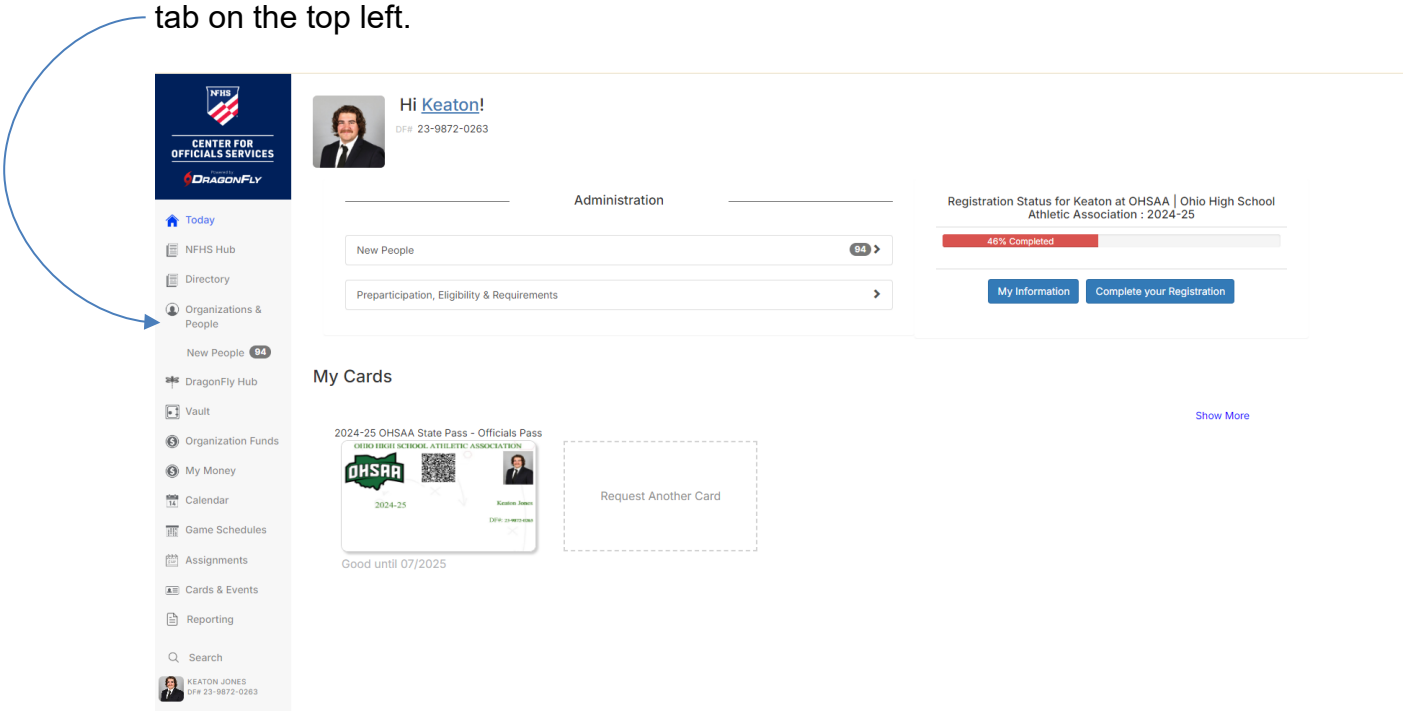
9) **Local Association Secretaries must** have a working knowledge and ability to complete online forms, email, etc. Computer access is a must. Failure to "have computer access" will result in replacement of the Secretary or suspension of the association.

10) **Local Associations and their leadership shall not** accept money from schools to pay officials for game fees.

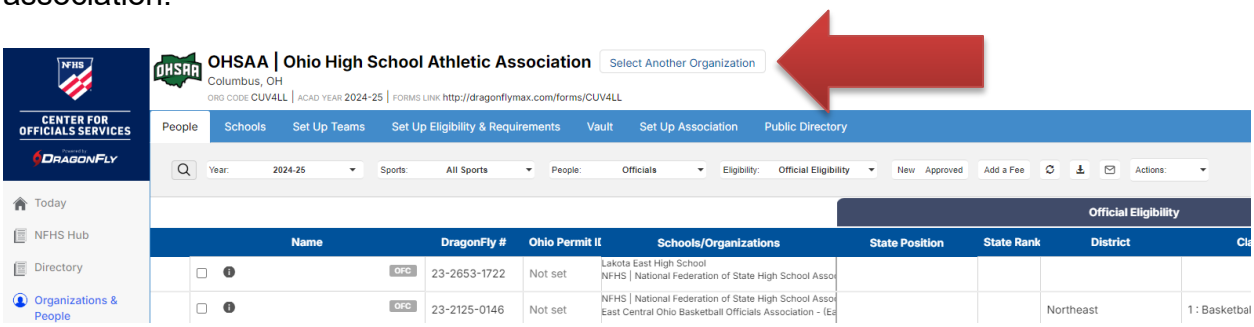
Most of your questions regarding officiating information can be answered by reading the Handbook for Officials or looking online at OHSAA > Officiating. Please refer to either source prior to contacting the OHSAA office. Encourage your membership to contact you if they have questions and cannot find it in the Handbook for Officials or the website.

2A) DragonFly Login and Your Association Homepage

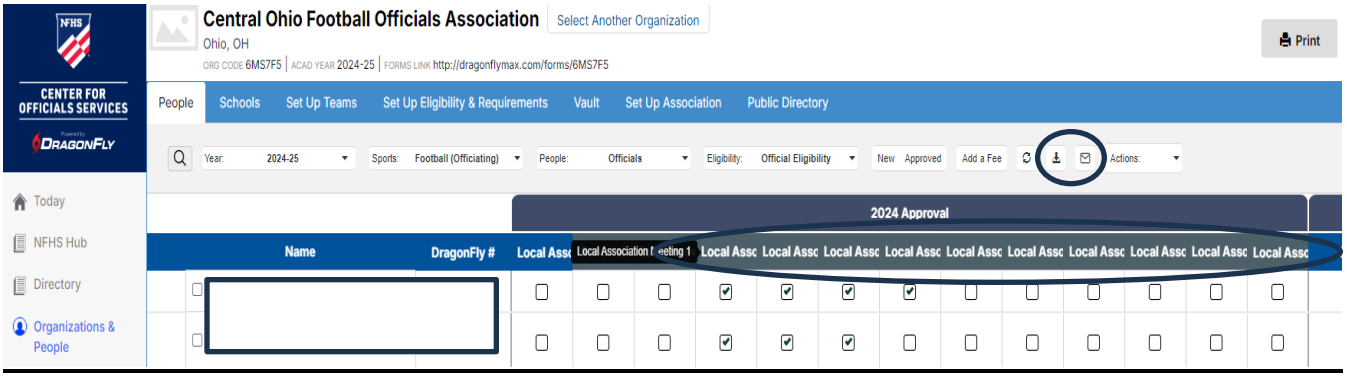
1) After logging on, your Today screen will appear.
2) To access information about your Association, click on the Organizations & People tab on the top left.



3) This page will appear with your association(s) where you are able to select which association you would like to view or edit. If you have more than one association, you can click on the “Select Another Organization” to switch back and forth between your association.



4) Your Organizations & People tab will also provide you with your association roster, as well as the mailing function, local meeting attendance columns, and plenty of other functions.



2B) Association Information

- To add association information, including officer information
  - Type an officer's last name **or** permit number into the blank text box next to their office.
  - You must then click their name from the list / box that populates below where you typed.
  - The name will then move into the box where you typed, and you must click "Add" to the right of that text box.
  - Once you have clicked "Add" next to an officer you will click "Update" at the bottom of the page.
  - If you completed the task successfully you will see the officer information saved on the page underneath each office.
  -

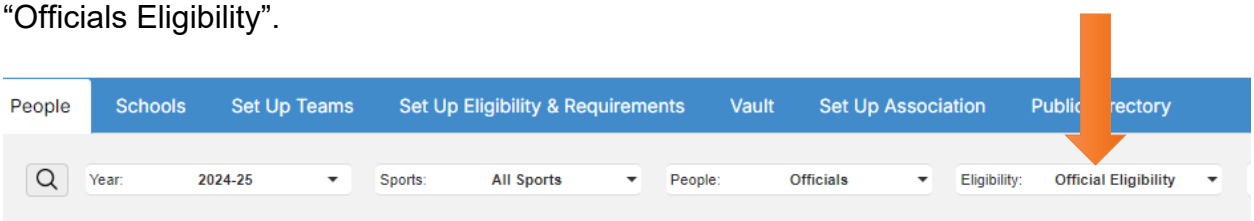
3) New Association Members & Viewing Current Members

1) Currently, there isn't an option to simply add a new member. Officials are able to add an association to their account, and they can follow the directions listed at https://intercom.help/dragonfly-athletics/en/articles/9617235-connecting-to-another-association-or-organization. The option to add members is being worked on, and this is subject to change once that option is made available.

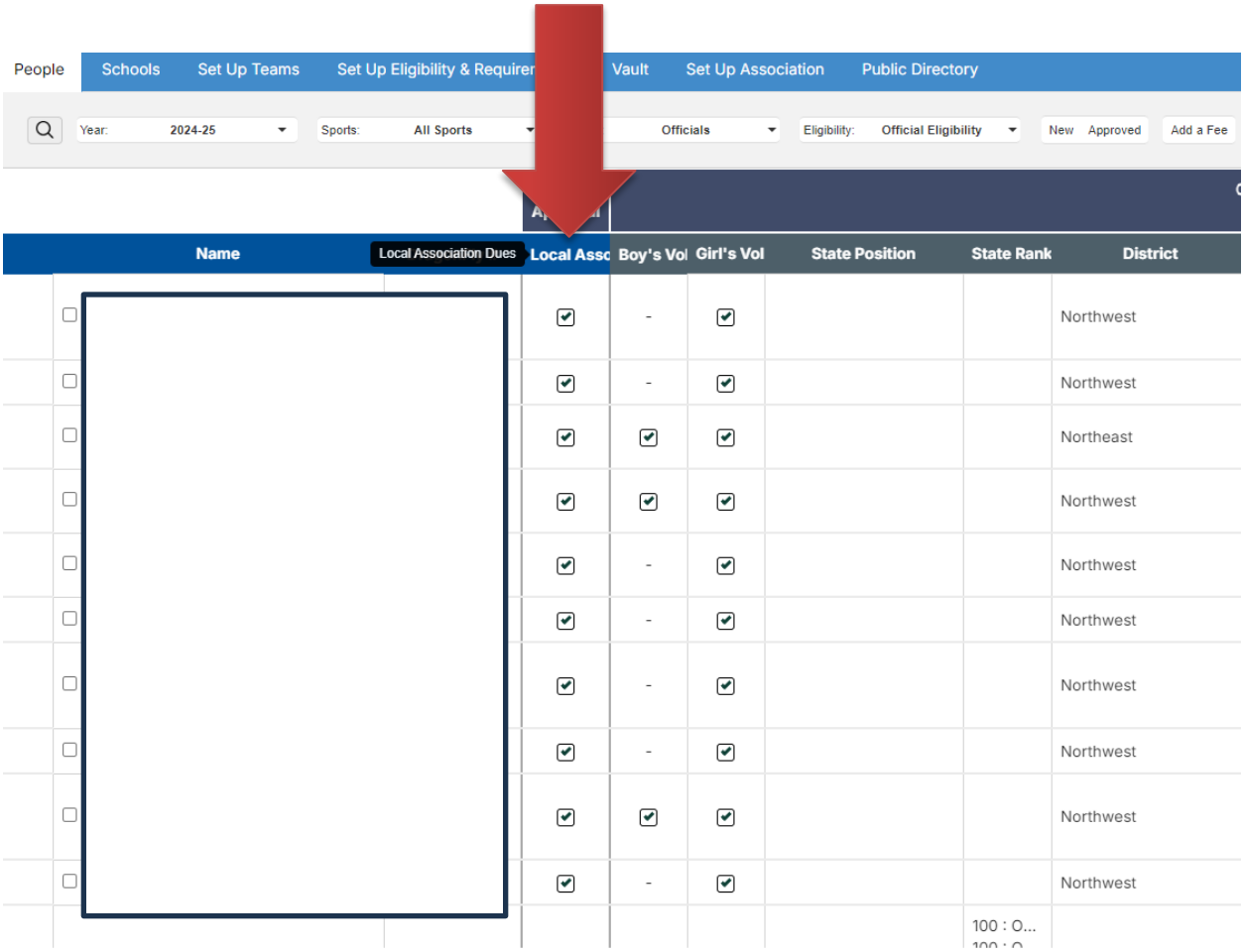
2) You may also view current members by selecting the Organizations & People tab.

4) Recording Local Dues Paid

1) Start by clicking the Organizations & People tab, and by setting the "Eligibility" filter to "Officials Eligibility".



2) In order to mark someone as paid, check the box in the column labeled "Local Association Dues" and hit "Certified".



4) If you need to remove someone from the “Paid” Column, check the box in the “Local Association Dues” column and select “Not Certified”.

<u>5) How to Add / Edit / Delete Meetings</u>

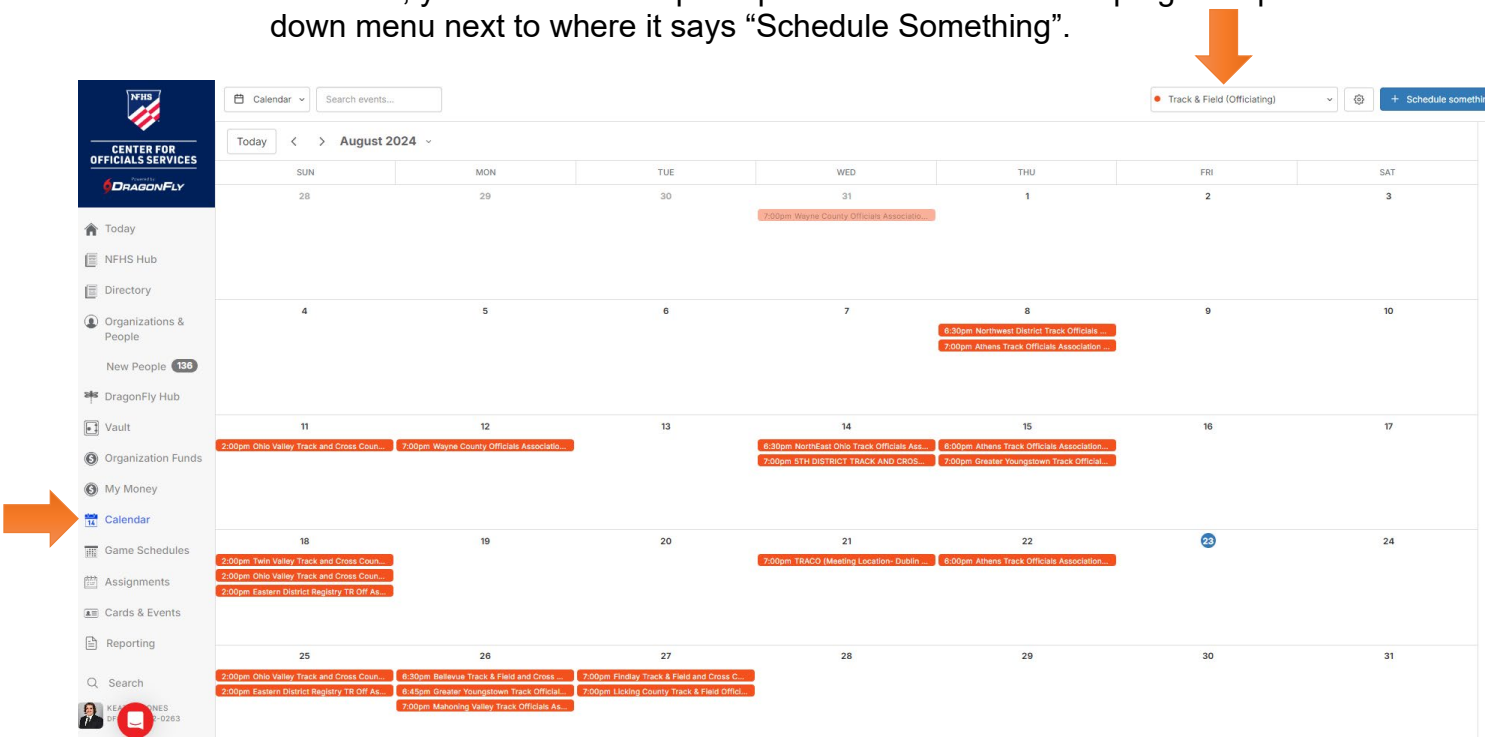
1) Start by clicking the “Local Meetings” tab on the left side of your Association’s Dashboard page.
2) This page will appear where you may navigate to creating a meeting by clicking the blue button in the top right that says, “Create Meeting,” or you may edit or delete a meeting that has already been made by clicking the highlighted “Edit | Delete” options on the right side of the meeting.

3) To Create a Meeting:

a. You will need to fill out the Google Form (OHSAA Local Association Meeting Dates (google.com)) in order for your meetings to be entered into the calendar.

This process is due to an error in the DragonFly system and is subject to change

b. To view these meetings on the calendar, go to the "Calendar" on DragonFly. From there, you can select a sport-specific calendar on the top right drop down menu next to where it says "Schedule Something".



4) To Edit and/or Delete a Meeting

You will need to email Keaton Jones (kjones@ohsaa.org) for any edits needed or meetings needed to be deleted.

This process is due to an error in the DragonFly system and is subject to change

6) Recording Meeting Attendance

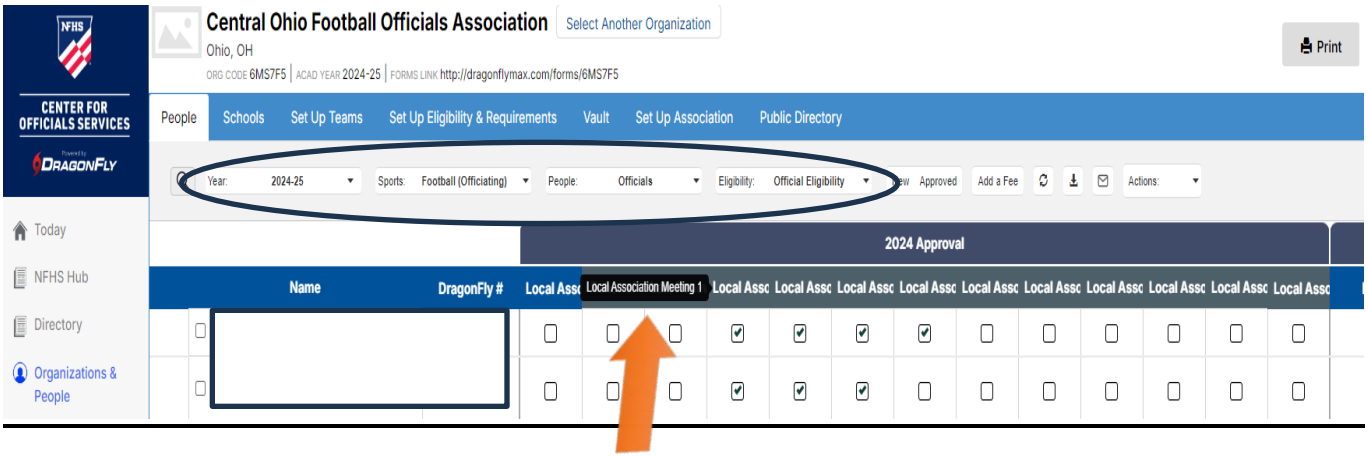
1. On Organizations and People Screen, you will need your filters to be the following:

Year: 2024-25

Sports: *Insert your sport here* (Officiating)

People: Officials

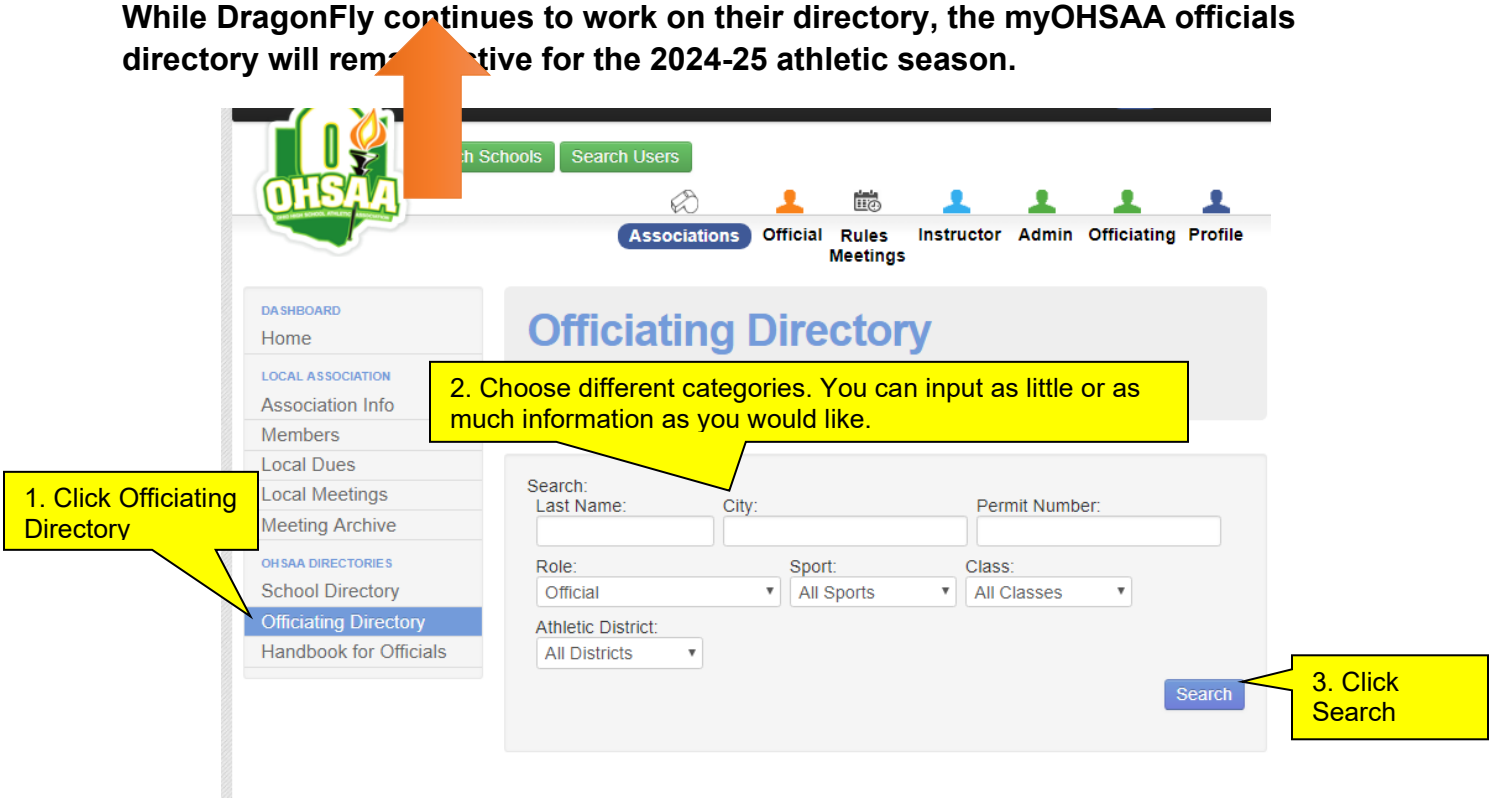
Eligibility: Officials Eligibility



2. You will find the "Local Association Meeting" columns listed from 1-10.
3. From your attendance list, you will check off their first empty box, and hit "certified" in order to give that official a local meeting credit.

7) Using the Officiating Directory

While DragonFly continues to work on their directory, the myOHSAA officials directory will remain active for the 2024-25 athletic season.

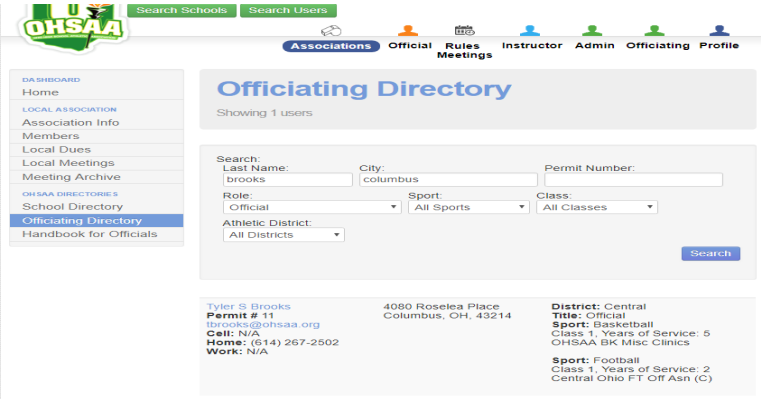


1. Click "Officiating Directory"
2. Search officials by:
   a. Last Name
   b. City

c. Permit Number
d. Title
e. Sport
f. Class
g. District

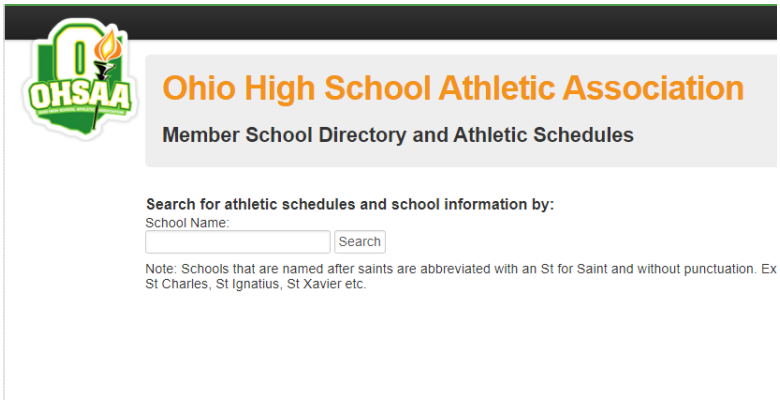
3. Press “Search”

Results will show up below:

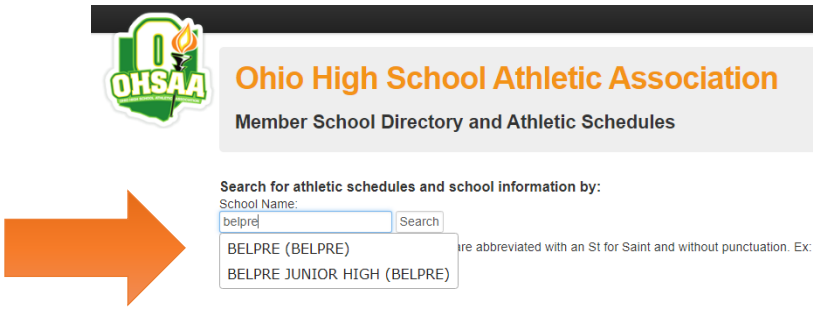


8) How to Use School Directory

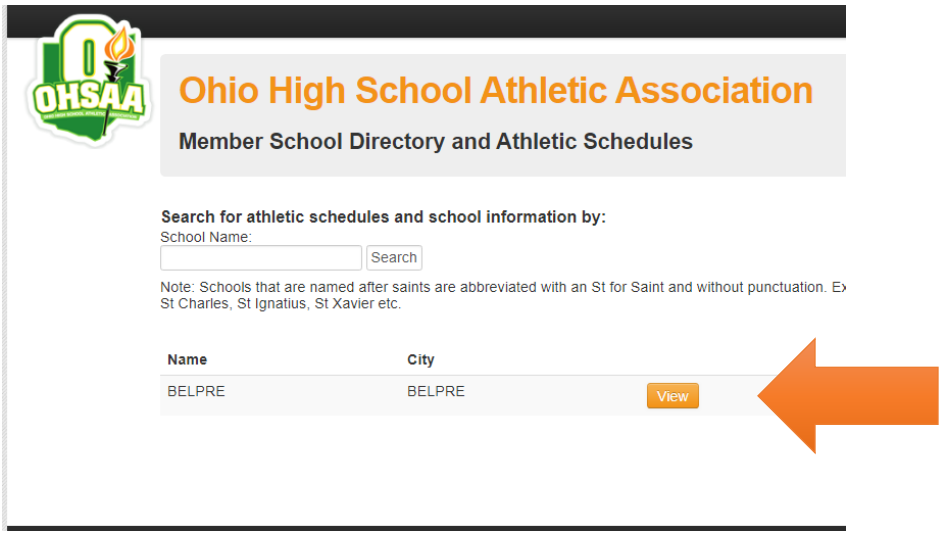
1) This page will appear after clicking on the “School Directory” Tab on the left of your Association’s Dashboard.



2) You may search for a school but beginning to type in the name such as the one below and select the desired school from the dropdown bar.



3) The search results will appear where you can select the desired school by clicking the orange button on the right side of the school's name that says "View."



4. On the school's page, you are able to view any details you may need such as address, phone number, principal's name and email address, OHSAA ID Number, county, district, etc.

Find Another School

BELPRE (194)

612 3RD ST
BELPRE, OH 45714

School Information | School District | Athletic Department | Sports | Athletic Schedules

School Information

BELPRE
612 3RD ST
BELPRE, OH 45714

Phone: (740) 423-3000 **Fax:** (740) 423-3003
Website: http://www.belpre.k12.oh.us
Principal: Dennis Eichinger **Email:** bc_deichinger@belpre.k12.oh.us

OHSAA ID: 194
County: Washington **School Type:** PUBLIC
OHSAA District: Southeast
OHSAA Tournament Name: BELPRE
School Colors: ORANGE / BLACK
Primary Athletic Conference: Tri-Valley Conference
Boys Enrollment: 123 (A) **Girls Enrollment:** 107 (A)
Boys Mascot: GOLDEN EAGLES **Girls Mascot:** GOLDEN EAGLES

9) Tournament Officials Voting

Secretaries have multiple responsibilities concerning tournament officials voting.

1) As part of the "Local Associations" category of the "Tournament Officials Selection Process", Secretaries must assist in conducting an open and transparent Association vote as described in the "Rating and Voting System for Tournament Officials" in section 21 of this document.

2) It is imperative that the association's votes be turned in by the requested deadline and in the specific format requested by the Manager of Officiating. ***Late votes are a disservice to your association and may result in your members not receiving tournament games.***

Each association will vote for a total of 30% of all active officials that are on their roster. Membership numbers are calculated after the 3rd Association meeting.

The dates for tournament officials voting are:

Fall: November 1 – November 22

Winter: February 1 – February 23

Spring: May 6 – May 31

10) Meritorious Awards

To recognize licensed officials who have contributed to interscholastic athletics in Ohio, Meritorious Awards are available. The certificates must be received in the OHSAA office a minimum of three weeks prior to the date of presentation.

The Awards are signed by the Executive Director and must be countersigned by the President or Secretary of the Association.

NOTE: It is intended that an official shall receive no more than one Award in each service category. Please do not order more than one per official. If an official belongs to more than one Associations, please do not order through both Associations.

Please order three weeks in advance of the date of the presentation!

It is imperative that the Application for Meritorious Awards be used, it can be found here: Application for Meritorious Awards

The criteria listed below must be followed.

Criteria

1. Only those years as a licensed official in Ohio will count.

2. Certificates will be provided on 5-year increments beginning with 10 years of service.

3. Retirement Awards: Issued upon retirement but not available unless the official has been licensed a minimum of ten years. The exact number of years of service will be printed on the Award. Only one retirement Award per sport will be issued11) OHSAA Officials Hall of Fame

Selection Procedure

I. **Minimum Eligibility Requirements**

A. Official or Administrator

A nominee must be either an interscholastic sports official or an administrator (i.e., Superintendent, Principal, Athletic Administrator, League Commissioner) involved in officiating administration. A nominee must have made a significant contribution to OHSAA interscholastic officiating.

B. Years of Service

1. Retired Classification

A nominee must be retired for at least two years after a minimum of 15 year of experience in officiating or officiating administration with a significant contribution to OHSAA interscholastic officiating.

2. Active Classification

A nominee must have at least 25 years of experience in officiating or officiating administration with a significant contribution to OHSAA interscholastic officiating.

II. **Nomination and Selection Process**

A. Nomination by Local Officials Association

Each OHSAA local officials' association may nominate a maximum of two individuals annually. The nomination application shall be completed and forwarded to the District Administrator (DA), no later than June 1 of each year. Applications may be obtained from the OHSAA website. (Nomination Application)

B. Nomination by Registered OHSAA Officials

When there are no local officials, association representing that sport in the district where the nominee resides, a registered OHSAA official may nominate one individual. The nomination application shall be completed and forwarded to the DA, no later than June 1 of each year. Submit the nomination application to the DA. Applications may be obtained from the OHSAA website. (Nomination Application)

C. Nomination by Officials Hall of Fame Committee

The HOF Committee may nominate individuals who might have been overlooked by the aforementioned groups and individuals.

D. Action by the District Administrator
The DA shall invite the District Hall of Fame Committee Representative to the summer district secretaries meeting to review the nomination procedure and answer questions. The DA shall provide an opportunity for discussion about each nominee.

All D.A.-certified nominees shall be voted on by secret ballot and up to four shall be the district's nominees for the upcoming Hall of Fame. Hall of Fame applications for those nominees not selected shall be returned to the nominator. If circumstances dictate a D.A. may conduct, it's voting at an earlier meeting. Also, a D.A. may conduct the Hall of Fame vote electronically if necessary.

The DA shall forward the completed nomination application, three supporting documents, (i.e., letters of recommendation, newspaper articles, etc.) and one 5" x 7" photograph to the OHSAA, 4080 Roselea Place, Columbus, OH 43214. **The application packet must be received in the OHSAA Office by December 1.**

E. Action by the OHSAA Hall of Fame Committee
The voting members of the Hall of Fame Committee may select from the D.A.A. nominees, a maximum of 14 individuals for induction into the Hall of Fame. The Hall of Fame Committee may select one additional inductee from the people nominated by committee members. This selection shall be a separate vote from the selection from the district nominees. Selections shall be based on the nominee's career and contributions to Ohio interscholastic sports officiating. A vote by secret ballot, which requires a majority vote of the HOF Committee members present, shall determine the Hall of Fame Inductees. Hall of Fame Applications for those nominees not selected shall be returned.

III. Officials Hall of Fame Committee

A. Duties of the Committee
The Officials Hall of Fame Committee will serve to advise the Executive Director and Board of Directors relative to matters pertaining to the OHSAA Officials Hall of Fame. In addition, the Hall of Fame Committee will annually elect up to 14 individuals for induction into the Hall of Fame. The Hall of Fame Committee may select one additional inductee from the people nominated by committee members. The HOF Committee will assist in conducting the HOF Banquet.

B. Membership
The Officials Hall of Fame Committee will consist of 13 voting members: a representative official from each district, the six OHSAA District Administrators, and the OHSAA Administrator responsible for the Officiating program. Committee members shall be appointed by the Executive Director. The term to be served by the appointed members shall be three years and an individual may not serve successive terms.

2024-25 Hall of Fame Committee	
Director of Officiating and Sport Management	
Beau Rugg, Chair	
District Administrator (DA)	**Athletic District**
Malt Brown	Central
Matt Abbott	East
Pat Montana	Northeast
Ken Myers	Northwest
Wayne Horsley	Southeast
Jerry Fick	Southwest
District Representative	**District (Expiration of Term)**
Greg Ryder	Central (2027)
Gene Bess	East (2026)
April Largent	Northeast (2027)
Steve Trout	Northwest (2025)
Rick Merb	Southeast (2025)
Monique Huffman	Southwest (2025)

12) National High School Sports Hall of Fame, Indianapolis, Indiana
General Criteria
The NFHS has a Hall of Fame based on the following categories:

1. **Athlete** - a former student participant based on achievement in interscholastic athletics.
2. **Coach** - based on the merit of high school coaching achievement.
3. **Official** - based on service as a high school official.
4. **Contributor** - an individual who has contributed to interscholastic athletics in some capacity other than athlete, coach or official including such areas as administration, sports medicine, sports media, etc.

All candidates will be judged on their significant and/or long-term contribution to interscholastic athletics. While many have served their state and local programs over a long and distinguished career, their accomplishments must have been worthy of national recognition for them to be considered. If you have any candidates for this national distinction, contact Charles Anderson at canderson@ohsaa.org for details on the process.

13) Local Officials Association Information

A. Procedure for Organizing a Local Officials Association

An application form must be completed and forwarded to the Ohio High School Athletic Association. Application forms may be obtained from the OHSAA website (http://www.ohsaa.org/Portals/0/Officiating/forms/AppToCharterLOA.PDF). The application when completed must include the following attached documents:

a) A statement explaining the reasons why a local officials association should be established in the area.
b) A copy of the Constitution and Bylaws of the proposed association.
c) A list of officers.
d) The name of the local rule's interpreter in the sport.
e) Proposed dates, place, time, and agenda for meetings.

When all the above documents are in order, they shall be forwarded to the OHSAA. The application will then be reviewed and considered as follows:

a) Paperwork will be made and sent to the OHSAA Office. It is the responsibility of the Senior Director /Officiating Program Administrator to investigate.

b) No application may be tabled. The recommendation must be acted upon within one year of the date received by the OHSAA. The Board of Directors will act upon the D.A. and OHSAA Senior Director's recommendation.

c) When approval for the local association is given by the Board of Directors, the officials association will be accepted on a one-year probationary basis and authorized to conduct rules discussion meetings pursuant to the rules and regulations of the OHSAA.

   **Minimum membership requirements may be waived for a period of one year for new associations in wrestling and baseball or for any association located a considerable distance from another association in the same sport which demonstrates an active and vital program through attendance and type of meetings conducted.

B. Duties of Local Officials Associations

1. Local officials associations are chartered for the primary purposes of recruiting officials and conducting education/training and for the improvement of officials and officiating.

1.1 Local associations shall actively recruit men and women of diversity as prospective officials.

1.2 Local associations shall appoint a training coordinator who shall oversee the initial training class and work cooperatively with the association interpreter to provide quality continuing education through local association classes and meetings.

1.3 Local associations shall provide a process to identify individuals' officiating-related deficiencies, ways to improve and a timeline for improvement.

1.4 Local associations are authorized to censure, place people on probation, suspend local association membership and/or recommend suspension of the OHSAA permit. Issues that must be investigated and resolved by the local association are unethical conduct, unsatisfactory officiating, and failure to comply with local association or OHSAA rules or regulations.

1.5 Local associations shall provide a grievance procedure for their members.

1.6 Local associations shall keep accurate attendance records. Officials that are not a member of any OHSAA local association shall be charged $20 for each meeting attended.

1.7 Local associations shall participate in the voting procedure for tournament officials.

C. Requirements for Officials Association to Maintain Recognized Status

1. Must maintain a minimum membership of 15.

2. Must file their meeting dates on DragonFly by deadline dates.

   Fall – June 1st
   Winter – September 15th
   Spring – December 1st

3. Must file with the OHSAA a copy of the amended Constitution as soon as possible after amendments are made.

4. Must notify OHSAA of changes in Local Secretaries and Interpreters as they occur.

5. Must adhere to the following regulations for local rules discussion meetings.

5.1 Each local rules meeting must involve discussion regarding rules, interpretations, situations, and officiating mechanics for a minimum of one hour, fifteen minutes.

5.2 In order to receive educational credit for a meeting, an official must be present within 10 minutes of the start of the meeting and must stay until the conclusion of the meeting.

5.3 Officials are encouraged to attend every scheduled meeting, but the minimum requirement is: Baseball - 4, Basketball - 4, Football - 4, Ice Hockey - 3, Soccer - 4, Swimming and Diving - 3, Track and Field - 4, Volleyball - 4, Wrestling - 4.

5.4 Each local association shall schedule a minimum of one more meeting than the number required for an official to attend.

5.6 Meetings held on separate days each count as a meeting.

5.7 Each association should conduct at least one clinic per year. These clinics may count as one local rules discussion meeting provided the clinic has received advance OHSAA approval.

5.8 Social meetings or annual meetings to elect officers do not fulfill requirements for an educational credit.

5.9 If it becomes necessary to conduct local association business, it is recommended that the business meeting be held following the rules and mechanics discussion portion.

5.9.1 Meetings conducted for educational credit must be scheduled within the guidelines as established in the secretaries' mailings.

5.9.2 Attendance credit must be logged on DragonFly within 7 days of the meeting.

5.9.3 All guests who attend your local meetings must be reported to Keaton Jones (kjones@ohsaa.org).

6. Local Associations shall elect a President, Vice President, Secretary/Treasurer, and a Training Official.

7. It is mandatory that the Secretary or other local association officer attend the Local Association Secretary District Meeting each year or as required by the OHSAA office. Failure to attend may result in the local association being placed on probation for one year. Failure to attend for two consecutive years will result in the suspension of the local association.

8. Membership in Local Officials Associations.

8.1 Any official holding a Class 1, 2 or 3 Permit in each sport is eligible for membership and voting privileges in any local association chartered by the OHSAA in that sport. Such membership cannot be denied by a local association because of the official's refusal to join a related organization or association.

8.2 An official holding a Class 1, 2 or 3 Permit in a sport may not be denied membership and voting privileges in a local official's association because the official holds membership in another local officials association.

8.3 A local officials association may exclude an OHSAA-registered official from membership in a local association in the sport in which registered and deny the registered official the full benefits of membership for unethical conduct, failure to pay local association membership dues, failure to comply with OHSAA or local association regulations, and/or unsatisfactory officiating.

9. Associations shall work cooperatively with leagues/schools to establish fair and acceptable officiating game fees.

D. Failure to Comply

A local association is required to meet or exceed all requirements and regulations as set forth in the Handbook for Officials, annual secretary mailings and others that may be introduced from time to time. When a lack of compliance is determined, the local association will receive written notification of the deficiencies, a timeline for obtaining compliance and the appropriate penalties. Penalties shall include, but not be limited to, monetary fines, ineligibility of member officials for tournaments, public censure, probation, suspension, or revocation of the local association charter.

E. Recommended Duties of Officers

Officers recommended: President (Executive Officer of Association), Vice – President (Assistant Executive officer), Secretary or Secretary/Treasurer (Administrative and or financial officer), Treasurer (Financial Officer), Interpreters (Rules and Mechanics).

The Secretary shall complete required OHSAA reports, attend the annual secretary meeting, enter, or see that attendance data is entered into DragonFly within seven days of the meeting, other dates as required by the association. Failure to comply with OHSAA timelines may result in: 1st time - warning from the District Administrator, 2nd time - $100 fine; 3rd time - removal from office.

14) Suspension Procedures: Failure to Fulfill Local and/or State Meeting Requirements

1. Failure to meet the minimum meeting attendance requirements causes the official to be ineligible for tournament assignments in the current season and the following season. The suspended official is ineligible to renew the officiating permit without going through the reinstatement process.

2. The official who does not meet minimum meeting attendance requirements will be contacted with directions on how to appeal their suspension.

3. It is the responsibility of the offended official to appeal his/her suspension in the time frame required. Failure of the official to file an appeal by the date stated in the suspension notice will result in the forfeiture of the right of an official to appeal.

15) Upgrade Application – Available at this link:

UpgradeApplication.pdf (windows.net)

16) Director of Officiating Development

1. Reports to OHSAA staff member responsible for officiating program.

2. Duties & Requirements**:**
   - **a.** State Rules Interpreter – conduct rules interpretation meetings
   - **b.** Develop training modules and materials for local association rules meetings and officiating classes
   - **c.** Write Bulletins for electronic distribution to interpreters, instructors, officials, coaches, Athletic Directors, and/or other school personnel
   - **d.** Develop DVD training materials
   - **e.** Lead Clinician for off-season camps and/or clinics
   - **f.** Lead Clinician for sport specific portion of Instructors' Clinic – develop "train the trainer" meeting content for teaching new officials including setting goals and expectations
   - **g.** Coordinate and lead annual meetings for Local Interpreters
   - **h.** Develop team of Sport Advisors as needed
   - **i.** Attend State Tournament and evaluate officials
   - **j.** Consultant to OHSAA and as requested District Athletic Boards relative to tournament assignments
   - **k.** Develop and/or assist in the development of evaluation standards and forms for assessment of officials and local associations
   - **l.** Evaluate officials working in regular season or tournament games (on site and/or video)
   - **m.** Attend OHSAA meetings, NFHS meetings, NASO/NFHS Summit, meetings and training sessions of allied organizations/NGBs as required and when available
   - **n.** Assist District Administrators as needed and upon request
   - **o.** Other duties as assigned

17) District Administrator

1. Reports to OHSAA staff member responsible for officiating program.

2. Duties:
   - **a.** Be a leader in their district regarding: training and education of Local Officials Association Secretaries, overseeing local association meeting attendance records, developing and coordinating recruiting programs for new officials including females and minorities, and overseeing programs such as the Hall of Fame nominations and the application process for new associations.
   - **b.** Have a dedication to the use of OHSAA officiating rules, regulations, and procedures.
   - **c.** Supervise Hall of Fame nominee selection process in district and highly recommended to attend the Hall of Fame Banquet.
   - **d.** Conduct preliminary investigation of any application for a new local official's association and report findings.
   - **e.** Develop/present educational programs for local secretaries and assist in training and orientation of new local association secretaries
   - **f.** Investigate complaints, problems, issues, etc. made by and/or concerning officials' regulations, local associations, and assigners or officiating requirements
   - **g.** Attend Assigners workshop and work with OHSAA in training and oversight of Assigners Program
   - **h.** Attend and assist as needed with Local Association Secretaries Workshop
   - **i.** Assist Directors of Officiating Development as needed and upon request
   - **j.** Other duties as assigned

3. Requirements:
   - **a.** Have and maintain a complete and thorough knowledge OHSAA officiating regulations and procedures as well as support for same
   - **b.** Communication and presentation skills
   - **c.** Written communication skills for presentation development, bulletins, responding to questions, and communication with association officers and officials
   - **d.** Basic computer skills to include email, Word, PowerPoint, and accessing and updating websites (must provide access to reliable computer, printer, projection equipment and adequate transportation)
   - **e.** Interpersonal, leadership, and evaluation skills
   - **f.** Responsive to inquiries

18) Officiating Training Classes
Courses will be taught utilizing RefPreps as its core curriculum.

19) Expectations – Local Association Rules and Mechanics Interpreters
The Local Association Interpreter will normally be an experienced Class 1 official who works contests at the varsity level. There may be exceptions – for example when an interpreter is a retired official who maintains a high level of interest in the sport. The interpreter should:

1. Study and have thorough knowledge of National Federation Rules, Case Books, Officials Manuals, OHSAA playing rules and mechanics modifications and other materials pertinent to the sport. Interpreters should ***not*** answer questions on eligibility, playing/practice seasons/dates, or other OHSAA regulations.

2. Attend annual Local Association Interpreters Clinic.

3. Ensure that your local association meetings meet or exceed OHSAA requirements including content and time. Strive to develop the highest quality meetings for you association.

4. Regularly attend local association meetings and be available to provide interpretations, lead discussions, and review situations and plays that have occurred in recent contests. Use teaching techniques that include participation by members rather than straight lectures.

5. Work with others (speakers, program chairs) who present in your association to ensure the accuracy and highest quality of all presentations.

6. Emphasize the importance of understanding definitions in the NFHS Rules Book and developing knowledge of the layout/organization of the rule book.

7. Provide prompt responses/interpretations to local association members who submit questions. When responding refer to publications and cite reference from rule book, case book, or manual.

8. When you are unsure of the proper response or have a question in your mind contact the state interpreter for clarification. Be willing to admit to your members that you need to check prior to answering.

9. Have the capability of providing email responses and distributing information to all association members electronically. This includes forwarding bulletins received from the OHSAA staff and email responses to unanswered questions that arise at association meetings.

10. Limit rules discussions to high school rules only – avoid discussion of other rules codes.

11. Be considerate of all members of your association. Understand that some questions you receive will be very basic but don't discourage officials from asking questions. Have the temperament to work with officials of all levels.

12. Develop the ability in your association to utilize current technology including video and film when available. This could be done personally by the interpreter or through another member.

13. Vote for tournament officials as outlined in section 21 of this document.

20) Officials Calendar – Local Meeting Date Parameters

It is the responsibility of each local official's association to keep accurate attendance records and report them online.

Fall Sports
July 15 - October 20
Last Date Local Association Secretary May Enter Attendance: October 23

Winter Sports
October 13 – January 20
Last Date Local Association Secretary May Enter Attendance: January 26

Spring Sports
January 26 - April 27
Last Date Local Association Secretary May Enter Attendance: May 6

21) Tournament Officials Selection Process (Revised 08/2014)

A. Applicable to Baseball, Basketball, Football, Ice Hockey, Soccer, Softball, Volleyball and Wrestling. (Modified for Field Hockey)

B. Composite score to be determined by four groups, head coaches, schools (athletic administrators and coaches), officials (officiating associations), and officiating leaders. Each of the four groups have an equal weight in the process.

C. Coaches rate officials on a 1-5 scale for each Varsity game. If an official received fewer than 15 ratings, the official receives a rating of 2.5 for each rating fewer than 15. The official's highest three and lowest five ratings are deleted, and the officials remaining ratings are used to determine the mean, median and mode of the official's ratings. Those three are totaled for a possible maximum score of 15.

D. Schools (Athletic directors are responsible for submitting the ballot, preferably after consulting their coach) vote for a maximum of 15 officials. The maximum number of votes an official could receive from athletic directors is capped at 15.

E. Officials vote through local associations, but procedures have been modified.

I. Associations vote for 30% of membership divided into 5 groups, each representing 5% of membership

II. Based on a 1-5 scale, with 5 being the highest, group 5 receives 15 votes, group 4 receives 12 votes, group 3 receives 9 votes, group 2 receives 6 votes and group 1 receives 3 votes.

III. The selection is determined by a vote of all dues-paying members including class 1, 2, and 3.

IV. All class 1 officials are eligible for consideration and may not be excluded for any reason (except if they voluntarily withdraw). Officials are not voted for by position.

V. An official belonging to more than one local association is eligible for consideration from all associations in which a member receives the vote from only the association in which the official ranked highest.

VI. The selection procedure must be conducted in an open and transparent fashion. Selection results must be available to all local association members. The Director of Officiating may direct a District Administrator to conduct a local association's selection procedure if the Senior Director determines it necessary.

F. Select assigners, directors of officiating development, OHSAA administrators, and select OHSAA assigned tournament observers and others as determined by the Director of Officiating may vote. A person serving in more than one of these categories may vote from only one of them. The maximum number of votes an official may receive from assigners, secretaries, interpreters, et al. is capped at 15.

I. Assigners of varsity sports that have an evaluation/observation program in place may vote for 30% of the number of varsity officials they assign. Assigners vote on a 3-point scale with one being the lowest and three being the highest.

II. Directors of officiating development may vote for an unlimited number of officials in the sport they oversee. They vote on a five-point scale with one being the lowest and five being the highest.

III. OHSAA administrators may vote for an unlimited number of officials. They vote on a 5-point scale with one being the lowest and five being the highest.

IV. OHSAA assigned tournament observers and others selected by the Senior Director may vote for a maximum of 30 officials.

G. Officials are ranked in their Athletic District of residence from highest to lowest based on the following formula:

Total of coaches' ratings metrics + athletic directors' votes + local association vote + officiating leaders' vote
With each of the four categories having a possible score of 15, the maximum possible score would be 60.

H. Ranked officials are then divided into pools - groups of officials eligible for various levels of the tournaments.

I. The State pool is approximately three times the number of officials needed.

II. The Regional pool is approximately two times the number of officials needed.

III. The District and Sectional pool are approximately twice as large as the number of officials to be assigned. It may be subdivided into District, Sectional and Alternate pools to facilitate the assigning process.

IV. Tournament eligible officials complete a tournament questionnaire through a Google form sent out by the OHSAA.

V. Upon completion of the questionnaire process, the rankings and pools are reviewed to make certain there are enough officials in each pool.

VI. Regional and State assignments are finalized by one or more individuals including directors of officiating and OHSAA staff.

VII. District and Sectional assignments are finalized through District Athletic Boards. District Athletic Boards receive lists of officials receiving State and Regional assignments. Officials may be divided into District, Sectional and Alternate pools to facilitate assignments.

22) Regulations for OHSAA Certified Assigners

1) An OHSAA Certified Assigner (from here forward referred to as "Assigners") shall be required to submit an annual registration form and fee and to attend an OHSAA Assigners certification seminar annually (or as prescribed by the OHSAA office).

2) An Assigner will be familiar with OHSAA regulations and officiating classification requirements. Assigners will assign/contract only those officials who possess a current and appropriate OHSAA permit.

3) Assigners may only be an athletic director or an OHSAA Certified Assigner.

4) An Assigner shall assign officials that are mutually acceptable to the competing schools. An Assigner shall obtain a list of acceptable officials from the schools for which assignments are made.

5) An Assigner shall assign officials to contests without regard to race or gender.

6) An Assigner will assign officials based on competence and certification; officiating assignments may not be denied based on the official's membership (or not) in a Local Officials Association (from here forward referred to as "Association(s)").

7) An Assigner shall execute a contract with the school(s) or league(s) for which assignments are made. This contract shall clearly outline the assigner's fee and each party's expectations.

8) An Assigner or administrator will issue valid OHSAA contracts to officials. Valid OHSAA contracts shall include the contest date, time, place, and fee (site TBAs are acceptable). Contracts must be signed by an Assigner who is appointed by the school administrator or the home school administrator. All OHSAA

assignments must be on the OHSAA approved assigning platform (Dragonfly).

9) Assigners must provide a copy (physical or electronic) of the contest contract to each official for each contest.

10) Payment for games must come from schools or an independent payment system (i.e., DragonFly).
It is not acceptable for payment to come from Assigners' personal accounts.

11) All substitutions must be processed through the Assigner. Officials who fail to honor contracts shall be reported in writing within 10 days of the violation, to the OHSAA Officiating Senior Director.

12) Assigners are to be employed/paid by schools or conferences. They must assign for a minimum of one conference or six individual schools.

13) Assigners that assign officials to interscholastic contests shall not require individual officials to pay "booking" fees.

14) An Assigner may be paid by the school(s) or league(s) for which assignments are made.

15) If a schools or league approaches an Association for assistance in securing officials for games, Associations should suggest Assigners to use. Associations are not assigning entities, only Assigners.

16) Posting games at Association meetings or on Association websites is acceptable if the school or Assigner is making the final decision on the selection of officials.

17) An Assigner cannot receive any form of compensation from officials or an Association including, but not limited to, dues, fees, payments for assigning software, donations, gifts, etc.

18) An Assigner may not establish game fees.

19) An Assigner cannot require/mandate that officials join and/or pay dues to a specific Association to receive game assignments.

20) An Assigner cannot require/mandate that officials work solely for the Assigner.

21) An Assigner cannot, in any form, threaten or punish an official for working for another Assigner.

22) An Assigner cannot require officials to attend meetings at a specific Association or clinic.

23) An Assigner may not engage in practices such as “game trading”, nor show other forms of favoritism to other Assigners.

24) An Assigner is eligible to work in Regional and State contests.

25) An Assigner who exclusively assigns middle school contests cannot vote for varsity tournament officials as part of the Tournament Officials Selection Process.

26) An Assigner is expected to be honest in all dealings with officials, school personnel, and OHSAA staff. Assigners who fail to follow OHSAA bylaws or regulations will be subject to penalties which include, but are not limited to, a maximum fine of $100 per violation, public censure, probation, and suspension as an Assigner.

27) These regulations shall apply to home school administrators as they assign officials.

28) An assigner shall not assign without an OHSAA Assigner Certification. An official who acts as an assigner for interscholastic contests without proper OHSAA certification may be fined up to $100 per occurrence. Multiple offenses may result in additional penalties including, but not limited to, reprimand, probation, the loss of tournament assignments, and suspension.

Note 1: An official is acting as an assigner when the official performs acts which are customarily done by assigners, such as contacting other officials regarding availability for specific dates or contests, whether the official is compensated for doing so.
Note 2: School Administrators may be fined up to $200 per occurrence for using the assigning services of officials who lack proper certification to act as assigners.
Note 3: Officials who knowingly accept an assignment from someone without OHSAA Assigner Certification are subject to penalty as prescribed by the Officiating Director.

For a listing of Assigners, see the OHSAA website at https://www.ohsaa.org/officials/assigners or look in the left-hand menu on myOHSAA and on the Officials Portal in the Officiating Directory portion.

23) OHSAA Guide to Officials: Being a Good Guest

Sport officials play an important and integral role in the fulfillment of contests providing educational value to high school young men and women. Our conduct and handling of situations provides an important contribution to the development of participants and high school spectators. You represent the very integrity of the game. Your conduct before, during, and after the contest will reflect and ultimately shape attitudes towards authority figures and sports officials in general. As a contest official, you represent not only yourself and your respective association, but all officials and the OHSAA.

Prior to the Contest

1. Respond promptly to a contract offer to officiate.
2. If the school attempts to contact you to confirm the game, inform you of changes or important details such as change of venue, opponent, Senior Night, time, respond promptly. Return all calls and emails timely and professionally.
3. Call the school to confirm if the school has not called you. Leave your cell phone number if available. If possible, obtain a contact and number that you can call if a last-minute issue arrives.
4. Email the Athletic Director. Secure a phone number to call on the day of the contest if travel complications arise.
5. Get directions so you know where the contest is held, particularly if it is not on school grounds.

Arrival at the Site

1. Be courteous to all you meet. The memory of your conduct will last long after the game.
2. Park intelligently. Avoid areas where boosters may be congregating. If officiating a sport where your locker room is the parking lot – be aware of what can be seen. Be discreet and as invisible as possible.
3. Let the AD/coach know you are at the site.
4. Dress in a manner that reflects well upon yourself, other officials, and the OHSAA. Be mindful of team colors in your dress. Dressing in a bright red shirt as you officiate the “Big Red” may cause some speculation from an opponent.

Dressing Room

1. Check to see if there are changes to the event schedule.
2. Take care of any requested paperwork or vouchers.
3. Treat the dressing room appropriately and respectfully. Leave it in better shape than when you arrived. Place all towels that were provided in one central area.
4. Don’t leave bottles or trash strewn about. Gather and secure all trash in appropriate containers as you leave. Leave the room or area in better condition than you found it.
5. If the game was on an outside venue, don’t clean your shoes on the walls or floors.
6. Realize that not every school will be able to provide food or drink. Do not take any frustration out on those helping you or working at the concession stand. Treat everyone you encounter with respect and dignity.

7. Don’t expect or ask for any special favors or entitlements. You are there to officiate, not be honored.
8. Appreciate whatever is provided.
9. Say “please” and “thank you” and “you are welcome.” They go a long way.

Contest Site

1. Arrive ahead of time; be there as the respective sport requires.
2. Enter together, as a crew. Leave together, as a team.
3. Be friendly, yet firm as needed in gaining cooperation to have any site needed changes made. Explain the need. Be patient; be understanding; but be professionally firm. It is about the players.
4. Ignore the fans unless they are inciting players on the opposing team, using insulting/offensive/abusive language. Do not tolerate gestures or behavior that prevents you from performing your role.
5. Smile occasionally. Let your body language reflect that you are glad to be at the game.
6. Most schools have a no tobacco policy for their premises. Respect their policy and abide by it. Do not use tobacco while on school grounds or fields.

After the Game

1. Shower and pack in a timely manner. Don’t hang around. School personnel want to leave as well.
2. Ensure the dressing room is tidy and picked up. Turn off all showers and leave towels in one place. Turn off lights as you leave.
3. Leave with only what you brought. Take no towels, balls, or souvenirs.
4. Thank those who helped you. Be gracious even if you were not treated as you deserved.
5. Don’t leave any trash/bottles/etc. in the parking lot as you leave.
6. Be the guest whom the host wants to have return.
7. Some officials bring joy wherever they are; other officials bring joy only whenever they leave.

24) OHSAA Guide to Being a Good Host

In general, treat officials in the same manner as a guest in your home. Your fans, supporters, coaches, and players will emulate how you treat officials. Show how you value the role officials perform by treating them with respect and in a professional manner.

Introduction

Officials play an extremely important, integral role in an interscholastic athletic event. Yet we are facing an increasing shortage of officials in most sports and activities. How one hosts and treats officials when the event is their responsibility speaks volumes in showing respect and appreciation for their role, effort, and hard work in these educational contests. Providing officials with a welcoming atmosphere and essentials for the several hours they will be at your event will benefit everyone. By showing your appreciation, more officials will continue in this avocation and will help the OHSAA to continue to build and maintain a strong base of experienced, competent officials.
The OHSAA recognizes that the school administration has many duties and responsibilities on game day and nights. There are also limitations about facilities, funding, and staffing. It is our hope that you will consider the suggestions provided in this publication and put into practice as many as possible. Officials ask no more than what you expect of them – to give it your best. Thank you for hosting and treating officials in the best possible manner. Ultimately, it is in your best interest.

Prior to the Contest

1. Ensure there are contracts for all your games and activities.
2. Obtain the list of the officials assigned to your games and double check dates/times/locations.
3. Have an alphabetical list of your upcoming event officials along with contact numbers in case of a cancellation/postponement/delay.
4. Officials are to contact you to confirm the date, time, and site several days in advance of the contest. If you do not hear from an official, do not assume all is okay.
5. Inform officials of any special parking instructions, who will be there to meet them upon their arrival, and details of any special ceremonies such as homecoming, senior night, etc...
6. Notify officials when there are changes, postponements, or delays.
7. Take appropriate measures to provide security for officials before, during, and after the game.
8. Ensure that the playing surface/field is properly prepared for the contest: well-maintained; lined properly; team and official areas marked in accordance with NFHS diagrams; no safety hazards; scoreboards and horns/buzzers operating; PA system in working condition.
9. Provide trained individuals to perform needed game functions – scorekeepers, timers, table workers, announcers, site managers. Have at least one experienced individual on site.
10. Provide proper medical personnel at the contest. Notify the officials who they are and where they will be during the event. If there are special procedures for

requesting emergency medical assistance, please advise the officials. Let the officials know where safe shelter is in the event of inclement weather or a weather emergency.

Day of the Event

1. Reserve appropriate number of parking spots for officials.
2. Have your host greet and meet the officials upon their arrival and escort them to their dressing room.
3. Provide a clean, spacious private area to be used as a dressing and/or meeting room. If there are male and female officials, provide appropriate accommodations for everyone.
    a. The facility should have a toilet and a shower if possible. Make sure there are enough chairs and lockers that can be locked available.
    b. The areas should not be used by coaches or other school personnel during the contest.
    c. Provide water, sport/energy drinks, soda for half-time and after the game. Having a cooler with the drinks in them is very convenient.
    d. Officials will spend several hours or more in getting to, working, and leaving the contest. Many will not have eaten for many hours, so some snacks are most appreciated.
    e. Provide towels if possible.
    f. Ensure the showers are working and providing hot water.
    g. Escort the officials to and from the dressing room. Notify them of time remaining at half-time. Be sure to lock the room when the officials leave and have the room unlocked prior to the officials returning. Having to wait for the room to be unlocked provides an opportunity for unfortunate situations.
4. Provide officials with any needed instructions for the contest: pre-game times, names of bench personnel, and information on special pre-game or half-time ceremonies.
5. Make sure the officials are aware of any special conference policies or procedures.
6. Have needed paperwork for game payment available upon the officials' arrival. Provide proper security for the completed papers. Make them aware of when the check should be mailed.
7. Provide officials with properly inflated game balls, pucks, softballs, baseballs, etc. Have extras available if needed.

During the Contest

1. Set high expectations with your coaches regarding their sportsmanship and behavior and insist they do the same with their players. If coaches and players role model proper behavior towards an official, the fans may behave properly.
2. Read the OHSAA statement about sportsmanship and officials.
3. Introduce the officials prior to the starting lineups.
4. Make sure site managers understand clear instructions as to their duties and responsibilities.

5. Ensure proper arrangements have been made and that plans are in place to contact appropriate personnel in case of an emergency.
6. Keep all locker rooms, dressing areas, and other areas used by officials, players, and coaches clear from unauthorized personnel.
7. Have trainers and doctors available when possible.
8. Plan to have supplies available to clean up any blood/bodily fluids. Provide proper maintenance to clean floors, wrestling mats, etc. as needed.
9. Have someone carefully observe the contest and the spectators and be prepared to handle problems as necessary and appropriate. Handle those that might directly affect the officials and their ability to work the game.
10. Be prepared to support officials and assist fully with any request that they may have regarding problems with spectators. Remove a spectator when requested or needed.
11. Inform the officials of the best means to find and communicate with you or the site manager during the contest.
12. If necessary, have someone serve as ball personnel (football, soccer); retrieve balls (volleyball, basketball), return foul balls (baseball, softball).
    a. Require Chain Crew and the Timer to meet with the Football crew prior to the game.
    b. Have someone notify the Basketball crew when there are 3 minutes left before the end of the halftime intermission.

<u>After the Contest</u>

1. Provide an escort to ensure that the officials return safely to their dressing rooms.
2. Do not allow unauthorized individuals access to the officials.
3. Provide refreshments for the officials after the contest whenever possible.
4. Be prepared to provide an escort for the officials to their cars when needed.
5. Regardless of the outcome, show respect and appreciation for their hard work and efforts. Thank the officials, and better yet, have your players and coaches thank them.
6. Have your coach submit officials' ratings online in an appropriate, timely manner.