



2023-2024

Handbook for Officials

Table of Contents

| | |
|---|-----------|
| I. Introduction | 4 |
| II. Officiating Program Mission..... | 4 |
| III. Officiating Program Goals | 4 |
| IV. Statement of Beliefs | 4 |
| V. Officiating Code of Ethics | 5 |
| VI. Procedures for Obtaining an OHSAA Officiating Permit | 5 |
| 1. BECOMING AN OHSAA OFFICIAL | 5 |
| 2. REINSTATING A PERMIT | 13 |
| 3. APPLICATION & EXAMINATION DEADLINES | 16 |
| 4. RENEWING A PERMIT | 16 |
| VII. Worker's Compensation..... | 17 |
| VIII. Classification of Officials | 17 |
| 1. CLASS DESIGNATIONS..... | 17 |
| 2. SPORTS FOR WHICH OFFICIATING PERMITS MAY BE ISSUED | 18 |
| IX. Change Permit Status or Personal Information..... | 18 |
| 1. PERSONAL INFORMATION | 18 |
| 2. CLASSIFICATION UPGRADE..... | 19 |
| 3. REQUEST INACTIVE STATUS | 20 |
| X. Officiating Requirements - General..... | 20 |
| 1. AGREEMENT..... | 20 |
| 2. RULES INTERPRETATION MEETING ATTENDANCE REQUIREMENTS..... | 21 |
| 3. EJECTION REPORTING | 22 |
| XI. Breach of Regulations / Agreements / Ethics | 23 |
| 1. NON-PAYMENT OF OFFICIATING FEES | 23 |
| 2. BAD CHECK POLICY | 23 |
| 3. OHSAA ACTION | 23 |
| 4. FAILURE TO FULFILL MEETING REQUIREMENTS..... | 23 |
| 5. FAILURE TO FULFILL GAME CONTRACT..... | 24 |
| 6. UNSATISFACTORY OFFICIATING | 25 |
| 7. OFFICIATING WITHOUT A PROPER PERMIT..... | 25 |
| 8. ASSIGNING WITHOUT ASSIGNER CERTIFICATION..... | 25 |
| 9. CRIMINAL CONVICTIONS | 26 |
| 10. UNETHICAL CONDUCT | 27 |
| 11. APPEALS | 28 |
| XII. Tournament Officials | 29 |
| 1. AGREEMENT | 29 |
| 2. SELECTION..... | 29 |
| 3. POLICIES..... | 33 |
| XIII. Professional Association Membership | 38 |

| | |
|---|-----------|
| 1. NFHS OFFICIALS ASSOCIATION | 38 |
| 2. NASO-ON | 38 |
| XIV. Roles & Responsibilities..... | 40 |
| 1. LOCAL OFFICIALS ASSOCIATIONS..... | 40 |
| 2. OFFICIATING CLASS INSTRUCTOR | 41 |
| 3. DIRECTOR OF OFFICIATING DEVELOPMENT (DOD)..... | 42 |
| 4. DISTRICT ADMINISTRATOR (DA)..... | 42 |
| XV. Insurance Benefits for OHSAA Registered Officials..... | 43 |
| XVI. Sport Specific Regulations | 43 |
| 1. BASEBALL | 43 |
| 2. BASKETBALL..... | 45 |
| 3. BOYS LACROSSE..... | 46 |
| 4. FIELD HOCKEY | 48 |
| 5. FOOTBALL | 49 |
| 6. GIRLS LACROSSE..... | 50 |
| 7. GYMNASTICS | 51 |
| 8. ICE HOCKEY | 53 |
| 9. SOCCER..... | 54 |
| 10. SOFTBALL | 56 |
| 11. SWIMMING & DIVING | 58 |
| 12. TRACK & FIELD AND CROSS COUNTRY | 59 |
| 13. GIRLS VOLLEYBALL..... | 61 |
| 14. BOYS VOLLEYBALL | 63 |
| 14. WRESTLING..... | 65 |
| XVII. Addendum A: Regulations for OHSAA Certified Assigners..... | 67 |
| XVIII. Addendum B: OHSAA Guide to Officials: Being a Good Guest..... | 70 |
| XIX. Addendum C: OHSAA Guide to Being a Good Host..... | 72 |

Go to www.ohsaa.org and click on “Officiating” to view the information in this Handbook and other useful resources.

I. Introduction

Sports officiating can be a fulfilling and challenging avocation. This activity provides individuals with opportunities for physical fitness, earning extra income, meeting people, goal setting, continuing education, and public service. Most importantly, officiating interscholastic sports provides officials with the privilege to play a vital role in the education of student-athletes.

An interscholastic sports official is an important contributor to the development of young people. Because of this role, every official is expected to be a person of good character, integrity and free of racial, religious, and personal bias. The sports official represents the very integrity of the game.

Ohio interscholastic sports officials are required to obtain an officiating permit from the Ohio High School Athletic Association (OHSAA). The oversight of the OHSAA interscholastic sports officiating program is the responsibility of the OHSAA Director’s office.

Officiating is a privilege, not a right. Officials that are unfair or biased, exhibit a lack of physical or mental fitness or fail to comply with OHSAA administrative requirements or exhibit questionable conduct on or off the playing surface can be penalized. The OHSAA reserves the express authority to suspend or permanently revoke any officiating permit.

II. Officiating Program Mission

Creating a competent community of sports officials who play a key role in developing Ohio student-athletes into good citizens of tomorrow.

III. Officiating Program Goals

- Recruit diverse people into sports officiating.
- Train prospective officials in order that they will have the entry level skills needed to enjoy officiating and competently manage lower-level contests. In addition, train and educate the current officiating community to manage contests of all levels.
- Support officials and their activities
- Reward officials through advancement opportunities, tournament assignments and enhanced fees
- Recognize officials and their achievements.
- Develop leadership of local association officers, assigners, instructors, and others

IV. Statement of Beliefs

- WE believe that the recruitment of officials is most successful by individuals through local associations.
- WE believe that training leads to enjoyment in officiating and in turn leads to retention of officials.
- WE believe that continuing education leads to talented and competent officials.
- WE believe that the OHSAA must support officials through training, education, and action.
- WE believe that reward and recognition of officials creates enthusiastic officials.

- WE believe that strong leadership must be present in all local official's associations.
- WE believe that a strong officiating program and competent officials create a positive experience for student-athletes.

V. Officiating Code of Ethics

Schools have entrusted the OHSAA and sports officials to assist them in the education and development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial, and responsible to the people they serve. In recognition of these expectations there is hereby established a Code of Ethics for all officials. The purpose of the code is to establish guidelines for ethical standards of conduct for all officials.

- **An Official** must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.
- **An Official** must work with fellow officials and the state association in a spirit of harmony and cooperation despite differences of opinion that may arise during debate of issues.
- **An Official** must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.
- **An Official** must constantly uphold the honor and dignity of the officiating industry in all personal conduct and relations with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public, to be a worthy example to the athletes under one's jurisdiction.
- **An Official** will be prepared both physically and mentally, dress according to expectations of sport standards, and maintain a proper appearance that is befitting the importance of the game.
- **An Official** shall avoid the use of tobacco and tobacco products at the contest site.
- **An Official** shall not consume alcohol (or any illegal/illicit drug or controlled substance) prior to or during the contest.
- **An Official** must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss. Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official.
- **An Official** shall not delay the process of completing and returning paperwork provided by a site needed to process the game payments and will provide a W-9 when requested.

VI. Procedures for Obtaining an OHSAA Officiating Permit

Any person who is 18 years of age or older and no longer in high school is eligible to apply for a Class 2 or Class 1 permit. (High School students may enroll in an OHSAA officiating class and obtain a Class 3 permit upon successful completion). Minimum age is 14 for a student to apply for an officiating class.

1. **Becoming an OHSAA Official** A. **Beginning Officials**

- i. **Baseball, Basketball, Boys Lacrosse, Field Hockey, Football, Girls Lacrosse, Soccer (USSF Grades 9-12), Softball, Swimming, Track & Field, Girls Volleyball, Boys Volleyball and Wrestling**

Step 1: Take OHSAA Officiating Class –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to register for an officiating class. Class fees are \$70 for adults or \$40 for high school students and include the instructor's fee, application fee, rule book app from the NFHS and testing.

Step 2: Take Officiating Exam - The class concludes with the officiating exam. Applicants must receive a passing score of 75% on the mechanics and rules exams and pass the proficiency portion to be a permitted OHSAA official.

Step 3: Complete Concussion Training - - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website <http://ohsaa.org/officials/concussioneducation>

Step 4: Contact a Local Officials Association – <http://www.ohsaa.org/officials/local-new.htm>
<http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 5: Annual Renewal of Permit - Renew your officiating permit annually in June.

Exception 1: An official who successfully completes an OHSAA approved officiating class during the current school year is required to attend one local educational session during that school. They are highly encouraged to attend more but only one is required, preferably the on-court/on-field clinic.

Exception 2: An official who successfully completes an OHSAA approved officiating class or a State Rules Examination, during the **current** school year is required to attend the OHSAA state rules meetings during that school year.

- i.a. **Person who has current certification through USSF (Grades 1-7) or another sport Association Officiating program**

Step 1: Submit Application Materials –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. See application deadlines in Section VI.3.

Reciprocity with USA Volleyball:

*Certified National, Junior National, Regional or Provisional Referee to become an OHSAA Class I referee without going through a class.

*Junior Regional Referees are allowed to become OHSAA Class II referees without going through a class. A referee who applies under the reciprocity protocol will be required to pass the required examination under the same conditions as any other referee.

Reciprocity with PAVO:

*Certified National or State to become an OHSAA Class I referee without going through a class.

*Certified Local or Apprentice to become an OHSAA Class 2 referee without going through a class.

Reciprocity with USA Lacrosse:

*Certified Level 3 officials may become an OHSAA Class 1 official without going through a class. An official who applies under the reciprocity protocol will be required to pass the required examination and fulfill the educational requirements as any other official.

*Certified Level 1 or 2 officials may become an OHSAA Class 2 official without going through a class. An official who applies under the reciprocity protocol will be required to pass the required examination and fulfill the educational requirements as any other official.

Reciprocity with Collegiate Women's Lacrosse:

*Certified CWLOA officials may become an OHSAA Class 1 official without going through a class. An official who applies under the reciprocity protocol will be required to pass the required examination and fulfill the educational requirements as any other official.

Step 2: Receive Officiating Instruction Books – You will be emailed all study material, and the testing instructions at least two weeks prior to the testing opening. Please review the OHSAA Handbook for Officials for more information at this link:

<https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialsHandbook.pdf>

Step 3: Prepare for Officiating Exam – Study your rule books in preparation for the online test.

Step 4: Take Officiating Exam – Applicants must receive a passing score of 80% or higher on an online review exam. See examination dates in Section VI.3. Two attempts will be permitted.

Step 5: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link

by going to this address on the OHSAA website
<http://ohsaa.org/officials/concussioneducation>

Step 6: Contact a Local Officials Association –

<http://www.ohsaa.org/officials/localnew.htm><http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 7: Attend Required Rules Meeting – All officials have annual meeting requirements. Most sports require four educational sessions. An official who successfully completes an OHSAA approved officiating class or a State Rules Examination, during the **current** school year is required to attend the **OHSAA state rules meetings during that school year**. An official who successfully completes an OHSAA approved officiating class during the current school year is required to attend **one local educational session** during that school. They are highly encouraged to attend more but only one is required, preferably the on-court/on-field clinic.

Go to www.ohsaa.org, click on “Officiating” to find meeting information.

Step 9: Annual Renewal of Permit - Renew your officiating permit annually in June.

i.b. Person who has current certification through USSF (Grade 8)

Step 1: Take OHSAA Officiating Class (Bridge Course) –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to register for an officiating class. Class fees are \$70 for adults or \$40 for high school students and include the instructor’s fee, application fee, rule book app from the NFHS and testing. See application deadlines in Section VI.3.

Note: The course covers OHSAA, differences between FIFA’s Laws and NFHS Rules, Dual System Officiating Mechanics.

Step 2: Take Officiating Exam - Applicants must receive a passing score of 75% on the NFHS Rules Test and NFHS Class II Mechanics Exam.

Step 3: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website
<http://ohsaa.org/officials/concussioneducation>

Step 4: Contact a Local Officials Association –

<http://www.ohsaa.org/officials/local-new.htm>
<http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 5: Annual Renewal of Permit - Renew your officiating permit annually in June.

Note: An official who successfully completes an OHSAA approved officiating class or a State Rules Examination, during the **current** school year is required to attend the **OHSAA state rules meetings during that school year.**

An official who successfully completes an OHSAA approved officiating class during the current school year is required to attend **one local educational session** during that school. They are highly encouraged to attend more but only one is required, preferably the on-court/on-field clinic.

iii. Ice Hockey

Step 1: Submit Application Materials –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. See application deadlines.

Step 2: Receive Officiating Instruction Books –You will be emailed all study material, and the testing instructions at least two weeks prior to the testing opening. Please review the OHSAA Handbook for Officials for more information at this link:

<https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialsHandbook.pdf>

Step 3: Prepare for Officiating Exam – Study your rule books in preparation for the online test.

Step 4: Take Officiating Exam – Applicants must receive a passing score of 80% or higher on an online review exam. See examination dates in Section VI.3. Two attempts will be permitted.

Step 5: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website
<http://ohsaa.org/officials/concussioneducation>

Step 6: Contact a Local Officials Association –
<http://www.ohsaa.org/officials/local-new.htm><http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 7: Attend Required Rules Meeting – All officials have annual meeting requirements. Most sports require four educational sessions. **An official who successfully completes an OHSAA approved officiating class or a State Rules**

Examination, during the **current** school year is required to attend the **OHSAA state rules meetings during that school year.**

An official who successfully completes an OHSAA approved officiating class during the current school year is required to attend **one local educational session** during that school. They are highly encouraged to attend more but only one is required, preferably the on-court/on-field clinic.

Go to www.ohsaa.org, click on “Officiating” to find meeting information.

Step 8: Annual Renewal of Permit - Renew your officiating permit annually in June.

iiii. Gymnastics

Note: You must first obtain a rating from USA Gymnastics Judging Program. Applicants with a minimum rating of Level 8 and an expiration date of 2026 may proceed to Step 2.

Step 1: Take USA Gymnastics exam for Women’s Gymnastics with Current Rules – Visit - usagym.org/pages/women/pages/judging.html or www.ohnawgj.org. Applicants must receive a minimum rating of Level 8 with an expiration of 2026 to continue to OHSAA application process.

Step 2: Submit Application Materials –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. Applications will be accepted from **September 1 through October 31.**

Step 3: Receive Officiating Permit –Applicants earning a USA Gymnastics minimum rating of Level 9 will receive a Class 1 officiating permit. Applicants earning a USA Gymnastics minimum rating of Level 8 will receive a Class 2 officiating permit.

Step 4: Attend Required Rules Meeting – All officials have an annual state rule meeting requirement. Go to www.ohsaa.org, click on “Officiating” to find meeting information.

Step 5: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website <http://ohsaa.org/officials/concussioneducation>

Step 6: Annual Renewal of Permit - Renew your officiating permit annually.

B. Experienced Officials

- i. **Living in a Contiguous State to Ohio – All Sports** -(revised 8/15/13)

An out of state official living in Indiana, Kentucky, Michigan, Pennsylvania, or West Virginia may apply for an OHSAA Officiating permit. Officials in non-contiguous states can apply for permits on a case-by-case basis.

Step 1: Application –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. See application deadlines in Section VI.3.

Step 2: Mail application form and fee – Mail completed application form, photocopy of **valid** state officiating permit and required \$60 application fee (\$30 per additional sports) to **Ohio High School Athletic Association, L-4256, Columbus, OH 43260-4256**

Applications will only be accepted from June 1st on. Deadline to turn in these applications are: Fall sports – September 1; Winter sports – December 1; and Spring sports – March 1. Please review the OHSAA Handbook for Officials for more information at this link:

<https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialHandbook.pdf>

You will be emailed all study material, and the testing instructions at least two weeks prior to the testing opening. If you do not receive this material, contact the OHSAA officiating department via email at officiating@ohsaa.org.

Step 4: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website
<http://ohsaa.org/officials/concussioneducation>

Step 5: Attend Required Rules Meeting – All officials must meet annual educational requirements. Most sports require four educational sessions. A state rules meeting is also required the year in which an individual initially becomes an official. Begin educational session attendance NOW! Go to www.ohsaa.org, click on “Officiating” to find meeting information

Step 6: Find a Local Officials Association –
<http://www.ohsaa.org/officials/local-new.htm>
<http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 7: Annual Renewal of Permit - Renew your officiating permit annually in June.

- ii. **Reciprocity – Possess Another State Association’s Officiating Permit and Become an Ohio Resident** (revised 8/15/13)

Step 1: Obtain an Officiating Application —Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. See application deadlines in Section VI.3.

Step 2: Mail application form and fee – Mail completed application form, photocopy of **valid** state officiating permit and required \$60 application fee (\$30 per additional sports) to **Ohio High School Athletic Association, L-4256, Columbus, OH 43260-4256**

Please review the OHSA Handbook for Officials for more information at this link:

<https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialsHandbook.pdf>

Step 3: Receive officiating rule book packet in mail – You will be emailed all study material, and the testing instructions at least two weeks prior to the testing opening. If your previous state did not use NFHS rules you must pass an online review exam with 80% or higher. Your instruction sheet, test information when required, will be sent to you for you to study. If you do not receive this material, contact the OHSA officiating department via email at officiating@ohsaa.org. Once the test has been taken and passed you will receive your permit number

Step 4: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSA website
<http://ohsaa.org/officials/concussioneducation>

Step 5: Contact a Local Officials Association –
<http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

<http://www.ohsaa.org/officials/local-new.htm>

Step 6: Attend Required Rules Meeting – All officials must meet annual educational requirements. Most sports require four educational sessions. A state rules meeting is also required the year in which an individual initially becomes an official. Begin educational session attendance NOW! Go to www.ohsaa.org, click on “Officiating” to find meeting information

Step 7: Annual Renewal of Permit - Renew your officiating permit annually in June.

iii. **Certified by Another Sport Association Officiating Program**

Step 1: Submit Application Materials –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. See application deadlines in Section VI.3.

Step 2: Receive Officiating Instruction Books – You will be emailed all study material, and the testing instructions at least two weeks prior to the testing opening. Please review the OHSAA Handbook for Officials for more information at this link:

<https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialsHandbook.pdf>

Step 3: Prepare for Officiating Exam – Study your rule books in preparation for the online rules test and mechanic's test.

Step 4: Take Officiating Exam – Applicants must receive a passing score of 80% or higher on an online review exam. See examination dates in Section VI.3. Two attempts will be permitted.

Step 5: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website <http://ohsaa.org/officials/concussioneducation>

Step 6: Contact a Local Officials Association – <http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 7: Attend Required Rules Meeting – All officials must meet annual educational requirements. Most sports require four educational sessions. A state rules meeting is also required the year in which an individual initially becomes an official. Begin educational session attendance NOW! Go to www.ohsaa.org, click on "Officiating" to find meeting information

Step 8: Annual Renewal of Permit - Renew your officiating permit annually in June. *

2. Reinstating a Permit

A. Inactive Officials

Step 1: Submit Application Materials –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. If you miss the application deadline, you will need to take a course in order to work in the current year. See application deadlines in Section VI.3.

Step 2: Receive Officiating Instruction Books – You will be emailed all study material, and the testing instructions at least two weeks prior to the testing opening. Please review the OHSAA Handbook for Officials for more information at this link:

<https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialsHandbook.pdf>

Step 3: Prepare for Officiating Exam – Study your rule books in preparation for the online rules test and mechanic's test.

Step 4: Take Officiating Exam – Applicants must receive a passing score of 80% or higher on an online review exam. See examination dates in Section VI.3. Two attempts will be permitted.

Step 5: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website.

<http://ohsaa.org/officials/concussioneducation>

Step 6: Contact a Local Officials Association –

<http://www.ohsaa.org/officials/local-new.htm><http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 7: Attend Required Rules Meeting – All officials must meet annual educational requirements. Most sports require four educational sessions. A state rules meeting is also required the year in which an individual initially becomes an official. Begin educational session attendance NOW! Go to www.ohsaa.org, click on "Officiating" to find meeting information

Step 8: Annual Renewal of Permit - Renew your officiating permit annually in June.

B. Military Duty

An official returning from active duty **must notify the OHSAA within 30 days.**

Step 1: Email officiating@ohsaa.org and state your intentions. Complete the [Officials Application Form](#) and send to the OHSAA with a fee of **\$60** for the first sport and **\$30** for each additional sport and a copy of your military separation papers. **NOTE: Must have current concussion training.**

Step 2: Contact a Local Officials Association –

<http://www.ohsaa.org/officials/local-new.htm>
<http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 3: Attend Required Rules Meeting – All officials must meet annual educational requirements. Most sports require four educational sessions. A state rules meeting is also required the year in which an individual initially becomes an official. Begin educational session attendance NOW! Go to www.ohsaa.org, click on “Officiating” to find meeting information.

Step 4: Annual Renewal of Permit - Renew your officiating permit annually in June.

Note: It may be necessary to again pass the qualification examination(s) if the official fails to become actively reinstated **within 60 days** of date of separation from active military service.

C. Suspended Officials

Note: Individuals are not eligible for OHSAA tournament assignments in that sport the year they are suspended or the year they return from a suspension.

Step 1: Submit Application Materials –Please visit <http://ohsaa.org/Officiating/permits> and follow the steps outlined to submit an application. See application deadlines in Section VI.3.

Step 2: Receive Officiating Instruction Books – You will be emailed all study material, and the testing instructions at least two weeks prior to the testing opening. If you do not receive this material, contact the OHSAA officiating department via email at officiating@ohsaa.org.

Step 3: Prepare for Officiating Exam – Study your rule books in preparation for the online rules test and mechanic’s test.

Step 4: Take Officiating Exam – Applicants must receive a passing score of 80% or higher on an online review exam. See examination dates in Section VI.3. Two attempts will be permitted.

Step 5: Complete Concussion Training - Applicants must complete a course on concussion training, prior to officiating. You can get to the link by going to this address on the OHSAA website <http://ohsaa.org/officials/concussioneducation>

Step 6: Contact a Local Officials Association – <http://www.ohsaa.org/officials/local-new.htm>
<http://officials.myohsaa.org/Logon> - Officials Directory- Local Association Secretary.

Step 7: Attend Required Rules Meeting – All officials must meet annual educational requirements. Most sports require four educational sessions. A state rules meeting is also required the year in which an individual initially

becomes an official. Begin educational session attendance NOW! Go to www.ohsaa.org, click on "Officiating" to find meeting information.

Step 8: Annual Renewal of Permit - Renew your officiating permit annually in June. ***Note:** State Rules Interpretation Meeting is not required in the year tested but **is an annual requirement thereafter.**

D. Criminal Conviction

An official, assigner, instructor, or local association executive whose permit has been forfeited, suspended, or revoked or an applicant who is denied a permit, under the Criminal Convictions Policy, outlined in Section X.9., may petition for reinstatement/reapplication based on the following: After completion of any sentence and/or parole/probation period. It is at the discretion of the OHSAA administrator of officiating as to granting such request. The decision to deny/delay such request may be appealed to the OHSAA Appeals Board by written request.

3. Application & Examination Deadlines

- A. The completed application form and fee must be postmarked by the deadline date.
- B. An application or check sent without the other will not be accepted.
- C. No refunds are made after the deadline date.

| Sports | Application Deadline | Examination Dates |
|--|----------------------|--------------------------|
| Field Hockey, Football, Soccer, Girls Volleyball | July 15 | July 15 – August 15 |
| Basketball, Ice Hockey, Swimming & Diving, Wrestling, Gymnastics | October 15 | October 15 – November 15 |
| Baseball, Softball, Boys Lacrosse, Girls Lacrosse Track & Field | January 15 | January 15 – February 15 |
| | | |

4. Renewing a Permit

Missing all renewal dates will result in an automatic lapse of the officiating permit. (Inactive Status)

- A. Renewals of officiating permit fees for all officials are due to the OHSAA office during the renewal period. **Only officials residing in Ohio, or a contiguous state, are eligible to obtain or renew an OHSAA permit.**

B. Officiating Renewal Fees

| | Renew Online |
|-----------------------------|--------------|
| 1st Sport | \$60 |
| Each Additional | \$30 |

C. **Renewal Notices - Notices** are sent via email from the OHSAA to the email address on the myOHSAA profile for each official eligible to renew.

Note: THE OHSAA IS NOT RESPONSIBLE FOR NON-DELIVERY OF NOTICES. IT IS THE OFFICIAL'S RESPONSIBILITY TO ENSURE ALL CONTACT INFORMATION IN MYOHSAA IS CORRECT AND UP TO DATE. FAILURE TO RECEIVE A RENEWAL NOTICE WILL NOT BE ACCEPTED AS A LEGITIMATE REASON FOR FAILURE TO PAY RENEWAL FEES ON TIME!

D. **Late Renewals** – will be assessed a late fee of \$50 per transaction prior to the dates listed below. There is only one penalty fee of \$50 when the late renewals for more than one sport are made at the same time. If the late renewals for more than one sport are made at separate times, there is a penalty fee of \$50 for each.

E. After the late renewal deadline, a permit may only be renewed upon the granting of an appeal by the Officiating Director, who shall have sole discretion in considering such appeals. Fees in addition to the standard late fee may be imposed.

| Sport | Late Renewal Deadline |
|--|-----------------------|
| Field Hockey, Football, Soccer, Girls Volleyball | July 15, 2022 |
| Basketball, Gymnastics, Ice Hockey, Swimming & Diving, Wrestling | October 31, 2022 |
| Baseball, Softball, Track & Field, Lacrosse, Boys Volleyball | January 31, 2023 |
| | |

VII. Worker's Compensation

Officials certified by the Ohio High School Athletic Association are Independent Contractors. Therefore, officials are not eligible for worker's compensation under the Ohio High School Athletic Association. The OHSAA does offer supplemental insurance for injuries that can be found at the following link: [OfficialsBenefitSummary.pdf \(windows.net\)](#)

VIII. Classification of Officials

Note: Official's reinstating will return at the same classification as when their permit was placed into inactive or suspended status.

1. Class Designations

A. Class 1 – Eligible to officiate all levels. Required for OHSAA post-season tournaments.

- i. A Class 2 official may apply for a Class 1 permit during the first year of his/her officiating experience.
 - ii. Officials are eligible for OHSAA post-season tournaments in their second season as a Class 1 official.
- B. Class 2 – Eligible to officiate all levels of contests **except varsity high school** in football, basketball, baseball, softball, and First Referee position in volleyball.
 - i. A Class 3 official will upgrade to Class 2 upon indicating high school graduation during the renewal process.
- C. Class 3 – Restricted to 7th, 8th and 9th grade and non-interscholastic officiating.
 - i. High School students may enroll in an OHSAA officiating class and obtain a Class 3 permit upon successful completion. Minimum age is 14 for a student to take an officiating class.

2. Sports for Which Officiating Permits May Be Issued

| | |
|----------------------|---------------|
| <u>Fall</u> | |
| Field Hockey | Class 1, 3 |
| Football | Class 1, 2, 3 |
| Soccer | Class 1, 2, 3 |
| Girls Volleyball | Class 1, 2, 3 |
| <u>Winter</u> | |
| Basketball | Class 1, 2, 3 |
| Gymnastics | Class 1, 2 |
| Ice Hockey | Class 1 |
| Swimming & Diving | Class 1, 3 |
| Wrestling | Class 1, 2, 3 |
| <u>Spring</u> | |
| Baseball | Class 1, 2, 3 |
| Boys Lacrosse | Class 1, 2, 3 |
| Boys Volleyball | |
| Girls Lacrosse | Class 1, 2, 3 |
| Softball | Class 1, 2, 3 |
| Track & Field | Class 1, 3 |

IX. Change Permit Status or Personal Information

1. Personal Information

- A. Officials Portal – Login to make changes to your personal profile.
 - i. Mailing Address
 - ii. Phone Numbers
 - iii. Email Address
 - iv. Passwords

2. Classification Upgrade

Note: The promotion from one class to another class does not become effective until the year following, provided the official renews their officiating permit.

A. From Class 2 to 1 or Class 3 to 2 – All sports except Gymnastics

i. Application & Examination Deadlines – Class Upgrades

| Sports Season | Upgrade Application Deadline | Examination Dates |
|----------------------|-------------------------------------|--------------------------|
| Fall | November 1 | November 15 – 30 |
| Winter | March 1 | March 15 – 30 |
| Spring | April 20 | May 5 – May 20 |

Step 1: Submit Upgrade Materials – Print an application to obtain an application form and instructions regarding examination time, place and observation procedure ([Click here to print application form](#)) See application deadlines and test dates in Section C.

Step 2: Pass Observation of officiating in two scheduled athletic contests by two Class 1 officials –Both observations must be signed by the observing official. Neither the observing official nor the Association are permitted to charge the applicant any fee for their observing service. Observations **may** be conducted by a Class 1 official working in the same athletic contest as the applicant official.

Step 3: Send completed form to OHSAA – via email to canderson@ohsaa.org or mail to Officiating Department, OHSAA, 4080 Roselea Place, Columbus, OH 43214

Step 4: Prepare for Officiating Exam – Study your rule books in preparation for the online test. Applicants will be provided via email their username and password, and directions for the online test prior to the test dates.

Step 5: Take Officiating Exam – Applicants must receive a passing score of 80% or higher on an online review exam. See examination dates in Section C. **Two attempts will be permitted.**

B. Off-Season Classification Upgrade Exception

- i. Officials are now allowed a one-time option to take the upgrade exam via a hard copy.
- ii. To obtain this exam, you will need to reach out to your District Administrator. Send them your completed upgrade application with the two required signatures ([UpgradeApplication.pdf \(windows.net\)](#)). They will send you a copy of the test.
- iii. Once the official completes the test, send it back to the District Administrator so they can grade it.
 - a. If the official passed the exam, the District Administrator will let the Manager of Officiating know and they will

upgrade your permit accordingly. If the official fails the exam, they will need to wait until the upgrade testing window. Please note there is only one attempt to pass the hard copy test.

- iv. To find out what district you are in:
 - a. Please log on to your myOHSAA account.
 - b. Click on the blue "Profile" icon on the top right-hand side of the page.
 - c. Scroll down to "Official Information". There you will see the Athletic District. There you will find out what district you are in.

**To find out who your District Administrator is please see page 41 #6*

C. From Class 2 to 1 –Gymnastics only

Step 1: Apply for Level 9 Test with USA Gymnastics. Visit usagym.org/pages/women/pages/judging.html

Step 2: Send OHSAA a copy of the new rating card with a note requesting change of status from Class 2 to Class 1.

3. Request Inactive Status

A. Officials Called to Active Military Duty – An official called to active military duty may withdraw from active officiating status.

Step 1: Contact the OHSAA - Email officiating@ohsaa.org with your permit number, name, and address.

Note: During the period of active military duty, the official is excused from attending OHSAA meetings and completing the review examination. In addition, the official is not required to pay registration fees and is ineligible to officiate in Ohio.

B. Personal Hardship – During the school year for reasons such as employment, medical, family, or other hardship, an official may request to change their status from active to inactive.

Note: Application must be made two weeks prior to the opening date of the sports season (first date of interscholastic contests).

Step 1: Submit Request for Inactive Status – To do this please email officiating@ohsaa.org with your permit number, name, and reason for the request.

X. Officiating Requirements – General

1. Agreement

A. Each OHSAA sports official agrees that they are an independent contractor and that contests under their supervision will be administered in an unbiased and non-prejudicial manner and contests will be officiated with adopted mechanics in accordance with NFHS and OHSAA rules and interpretations. In addition, the official agrees that the OHSAA possesses the authority and responsibility to

uphold its constitution, bylaws, and regulations. The official agrees to follow all rules/regulations adopted by the OHSAA Board of Directors and published in official publications. OHSAA officials agree to wear the approved uniform of their sport when officiating an OHSAA contest. When feasible officials shall refrain from wearing an OHSAA logo uniform during a non-interscholastic contest.

- B.** Concussion Training must be completed once every three (3) years before an Official is eligible to officiate. You can find the link to the online courses on the OHSAA website at <http://ohsaa.org/officials/concussioneducation>

2. Rules Interpretation Meeting Attendance Requirements

- A. Local Rules Meetings** – An OHSAA Class 1, 2 or 3 officials must attend the required educational sessions conducted by a local association.

Exception 1: An official who successfully completes an OHSAA approved officiating class during the current school year is required to attend one local educational session during that school. They are highly encouraged to attend more but only one is required, preferably the on-court/on-field clinic.

Exception 2: Active instructors are not required to attend local educational sessions in the sport in which they are actively instructing.

- i. Officials who are not members of any local association shall pay \$20 to the secretary of the local association at each in-person local educational session(s) attended. An official who is a member of a local official's association is not required to pay a non-member fee in order to receive attendance credit.
- ii. Associations may charge all guests (non-members of their association) a fee of up to \$20 for them to view their online meeting. This fee will help the association cover costs associated with producing these meetings.

Note 1: A secretary is permitted to withhold reporting of educational session attendance for any official who fails to show proof of membership in any local official's association in that sport or pay the \$20 fee for each local educational session attended.

- iii. Officials may receive credit for attendance at local educational sessions in other states, but the meeting(s) must be held during the time frame approved for OHSAA meetings. Proof of attendance must be forwarded to the local secretary of the association where the official is a member.
- iv. The OHSAA Officiating Administrator may allow educational credit for special events.
- v. Number of meetings required:

| <u>Sports</u> | <u>Educational Sessions Required</u> |
|---|---|
| Fall – Field Hockey*, Football, Soccer, Girls Volleyball Winter – Basketball, Wrestling | 4 |

| | |
|--|----------|
| Spring – Baseball, Boys Lacrosse, Girls Lacrosse, Boys Volleyball, Softball, Track & Field | |
| Ice Hockey*, Swimming & Diving | 3 |
| Gymnastics* | 0 |
| *View Sport Specific Regulations in Section XV of this Handbook. | |

Officials who are registered as both OHSAA girls/boys officials will only need to attend 2 local meetings should they met the 4 meeting requirement during the girls season. 1 state rules meeting is still required,

B. State Rules Meeting – An OHSAA Class 1, 2 or 3 officials must attend either an online or drive-in OHSAA state rules interpretation meeting in the sport which registered. **State Rules Interpretation Meetings from other states are not acceptable.**

Exception: An official who successfully completes an OHSAA approved officiating class or a State Rules Examination, during the **current** school year is required to attend the OHSAA state rules meetings **during that school year.**

- i. To receive credit for attendance, the official must be present **within 10 minutes** of the start of the meeting and must stay until the conclusion.
- ii. All online directions must be followed.
- iii. The cost of any make-up meeting is \$50.
- iv. Make-up meetings must be completed as directed by the OHSAA office.

C. Viewing Attendance

- i. Log in to your myOHSAA profile and click on “Meeting Attendance” to view meeting requirements and attendance.
 - a. Contact the Local Association Secretary to correct local rules meeting attendance.
 - b. Contact the OHSAA office via email officiating@ohsaa.org to correct state rules meeting attendance.

3. Ejection Reporting

A. Officials shall file a report with the OHSAA office whenever a coach or player is ejected from an athletic contest **within 48 hours of the ejection.**

Step 1: Speak with offender’s principal/athletic director – Whenever an ejection occurs, the ejecting official shall speak with the offender’s principal/athletic director on site if possible.

Step 2: Submit Report Form – Officials will fill out the form electronically on their Dashboard at www.myohsaa.org . The link is on the left-hand side of the screen; “Submit New Ejection Form.” Please complete one report per offending school.

- B. The Officials Report Form may also be used to report good or poor sportsmanship, concussions, severe injuries, facility problems, or equipment problems.
- C. Ejections other than players or coaches and other items of which the Director should be made aware must be provided.
- D. The school AD and OHSAA will automatically be sent an email of this ejection upon clicking on submit.
- E. Response email notifications will be sent once the protocol has been completed.
- F. An official failing to follow the ejection protocol and/or failing to file the Officials Report may result in a maximum fine of \$100 to the official per occurrence.

XI. Breach of Regulations / Agreements / Ethics

1. Non-Payment of Officiating Permit Fees

- A. Late Fee – An official who fails to pay the permit fee by June 30 will be assessed a \$50 per transaction late fee.
- B. Non-Renewal – For an official who fails to pay the permit and late fee by the deadlines, see Section VI.4.D, the official cannot officiate OHSAA member contests and must apply for reinstatement the following school year.

2. Bad Check Policy

- A. A bad check fee of \$30 will apply for all returned checks.
- B. Once notified, the official has 10 business days to provide payment in full. Failure to pay any/all officiating dues and the bad check charges within that period can lead to the official's suspension.
- C. No reinstatement will occur until all past dues and bad check fees have been paid.
- D. Officials with bad check history (three bad checks in a four-year period) will not be permitted to reinstate until a hearing is held to determine the terms of reinstatement if reinstatement is possible.
- E. Individuals who fail to satisfy their financial obligations may face possible prosecution.

3. OHSAA Action

The OHSAA Board of Directors, District Athletic Boards and Administrative Staff possess the authority and responsibility to uphold the OHSAA constitution, bylaws, and regulations. When officials' behaviors or officiating conduct requires OHSAA attention, the appropriate board or staff member may immediately rule/act on the situation. When appropriate, an investigation may be conducted prior to any ruling or action.

4. Failure to Fulfill Educational Requirements

- A. The official who does not meet minimum educational requirements, see Section IX.2., will be suspended in that sport and the official is ineligible to renew the officiating permit.
- B. The official will be emailed a Notice of Suspension and how they may appeal.
- C. 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.
- D. Failure to meet the minimum requirements causes officials to be ineligible for tournament assignments in the current season and the season of reinstatement.

5. Failure to Fulfill Game Contract

A. Regular Season

- i. When an official fails to fulfill a regular season game contract, the offended home school's administrator or certified assigner may require that official to pay the contract amount to the offended school or league.
- ii. If the official does not comply with the directions of the administrator or assigner, the OHSAA shall be notified where upon the official's permit may be suspended.
 - a. An official suspended for failure to comply with the above directions will not be reinstated until the fee is paid.
- iii. A game contract is not assignable to any other party without the express written consent of both parties (official and assigning agent).
- iv. When either of the contracting parties fails to fulfill/honor a game contract and the act is found to be willful (ex: changing a contract date or time; officiating another game – high school or college), the offending party shall pay the other the contract amount.
- v. An official who fails to honor a game contract gives the assigning entity the ability to remove the official from future assignments without compensation.
- vi. The OHSAA may impose an additional penalty not to exceed \$100 per occurrence.

B. Tournament

The OHSAA Director may void tournament contracts, at any level of an OHSAA tournament, when it is considered in the best interest of the OHSAA.

i. Sectional/District

- a. Contracts voided through mutual consent are not "actionable."
- b. When an official fails to fulfill a sectional/district tournament contract, the District Athletic Board may require the official to pay the contract amount.
- c. The District Athletic Board is authorized to void future contracts in the sectional/district tournament when it is considered to in the best interest of the OHSAA sectional/district tournaments.

ii. Regional/State

- a. The OHSAA Official's Administrator may require payment of the contract fee of an official who fails to honor a regional/state tournament contract.

6. Unsatisfactory Officiating

- A.** The OHSAA will investigate reports of unsatisfactory officiating when such reports are submitted by a school administrator, OHSAA board member or staff. The OHSAA Official's Administrator may request information from such parties deemed appropriate. The OHSAA Official's Administrator may direct the certified assigner who assigned the official in question to respond to the complaint and the OHSAA. A trained observer/evaluator may be assigned to report on the official's performance.
- B.** When an official is found to have officiating deficiencies, the Official's Administrator may request a local association to provide remedial work, change the official's classification or suspend the official's permit.

7. Officiating Without a Proper Permit

- A. Without a Permit** – An individual who officiates an interscholastic contest without a permit where the OHSAA requires a permit will be fined up to \$200 per occurrence. That person will not be granted an official's permit until the fine is paid, in addition to whatever fees and steps must be taken to bring the permit back into good standing.
- B. Without Proper Classification** – An official who officiates an interscholastic contest when not qualified by permit classification to do so, see Section VII, may be fined a maximum of \$200 per contest and placed on probation for one year. Multiple offenses may result in an official's suspension.
- C.** Contracts shall be issued to officials who have the proper permit. Contracts shall be signed by officials with the proper permit. School Administrators or Assigners may be fined up to \$200 per occurrence for hiring officials without the proper permit.
- Note:** The OHSAA Officiating Director may give permission to an assigner or a School Administrator, for a Class 2 official to officiate a varsity contest.

8. Assigning without Assigner Certification

- A.** 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 OHSAAs assigner certification is subject to penalty as prescribed by the Officiating Director.

9. Criminal Convictions

A. New Permit Application or Reinstatement – An officiating permit will not be issued or reinstated for anyone:

- i. Convicted, or adjudicated with a finding of fault, guilt, or violation, regarding any felony offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter; or,
- ii. Convicted, or adjudicated with a finding of fault, guilt, or violation, regarding a misdemeanor involving any illegal/illicit drug or controlled substance as prescribed by federal or state law or regulation, an offense involving a minor, a crime of violence or any sexual offense until the completion of any sentence/parole/probation period imposed for the offense; or
- iii. Convicted of multiple DUI/OMVI.
- iv. Currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge, or administrative body, other than minor misdemeanors.

B. Currently Permitted Officials

- i. When a current OHSAAs official, assigner, instructor, or local association executive is indicted or charged with any felony offense or charged with a violation of any statute pertaining to minors, a crime of violence, drugs or a controlled substance, such permit will automatically be suspended, pending resolution of the indictment or charge. Conviction or adjudication of fault, guilt, or a violation under any such indictment or charge shall result in immediate and automatic forfeiture of the officiating permit.
- ii. Current OHSAAs sports officials, assigner, instructor, or local association executive must inform the OHSAAs of any such indictment of charge immediately upon receipt of or upon having knowledge of such indictment or charge. Failure to notify the OHSAAs shall itself be a basis for immediate and automatic forfeiture of the officiating permit.
- iii. If a currently permitted official, assigner, instructor, or local association executive is convicted of DUI/OMVI, the official must self-disclose the offense within 30 days of the conviction. The official may be subject to penalty and/or suspension.
- iv. If a currently permitted official, assigner, instructor, or local association executive is convicted of multiple DUI/OMVI, the official will be suspended for a length determined by the Assistant Director.

C. The application procedure for reinstatement is outlined in Section VI-2-D.

10. Unethical Conduct

- A. Unethical conduct covers a multitude of indiscretions and can apply to officials, assigners, instructors, or local association executives: Failure to accurately complete an Officials Report and submit it in a timely manner; failure to wear the approved uniform; chronic tardiness to games; disruptive behavior during meetings; officiating a contest where there is a conflict of interest; inappropriate dress arriving at or departing from a contest site; use of tobacco at a game site (locker room, field, boiler room, etc.); consuming alcohol on game day prior to a game; disrespectfully addressing fans, players, coaches, administrators, officials; failure to cooperate with OHSAA personnel; illegal gambling; gambling on high school events; campaigning for tournament assignments; and lack of preparation are some examples of unethical conduct. Certainly, this listing is not intended to be all-inclusive.

- i. Conflict of Interest is any situation which would cause a reasonable person to question the integrity or fairness of an official. It is the official's responsibility to notify the school, their assigner (regular season) or tournament manager/OHSAA Office (postseason tournament) when a possible conflict of interest arises, so that a possible change in assignment may occur. All potential conflicts are not equal and depend on the sport and the circumstance. Conflicts of interest during the regular season or early rounds of the tournament (sectional/district) may not automatically result in the reassignment of a contest. However, notification should always be made to the school/assigner/tournament manager so an informed decision can be made. As long as another qualified official is available, conflicts of interest will automatically be reassigned for Regional and State tournament level contests unless the two schools involved agree to the original assignment.

This following list is not exhaustive and officials should use their best judgment in determining whether a conflict exists. Some potential conflicts include:

1. Official is a booster/donor of a participating school
2. Official's child attends or is a recent graduate, i.e., within 4 years, of a participating school
3. Official (or immediate family member) is a current or former staff member, i.e., teacher, coach, employee or board member, at a participating school.
4. Official has a close connection or relationship to the coach of a participating school.

- B. Social Media Policy: It is inappropriate for any registered OHSAA official assigner, instructor, or local association executive to connect with a student via social media. **This does not include athletes that are part of your family or officials that communicate to students as part of their job responsibilities (coaches, administrators, or teachers).**
- C. The use of the Officiating Directory is for officiating purposes only. Use of the officials' email addresses for personal, commercial, or non-officiating use is prohibited.

- D. Harassment policy: Making someone feel uncomfortable because of their gender, race, ethnicity, age, sexual orientation, religion, or any other reason is never acceptable. Making comments about the attractiveness of a coach, trainer, fellow official, spectator, or athlete is never acceptable. Officials cannot use officiating and its related activities as a chance to try and obtain an individual's phone number or ask them on a date or make "jokes" about how good looking someone is. Comments regarding the demographics of a team or community are also never acceptable. These are further examples of unethical conduct and will be penalized as such.
 - E. Conduct determined to be unethical may be penalized. Penalties may include, but are not limited to, verbal or written letters of reprimand, public censure, single or multiple contest suspensions, monetary fines up to \$200 per incident and suspension as an OHSAA official, assigner, instructor, or local association executive.
 - i. Individual officials and officiating crews that communicate with coaches and/or administrators to solicit tournament votes will become immediately ineligible for tournament officiating.
- 11. Appeals** – Appeals exist for officials, assigners, instructors, or local association executives who have been affected adversely by rulings.
- A. Suspension for Failure to Attend Educational Sessions and/or State Rules Meetings
 - i. Official sends a written request for appeal, with any supporting documents, to the OHSAA by the date specified in the Notice of Suspension.
 - ii. The OHSAA Review Committee will review the appellant's information. Examples for consideration may include work schedule, personal or family illness or catastrophe, residential move, and military duty.
 - iii. The OHSAA Review Committee will render a timely decision and notify the official in writing.
 - iv. The decision of the OHSAA Review Committee is final.
 - v. Officials granted appeals are not eligible for tournaments the following year unless given permission by the Officiating Director.
 - B. Decision or Ruling by Local Officials Association – When a local officials association renders a decision, whether by an officer or the executive committee or the grievance committee, an official may appeal as follows:
 - i. Official sends a written request for appeal to the OHSAA Official's Administrator
 - ii. The Official's Administrator will render a timely decision which may uphold, set aside, or alter in any manner the action of the local association.

- C. Decision or Ruling by an OHSAA Administrator – When an OHSAA Administrator renders a decision or ruling an official may appeal as follows:
- i. Officials send a written request for appeal to the OHSAA Appeals Panel within 7 days of the ruling.
 - ii. The ruling by the Appeals Panel is final.

XII. Tournament Officials

1. Agreement

- A. Officials selected to officiate OHSAA post-season contests are expected to be a “cut above.” When an official accepts a tournament assignment they agree to:
- i. Be eligible in all respects.
 - a. Officials may request a waiver of the required minimum number of regular season games due to illness or injury or active military service. The waiver may be requested for the previous regular season game requirement or the current season game requirement, as it applies to the current post-season tournaments. Send your written waiver request and supporting documents to the OHSAA Officiating Department.
 - b. Officials are NOT eligible for tournament assignments if they are using a medical wavier in the current year AND used one the previous year.
 - ii. NOT officiate another contest on the same day as the tournament game without the express consent of the District Athletic Board representative (sectional and district contests) or the OHSAA official's administrator (regional and state contests).
 - iii. The OHSAA recommends that a head coach shall not serve as a tournament official in the same sport in which he/she coaches. If it is necessary to utilize said coach as a tournament official, then the coach shall be assigned to a division other than the division in which he/she coaches. (Golf and tennis are excluded)

2. Selection

- A. Philosophy – The overarching selection philosophy is to be inclusive and provide opportunities to as many competent officials as possible.
- i. When necessary, knowledgeable board members, assigners, coaches, and officials may be consulted to assist in the selection process.
 - ii. Officials and/or crews will be assigned to the most appropriate tournament sites and divisions. Factors that enter into assignments may include, but are not limited to:
 - a. regular season and previous tournament assignments
 - b. proximity to sites
 - c. familiarity with teams/coaches
- B. Cross Country & Track & Field and Swimming & Diving

- i. Tournament Selection: Officials shall complete an online application. The selection is made in consultation with the Director of Development, OHSAA staff and tournament personnel. Please see Tournament Officials Requirements for each of these sports in the back portion of this publication.

C. Gymnastics

- i. Tournament Selection: Requires submission of an application. Selection is made by a panel which includes the Director of Development for Gymnastics Officiating and the OHSAA staff.
- ii. Selection is conducted through an application process.
- iii. All officials with four or more years of experience may apply for a tournament officiating position unless otherwise specified in individual sport regulations.
- iv. The selections will be finalized by one or more individuals including the Director of Development and an OHSAA staff member.

D. Ice Hockey

- i. Tournament Selection: Officials shall complete an online application. The selection is made from a consolidated rating from Athletic Directors, Coaches, Local Officials Associations, Local Assignors, and the Ice Hockey Director of Development.
- ii. Schools (Athletic directors would be responsible for submitting the ballot, preferably after consulting their coach) vote for a maximum of 15 officials.
- iii. Coaches rate officials on a 1-5 scale for each Varsity game
- iv. Officials vote through local associations.
 - a. Associations would vote for 100% of membership divided into groups, each representing 20% of membership.
 - b. Based on grouping, group 1 receives five (5) votes, group 2 receives four (4) votes, group 3 receives three (3) votes, group 4 receives two (2) votes and group 5 receives one (1) vote.
 - c. The selection is determined by a vote of all members including classes 2 and 3.
 - d. All ice hockey 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.
 - e. The selection procedure must be conducted in an open and transparent fashion. Selection results must be available to all local association members.
- v. Select assigners, local association secretaries, and directors of officiating development.

- a. Assigners of varsity sports and have an evaluation/observation program in place may vote for 100% 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.
- b. Local Association secretaries vote for 100% of their Local Association membership. Secretaries vote on a 3-point scale with one being the lowest and three being the highest.
- c. 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.

E. Applicable to Baseball, Basketball, Boys Lacrosse, Field Hockey (modified), Football, Girls Lacrosse, Soccer, Softball, Volleyball and Wrestling (Process revised 08/2014)

- i. The composite score is 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.
- ii. Coaches rate officials on a 1-5 scale for each Varsity game. If an official receives 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. When this system is not available due to technological limitations, coaches will vote for officials, capped at 15.
- iii. Schools (Athletic directors would be 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.
- iv. Officials vote through local associations.
 - a. Associations would vote for 25% of membership divided into 5 groups, each representing 5% of membership.
 - b. Based on 1-5 grouping, 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.
 - c. The selection is determined by a vote of all members including class 2 and 3.
 - d. 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.

- e. An official belonging to more than one local association is eligible for consideration from all associations in which they are a member but receives the vote from only the association in which the official ranked highest.
 - f. The selection procedure must be conducted in an open and transparent fashion. Selection results must be available to all local association members. The Assistant Director may direct a District Administrator to conduct a local association's selection procedure if the Assistant Director determines it necessary.
- v. Select assigners, local association secretaries and interpreters, instructors currently teaching a class, directors of officiating development, OHSAA administrators, and select OHSAA assigned tournament observers and others as determined by the Assistant Director 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 could receive from assigners, secretaries, interpreters, et al. is capped at 15.
 - a. Assigners of varsity sports and have an evaluation/observation program in place may vote for 25% 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.
 - b. Local Association secretaries vote for 25% of their Local Association membership and may vote for officials outside of their association.
 - c. Interpreters vote for 25% of their Local Association membership and may vote for officials outside of their association.
 - d. Instructors currently teaching a class may vote for 30 officials in the sport they teach.
 - e. 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.
 - f. OHSAA administrators may vote for an unlimited number of officials. They will vote on a five-point scale with one being the lowest and five being the highest.
 - g. OHSAA assigned tournament observers and others selected by the Assistant Director may vote for a maximum of 30 officials.
- vi. Officials are ranked in each Athletic District of residence from highest to lowest based on the following formula:
 - a. Total of coach's ratings + athletic directors' votes + local association vote + officiating leaders vote.

- b. With each of the four categories having a possible score of 15, the maximum possible score would be 60.
- vii. Ranked officials are then divided into pools, which are groups of officials eligible for various levels of the tournaments.
- viii. The state/regional pool is approximately three times the number of officials needed.
 - a. The district/sectional pool is 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.
 - b. Tournament eligible officials complete a tournament questionnaire through their myOHSAA account.
 - c. Upon completion of the questionnaire process, the rankings and pools are reviewed to make certain there are enough officials in each pool.
 - d. Regional and state assignments are finalized by one or more individuals including directors of officiating and OHSAA staff.
 - e. 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 assigning.

3. Policies

- A. Contest Fee – The formula for officials' payment when working tournament contests shall be fee plus travel payment (if any). Officials shall receive a standard contest fee which shall be equal among OHSAA Athletic Districts, as set by the Board of Directors. All payments made to officials for tournament officiating will be treated as income for the purpose of IRS reporting. The fee shall not be amended by the Board of Directors unless it is applied equally to all districts. The Board of Directors shall annually, no later than the April meeting, review the base salary and travel payment.

i. Tournament Officials Fee Schedule

| <u>Team Sport</u> | <u>Position</u> | <u>Per Unit</u> | <u>State</u> | <u>Regional</u> | <u>District</u> | <u>Sectional</u> |
|--------------------------|-----------------|-----------------|--------------|-----------------|-----------------|------------------|
| <u>Baseball</u> | | Game | \$165 | \$130 | \$100 | \$85 |
| <u>Basketball</u> | | Game | \$190 | \$145 | \$110 | \$100 |

| | | | | | | |
|--|--|-------------------------|---|-------------------|---------------------------|---------------------------|
| | | | | | | |
| <u>Basketball</u> | Replay Official | Game | \$50 | | | |
| <u>Field Hockey</u> | | Game | \$140 | \$75 | 0 | 0 |
| <u>Football *</u> | | Game | \$190 | \$140* | \$110 (First Round) | 0 |
| <u>Football Field Replay Official</u> | | State | \$85 | | | |
| <u>Ice Hockey</u> | | Game | \$140 | \$75 | 0 | 0 |
| <u>Ice Hockey</u> | Video Replay | Game | \$75 | 0 | 0 | 0 |
| <u>Lacrosse – Boys & Girls</u> | Official | Game- | \$150 | \$100 | 0 | 0 |
| | | Chief Bench Official | \$80 | \$75 | | |
| <u>Soccer</u> | Referee | Game | \$160 (Center) | \$120 (Center) | \$95 (center/2 man) | \$85 (center/2 man) |
| | | | \$150 (AR) | \$115 (AR) | \$85 (AR) | \$75 (AR) |
| <u>Soccer</u> | 4 th official (sideline official) | Game | State semi-\$75 State Final- \$145 | \$75 | 0 | 0 |
| <u>Softball</u> | | Game | \$165 | \$130 | \$100 | \$85 |

| | | | | | | |
|--------------------------------------|---|-------|-------|------|------|------|
| <u>Volleyball</u> | 1 st Referee/2 nd Referee | Match | \$140 | \$90 | \$80 | \$75 |
| <u>Volleyball</u> | L.J. (PAVO & Non-PAVO) | Match | \$80 | \$60 | \$50 | \$40 |
| <u>Alternate Official</u> | | Game | \$50 | \$45 | \$45 | 0 |

| <u>Individual Sport</u> | <u>Position</u> | <u>Per Unit</u> | <u>State</u> | <u>Regional</u> | <u>District</u> | <u>Sectional</u> |
|------------------------------------|------------------------|---------------------------------|---------------------|------------------------|------------------------|-------------------------|
| <u>Cross Country</u> | | State and Regional– Day; | \$190 | \$160 | | 0 |
| | | District Race | | | \$130 | |
| <u>Golf</u> | | Day | \$135 | 0 | 0 | 0 |
| <u>Gymnastics</u> | Referee | State – Day; | \$180 | 0 | | |
| | | District & Sectional Session | | | \$135 | \$110 |
| <u>Gymnastics</u> | Chief Judge | State – Day; | \$160 | 0 | | |
| | | District & Sectional Session | | | \$115 | \$100 |
| <u>Gymnastics</u> | Judge | State – Day; | \$135 | 0 | | |
| | | District & Sectional Session | | | \$100 | \$80 |
| <u>Swimming</u> | Referee | Session | \$145 | 0 | | |
| | | Gender | | | \$100 | \$70* |

| | | | | | | |
|-------------------------|--------------------------------|------------------------|-----------|-------|-------|-------|
| <u>Swimming</u> | Starter | Session | \$135 | 0 | | |
| | | Gender | | | \$90 | \$65* |
| <u>Swimming</u> | Others | Session | \$115 | 0 | | |
| | | Gender | | | \$75 | \$55* |
| <u>Diving</u> | Referee Consulting Judge | Session | \$90 | 0 | \$90 | \$90 |
| <u>Diving</u> | Judge | Session | \$75 | 0 | \$75 | \$75 |
| <u>Tennis</u> | Head | Day | \$180 | 0 | 0 | 0 |
| <u>Tennis</u> | Others | Day | \$135 | 0 | 0 | 0 |
| <u>Track</u> | Referee | Division/Meet | \$190/Day | \$130 | \$120 | 0 |
| <u>Track</u> | Start/Clerk/ Head | Division/Meet | \$170/Day | \$110 | \$100 | 0 |
| <u>Track</u> | Others* | Division/Meet | \$145/Day | \$95 | \$85 | 0 |
| <u>Wrestling</u> | | Tournament | \$700 | | | |
| <u>Wrestling</u> | | Two Day | | | \$380 | \$315 |
| <u>Wrestling</u> | | Friday only session | 0 | 0 | \$165 | \$115 |

| | | | | | | |
|---------------------------|-------------|-----------------------|------|------|-------|-------|
| <u>Wrestling</u> | | Saturday only session | 0 | 0 | \$215 | \$200 |
| <u>Wrestling</u> | | One day | 0 | 0 | 0 | \$250 |
| <u>Wrestling</u> | Weighmaster | Per weigh in | \$0 | 0 | \$25 | \$25 |
| <u>Alternate Official</u> | | Game | \$50 | \$45 | \$45 | |

* Denotes \$2 per additional heat beyond 41 per gender

Travel Stipend– Officials shall receive a travel stipend that is calculated by using the following formula: \$1.00 per mile one way, beginning at mile 51 from the official's home zip code to the tournament site zip code (e.g., if a tournament site is 65 miles from the official's zip code, the official would receive a \$15.00 travel stipend). The zip code used for all officials shall be the address reported by each official as the home address on their myOHSAA account. Distance shall be measured by the **Dragonfly** system as the distance found from the middle of the official's zip code to the middle of the site zip code. At the state championship level of any tournament, officials will receive one travel stipend. For OHSAA State tournaments of individual sports that are multiple day events, the OHSAA will provide overnight lodging. At all other tournament levels, officials will receive the travel stipend for each day of an assignment. Alternate officials will be paid per game plus regular travel stipend. In tournaments in which both permitted and unpermitted officials are used, the unpermitted officials will be paid 75% of the established fee plus the regular travel payment. Tournament site managers are responsible for determining the correct amount to be paid to each official, including the amount to be paid for any travel payment.

B. Cancellations – If an official is notified of a cancellation, or rescheduling, prior to departure the official will not receive any compensation. If an official is notified enroute, or after the official arrives and the tournament contest is not started, the official will receive the travel stipend, but not the game fee. In such cases the payment will be a minimum of \$50.00 for State, \$40 for Regional and \$30 for Sectional/District. If after the official arrives, the tournament contest is started and is interrupted due to weather or other reasons, and not completed on the day scheduled, the official will receive full payment. An official completing an interrupted contest on another day will receive full payment. In extraordinary cases, due to weather or other unanticipated occurrences, the District Athletic Boards (Sectional & District) or State Office (Regional or State) may approve payments to officials to compensate them for expenses incurred.

- C. **Alternate** – When an alternate is used as a game official (minimum of one play) the alternate will receive full game pay.
- D. OHSAA reserves the right to cancel any tournament assignment when deemed in the best interest of the organization.
- E. The full OHSAA tournament contract can be found here - <http://ohsaa.org/Portals/0/Officiating/forms/OfficiatingCertificate.pdf>

XIII. Professional Association Membership

1. NFHS Officials Association

- A. Every OHSAA official is enrolled in the NFHS Officials Association. The NFHS Officials Association offers several components for OHSAA officials at no additional cost: an education program, a national awards program, publications, searchable rules data base on-line and on-line rules videos. These can be accessed through the NFHS Central Hub. Go to the NFHS website at www.nfhs.org. Select the Officials area and click on the provided link to experience the NFHS Central Hub, an exclusive online benefit for NFHS Officials Association members. Once on the NFHS Central Hub Home Page, you can sign in the upper right-hand corner. To sign in, use your email address and your last name as your password. If that does not work, you can use the “Forgot Password” link and the Central Hub will email you your password.

2. National Association of Sports Officials – Organizations Network (NASO-ON)

- A. All OHSAA local officials’ associations have the option to enroll in NASO-ON, which is a program designed to assist local association leaders. In addition to being a guide for local association management, NASO-ON membership allows associations’ free access to all NASO educational materials. Individual OHSAA officials may join the National Association of Sports Officials for a fee. Visit NASO’s website at www.NASO.org for additional information.

State Rules Interpreters

Baseball

Basketball

Denny Morris H: 419-303-8399 Email: dnmorris005@woh.rr.com

Beau Rugg, B: 614-267-2502 C: 614-738-3559. Email: brugg@ohsaa.org

Boys Lacrosse

Lee Spitzer, C: 614-325-9358 Email: lspitzer@ohsaa.org

Boys Volleyball

Lucas Tuggle, C; 740-815-7708 Email: lucastug33@gmail.com

Bowling

Fran Miller, C: 330-559-7895 Email: franmarkmill@aol.com

Bob Black, H: 419-734-1771 C: 419-262-2228. Email: rmblack@cros.net

Julie Wells, C: 614-668-4658. Email: Jwells@insight.rr.com

Greg Coules, C: 937-602-1475. B: 937-433-8363; Email: greg@ohiohighschoolbowling

Field Hockey

Travis Burwell, B: 614-206-7578. Email: tburwell27@yahoo.com

Football

Beau Rugg, B: 614-267-2502 C: 614-738-3559. Email: brugg@ohsaa.org

Bruce Maurer, C: 614-284-7693 Email: bmaurer.38@gmail.com

Girls Lacrosse

Lissa Fickert, C: 937-671-4999 Email: lfickert@ohsaa.org

Girls Volleyball

Jim Hammar, C: 614-288-7995 Email: columbusref@yahoo.com

Golf

David Griffith – Northern Ohio , PGA – 330-607-3351 Email: dgriffith@pgahq.com

Matt Rutland – Northern Ohio PGA – 803-416-3821 Email: mrutland@pgahq.com

Gymnastics

Lori Powers-Basinger, C: 614-406-1537, Email: loripb7957@gmail.com

Ice Hockey

Gary Wilkins, C; 614-937-9012 W: 740-965-5004. Email: gwilkinshockey@gmail.com

Soccer

Softball

Jerry Fick, H: 513-563-2755 Email: jfick@ohsaa.org

George Gulas, C: 330-321-1858 Email: geoshe@zoominternet.net

Swimming & Diving

RJ Van Almen, C: 330-685-4605 Email: rjvanalmen@ohsaa.org

Tennis

Tim Voegeli, B: 937-296-7701 H: 937-298-6689. Email: tim.voegeli@earthlink.net

Track & Field

BJ Duckworth, C: 330.718.2435 Email: bjduckworth@ohsaa.org

Steven Hurley stevenhurley@hotmail.com

Bob Meuleman, Email: bob@meuleman.us

John Daubenspeck daubenspeck@gytoa.com

Wrestling

Ray Anthony, H: 440-236-8224 Email: ctfire210@aol.com

Toby Dunlap, C:440-487-6308 Email: tdunlap@ohsaa.org

Dick Loewenstine, C: 513-293-2777 Email: rloewenstine@fuse.net

Jim Vreeland, C: 419-707-1133 Email: Vree66@gmail.com

Roles & Responsibilities**3. Local Officials Associations**

Officials are encouraged to become members of a local official's association. Login to the Portal and click on Officiating Directory to find local secretaries and interpreters in your sport and area.

A. Secretary – responsible to:

- i. list educational session dates and credit official's meeting attendance on myOHSAA
- ii. be an **expert** on OHSAA administrative requirements.
- iii. serve as the primary contact with the OHSAA office.
- iv. annually submit a form listing association officer to the OHSAA

B. Interpreter – 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 is the recognized rules & mechanics expert within a local association. They should have considerable input into meeting topics and conduct. Rules and mechanics questions should be directed to the local association's Interpreter. Many associations have two interpreters – one for rules and one for mechanics. The interpreter should:

- i. 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.

- ii. Attend annual Local Association Interpreters Clinic.
- iii. Ensure that local educational sessions meet or exceed OHSAA requirements, including content and time. Strive to develop the highest quality meetings for the association. Local Association meetings are required to be a minimum of 1 hour and 15 minutes in length.
- iv. Regularly attend local educational sessions 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.
- v. Work with others (instructors, speakers, program chairs) who present in your association to ensure the accuracy and highest quality of all presentations.
- vi. Emphasize the importance of understanding definitions in the NFHS Rules Book and developing knowledge of the layout/organization of the rule book.
- vii. 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.
- viii. 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.
- ix. 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.
- x. Limit rules discussions to high school rules only – avoid discussion of other rules codes.
- xi. 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.
- xii. 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.

4. Officiating Class Instructor

- i. All instructors will be facilitating the use of RefRep.
- ii. As an instructor, you will be there to answer questions. This can be done via the phone, through calls and texts, virtually through the virtual program of your choice, or in-person. Please note that students can take your course from anywhere in the state so in-person sessions cannot be mandatory.

Costs incurred during in-person sessions will not be reimbursed and students cannot be charged for this.

- iii. All instructors will be paid \$10 per student. This payment will go to the instructor only.
- iv. All materials needed for the students will be sent electronically. Supplemental materials may be used to enhance the student's learning experience during a virtual or in person session but are not required. It is highly encouraged that an instructor work with a local association and/or their District Administrator to help facilitate a clinic for these students to get on-field/on-court experience.
- v. Instructors will need to offer a minimum of one course per month. Exception to this will be permission only.
- vi. Registration will close three days prior to the first meeting date of the course. Course rosters are final at that point and cannot have someone added or dropped; this allows our office time to send information to RefRep and to the NFHS to get rule books sent out.

5. Directors of Officiating Development (DOD)

The sports of Baseball, Basketball, Boys Lacrosse, Field Hockey, Football, Girls Lacrosse, Gymnastics, Ice Hockey, Soccer, Fast Pitch Softball, Swimming & Diving, Track & Field, Volleyball and Wrestling - have an individual responsible for the training and education of those sports officials. The DOD assists with meeting topics, classes, and virtually every aspect of officiating enhancement. **The DOD has the authority to all advancement prior to the prescribed timeline.**

Baseball –

Basketball – Denny Morris – dmorris005@woh.rr.com

Boys Lacrosse - Lee Spitzer – lsplitzer@ohsaa.org

Field Hockey – Travis Burwell – tburwell@ohsaa.org

Football – Bruce Maurer – bmaurer.38@gmail.com

Girls Lacrosse - Lissa Fickert – lfickert@ohsaa.org

Gymnastics – Lori Powers-Basinger – loripb7957@gmail.com

Ice Hockey – Gary Wilkins – gwilkinshockey@gmail.com

Soccer –

Softball – Jerry Fick – jfick@ohsaa.org

Swimming & Diving – RJ Van Almen – rjvalmen@ohsaa.org

Track & Field – BJ Duckworth – bjduckworth@ohsaa.org

Girls Volleyball – Jim Hammar – columbusref@yahoo.com

Boys Volleyball – Lucas Tuggle – lucastug33@gmail.com

Wrestling – Toby Dunlap – tdunlap@ohsaa.org

6. District Administrator (DA)

The District Administrator is the primary resource for local association officers to direct requests for assistance. The DA will assist the OHSAA office staff with investigations and administrative services.

Central – Malt Brown – mbrown@ohsaa.org

East – Matt Abbott – mdabbott@ohsaa.org

Northeast – Ron Knight – rknight@ohsaa.org

Northwest – Ken Myers – kmyers@ohsaa.org

Southeast – Wayne Horsley – horse45780@gmail.com
Southwest – Jerry Fick – jfick@ohsaa.org

XIV. Insurance Benefits for OHSAA Registered Officials

Please refer to [Officials Insurance Program Info Sheet](#) for the most up to date information on official's insurance coverage.

XV. Approved Vendors for Officials Apparel

i. Authorized dealers are as follows:

- a. Final Score Sporting Goods
- b. Honig's
- c. Fleming's Referee and Sport
- d. Purchase Officials Supplies
- e. The Official Call
- f. JAG Sporting Goods Corp.
- g. Smitty Official's Apparel

XVI. Sport Specific Regulations

Note-All sports uniform requirements are amended for the current season to allow for officials to wear a mask if they so choose due to the COVID-19 pandemic.

1. Baseball

A. Regular Season Officials Requirements

- i. High School Varsity — All Class 1 officials required regardless of number of officials.

Note: A Class 2 official may be used on a varsity contest in emergency situations only and with permission from the Director's office.

If a Class 2 official is used in an emergency varsity game, the Class 1 shall be the lead official and determine which official will work the plate.

- ii. High School Reserve/Junior Varsity — Minimum of one OHSAA Class 1 or Class 2 umpire required. Regardless of number, all must be Class 1 or Class 2.

- iii. Freshman/7-8th grade — Minimum of one OHSAA Class 1, 2 or 3 required. Regardless of number all must be Class 1, 2, 3 or an umpire in training.

- iv. Must attend four local educational sessions and one state rules meeting.

Note: Of the required four local educational sessions, only 1 of those may be the DOD-prescribed, joint baseball/softball meeting.

B. Tournament Officials Requirements – (applicable – Sectional, District, Regional, State)

i. Minimum Requirements

- a. Must hold an OHSAA Class 1 Permit in baseball.

- b. Must have been an OHSAA Class 1 umpire in good standing the previous year.

- c. Must have umpired a minimum of eight regular season varsity high school boys' baseball games during the preceding Ohio season and must umpire eight regular season varsity high school boys' baseball games during the current season to be eligible for tournament assignment. Of the eight games umpired in the current season, at least four games must be worked as the plate umpire.
 - d. Must complete an online application through myOHSAA certifying the above requirements.
 - e. The Director may assign an umpire to officiate more than one regional or state tournament game when there is a specific need.
 - f. Must be physically fit and have an athletic appearance.
 - g. An umpire will not be assigned to officiate in both the boys Regional/State Baseball and girls Regional/State Softball Tournaments in the same year.
 - h. Baseball umpires are ineligible to officiate the State Baseball Semis and Finals in successive years.
- C. Required Uniform – for interscholastic baseball (Varsity, Junior Varsity, Freshman, & Junior High).**
- i. Gray pants (either Heather Gray or Charcoal Gray for the regular season, sectional, or district tournament games. For Regional and State games, Charcoal Gray pants are to be worn by all members of the crew. All umpires on a crew for any regular or post-season games are to be dressed alike).
 - ii. MLU navy shirt with the OHSAA embroidered or sublimated logo. It is not permissible to wear a long sleeve garment under the short sleeve shirt.
 - iii. Undershirts or T-shirts shall be red.
 - iv. Predominately black plate or base shoes with black laces.
 - v. Black leather belt 1 ½ to 2 inches wide with plain buckle.
 - vi. Navy cap with the OHSAA logo embroidered on the crown.
 - vii. A jacket, if worn, shall be the 'red shoulder stripe' model; Navy with red/white trim on the shoulder. The OHSAA logo shall be properly placed on the jacket. Authorized dealers are as follows:
 - a. Final Score Sporting Goods
 - b. Honig's
 - c. Fleming's Referee and Sport
 - d. Purchase Officials Supplies
 - e. The Official Call
 - f. JAG Sporting Goods Corp.
 - g. Smitty Official's Apparel

- viii. Jackets, shirts, caps, and any apparel with the OHSAA embroidered logo shall be purchased from only OHSAA authorized dealers. OHSAA logo “patches” are not permitted.
- ix. No other logos, patches, emblems, or numbers are permitted on the officiating uniform. If, for a special occasion, a commemorative or memorial patch is worn on the shirt, it must meet the rule book requirements of 1.4.4 and be approved by the OHSAA.
Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.
- x. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted only when an official has a duty for timing during the contest.
- xi. All umpires on the crew must be dressed alike.
- xii. The plate umpire shall wear all protective equipment as specified by rule. Dark blue or gray ball bags if working as the Plate Umpire. If two ball bags are worn, they shall be of the same color.

2. Basketball

A. Regular Season Officials Requirements

- i. High School Varsity — Class 1 OHSAA Basketball Only.
- ii. High School Reserve/Junior Varsity — Class 1 or Class 2 OHSAA Basketball only.
- iii. 7-9th grade — One Class, 1, 2, or 3 officials required. All other officials are required to be Class 1, 2 or 3 OHSAA basketball official or official in training.
- iv. Must attend four local educational sessions and one state rules meeting.

B. Tournament Officials Requirements

- i. Tournament level to which applicable — Sectional, District, Regional, State.
- ii. Minimum Requirements
 - a. Must hold an OHSAA Class 1 Permit in basketball.
 - b. Must have been an OHSAA Class 1 official in good standing the previous year.
 - c. Boys — must have officiated a minimum of 14 boys regular season varsity high school basketball games during the previous Ohio season and must officiate a minimum of 14 boys regular season varsity high school basketball games during the current Ohio season.
 Girls — must have officiated a minimum of 14 girls regular season varsity

high school basketball games during the previous Ohio season and must officiate a minimum of 14 girls regular varsity high school basketball games during the current Ohio season.

Exception: A Class 1 basketball official who officiates boys and girls varsity basketball meets the games eligibility requirements for both boys and girls tournaments if the official officiates a minimum 10 regular season varsity girls games and a minimum of 10 regular season boys' games in the same year.

- d. Must complete an online application through myOHSAA certifying the above requirements.
- e. An official is not eligible to officiate in both the boys and girls Regional or State Basketball Tournaments in the same year. In addition, a basketball official is ineligible to officiate a Boys State Basketball Tournament game in successive years or Girls State Basketball Tournament game in successive years.

C. Required Uniform

- i. Black and white vertically 1", dye-sublimated striped short-sleeve knit shirt with V-neck collar, black slacks, black belt (if used), black socks, and black shoes.

Note 1: Effective for the 2016-17 season, all officials must wear the 1" stripe dye-sublimated shirt with flag and OHSAA logo for all varsity games.

For sub-varsity games, officials may wear the 1", dye-sublimated shirt or a previously approved style, but all members of the crew shall wear the same style of shirt.

Note 2: A warm-up jacket may be worn for regular season, JV and Varsity games, and OHSAA required for tournament games. It shall be black and unadorned except that it shall have the OHSAA logo on the left breast.

Note 3: The new 1" shirt without panels must have the OHSAA Green Logo located on the upper left chest & the USA Flag on the left sleeve. Both must be "dye sublimated" into the fabric. The 1" stripe shirt is mandatory for the OHSAA Tournament Games.

- ii. The only legal jacket is that sold by authorized distributors.
- iii. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted only when an official has a duty for timing during the contest.
- iv. Emblems and patches are not permitted on the officiating uniform.
Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

3. Boys Lacrosse

A. Regular season officiating requirements

- i. High school varsity – 3 Class 1 or 2 officials
- ii. JV – 2 Class 1 or 2 officials
- iii. Middle school – 2 Class 1, 2 or 3 officials
- iv. Meeting requirements: Must attend four local educational sessions and one state rules meeting.

B. Tournament Officials Minimum Requirements

- i. Must hold a current OHSAA Class 1 lacrosse permit. Must have been an OHSAA Class 1 lacrosse official in good standing the previous year.
- ii. Must officiate during the current lacrosse season a minimum of eight varsity high school games at the position for which applying. Must officiate a minimum of eight varsity contests during the previous year. All game must be three-man crews only and officiated in Ohio or a state that borders Ohio.
- iii. Must complete an online questionnaire through myOHSAA.
- iv. Must be physically fit, possess an athletic appearance, and able to read/react and flow with the play.
- v. Must use US Lacrosse Officiating Mechanics.
- vi. Must arrive at the game site one hour before the scheduled game time and dressed in a professional manner (no blue jeans, no t-shirts & no non-OHSAA baseball hats).
- vii. An official is not eligible to officiate a Championship Lacrosse Game in successive years.

C. Required Uniform

- i. Uniforms should be clean, fit properly and be neat.
- ii. Black and white vertically striped, long or short-sleeved knit shirt, with 2-1/4" stripes, a black knit cuff & Byron collar with red OHSAA logo.
- iii. Black shorts with belt loops, black leather belt 1-1/2 to 2" wide with plain buckle, and black ankle socks. Black lacrosse officiating pants and black socks may be worn as the alternate uniform for inclement weather.
- iv. Solid black official's shoes with black laces. Shoes should be shined before each game.
- v. Black official's baseball cap with white piping.
- vi. A black jacket may be worn prior to the game and during inclement weather.
- vii. A black plastic whistle.
- viii. Gold penalty flags with a black ball.
- ix. A 20-second lacrosse timer.
- x. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted.

A watch is permitted only when an official has a duty for timing during the contest.

3. Field Hockey

A. Regular Season Officials Requirements

- i. Varsity Only — Two (2) field hockey officials required. It is recommended that one of the two be an OHSAA Class 1 official. If only one official is available to officiate, the game may be played provided the participating coaches agree.
Beginning in 2017-18, all field hockey officials at all levels shall be OHSAA certified.
- ii. Officials residing in a geographic area where an OHSAA Field Hockey Officials Association exists must attend one state and four local rules meetings.
- iii. Officials in other geographic regions (both in and out of state) must attend one state rules meeting and successfully complete a rules exam.

B. Tournament Officials Requirements

- i. Tournament level to which applicable — State Qualifying, State.
- ii. Minimum Requirements
 - a. Must be a current Class 1 field hockey official with the OHSAA in good standing.
 - b. Must officiate at least five high school varsity contests during the previous season.
 - c. Must officiate at least six high school varsity contests during the current season.
 - d. Must complete an online application through myOHSAA certifying the above requirements.

C. Required Uniform

- i. A fuchsia, orange or yellow shirt shall be worn by both officials in a game. If the officials cannot match their colors or the colors do not contrast with the teams' colors, a black and white 1-inch vertical stripe shirt may be worn.
- ii. Black skirt, culottes, slacks, or shorts
- iii. Black shoes
- iv. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. NFHS Rules require that all Field Hockey officials wear or carry a timing device.
- v. Emblems and patches are not permitted on the officiating uniform.
Exception: An American Flag patch/emblem is optional and, if worn,

shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

4. Football

A. Regular Season Officials Requirements

- i. High School Varsity — Class 1 OHSAA football only. (Need OHSAA permission to use a Class 2 official)
- ii. High School Reserve/Junior Varsity — Class 1 or 2 OHSAA football only.
- iii. 7-9th grade — One OHSAA Class 1, 2, or 3 official is required. Additional officials shall be OHSAA Class 1, 2, or 3 officials or officials in training.
- iv. Must attend four local educational sessions and one State Rules Interpretation (SRI) meeting.

B. Tournament Officials Minimum Requirements – (Regional and State Levels)

- i. Must hold a current OHSAA Class 1 football permit. Must have been an OHSAA Class 1 Football official in good standing the previous year. Exception: OHSAA Class 2 Football Officials may be used in the first two rounds of playoffs as approved by the Director of Officiating.
- ii. Must officiate during the current football season a minimum of eight varsity high school games at the position for which applying unless given an exemption by the OHSAA. Must officiate a minimum of eight varsity contests during the previous year. All games must be five-person crews or OHSAA approved six-person crews and officiated in Ohio or a state that borders Ohio.
- iii. Must complete an online questionnaire through myOHSAA.
- iv. Must be physically fit, possess an athletic appearance, and able to read/react and flow with the play.
- v. Must use OHSAA Approved Gold Book Standards for FB Officiating Mechanics.
- vi. Must arrive at the game site 1.5 hours before the scheduled game time and dressed in a professional manner (no blue jeans, no t-shirts & no non-OHSAA baseball hat).
- vii. An official may not work Championship Football Game in successive years.

C. Required Uniform

- i. Uniforms should be clean, fit properly and be neat. All officials must wear the same uniform for varsity games.
- ii. Black and white vertically striped, long or short-sleeved knit shirt, with 2-1/4" stripe, a black knit cuff & Byron collar. All officials shall wear the same type of shirt in varsity games only. The 2-1/4" shirt must have the OHSAA Red Logo located above the chest pocket and the USA Flag on the left sleeve Both

must be “Dye Sublimated” into the fabric. For sub-varsity games officials can wear either the 1” or 2-1/4” wide stripe shirts.

- iii. Black football officiating pants with 1-1/4” white stripes and black socks. All black shorts and black ankle socks may be worn as an alternate uniform during sub varsity contests. Black shorts shall be worn for all scrimmages. Black shorts with belt loops, black belt, either a short sleeve or long sleeve shirt, and black ankle socks may be worn for varsity games played during Weeks 1-10. A short sleeve shirt must be worn with black shorts for varsity games only.
- iv. Predominantly black football shoes with black laces. Shoes should be shined before each game.
- v. Black baseball cap with white piping, except for the Referee who shall wear a white cap for all varsity games. Hats with the OHSAA logo are mandatory for all Varsity Games only.
- vi. Black leather belt 1 1/2 to 2 inches wide with plain buckle.
- vii. A black jacket or black and white striped jacket may be worn prior to the game.
The Black & white vertically striped jackets may not be worn during varsity games.
- viii. Orange bean bag.
- ix. Gold penalty flags with a black ball located in front.
- x. The Umpire shall use an all-black towel.
- xi. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted.
- xii. Black plastic whistle.
Exception: During October regular season games, pink whistles may be used if all crew members use them.
- xii. Face Coverings are allowed. Black is preferred.
- xiii. There will be NO officiating logo changes before the 2024 Season

6. Girls Lacrosse

A. Regular Season Officials Requirements

- i. High School Varsity – Three (3) OHSAA Class 1 or 2 lacrosse officials recommended. Two are required. If only one official is available to officiate, the game may be played if both coaches agree.
- ii. JV – Two (2) OHSAA Class 1 or 2 officials required.
- iii. Middle school – Two (2) OHSAA Class 1, 2 or 3 officials required.

- ivi.** Meeting requirements: One State Rule Interpretation Meeting, four local educational sessions, and pass the USL/NFHS Girl's Lacrosse Rules Test with an 80%.

B. Tournament Officials Minimum Requirements

- i.** Must hold a current OHSAA Class 1 lacrosse permit and be in good standing. Must have been an OHSAA Class 1 lacrosse official in good standing the previous year.
- ii.** Must officiate a minimum of eight varsity high school contests during the current lacrosse season. Must officiate a minimum of eight contests using a three-person crew during the year.
- iii.** Must complete an online questionnaire through myOHSAA certifying the above requirements.

C. Required Uniform

- i.** Uniforms should be clean, fit properly and be neat.
- ii.** Black and white 1" vertically striped, long or short-sleeved knit shirt with a black knit cuff and collar.
- iii.** Black skirt, pants, or shorts
- xi.** Black shoes
- xii.** All accessories shall be black if worn – hat, visor, socks, lanyard.
- xiii.** A black or striped jacket may be worn prior to the game and during inclement weather.
- xiv.** Gold penalty flags.
- xv.** Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted for timing during the contest.
- vii.** All officials must use a black plastic whistle.

5. Gymnastics

A. Regular Season Officials Requirements

- i.** High School Varsity — Minimum of one OHSAA Class 1 judge required. It is strongly recommended that two OHSAA Class 1 judges officiate each meet. Class 2 judges may be utilized, but it is highly recommended that a Class 2 official judge with a Class 1 official.

- ii. Must complete and pass yearly rules review examination.
 - iii. Must attend a state-conducted rules interpretation meeting in gymnastics.
- B. Tournament Officials Requirements**
- i. Tournament level to which applicable —Sectional, District, State.
 - ii. Minimum Requirements
 - a. District — must be Class 1 or Class 2 on panel under guidance of Class 1. Highly recommended to use Class 1 officials for both Sectionals and District.
 - b. State — must be an OHSAA Class 1 girls gymnastics judge.
 - c. Must complete and return an application listing experience and judging reference.
 - d. Must have officiating experience in the position for which application is made.
 - e. Must not be actively coaching gymnastics as a head coach at the high school.
- C. Required Uniform**
- i. Official OHSAA pullover.
 - ii. Blue or black dress pants.
 - iii. Emblems and patches are not permitted on the officiating uniform.
Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.
 - iv. The Official NAWGJ Judges Uniform will be worn for invitationals and tournaments.
- D. Assigning Procedures**
- i. Any individual acting as an OHSAA Assigner or as a volunteer limited assigner (possibly by a NAWGJ representative assigner for a group of high schools or a league) who schedules judges in an area to aid selection by athletic administrators, schools and leagues in gymnastics **shall follow the outlined assignment procedures:**
 - a. Will notify all rated area officials of the schools' schedules to obtain availability for these dates. An assigning meeting may be held, but notification must also be sent to those unable to attend.
 - b. Will assign FIRST any available OHSAA Registered Class 1 and Class 2 officials as per regulations.

- c. Will not assign officials who are not rated by the OHSAA. Officials or assigners who knowingly do not meet the criteria or who are assigned and accept/officiate a contest without meeting the criteria outlined may be subject to a penalty of: fine, censure and/or probation, or suspension of officiating privilege. There may be times that a school will be asked if they can reschedule a competition to allow officials meeting requirements to be present.

6. Ice Hockey

A. Regular Season Officials Requirements

- i. High School Varsity — OHSAA Class 1 officials required.
- ii. High School Reserve/Junior Varsity — OHSAA Class 1 officials recommended.
- iii. Freshman/7-8th grade — OHSAA Class 1 officials recommended.
- iv. Attend an OHSAA State-Conducted Ice Hockey Rules Interpretation Meeting.
- v. Officials living in the Central, Northeast, Southwest and Northwest Districts must attend a minimum of three local rules discussion meetings.
- vi. Officials living in the East or Southeast District must complete and return to the OHSAA an ice hockey rules review examination.

B. Tournament Officials Requirements

- i. Tournament level to which applicable — District and State
- ii. Minimum Requirements
 - a. Must be a current Class 1 OHSAA Ice Hockey official in good standing the previous year.
 - b. Must be a class 1 official during the current sports year.
 - c. Must have officiated a minimum of four high school varsity ice hockey games during the current season.
 - d. Must complete an online application through myOHSAA certifying the above requirements.
 - e. Must be physically fit; possess an athletic appearance; able to skate; stay up with the play and able to read/react with the flow of the play.
 - f. Must arrive at the tournament game site 1 hour prior to the contest and dressed professionally (no blue jeans, no baseball hats, and no t-shirts, etc.).

C. Required Uniform

- i. Uniforms should fit properly and be clean and neat.

- ii. Black ice hockey referee pants.
- iii. Black and white alternating vertically striped ice hockey referee jersey.
- iv. Arm bands required if three official system is used.
- v. Ice hockey skates with white laces.
- vi. Black ice hockey helmet with a half shield which needs HECC certification at time of manufacture.
- vii. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted only when an official has a duty for timing during the contest.
- viii. No logos, patches, emblems, or numbers are permitted on the uniform.
Note: If, for a special occasion, a commemorative or memorial patch is worn on the shirt, it must be approved by the OHSAA.
Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.
- ix. Officials' names are not permitted on the shirt.

7. Soccer

A. Regular Season Officials Requirements

- i. High School Varsity — Minimum of two OHSAA Class 1 or Class 2 officials required. Regardless of number officiating, all must be OHSAA Class 1 or Class 2 soccer officials. Use of club linespersons is prohibited.
- ii. High School Reserve/Junior Varsity — Minimum of two OHSAA Class 1 or Class 2 officials required. Regardless of number officiating, all must be OHSAA Class 1 or Class 2 soccer officials. Use of club linespersons is prohibited.
- iii. 7-9th grade — minimum of one OHSAA Class 1, 2 or 3 required. All other officials shall be OHSAA Class 1, 2 or 3 officials or officials in training. Use of club linespersons is prohibited.
Note: If only one OHSAA official is present to officiate any contest, the game may be played if opposing coaches and the official agrees.
- iv. Must attend four local educational sessions and one state rules meeting.

B. Tournament Officials Requirements

Note: An official is not eligible to officiate in both the boys and girls Regional or State Soccer Tournaments in the same year. In addition, a soccer official is ineligible to officiate a Boys State Soccer Tournament

game in successive years or Girls State Soccer Tournament game in successive years.”

- i. Tournament level to which applicable — Sectional, District, Regional, State.
- ii. Minimum Requirements
 - a. Must be a current Class 1 OHSAA soccer official.
 - b. Must have been a Class 1 official in good standing during the previous year.
 - c. Must be physically fit.
 - d. Boys — must officiate a minimum of ten regular season boys’ varsity high school soccer games during the current Ohio season and must have officiated a minimum of ten regular season boys’ soccer games during the previous Ohio season.
Girls — must officiate a minimum of ten regular season girls’ varsity high school soccer games during the current Ohio season and must have officiated a minimum of ten regular season girls’ soccer games during the previous Ohio season.
Exception: A Class 1 soccer official who officiates both boys’ and girls’ varsity soccer meet the games eligibility requirements for both boys and girls tournaments if the official officiates a minimum of eight regular season varsity girls’ games and a minimum of eight regular season varsity boys’ games in the same year.
 - e. Must complete an online application through myOHSAA certifying the above requirements.

C. Required Uniform

- i. Each soccer official is required to have the new, solid, U.S. Soccer yellow and green jerseys, both long and short sleeves. These are the required OHSAA jerseys.
- ii. The referee crew, with the approval of the head referee, may wear the red, black, or blue solid U.S. Soccer referee jerseys rather than the gold or green U.S. Soccer referee jersey, provided that all officials wear the same color and sleeve length and the jersey contrasts with all field players of both teams. All officials are to wear the same color and sleeve length.
- iii. All-black shorts which may contain the U.S. Soccer logo.
- iv. Black socks with two or three white rings.
- v. Predominantly black shoes and laces.

vi. For 2023 and 2024, officials who choose to wear a cap may wear either an all-black, baseball-type cap with or without the current OHSAA logo on the front. Beginning in 2025, officials who choose to wear a cap must wear an all-black, baseball-type cap with the current OHSAA logo on the front.

vii. The OHSAA soccer official's patch shall be worn on the left breast pocket. No other logos, patches, emblems, or numbers are permitted on the uniform. **Exception:** An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

viii. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted only when an official has a duty for timing during the contest.

8. Softball

A. Regular Season Officials Requirements

i. High School Varsity — All Class 1 officials required regardless of number of officials.

Note: A Class 2 official may be used on a varsity contest in emergency situations only and with permission from the Director's office.

If a Class 2 official is used in an emergency varsity game, the Class 1 shall be the lead official and determine which official will work the plate.

ii. High School Reserve/Junior Varsity — Minimum of one OHSAA Class 1 or Class 2 softball umpire required. Regardless of number, all must be Class 1 or Class 2.

iii. 7-9th grade — OHSAA Class 1, 2 or 3 required. Regardless of number, all must be Class 1, 2 or 3 umpires in training.

iv. Must attend four local educational sessions and one state rules meeting.

Note: Of the required four local educational sessions, only one of those may be the DOD-prescribed, joint baseball/softball meeting.

B. Tournament Officials Requirements – (applicable – Sectional, District, Regional, State)

i. Must hold an OHSAA Class 1 Permit in softball.

ii. Must have been an OHSAA Class 1 umpire during the previous year.

iii. Must have umpired a minimum of eight regular season varsity high school softball games during the previous Ohio season and must umpire eight regular season varsity high school softball games during the current season to be eligible for tournament assignment. Of the eight games in the current season at least four must be worked as the plate umpire.

iv. Must complete an online application through myOHSAA certifying the above

requirements.

- v. The Director may assign an umpire to officiate more than one Regional or State Tournament when there is a specific need.
- vi. Must be physically fit and have an athletic appearance.
- vii. An umpire will not be assigned to officiate in both the boys Regional/State Baseball and girls Regional/State Softball Tournaments in the same year.
- viii. Softball umpires are ineligible to officiate the State Softball Semis and Finals in successive years.

C. Required Uniform for interscholastic softball (Varsity, Junior Varsity, Freshman, and Junior High)

- i. Gray Pants - either Heather Gray or Charcoal Gray – All umpires in a game shall be dressed alike. In the event the umpires do not agree heather gray pants shall be worn. This will allow the umpires to wear either pants color, but both must be dressed alike.
- ii. MLU navy shirt with the OHSAA embroidered or sublimated logo on the right breast. It is not permissible to wear a long sleeve garment under the short sleeve shirt.
- iii. Undershirts or T-shirts shall be red.
- iv. Predominately black plate or base shoes with black laces.
- v. Black leather belt 1 ½ to 2 inches wide with plain buckle.
- vi. Navy cap with OHSAA logo embroidered on the crown.
- vii. A jacket, if worn shall be the “red shoulder stripe” model; Navy with red/white trim on the shoulder. The OHSAA logo shall be properly placed on the jacket. Authorized dealers are as follows:
 - a. Final Score Sporting Goods
 - b. Honig's
 - c. Fleming's Referee and Sport
 - d. Purchase Officials Supplies
 - e. The Official Call
 - f. JAG Sporting Goods Corp.
 - g. Smitty Official's Apparel
- viii. The OHSAA embroidered logo is the only logo permitted on uniform shirts, jackets, and hats. OHSAA logo “patches” are not permitted. There is no authorized OHSAA patch. No other logos, patches, emblems, or numbers are permitted on the officiating uniform. If, for a special occasion, a commemorative or memorial patch is worn on the shirt, it must meet the rule book requirements and be approved by the OHSAA.

Exception: An American Flag patch/emblem is optional and if worn shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

- ix. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted only when an official has a duty for timing during the contest.
- x. All umpires on the crew must be dressed alike.
- xii. The plate umpire shall wear all protective equipment as specified by rule. Dark blue or gray ball bags if working as the Plate Umpire. If two ball bags are worn, they shall be of the same color.

9. Swimming & Diving

A. Regular Season Officials Requirements

- i. High School Varsity — Minimum of one OHSAA Class 1 official required.
- ii. High School Reserve/Junior Varsity -Minimum of one OHSAA Class 1 official required.
- iii. Freshman/7–8th grade — minimum of one OHSAA Class 1 or 3 required.
- iv. Must attend three local educational sessions and one state rules meeting.

B. Tournament Officials Requirements

- i. Tournament level to which applicable — Sectional, District, State.
- ii. Minimum Requirements
 - a. Must be a current OHSAA Class 1 swimming and diving official.
 - b. Must have been an OHSAA Class 1 swimming and diving official during the previous year.
 - c. Must complete an online application through myOHSAA certifying the above requirements.

C. Required Uniform

- i. White collar shirt or polo with the OHSAA logo.
- ii. Dark navy-blue slacks or shorts. (NO DENIM IS ALLOWED)
- iii. White shoes and socks.
- iv. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted only when an official has a duty for timing during the contest.

Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

10. Track & Field and Cross Country

A. Regular Season Officials Requirements

- i. High School Varsity — Minimum of one OHSAA Class 1 official required who shall be the referee or the referee/starter, in dual, triangular, or quadrangular meets. It is RECOMMENDED that the referee shall not be a COACH of a competing team. The referee in meets involving five or more schools must be an OHSAA Class 1 official. If there is a non-coach registered official present, the coach of a competing team may not referee.
- ii. High School Reserve/Junior Varsity — Minimum of one OHSAA Class 1 official required who shall be the referee or the referee/starter, in dual, triangular, or quadrangular meets. It is RECOMMENDED that the referee shall not be a COACH of a competing team. The referee in meets involving five or more schools must be an OHSAA Class 1 official. If there is a non-coach registered official present, the coach of a competing team may not referee.
- iii. Freshman/7–8th grade — minimum of one OHSAA Class 1 or 3 required.
- iv. Meetings Required
 - a. Local — must attend a minimum of four local rules discussion meetings (spring and fall combined) to maintain one's permit. Must attend a minimum of four local rules meetings and one State Rules Interpretation meeting concerning Track and Field to be eligible for District, Regional or State tournament assignments. Fall Cross Country meetings do not meet the requirements for Track and Field tournaments.
 - b. State — Must attend an OHSAA State-Conducted Rules Interpretation Meeting in each sport.

B. Tournament Officials Requirements

- i. Tournament level to which applicable — District, Regional, State.
- ii. Must have been an OHSAA Class 1 track and field official during the previous year.
- iii. Must attend a minimum of one local educational session in the fall concerning CROSS COUNTRY and view the online state rules meeting to be eligible for Cross Country tournament assignments; TRACK AND FIELD Must attend a minimum of four local rules discussion meetings and one State Rules Interpretation meeting concerning Track and Field to be eligible for District, Regional or State tournament assignments. Fall Cross Country meetings do not meet the requirements for Track and Field tournaments.
- iv. Must have a minimum of **one year** of experience as a registered track official to officiate at District level tournaments; must have a minimum of four years as a registered Track and Field official to officiate at regional level tournaments; and must have a minimum of **eight** years of experience as a registered Track and Field official to officiate State level tournaments.

- v. Must not be actively coaching track and field or cross country either as head or assistant coach at the high school level in the division you are applying to officiate.
- vi. Must complete an online application through myOHSAA certifying the above requirements. While outdoor varsity high school experience during the Ohio season shall be considered as the most relevant experience. Other officiating experience can be shared, on the survey.
- vii. Must have officiating experience in the position for which application is made.

C. Required Uniform

- i. **Uniform rules apply to both regular and post season competitions.** Black, unadorned officiating slacks/shorts/skirts (no jogging suits, stretch/yoga or denims), plain (no stripes, designs etc).
 - ii. Short sleeved or long-sleeved white polo shirt with the OHSAA logo embroidered or sublimated on the right chest (3"x3"), optional US Flag on right sleeve. On left sleeve "OHSAA Registered Track & Field Official" in black letters. **Shirts MUST be tucked in unless the shirt is a female cut shirt designed not to be tucked in. If a female wears a unisex shirt it must be tucked in.**
 - iii. When a jacket, pullover, vest or other outer garment is worn it shall be black and unadorned except for the official OHSAA logo on the left side (the local/state association initials, name and/or logo) may be on the right side) and the US Flag may be placed on the right sleeve, 4" down from the shoulder. The officials name may be on the right side.
- Note:** The official OHSAA Track and Field Official's shirt and jacket MUST be purchased from an OHSAA authorized dealer.
- iv. Jewelry - the following are the guidelines governing the use of jewelry – Jewelry may be worn and visible, including wedding rings and/or medical alert identification (bracelet or necklace). A religious medallion is permitted, provided it is not visible. A watch is permitted to be worn during a meet. In general, jewelry may be worn provided it is safe, tasteful, and not distracting. Meet management may request an official to remove jewelry if he/she deems it to be unsafe or a distraction.
 - v. Rain suites/rain gear are not subject to OHSAA logo and uniform guidelines. However, they may not contain the initials, name and/or logo of other governing bodies.
 - vi. Hats are not required as part of the uniform. However when one is

worn it must meet one of following criteria: a) Be unadorned other than a manufacturer logo b) Include the OHSAA logo c) Include the initials, name and/or logo of your local officials association d) Include the initials, name and/or logo of the Ohio Track and Field and Cross Country Officials Association e) Include the initials, name and/or logo of a OHSAA level tournament or invitational.

vii. Name tags/badges are not a required part of the uniform. However when one is worn it must meet one of following criteria: a) Be unadorned other than a manufacturer logo b) Include the OHSAA logo c) Include the initials, name and/or logo of your local officials association d) Include the initials, name and/or logo of the Ohio Track and Field and Cross Country Officials Association e) Include the initials, name and/or logo of a OHSAA level tournament or invitational.

viii. No items containing the name, initials or logo of other governing bodies can be worn.

11. Girls Volleyball

A. Regular Season Officials Requirements

i. Varsity — One Class 1 official who shall be the First Referee is required. The Second Referee shall be either a Class 1 or Class 2 volleyball official.

EXCEPTION: If an emergency arises which prevents the **contracted** Class 1 official from being present, a Class 2 official may be used as the First Referee provided the schools mutually agree. If only one OHSAA registered official arrives to officiate the match, the match may be played provided the participating coaches agree.

ii. Reserve/Junior Varsity — Two OHSAA Class 1 or 2 volleyball officials required.

iii. 7–9th grade— minimum of one OHSAA Class 1, 2 or 3 volleyball officials required. Regardless of the number, all officials shall be OHSAA Class 1, 2 or 3 or officials in training.

v. Line Judges — for varsity and reserve/junior varsity volleyball competition, all line judges shall be either well-trained adults or students not listed on the volleyball eligibility certificate for the high school.

vi. Must attend four local educational sessions and one state rules meeting.

B. Tournament Officials Requirements

i. Tournament level to which applicable — Sectional, District, Regional, State.

ii. Minimum Requirements

a. Must be a current OHSAA Class 1 volleyball official in good standing in order to be assigned as a first Referee or a second Referee.

b. Must have been an OHSAA Class 1 volleyball official during the previous season to officiate as a first or second Referee.

c. Must officiate a minimum of eight varsity high school matches during the

- current Ohio season and eight during the previous season.
- d. Must complete an online application through myOHSAA certifying the above requirements.
- e. An official is ineligible to officiate in successive state tournaments as first referee/second referee.

iii. Minimum Requirements to be assigned as a Line Judge to the State or Regional Tournament – Line Judge assignments shall be given to OHSAA volleyball officials in good standing who hold a PAVO Line Judge Certification from the previous season and who will meet PAVO Line Judge Re-Certification requirements for the current season.

a. To be eligible for State or Regional Tournaments, the line judge shall work as a line judge in a total of 8 matches in the current season. These matches can be 8 high school varsity, or 8 women's collegiate volleyball matches or a combination of high school varsity and women's collegiate that totals 8.

b. Line Judges must be a current OHSAA class 1 or class 2 volleyball official

C. Required Uniform

i. The uniforms should fit properly and be clean and neat.

ii. White short or long-sleeved knit polo-style shirt with an OHSAA embroidered or sublimated logo (only OHSAA authorized shirts). Beginning with the 2022 Season the bright blue (cyan) colored shirt will be added to the approved colors. In 2022 and subsequent years, white will be the default color. Both officials MUST wear like-colored shirts in a match.

iii. Black dress slacks or black dress shorts with a minimum 4" inseam, it is strongly recommended that BOTH officials wear dress slacks or both wear dress shorts. The default is black dress slacks.

iv. Black belt (if used).

v. White shoes and white socks.

vi. When needed, an all-white cardigan or V-neck sweater is permissible. The only permissible sweater will be one sold by an OHSAA Authorized vendor. It is not permissible to wear a long sleeve garment under the short sleeve shirt.

vii. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is now required equipment.

viii. Emblems and patches are not permitted on the officiating uniform. The only acceptable logo is the new OHSAA logo.

Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

ix. Post-Season Tournament Requirements:

All referees and all professional officials assigned as line judges are expected to wear a neatly pressed white short or long-sleeved knit polo-style shirt with an OHSAA embroidered or sublimated logo (only OHSAA authorized shirts). In 2022 and subsequent years, white will be the default color for all officials including the post-season. Black dress slacks are required for all officials. Shorts may not be worn by any OHSAA officials for the post season. White or nearly all-white athletic shoes and white socks must be worn.

12. Boys Volleyball

A. Regular Season Officials Requirements

- i. Varsity — One Class 1 official who shall be the First Referee is required. The Second Referee shall be either a Class 1, Class 2 or Class 3 volleyball official.

EXCEPTION: If an emergency arises which prevents the **contracted** Class 1 official from being present, a Class 2 official may be used as the First Referee provided the schools mutually agree. If only one OHSAA registered official arrives to officiate the match, the match may be played provided the participating coaches agree.

- ii. Reserve/Junior Varsity — Minimum of one Class 1, 2 or 3 volleyball officials required.

- iii. 7–9th grade— minimum of one OHSAA Class 1, 2 or 3 volleyball officials required. Regardless of the number, all officials shall be OHSAA Class 1, 2 or 3 or officials in training.

- iv. Line Judges — for varsity and reserve/junior varsity volleyball competition, all line judges shall be well-trained adult.

- viii. Must attend the boys state meeting and five local meetings for those officials who work both boys and girls' volleyball. Four local and one state meeting for officials who did not attend four local meetings during the previous girls' volleyball season

B. Tournament Officials Requirements

- i. Tournament level to which applicable — Sectional, District, Regional, State.

ii. Minimum Requirements

1. Must be a current OHSAA Class 1 volleyball official in good standing in order to be assigned as a first Referee or a second Referee.
2. Must have been an OHSAA Class 1 volleyball official during the previous season to officiate as a first or second Referee.
3. Must officiate a minimum of eight varsity high school matches during the current Ohio season and eight during the previous season.
4. Must complete an online application through myOHSAA certifying the above requirements.

5. An official is ineligible to officiate in successive state tournaments as first referee/second referee.

- iii. Minimum Requirements to be assigned as a Line Judge to the State or Regional Tournament – Line Judge assignments shall be given to OHSAA volleyball officials in good standing who hold a PAVO Line Judge Certification from the previous season and who will meet PAVO Line Judge Re-Certification requirements for the current season.
 - a. To be eligible for State or Regional Tournaments, the line judge shall work as a line judge in a total of 8 matches in the current season. These eight matches of a combination of Boys/Girls: OHSAA, collegiate or USAV
 - b. Line Judges may be either class 1, class 2 or class 3.

C. Required Uniform

- i. The uniforms should fit properly and be clean and neat.
- iv. White short or long-sleeved knit polo-style shirt with an OHSAA embroidered or sublimated logo (only OHSAA authorized shirts). Beginning with the 2022 Season the bright blue (cyan) colored shirt will be added to the approved colors. In 2022 and subsequent years, white will be the default color. Both officials MUST wear like-colored shirts in a match.
- v. Black dress slacks only.
- iv. Black belt (if used).
- v. White shoes and white socks.
- vi. When needed, an all-white cardigan or V-neck sweater is permissible. The only permissible sweater will be one sold by an OHSAA Authorized vendor. It is not permissible to wear a long sleeve garment under the short sleeve shirt. If a white sweater is worn, the official's partner shall wear white.
- vii. Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is now required equipment.
- viii. Emblems and patches are not permitted on the officiating uniform. The only acceptable logo is the new OHSAA logo.

Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

ix. Post-Season Tournament Requirements:

All referees and all professional officials assigned as line judges are expected to wear a neatly pressed white short or long-sleeved knit polo-style shirt with an OHSAA embroidered or sublimated logo (only OHSAA authorized shirts). In 2022 and subsequent years, white will be the default

color for all officials including the post-season. Black dress slacks are required for all officials. Shorts may not be worn by any OHSAA officials for the post season. White or nearly all-white athletic shoes and white socks must be worn.

Wrestling

- A.** Regular Season Officials Requirements
 - i. High School Varsity -Minimum of one OHSAA Class 1 or Class 2 official required.
 - ii. High School Reserve/Junior Varsity -Minimum of one OHSAA Class 1 or Class 2 official required.
 - iii. 7–9th grade — Regardless of the number of officials, all officials must be OHSAA Class 1, 2 or 3 or officials in training.
 - vi. Must attend four local educational sessions and one state rules meeting.
- B.** Tournament Officials Requirements
 - i. Tournament level to which applicable — Sectional, District, State Individual Tournament.
 - ii. Minimum Requirements
 - a. Must be a current OHSAA Class 1 wrestling official in good standing.
 - b. Must officiate a minimum of six different varsity high school contracted events during the current Ohio season.
 - c. Must officiate a minimum of six different contracted varsity events during the previous season.
 - d. Must complete an online questionnaire through myOHSAA certifying the above requirements.
- C.** Required Uniform
 - i. The gray V-neck pin stripe shirt is mandatory for all levels of competition. The American flag is worn on the left shoulder with a green OHSAA logo sublimated on the left breast area of the shirt.
 - ii. Black full-length trousers.
 - iii. Black socks.
 - iv. Black officiating shoes.
 - v. Black belt, if necessary.
 - vi. Emblems and patches are not permitted on the officiating uniform.
Exception: An American Flag patch/emblem is optional and, if worn, shall be on the left sleeve approximately two inches below the shoulder with the star field facing to the front.

- vii.** Jewelry shall not be worn except for a wedding band and/or a medical alert necklace or bracelet. A religious medallion which is not visible is permitted. A watch is permitted only when an official has a duty for timing during the contest.
- viii.** A black warm-up jacket with OWOA logo is required for all varsity officials.
- ix.** Red and green wrist bands, a colored flip disc, black lanyard with a black plastic whistle is recommended. The whistle must be loud enough to be heard across large multi-team events.

XVII. Addendum A: 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**.
- 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 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 school 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 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 OHSA staff. Assigners who fail to follow OHSA 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 OHSA Assigner Certification. An official who acts as an assigner for interscholastic contests without proper OHSA 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 is subject to penalty as prescribed by the Officiating Director.

**For a listing of Assigners, see the OHSAA website
<http://www.ohsaa.org/officials/assigners.htm> or in your myOHSAA
profile in the Officiating Directory.**

XVIII. Addendum B: 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 how 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 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, 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.

Some officials bring joy wherever they are; other officials bring joy only whenever they leave.

XIX. Addendum C: 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. 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 night. There are also limitations regarding 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 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.
 - a. 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.
 - b. The facility should have a toilet and a shower if possible. Make sure there are enough chairs and lockers that can be locked available.
 - c. The areas should not be used by coaches or other school personnel during the contest.
 - d. Provide water, sport/energy drinks, soda for half-time and after the game. Having a cooler with the drinks in them is very convenient.
 - e. 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.
 - f. Provide towels if possible.
 - g. Ensure the showers are working and providing hot water.
 - h. 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.
 - i. 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.
3. Make sure the officials are aware of any special conference policies or procedures.
4. Have needed paperwork for game payment available upon the officials' arrival. Provide proper security for the completed papers. Make them aware of when payment will be made.
5. 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.

After the Contest

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 on-line in an appropriate, timely manner.

OHSA Website – www.ohsaa.org

myOHSA – <http://officials.myohsaa.org/Logon>

- Update your profile
- Find local and state meetings scheduled
- Check local and state meeting attendance
- Pay your renewal
- Use School Directory
- Use Officiating Directory
- Find your Local Association Secretaries
- File Ejection Report
- Find the Director of Development for your sports