



**Ohio High School Athletic Association**  
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**TO: Local Secretaries, District Officials Committee Secretaries, Local Interpreters,  
State Interpreters, Board of Directors, OHSAA Staff**

**FROM: Assistant Commissioner Henry Zaborniak, Jr.**

**RE: OHSAA Announces Improvements to its Officiating Development Program**

The OHSAA Board of Directors, staff and member schools believe that sports officials play a key role in education-based athletic programs. The OHSAA will continue to provide a highly competent community of interscholastic sports officials and to meet the increasing needs and expectations of everyone involved in education-based athletics. Enhancements to the education and training of officials will be addressed through the upcoming changes.

After significant study and input from constituent groups, the OHSAA has instituted an officiating development program for each sport that requires registered officials. The enhanced education and training (development) program will be headed by a part-time "Director of (Respective Sport) Officials Development". There are 12 sports for which Directors will be required: Football, Volleyball, Soccer, Field Hockey, Basketball, Track & Field/Cross Country, Swimming/Diving, Ice Hockey, Baseball, Fast Pitch Softball, Gymnastics and Wrestling. Attached is a job description and requirements.

Applicants shall provide a resume and letter of interest to the OHSAA no later than 4 pm on November 18<sup>th</sup>, 2009. All materials shall be submitted electronically to [DevelopmentDirector@ohsaa.org](mailto:DevelopmentDirector@ohsaa.org). Questions may also be submitted electronically to the same address. A panel consisting of Board of Directors and OHSAA staff will screen and select candidates.

The OHSAA is an equal opportunity employer. Females and minorities are encouraged to apply.

A modest stipend and limited expenses will be provided to each Director. The stipend will be determined by the number of local associations in a sport.

# **Ohio High School Athletic Association Job Description**

## **Director of (Sport Name) Officials Development**

- Reports to OHSAA staff member responsible for officiating program.
- Duties:
  1. State Rules Interpreter – conduct rules interpretation meetings
  2. Develop training modules and materials for local association rules meetings and officiating classes
  3. Write Bulletins for electronic distribution to interpreters, instructors, officials, coaches, Athletic Directors and/or other school personnel
  4. Develop DVD training materials
  5. Lead Clinician for off-season camps and/or clinics
  6. Lead Clinician for sport specific portion of Instructors’ Clinic – develop “train the trainer” meeting content for teaching new officials including setting goals and expectations
  7. Coordinate and lead annual meeting for LOA Interpreters
  8. Develop team of Sport Advisors as needed – lead and supervise this staff
  9. Attend State Tournament
  10. Consultant to OHSAA and as requested District Athletic Boards relative to tournament assignments
  11. Develop and/or assist in the development of evaluation standards and forms for assessment of officials and local associations
  12. Evaluate officials working in regular season or tournament games (on site and/or video)
  13. Serve on OHSAA Officiating Development Council
  14. Attend OHSAA meetings, NFHS meetings, NASO/NFHS Summit, meetings and training sessions of allied organizations/NGBs as required and when available
  15. Assist District Association Administrators as needed and upon request
  16. Other duties as assigned
- Requirements:
  1. Have and maintain a complete and thorough knowledge of the rules, mechanics, officiating practices and trends in the sport
  2. Significant experience as an official in the sport involved – may be a current active official but may not officiate OHSAA tournaments at any level
  3. Experience in training officials and developing officials training programs
  4. Have a dedication to the use of approved high school rules, interpretations, and officiating mechanics
  5. Oral communication and presentation skills
  6. Written communication skills for presentation development, bulletins, responding to rules questions, and communication with associations, officials, and school personnel

7. Basic computer skills to include email, Word, Power Point, accessing and updating websites, and the ability to learn website development and the use of video software such as Dartfish (must provide access to reliable computer, printer, projection equipment and adequate transportation)
8. Interpersonal , leadership, and evaluation skills
9. Responsive to inquiries

**The Ohio High School Athletic Association is an Equal Opportunity Employer and encourages females and minorities to apply for these positions.**

Timeline of Application and Selection Process (Subject to Modification):

Applications Due: November 18

Screening Complete: December 2

Candidates Notified: Week of December 7

Selections Made: Week of January 11