

OHSAA

**SECRETARIES  
HANDBOOK**  
Everything you need to know

2011

OHSAA 614-267-2502

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**Mission of the OHSAA Officiating Program:**

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

## DUTIES OF A LOCAL ASSOCIATION SECRETARY

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

**All of the on-line components of the Secretary's responsibilities are clearly outlined later in this handbook.**

**Submit Association Officers** – A form is emailed to secretaries mid March. This should be returned by April 15<sup>th</sup>. Any changes during the course of the year should be reported to the OHSAA office via fax, e-mail or mail by existing secretary or President. OHSAA makes the title changes on myOHSAA for Secretary and Rules Interpreters. Currently, Presidents of Local Associations are on file at the OHSAA office. Plans to put them on myOHSAA are on the drawing board.

**Association Roster on myOHSAA** - This is to be completed by the secretary. This list will appear on each of your myOHSAA account screens. An association must have a minimum of 15 members in order to maintain status as an OHSAA chartered officials association.

**Association Meetings on myOHSAA** – These meetings should be entered on myOHSAA by the secretary. June 1<sup>st</sup> is the target date to have all sports entered. As soon as they are listed they are live for public viewing. They can be edited-removed or added anytime, within the time-frame of the meetings for that sport. There should be a minimum of two meetings scheduled in addition to the total needed for credit. ( i.e. four meetings required by a football official, therefore each association must schedule six)

**Meeting Attendance on myOHSAA** – This screen does not become active until the date of a meeting has passed. That date appears with a link to add the attendance. Our expectation is that meeting attendance will be added within seven days of the actual meeting. Secretaries have a week after the last meeting of the sport season to record all attendance. Suspension list are generated within ten days of the final meeting.

**Tournament Officials Votes on myOHSAA** – A menu option will appear on the secretary's myOHSAA account when it is time for tournament voting. Once you click into it, the deadline for voting appears. Each association will vote for a total of 15 officials per sport with the exception of associations with more than 125. They will have a total of 30 votes per sport.

**Annual Secretaries Meeting** – It is required that the secretary attend an annual secretaries meeting. Those will either be held in Columbus or in your district. If the secretary cannot attend an officer or representative can attend

**Meritorious Awards** – Officials are entitled to receive meritorious awards for their years of service. These are ordered by the local association secretary in which the official is a member. The years of service appear on myOHSAA in the Officiating Directory. Forms to order the certificates are found on [www.ohsaa.org](http://www.ohsaa.org) under the officiating/forms section. Please complete the form, including permit number and years of service to be put on the certificate. Submit the form to OHSAA.

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

**If you do not have a computer the duties of the Local Association Secretary become very difficult.**

Most of your questions regarding officiating information can be answered by reading the Handbook for Officials. Please refer to it prior to contacting the OHSAA office. Encourage your membership to contact you if they have questions and cannot find it in the Handbook (either hard copy or available on [www.ohsaa.org](http://www.ohsaa.org)).

## myOHSAA Login and myOHSAA Home Page

1. **Access** the *myOHSAA* system from [www.ohsaa.org](http://www.ohsaa.org) home page. Click on *myOHSAA* in the upper right corner or bookmark <http://myohsaa.ohsaa.org>.
2. **Logon** to *myOHSAA* using the login credentials. After logging in, you may be directed to set a new password and provide a security question and answer. Follow the on screen instructions for setting a new password and save your account information.

Username:  Password:   [Forgot password](#)

**Welcome! Please login above to access your myOHSAA homepage.**

Friday, June 06, 2008  
**OFFICIALS DUES** [- Collapse](#)

Friday, May 09, 2008  
**Athletic Administrators: myOHSAA Deadlines** [+ Expand](#)

Friday, April 25, 2008  
**Officials that are blocking Time** [+ Expand](#)

If you do block time on myohsaa that you are unavailable (not your schedules, that is what AD's are to do) make sure you put an end time as well as a start time. If no end times are entered it will default to 11:59 p.m.

Enter user name and password to login

Message Board for the OHSAA to post reminders and notes for myOHSAA users.

1. After logging in, the Secretaries homepage will come up.

Association name

Welcome OHSAA Intern [Logout](#)

OHSAA FH OFF Asn

Association Members | Local Dues | My Meetings | Record Attendance

Your name

OHSAA FH OFF Asn

Search Officials not in Association:

Users in Association

PERMIT #	NAME	E-MAIL ADDRESS	ATTENDED MEETINGS	
			STATE	LOCAL
* <input type="checkbox"/> 0	OHSAA Intern		0	0
* <input type="checkbox"/> 112	Kim Zaborniak	kzaborniak@ohsaa.org	0	0

## Recording Association Members

Public Info OHSAA FH OFF Asn

1. Type Permit number or Last Name

2. Click "Add Official"

3. Check for officials in list

OHSAA FH OFF Asn

Search for officials not in Association:

[Type a Permit Number or Last Name] Add Official

Users in Association

PERMIT #	NAME	E-MAIL ADDRESS	ATTENDEE MEETINGS STATE	LOCAL
* <input type="checkbox"/> 0	OHSAA Intern		0	0
* <input type="checkbox"/> 112	Kim Zaborniak	kzaborniak@ohsaa.org	0	0

Remove Officials from the Association

1. Type Permit Number or Last- Name of Official in field. Click on the name to be added.
2. Click "Add Official"
3. Double check officials in field

## Recording Local Dues Paid

1. Local Dues Tab

Welcome OHSAA Intern [\(Logout\)](#)

OHSAA FH OFF Asn

Association Members | Local Dues | My Meetings | Record Attendance

Local Association Dues Reset

SEARCH UNPAID OFFICIALS:  
[Type a Permit Number or Last Name] Add Official

Unpaid Local Dues

PERMIT #	NAME
<input type="checkbox"/> 0	OHSAA Intern
<input type="checkbox"/> 112	Kim Zaborniak

paid Local Dues  
No Officials Have Paid Local Dues.

3. Click arrow button

2. Click box next to official

1. Click "Local Dues" tab on myOHSAA Home Page
2. Click the box next to official you wish to put in as paid
3. Click "arrow" button

**When done correctly, name will show up in right hand column**

Association Members | Local Dues | My Meetings | Record Attendance

Local Association Dues Reset

SEARCH UNPAID OFFICIALS:  
[Type a Permit Number or Last Name] Add Official

Unpaid Local Dues

PERMIT #	NAME
<input type="checkbox"/> 0	OHSAA Intern

paid Local Dues

PERMIT #	NAME
<input type="checkbox"/> 112	Kim Zaborniak

Kim is correctly recorded as paying dues

To remove official as having paid dues, click small box next to official then click backwards arrow

## Adding Association Meetings

1. Click My Meetings

2. Click "Add Meeting"

DATE/TIME	SPORT	LOCATION	CONTACT
7/4/2009 9:00 AM	Field Hockey	Reynoldsburg High School 6699 E Livingston Ave Reynoldsburg, OH 43068	Kim Zaborniak <a href="#">[Remove]</a>
8/29/2009 4:00 PM	Field Hockey	OHSAA Office 4080 Roselea Place Columbus, OH 43214	OHSAA Intern <a href="#">[Edit]</a> <a href="#">[Remove]</a>

1. Click my meetings tab
2. Click "Add Meeting"

This screen will then come up:

1,2,3. Select Location, Time and Date

4. Green box will then pop up with information

5. Click add meeting

Use add/ edit features to make sure the location details are correct

Location	Date	Time
OHSAA Office	8/20/2009	12:00 AM

[\[Add\]](#) [\[Edit\]](#) [\[Delete\]](#)

[\[Add Meeting\]](#)

[\[Remove\]](#)

[\[Submit\]](#) [\[Back\]](#)

1. Select Location
2. Select Time
3. Select Date
4. Green Box will pop up with selected information
5. Click add meetings after all meeting locations and times are added.
6. Click Submit

**IMPORTANT NOTE:** Double Check location details. If you need to add or edit a location, you can easily do so by using the add/ edit features. See Dashed Box.

## Recording Meeting Attendance

1. Click Record Attendance

2. Select Meeting you wish to add attendance to

DATE	MEETINGS	SPORT
<a href="#">Thursday, August 20, 2009</a>	OHSAA FH OFF Asn	Field Hockey

1. Click on Record Attendance tab
  2. Click meeting you wish to add attendance to
- This screen will pop up:

1. Click small box next to name

2. Click arrow

3. Name will appear in attendance list

1. Click Small Box next to name you wish to given attendance credit to
2. Click forward arrow
3. Name will show up in attendance list

NOTE: To add non- association members to your attendance list. Go through the procedures to search and add officials for that date.

## Using Officials Directory

The screenshot shows the OHSAA website's navigation menu on the left with 'Public Info' expanded to show 'School Directory', 'Officiating Directory', 'Local Rules Meetings', and 'State Rules Meetings'. The 'Officiating Directory' link is highlighted. The main content area features a 'Search Users' form with fields for Last Name, City, Permit Number, Title (dropdown), Sports (dropdown), Class (dropdown), and District (dropdown), and a 'Search' button. A 'Welcome OHSAA Intern (Logout)' message is visible in the top right corner.

1. Click Officiating Directory

2. Choose different categories. You can input as little or as much information as you would like.

3. Click Search

Note: An in-active official will appear if a sport is not selected. If you are searching for active officials only, be sure to select a sport.

1. Click Officiating Directory
2. Search officials by last name or
  - a. City
  - b. Permit Number
  - c. Title
  - d. Sport
  - e. Class
  - f. District
3. Press search

Results will show up below

The screenshot shows the search results for 'hoying'. The search form is filled with 'hoying' in the Last Name field. Below the form, the search results are displayed under the heading 'Search Results' and 'Last Name starts with 'hoying' Title 'Official''. The results are organized into a table with columns for 'USER INFO', 'ADDRESS', and 'DISTRICT'.

USER INFO	ADDRESS	DISTRICT
<b>MARK HOYING</b> PERMIT # 168968 <a href="mailto:hoyingma@notes.udayton.edu">hoyingma@notes.udayton.edu</a> WORK PHONE: 9372292712 HOME PHONE: 9376381065 CELL PHONE: N/A	ADDRESS: 1683 SPAULDING RD CITY: DAYTON, OH - 45432	DISTRICT: SOUTHWEST TITLE: OFFICIAL SPORTS: Baseball - Class 1 Service: 6 years - West Central OH BB/SB Asn (SW) Basketball - Class 1 Service: 5 years - Miami Valley BK Off Asn (SW) - West Central BK Off Asn (SW)

## Using School Directory

The screenshot shows the OHSAA website header with the logo on the left and a navigation menu on the right. The 'Public Info' menu is expanded, showing 'School Directory' as the selected option. Below the menu is a search form titled 'Search Schools' with fields for 'School Name', 'City', 'School Types', and 'Districts', and a 'Search' button. Three callout boxes provide instructions: 1. Click School Directory (pointing to the menu), 2. Search schools by Name, City, School Type or District (pointing to the search fields), and 3. Click Search (pointing to the button).

1. Click School Directory
2. Use Search Fields to find school
  - a. School Name
  - b. City
  - c. School Type ( Public/ Non-Public)
  - d. District
3. Click Search

Results will show up below

The screenshot shows the search results for 'Avon Lake'. The search form is filled with 'Avon Lake' in the 'School Name' field. Below the form, the search results are displayed under the heading 'SCHOOL INFO'. The results are as follows:

<b>AVON LAKE</b>	SCHOOL TYPE: PUBLIC
175 AVON BELDEN RD	DISTRICT: NORTHEAST
AVON LAKE OH 44012-1650	PRINCIPAL: <b>JOANIE WALKER</b>
(440) 933-5164	ATHLETIC DIRECTOR: <b>THOMAS BARONE</b>
OHSAA SCHOOL ID: 152	OFFICE: (440) 933-5164 FAX: (440) 930-2798

## **Tournament Officials Voting**

The myOHSAA system is being used for the balloting/ voting of tournament officials. Local secretaries are to vote for fifteen officials in these sports, per sport. ( If your association has over 125 members you will enter 30 officials per sport).

The dates for tournament officials voting are:

Fall- October 1- December 1

Winter- February 1- April 1

Spring- April 15-June 15

The link will appear on the secretaries myOHSAA menu during these periods.

### Tournament Officials Voting Instructions:

1. Login to myOHSAA
2. After login, click "Tournament Officials Voting", located on the left hand column.
3. Select the sport from the drop down box to access the officials in that sport.
4. The list of officials from your association will display on the left.
5. Use the permit # field or a combination of any of the remaining fields to narrow the search in location that official you want to vote for and click "search". The official's name appears in the list below. Click "Add to Ballot" to move that official to the ballot on the right
6. Repeat step 6 until you have added no more than 15 ( or 30 if your association is larger than 125 members) officials to your ballot on the right.
7. To remove an official from the ballot, click "Remove" next to the official's name on the ballot.
8. Review your ballot for accuracy and scroll to the bottom and click "Submit Ballot", your ballot has been sent and no changes or additions can be made.
9. If you are a secretary for more than one association in this current season, repeat the steps for each sport.

**PLEASE REALIZE THAT ONCE YOU HIT SUBMIT YOUR VOTE ENDS AND YOU MAY NOT GO BACK AND CHANGE/ADD OFFICIALS.**

## **Meritorious Award Certificates**

In order to recognize licensed officials who have contributed to the athletic program in Ohio, Meritorious Award Certificates are available. The certificates must be ordered a minimum of three weeks prior to the date of presentation. The name, sport and date of presentation are typed in so accuracy of the name is important.

The certificates are signed by the Commissioner and must be countersigned by the President or Secretary of the local association.

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

Please order three weeks in advance of date of presentation!

It is imperative that the OHSAA Meritorious form be used. The criteria listed below must be followed.

### CRITERIA

1. Only those years as a licensed official in Ohio will count.
2. Certificates will be provided on the following basis:
  - a. 15 Year Certificate: 15-19 years as a licensed official
  - b. 20 Year Certificate: 20-24 years as a licensed official
  - c. 25 Year Certificate: 25-29 years as a licensed official
  - d. 30 Year Certificate: 30 or more as a licensed official
  - e. This continues as long as the official is active: 35, 40, 45, 50, etc
  - f. Retirement Certificates: Issued upon retirement but not available unless the official has been licensed a minimum of ten years. The exact number of years of service will be printed on the certificate. Only one retirement certificate per sport will be issued.



## AWARDS

### A. OHSAA Officials Hall of Fame (First Induction 1989)

#### SELECTION PROCEDURE

##### 1. Minimum Eligibility Requirements

###### A. Official or Administrator or Contributor

A nominee must be either an official or an administrator or a Contributor (i.e., Superintendent, Principal, Athletic Administrator, League Commissioner, Assigner) involved in officiating administration or a person who has made a significant contribution to interscholastic officiating.

###### B. Years of Service

A nominee must have either a minimum of 15 years experience in officiating or administration and retired for a minimum of two years, or active with at least 25 years of experience. Years of officiating experience may include work under NAGWS, FIFA, FIBA and other similar governing bodies.

##### 2. Nomination and Selection Process

###### A. Nomination by Local Officials Association

Each OHSAA chartered local officials association may nominate a maximum of two individuals. The nomination application shall be completed and forwarded to the District Association Administrator in accordance with his/her instructions. Submit only the nomination application which includes a head & shoulder photo, three supporting documents and the typed application. Applications may be downloaded from the OHSAA website.

###### B. Nomination by Registered OHSAA Officials

A registered OHSAA official may nominate one individual, if there is no officials association representing that sport in the district where the nominee resides. For example, a registered Field Hockey official may nominate another Field Hockey official. The nomination application shall be completed and forwarded to the District Association Administrator in accordance with his/her instructions. Applications may be downloaded from the OHSAA website.

###### C. A maximum of three nominees shall be elected by secret ballot and those elected shall be the district's nominees for the upcoming Hall of Fame. Hall of Fame applications for those nominees not selected shall be individual making the nomination. The D.A.A. shall forward the completed nomination application, **three** supporting documents, (i.e., letters of recommendation, newspaper articles, etc.) and one 5" x 7" photograph to the OHSAA, 4080 Roselea Place, Columbus, Ohio 43214. **The application packet must be received in the OHSAA Office prior to December 1.**

###### D. OHSAA Officials Hall of Fame Committee

The members of the Officials Hall of Fame Committee shall select from the nominees a maximum of 13 individuals for induction into the Hall of Fame. (One nominee may be from the HOF Committee). Selection shall be based on the nominee's career and contributions to Ohio interscholastic sports officiating. A vote by secret ballot shall determine the Hall of Fame Inductees. Hall of Fame applications for those nominees not selected shall be returned to the D.A.A.

##### 1. Number of Individuals inducted into the OHSAA Officials Hall of Fame — No more than 13 individuals will be inducted into the Officials Hall of Fame each year.

##### 2. Officials Hall of Fame Committee

###### A. Duty of the Committee

The Officials Hall of Fame Committee will serve to advise the Commissioner and Board of Directors relative to matters pertaining to the OHSAA Officials Hall of Fame and will select the individuals for HOF induction. The committee may elect one individual from its list of "wildcard" nominees.

###### B. Membership

The Officials Hall of Fame Committee will consist of 13 voting members; a representative officials from each district, the six District Administrators and the OHSAA Assistant Commissioner responsible for officiating. Committee members shall be appointed by the Commissioner. The term to be served by the appointed members shall be three years and an individual may not serve successive terms. Two members shall be appointed each year.

## **HALL OF FAME COMMITTEE**

Henry Zaborniak, Chair, Assistant Commissioner  
Hubie Moon -Southwest  
Carl Jordon - Northeast  
Kelly Miller -Central  
Ed Jordan - Southeast  
Gene Bess - East  
Ruth Hardesty - Northwest  
And the Six DAA's

## **B. National High School Sports Hall of Fame, Indianapolis, Indiana**

### **GENERAL CRITERIA**

Nominees must exemplify the highest standards of sportsmanship, ethical conduct and moral character and must carry the endorsement of the Ohio High School Athletic Association. Nominations may be made in the following categories:

1. **ATHLETE** — a former student participant based on achievement in interscholastic athletics.
2. **COACH** — based on the merit of high school coaching achievement.
3. **OFFICIAL** — based on service as a high school official.
4. **CONTRIBUTOR** — an individual who has made a contribution to interscholastic athletics in some capacity other than athlete, coach or official including such areas as administration, sports medicine, sports media, etc.

All candidates will be judged on their significant and/or long-term contribution to interscholastic athletics. While many have served their state and local programs over a long and distinguished career, their accomplishments must have been worthy of national recognition for them to be considered. Longevity, without meaningful national impact, does not constitute appropriate credentials for Hall of Fame consideration.

## **LOCAL OFFICIALS ASSOCIATION**

### **A. Procedure for Organizing a Local Officials Association**

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

1. A statement explaining the reasons why a local officials association should be established in the area.
2. A copy of the Constitution and Bylaws of the proposed association.
3. A list of officers.
4. The name of the local rules interpreter in the particular sport.
5. The list of possible members (minimum of 15 required).\*
6. Proposed dates, place, time and agenda for meetings.
7. A statement signed by an officer of the sponsoring association stating their agreement to serve as sponsor.

**NOTE:** When a local officials association agrees to sponsor a new local officials association, the sponsorship is binding and may not be withdrawn without approval of the applicant and the OHSAA. Failure to comply with sponsorship requirements could result in the sponsoring association being placed on probation or its charter revoked. When all of the above documents are in order, they shall be forwarded to the OHSAA. The application will then be reviewed and considered as follows:

1. Paperwork will be made and sent to the OHSAA Office. It is the responsibility of the Assistant Commissioner/Officiating Program Administrator to investigate.
2. No application may be tabled. The recommendation must be acted upon within one year of the date received by the OHSAA. The Board of Directors will act upon the D.A.A. and OHSAA Assistant Commissioner's recommendation.
3. When approval for the local association is given by the Board of Directors, the officials association will be accepted on a one year probationary basis and authorized to conduct rules discussion meetings pursuant to the rules and regulations of the OHSAA. The sponsoring association will file a report with the OHSAA at the conclusion of the probationary period with their recommendation.

\*Minimum membership requirements may be waived for a period of one year for new associations in wrestling and baseball or for any association located a considerable distance from another

association in the same sport which demonstrates an active and vital program through attendance and type of meetings conducted.

#### B. Duties of Local Officials Associations

1. Local officials associations are chartered for the primary purposes of recruiting officials and conducting education/training and for the improvement of officials and officiating.
  - 1.1 Local associations shall actively recruit men and women of diversity as prospective officials.
  - 1.2 Local associations shall appoint a training coordinator who shall oversee the initial training class and work cooperatively with the association interpreter to provide quality continuing education through local association classes and meetings.
  - 1.3 Local associations shall provide a process to identify individuals' officiating-related deficiencies, ways to improve and a timeline for improvement.
  - 1.4 Local associations are authorized to censure, place on probation, suspend local association membership and/or recommend suspension of the OHSAA permit. Issues that must be investigated and resolved by the local association are unethical conduct, unsatisfactory officiating, failure to comply with local association or OHSAA rules or regulations.
  - 1.5 Local associations shall provide a grievance procedure for its members.
  - 1.6 Local associations shall keep accurate attendance records. Officials that are not a member of any OHSAA local association shall be charged \$10 for each meeting attended.
  - 1.7 Local associations may provide a list of potential tournament officials on myOHSAA for tournament selection
2. Local associations may elect an Assigner. Such Assigners must then comply with OHSAA Certified Assigners Regulations.

#### C. Requirements for Officials Association To Maintain Recognized Status

1. Must maintain a minimum membership of 15.
2. Must file on myOHSAA their meeting dates by deadline dates:
3. Must file with the OHSAA a copy of amended Constitution as soon as possible after amendments are made.
4. Must notify OHSAA of changes in Local Secretaries and Interpreters as they occur.
5. Must adhere to the following regulations for local rules discussion meetings.
  - 5.1 Each local rules meeting must involve discussion regarding rules, interpretations, situations and officiating mechanics for a minimum of one hour, fifteen minutes.
  - 5.2 In order to receive credit for a meeting, an official must be present within 10 minutes of the start of the meeting and must stay until the conclusion of the meeting.
  - 5.3 Officials are encouraged to attend every scheduled meeting, but the minimum requirement is: Baseball-4, Basketball-4, Football-4, Ice Hockey-3, Soccer-4, Swimming and Diving-3, Track and Field-4, Volleyball-4, Wrestling-4.
  - 5.4 Each local association shall schedule a minimum of two more meetings than the number required for an official to attend; **a minimum of six each.**
  - 5.5 A two and one-half hour meeting in one day cannot be credited as attending two meetings.
  - 5.6 Meetings held on separate days each count as a meeting.
  - 5.7 Clinics conducted and sponsored by an association other than the OHSAA may count as one local rules discussion meeting provided the clinic has received advance OHSAA approval.
  - 5.8 Social meetings or annual meetings to elect officers do not fulfill requirements for a local rules discussion meeting.
  - 5.9 If it becomes necessary to conduct local association business, it is recommended that the business meeting be held following the rules and mechanics discussion portion.
    - 5.91 Meetings conducted for attendance credit must be scheduled within the guidelines as established in the secretaries' mailings.
  - 5.10 Attendance credit must be logged on myOHSAA within 7 days of the meeting.
6. Local Association shall elect a President, Vice President, Secretary/Treasurer and a Training Official.
7. It is mandatory that the Secretary or other local association officer attend the Local Association Secretary Clinic each year or as may be required by the OHSAA office. Failure to attend will result in the local association being placed on probation for one year. Failure to attend for two consecutive years could result in the suspension of the local association.
8. Membership in local officials associations.
  - 8.1 Any official holding a Class 1, 2 or 3 Permit in a given sport is eligible for membership and voting

privileges in any local association chartered by the OHSAA in that sport. Such membership cannot be denied by a local association because of the official's refusal to join a related organization or association.

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

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

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

#### D. Failure to Comply

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

#### E. Recommended duties of Officers

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

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

### **Suspension Procedures**

#### **1. Failure to fulfill local and/or state meeting requirements:**

- 1.1 Soon after the deadline for meeting attendance a list will be emailed to local secretaries of any officials with meeting deficiencies.
- 1.2 Secretaries must reply regarding any corrections that need to be made for officials meeting attendance. Simply stating, "Clear John Official" is not sufficient. Secretaries must indicate the reason why the official should be removed from the suspension list.
- 1.3 The official who does not meet minimum meeting attendance requirements will be contacted with directions on how to appeal their suspension.
- 1.4 It is the responsibility of the offended official to appeal his/her suspension in the time frame required. Failure of the official to file an appeal by the date stated in the suspension notice will result in the forfeiture of the right of an official to appeal.
- 1.5 Failure to meet the minimum meeting attendance requirements causes the official to be ineligible for tournament assignments in the current season and the following season. The suspended official is ineligible to renew the officiating permit without retesting.

#### **Upgrade Application – See Next Page and also available at this link:**

<http://www.ohsaa.org/officials/forms/upgrade.PDF>

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION  
4080 ROSELEA PLACE  
COLUMBUS, OHIO 43214

**APPLICATION FOR OFFICIATING PERMIT UPGRADE**

**Instructions** – An individual who is a Class 3 official must apply for a Class 2 permit during the senior year of high school. Class 3 Officials do not need to test. A Class 2 official may apply for a Class 1 permit during the second year of his/her Class 2 experience. Class 1 officials are eligible for OHSAA post-season tournaments in their second season.

**SECTION A: To be completed by applicant and returned to local officiating association secretary.**

**Test dates: Fall Sports- Nov. 15-Nov. 30; Winter Sports- Mar. 15-March 30; Spring Sports- May 5-May20**

A. To be completed by the applying official.

Class 3 to Class 2  or Class 2 to Class 1

I am now a senior Y N (circle) Number of years as Class 2 \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

(W) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (C) \_\_\_\_\_

Permit Number \_\_\_\_\_ Year issued \_\_\_\_\_

Sport \_\_\_\_\_ **Print email legibly** \_\_\_\_\_

**SECTION B: To be completed and signed by the observers.**

B. Contest Observation – The official must be observed/evaluated by either a Class 1 official or an inactive Class 1 official in that sport, or a Certified Assigner. Applicants upgrading from Class 2 to Class 1 must have two favorable evaluations.

1. Date of Contest \_\_\_\_\_ Over all observation: Good Average Needs Improvement Fails  
Level of Competition 7-8<sup>th</sup> 9<sup>th</sup> JV V (circle)  
Signature of Observer \_\_\_\_\_

2. Date of Contest \_\_\_\_\_ Over all observation: Good Average Needs Improvement Fails  
Level of Competition 7-8<sup>th</sup> 9<sup>th</sup> JV V (circle)  
Signature of Observer \_\_\_\_\_

**SECTION C & D: To be completed by local officiating secretary and returned to OHSAA by deadline below.**

Please submit **applications** to OHSAA by the following dates:

**Fall Sports- Nov. 1-Nov. 15; Winter Sports- Mar. 1-Mar. 15; Spring Sports-April 20-May 5.**

C. As secretary of the \_\_\_\_\_ Association I hereby certify that \_\_\_\_\_ is a member in good standing. Furthermore, I recommend his/her advancement to Class \_\_\_\_\_ in the sport named above.

D. Signature \_\_\_\_\_ Date \_\_\_\_\_ -

Officials will be notified by email of their username and passwords and directions for the online test, prior to test dates above. Examinations – A minimum score of 80% is required.

## **Director of Officiating 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 Local Interpreters
  8. Develop team of Sport Advisors as needed
  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

## **District Association Administrator**

- Reports to OHSAA staff member responsible for officiating program.
- Duties:
  1. The Administrative Officer of District Officials organization now to be called the (District Name) Local Association Council – the primary duties of the Local Association Council would be training and education of Local Officials Association Secretaries, overseeing local association meeting attendance records, developing and coordinating recruiting programs for new officials including females and minorities, and overseeing programs such as the Hall of Fame nominations and the application process for new associations.
  2. Have a dedication to the use of OHSAA officiating rules, regulations, and procedures

3. Serve on the centralized Officials Appeals Board. Appeals would be heard by the five District Administrators not involved in appellant's district. The Administrator for the appellant's district will handle the administration of the appeal.
  4. Supervise Hall of Fame nominee selection process in district
  5. Conduct preliminary investigation of any application for a new local officials association and report findings
  6. Develop/present educational programs for local secretaries and assist in training and orientation of new local association secretaries
  7. Investigate complaints, problems, issues, etc. made by and/or concerning officials regulations, local associations, and assigners or officiating requirements
  8. Attend Assigners workshop and work with OHSAA in training and oversight of Assigners Program
  9. Attend and assist as needed with Local Association Secretaries Workshop
  10. Assist Directors of Officiating Development as needed and upon request
  11. Other duties as assigned
- Requirements:
    1. Have and maintain a complete and thorough knowledge OHSAA officiating regulations and procedures as well as support for same
    2. Communication and presentation skills
    3. Written communication skills for presentation development, bulletins, responding to questions, and communication with association officers and officials
    4. Basic computer skills to include email, Word, Power Point, and accessing and updating websites (must provide access to reliable computer, printer, projection equipment and adequate transportation)
    5. Interpersonal, leadership, and evaluation skills
    6. Responsive to inquiries

### **Summary**

The Implementation Committee has done everything possible to work within the guidelines as set by the Board of Directors. It is the collective opinion of this committee that the expenditures for the reorganization implementation will be slightly greater than the present \$100,000 established in the 2009-10 budget. There is a concern that the product expected from the Directors of Officials Development is great and that the stipends may be too low. That concern will be reviewed as we go into the future.

Each of us appreciates the opportunity to serve the Board of Directors and the 16,000 officials that are so important to quality educational based sports contests. We believe that this reorganization is consistent with the OHSAA Officiating Program Mission of "Creating a competent community of sports officials who play a key role into developing Ohio student-athletes into good citizens of tomorrow."

### **OFFICIATING TRAINING CLASSES**

Officiating Classes may be sponsored by colleges, schools, or local officials associations. The instructor must be an OHSAA-certified instructor. The class must be approved by the OHSAA Officials Coordinator in advance. An instructor must be either a Class 1 or previous Class 1 official in the sport instructing. All instructors must complete the NFHS/ASEP on line Principles of Officiating class. No class will be approved until an application is received and the instructor is certified. The following requirements apply for approved basketball, football, volleyball, soccer, baseball, softball and wrestling officiating classes. All officiating classes that lead to an OHSAA permit must be taught by an OHSAA Instructor and all class requirements must be followed.

### **INSTRUCTOR REQUIREMENTS**

- 1. Class 1 or Inactive Class 1 in the sport instructing**
- 2. Successfully completed "Principles of Officiating" class on-line**
- 3. Attend initial Instructors Seminar/Attend one retrain seminar in a three-year period**
- 4. Comply with Class Regulation.**
- 5. Submit Roster/Class Check by date required**
- 6. Submit final rosters/grades on-line by date required.**
- 7. Other requirements maybe listed on class application**

## Officials Calendar

It is the responsibility of each local officials association to keep accurate attendance records and report them on-line.

### FALL SPORTS

Earliest Officials Association Meeting Soccer – July 25

All Other Sports – August 1

Latest Officials Association Meeting October 17

Last Date Local Association Secretary May Enter Attendance October 24

### WINTER SPORTS

Earliest Officials Association Meeting October 24

Latest Officials Association Meeting` January 23

Last Date Local Association Secretary May Enter Attendance January 30

### SPRING SPORTS

Earliest Officials Association Meeting January 30

Latest Officials Association Meeting` April 2

Last Date Local Association Secretary May Enter Attendance April 9

## REGULATIONS FOR OHSAA CERTIFIED ASSIGNERS

- 1.1 An OHSAA Certified Assigner shall be required to submit an **annual** registration form and fee and to attend an OHSAA Assigners certification seminar **biannually**.
- 1.2 An OHSAA Certified 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.
- 1.3 An OHSAA Certified 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. A **current valid contract shall be submitted with the annual application form**.
- 1.4 An OHSAA Certified 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.
- 1.5 An OHSAA Certified Assigner shall assign officials to contests without regard to race or gender.
- 1.6 An OHSAA Certified 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 association.
- 1.7 An OHSAA Certified Assigner or administrator will issue valid contracts to officials. Valid contracts shall include the contest date, time, place and fee (site TBAs are acceptable). Contracts must be signed by an OHSAA Certified Officials Assigner appointed by the school administrator or the home school administrator.
- 1.8 An OHSAA Certified Assigner shall not allow officials to schedule their own substitutes or give their assignment to another official. Officials who fail to honor contracts shall be reported in writing within 10 days of the violation, to the OHSAA Coordinator of Officials.
- 1.9 An OHSAA Certified Assigner shall not accept money or gifts from officials receiving assignments. Assigners that assign officials to interscholastic contests shall not require individual officials to pay "booking" fees.
- 1.10 An OHSAA Certified Assigner may be paid by the school(s) or league(s) for which assignments are made. A local officials association may, by majority vote of all of its members, elect an Assigner. If the membership elects an Assigner and wishes to establish a salary for the Assigner, the salary must be established by a majority vote of all members.
- 1.11 An OHSAA Certified Assigner may not establish game fees.
- 1.12 An OHSAA Certified Assigner is expected to be honest in all dealings with officials, school personnel and OHSAA staff. Assigners who fail to follow OHSAA bylaws or regulations will be subject to penalties which include, but are not limited to, a maximum fine of \$100 per violation, public censure, probation and suspension as an Assigner.
- 1.13 These regulations shall apply to home school administrators as they assign officials.
- 1.14 An OHSAA Certified Assigner is ineligible for OHSAA post-season tournament assignments at the Regional or and State tournaments.

**FOR A LISTING OF ASSIGNERS SEE THE OHSAA WEBSITE — [WWW.OHSAA.ORG](http://WWW.OHSAA.ORG) OR LOOK ON myOHSAA IN THE OFFICIATING DIRECTORY PORTION.**