

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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INTRODUCTION

Welcome to the exciting and extremely important avocation of interscholastic athletic officiating.

The MSHSAA is a voluntary, non-profit educational organization through which its member schools work cooperatively. All standards and regulations of the Association have been voted in by these member schools. The Board of Directors, elected by the schools, are charged with administering the program of activities on the state level.

The Executive Director and the administrative staff are hired by the Board of Directors as the chief officers of the Association. It should be noted that neither the Board of Directors nor the Executive Director has the right to make rules or to waive them. However, it is their responsibility to interpret and to enforce the policies and the by-laws of

the association.

PURPOSE AND PHILOSOPHY

- A. **PURPOSE OF MANUAL:** This manual is intended to provide officials with the information necessary to determine if they have the desire, character and ability to become one of the essential ingredients of interscholastic athletics in Missouri and has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the registered officials and will provide for greater consistency. The Official's Handbook provides both new and veteran officials with reminders of policies and procedures which must be followed if they are to remain in good standing with the Missouri State High School Activities Association and its more than 750 member junior and senior high schools. All information will be included in this manual except such supplementary or incidental information as may be included on the MSHSAA web site (www.mshsaa.org). The MSHSAA's investment in preparing and distributing this Official's Handbook prior to official's registration allows the MSHSAA and its member schools to hold officials accountable for its content. Registration as an MSHSAA official is a privilege and as with all privileges, there are responsibilities outlined in this Officials Handbook.
- B. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are: to provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport; and to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified. It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches and the school community make every effort to enhance -- and keep in proper perspective -- the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.
- D. **SUPERVISION OF PLAYERS AND FANS:** The By-Laws of the MSHSAA hold a school responsible, both home and away, for the conduct of its players, students, coaches and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill in players a respect for others and school property. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well-chaperoned. The good conduct of students will leave a good impression for the entire school.

A school also should inform its players, students, coaches and fans of the value game officials play in education through athletics. When informing these people of this, the difference in the purpose of high school sports and professional sports should be emphasized. Lack of respect for officials should not be tolerated.

Booing of officials leads to booing of coaches and players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

REGISTRATION OF OFFICIALS

- A. **MSHSAA REGULATIONS:** A function of the Missouri State High School Activities Association is the registration of contest officials for interscholastic competition as provided in the MSHSAA By-Laws. MSHSAA member schools are required to use registered officials as stipulated in MSHSAA By-Law 162 as follows:
1. Only registered officials shall be used for:
 - a. All 1st and 2nd team senior high school basketball contests.
 - b. All 1st team senior high school football and soccer contests.

- c. All senior high school tournaments in baseball, basketball, soccer, softball, volleyball and wrestling.
 - d. All 1st team junior high basketball and football contests.
 - e. All senior high school varsity wrestling matches.
 - f. All 1st team water polo contests.
 - g. All 1st team senior high school volleyball contests.
 - h. All 1st team senior high school field hockey contests.
2. At least two registered officials shall be used for all 1st team senior high school baseball and softball contests.

B. PURPOSE

1. It is the purpose of this Association in its program of registering officials to advance the best interest of interscholastic competition by:
 - a. Aiding officials, coaches and players in acquiring a thorough knowledge of playing rules in all sports.
 - b. Promoting uniformity in mechanics of officiating.
 - c. Assisting men and women who are interested in athletics to become qualified officials.
 - d. Encouraging observance of the spirit and letter of playing rules and ethical codes on all occasions.
2. A thorough knowledge of playing rules and an ability to interpret these rules shall be regarded by the MSHSAA as a primary requirement of all officials. To implement this requirement, this Association conducts Rules meetings in a number of sports. It is mandatory for an official to attend rules meetings in sports in which they are conducted for the purpose of keeping abreast with rules changes and new interpretations as well as a general review of all rules and regulations.
3. A thorough knowledge on the part of officials of the mechanics of officiating shall be regarded by the MSHSAA as imperative for a properly officiated game. The mechanics of officiating are particularly important since officials in certain sports work as members of several different crews during a season, thus requiring mechanics to be standardized in the interest of smooth and efficient performance of duties.
4. Dedication to high professional standards as developed by tradition and through practice shall be regarded by the MSHSAA as highly desirable on the part of officials. A proper attitude toward the avocation of officiating will contribute immeasurably toward the total value of the interscholastic program.

C. REGISTRATION PROCEDURES

1. Application for registration as a MSHSAA athletic game official shall be made online on the MSHSAA web site (www.mshsaa.org). Applications will be received for the following school year beginning June 1st.
2. The registration year shall be from July 1 to June 30. The official's registration, regardless of the date registration is completed, expires June 30 and must be renewed for a person to qualify as a registered official for the following school year.
3. Registration deadline:
 - a. MSHSAA Athletic By-Law 721 sets **JULY 1 for Fall Sports, SEPTEMBER 1, for Winter Sports and JANUARY 1 for Spring Sports** as the deadline for officials registered the previous year to RENEW their registration without penalty. A person applying for Registration for the first time may do so without paying the late Registration penalty.
 - b. A person registering for the first time as an official may file his application for Fall sports no later than October 1; for Winter sports no later than February 1; and for Spring sports no later than April 1.
4. The registration fee shall be \$45.00 for one sport, and \$25.00 for each additional sport.
 - a. Officials registration renewals received after July 15 for fall sports shall have a late registration penalty of \$20.00.
 - b. Officials registration renewals received after September 15 for winter sports shall have a late registration penalty of \$20.00.
 - c. Officials registration renewals received after January 15 for spring sports shall have a late registration penalty of \$20.00.
 - d. Please renew your license in a timely fashion. It is important that the schools receive an accurate list of registered officials prior to the first contests of the fall season. Therefore a penalty fee is assessed for any renewals received after the deadline.
5. Check the following items before submitting your application online:
 - a. Is your correct name and social security number on your application? As part of the registration process you are required to provide your social security number, however this number will no longer be made public in the Official's Roster and you will no longer be required to supply this number to the coaches you work for. Instead you will receive a new computer generated officials registration number when you register.
 - b. Do you have a nickname? If so, include it on the application next to your name.
 - c. Is your address correct including the zip code? Are your phone numbers current and correct?

- d. Have you checked the correct sport or sports in which you wish to register?
 - e. Officials who registered in one sport last year, but wish to register in additional sports must submit the \$45.00 fee for the first sport plus a \$25.00 fee for each additional sports test packet they wish to receive. This procedure will enable you to complete your RENEWAL registration immediately instead of having to wait until the required tests for the additional sports are completed and returned to the MSHSAA Office.
 - f. If you wish to register in one or more sports in which you have not previously been registered, please request the necessary test packets and remit the \$25.00 fee for each additional sport.
 - g. Have you checked the appropriate space if you need an association patch, which is required on the official's shirt?
 - h. If you have questions please call the MSHSAA Office (573/875-4880) immediately and ask to talk to Pam Martin. Do not wait until the next school year has started. Call in June.
6. New applicants:
- a. Persons not registered the previous year shall submit a request to the MSHSAA Office to purchase a test packet for the sport or sports in which he/she wishes to register. A test packet fee of \$45.00 for the first sport and \$25.00 for each additional sport shall accompany the request. Upon receipt of the request and check or online payment, a test packet will be sent which will include an examination, rules books and a registration application. Applicants must submit a completed examination answer sheet (for each sport requested) and a completed registration application form. No new applicant is considered a registered official until they have passed the sport specific examination and the registration application is online.
 - b. Beginning officials must pass an open book test over the game rules in the sports in which they desire to become registered. The minimum passing score for the test is 75 of the possible 100 questions. Tests should be completed and returned promptly. It will be to your benefit as far as scheduling games to be listed in the Officials' Roster as early in the year as possible.
 - c. If you registered with another State High School Association last year or the current year and furnish verification, you will not be required to take the Part 1 test. For verification purposes, your official's license from last year or the current year should be submitted to the MSHSAA Office with your registration and fee. After noting the information for our files, your registration card will be promptly returned to you.
 - d. Persons who successfully complete a MSHSAA approved officiating course offered at one of the Missouri Colleges or Universities, and whose names are certified to the MSHSAA Office by the course instructor, will be registered upon receipt of the license fee of \$25.00 per sport and an application without taking further tests, provided this is done within the school year of completion of the course. If you do not register with the MSHSAA Office until the following year, then you are required to pay the normal registration fee. Please give the name of the instructor under whom this course was taken and the date the course was completed. A college student who desires to register SHALL UNDERSTAND THAT OFFICIATING FOR PAY WILL NOT AFFECT HIS OR HER ELIGIBILITY FOR NCAA INTER-COLLEGIATE ATHLETIC COMPETITION.
7. Reciprocal agreements with other states: A MSHSAA official may register as a reciprocal official by sending verification of his/her current MSHSAA registration and \$10.00 fee per sport to the Illinois, Nebraska, Oklahoma or Iowa State Associations or a \$15.00 fee per sport to the Kansas State Association. An official registering with another state under this reciprocal agreement will not receive rule books from that state.

If an official resides in Illinois, Iowa, Oklahoma or Nebraska, he/she may register with the MSHSAA by sending verification of his/her current registration and \$10.00 fee per sport. If an official resides in Kansas the fee will be \$15.00 per sport. An official registering with the MSHSAA under the reciprocal agreement will not receive rule books from Missouri. Also, officials from other states registered in Missouri under the reciprocal agreement will not be permitted to work MSHSAA district or state playoff games. (Exception: Reciprocal football officials may work district football games during the regular season.) Renewal reciprocal officials shall meet the same registration deadline of July 1 for registration without late registration penalty. Reciprocal registration renewals received after July 1 have the same late registration penalty previously stated for fully registered officials.

- D. **OFFICIALS REGISTRATION NUMBER:** Upon completion of your registration, you will be assigned a registration number. THIS NUMBER SHALL BE USED FOR IDENTIFICATION PURPOSES ON EXAMINATION ANSWER SHEETS, RULES MEETING ATTENDANCE CARDS, MECHANICS MEETING ATTENDANCE CARDS, GAME CONTRACTS, ETC.

School officials may ask for your registration number because of the fact that officials they employ must be registered with the MSHSAA Office. Official's registration, regardless of the time registration is completed, will

expire June 30. Officials are responsible for making certain that coaches receive their correct registration number!

E. GENERAL INFORMATION

1. Your registration entitles you to a copy of rules publications for sports in which you register, a subscription to the MSHSAA Journal, coverage under the MSHSAA catastrophic accident insurance program and full membership in the NFHS Officials Association.
2. Any change of address, email address or telephone number should be promptly corrected on the MSHSAA website to be assured of receiving all mailings and important telephone contacts.
3. Athletic By-Law 722 provides for a fine or the suspension of an official for "the remainder of that school year and the following school year" if he/she officiates without being registered. The Board of Directors is also authorized under Article III, Section 3 of the MSHSAA Constitution and Athletic By-Law 722 to assess a penalty against the school using an unregistered official.
By-Law 163 further provides that, "In an EMERGENCY when a contracted official fails to officiate a scheduled game and the school has insufficient opportunity to engage a registered official, the school may use as an official, a person not registered with the MSHSAA provided the school remits to the MSHSAA the required registration fee (plus any penalty the official may owe if he/she was registered the previous year) together with the name and address of the person and a request that he or she be sent the necessary test and forms for registration. The person shall not be permitted to officiate again until he or she has completed this registration by returning the test within ten days and is issued their registration number. The school will be subject to a penalty for continuing to use a person who has not completed the registration process."
4. Rule books and interpretations in all sports shall be those recommended by the National Federation of State High School Associations, except when a change is adopted through the Board of Directors. **NOTE:** Regulations adopted by the Board of Directors and contained in sport manuals and rules meeting announcements are official.
5. High school students may register with the MSHSAA to officiate junior high school contests but may not officiate senior high school contests (MSHSAA By-Law 730).
6. The minimum standards for renewing officials registrations are:
 - a. Football, volleyball, basketball, water polo, swimming, track, wrestling, soccer, baseball, and softball officials must attend a MSHSAA Rules Interpretation Meeting. Attending a state sponsored rules meeting in another state will meet this requirement. However, each official is responsible for having his attendance verified to the MSHSAA by the State Activities Association which sponsored the meeting they attended. Officials requesting the MSHSAA to notify bordering states of their attendance at a Missouri meeting should make note on their attendance card. Any official wanting a non-bordering state notified should address a personal letter to the MSHSAA Office with their specific state request.
 - b. All football, basketball, baseball, soccer, softball, volleyball, and wrestling officials must complete the National Federation Part II examinations as a review during the season. This requirement applies even though an official might not work any games during the season.
 - c. Maintain an average rating of 3.50 or better based on a minimum of ten senior high school varsity games or matches. Officials who work fewer than ten varsity games will not have to meet this standard. Officials receiving a rating greater than 3.50 in any sport in which mechanics clinics have been implemented (currently football, basketball, soccer, wrestling, and volleyball), are required, as an in-service measure, to attend a mechanics clinic the next season under these conditions:
Football, Basketball, Soccer, Volleyball and Wrestling: Official must have more than five year's experience and must have received a minimum of ten ratings.
 - d. All football, basketball, soccer, volleyball and wrestling officials, during their first three years of registration with the MSHSAA, will be required to attend a MSHSAA sponsored officiating mechanics clinic on an annual basis in addition to a rules meeting. Officials failing to attend a mechanics clinic each of their first three years of registration will be required to attend a mechanics clinic in subsequent years until a total of three have been attended.
 - e. File all reports online as required by the Board of Directors. Registration cannot be renewed if not filed online. Officials will be notified in writing of the problem in this area and their renewal will be withheld until resolution of the problem occurs.
 - f. Officials who fail to maintain standards a, b, c and d (if appropriate) above will automatically go on probation for one year and will not be eligible for post season assignments while on probation.
 - g. Officials who fail to maintain the above standards while on probation will be suspended the succeeding year and shall be refused registration without writing the NFHS Part I examination.
7. Part II examinations: The Part II National Federation football, basketball, baseball, wrestling, soccer, softball and volleyball examinations will be sent when furnished by the National Federation directly to officials. Local officials associations can administer the test either as a closed or open-book examination. All officials are required to have a completed Part II Test Answer Sheet on file with the MSHSAA Office. The

local association secretary may send to the MSHSAA Office the completed answer sheets collected from all officials taking the examination under their supervision or officials may mail the answer sheets individually. It is the responsibility of each official to insure that a completed answer sheet is on file with the MSHSAA Office. Officials who are not members of local associations shall return the completed answer sheet to the MSHSAA for scoring. **DO NOT FAX PART II ANSWER SHEETS TO THE MSHSAA OFFICE.**

Release and Return Dates for Part II examinations are as follows:

<u>Sport</u>	<u>Release Date</u>	<u>Postmark Return Date</u>
Soccer	August 17, 2009	October 20, 2009
Volleyball	August 17, 2009	October 20, 2009
Football	August 25, 2009	October 20, 2009
Basketball	November 30, 2009	January 14, 2010
Wrestling	November 30, 2009	January 14, 2010
Baseball	March 22, 2010	April 14, 2010
Softball	March 22 2010	April 14, 2010

8. In accord with Athletic By-Law 750, the Board of Directors shall have the authority to suspend or bar an official who has violated any standard of the MSHSAA. In accord with By-Law 760, if reports are received by the MSHSAA Office that an official or prospective official who is applying for registration has violated one of these standards, he or she will be informed of this in writing by the MSHSAA Office. The official will be given the opportunity to present facts to the Executive Director in writing in response to the charges or will be granted a hearing if requested. Based upon the information received, the Executive Director may then give an opinion whether or not the official shall be permitted to register or continue as a registered official. The official may appeal the Executive Director's opinion to the Board of Directors at a hearing and review of his or her case at the first regularly scheduled meeting of the Board of Directors. Eligibility to register as an athletic official with the MSHSAA and to officiate interscholastic athletic contests is a privilege to be attained by meeting the standards cooperatively set by member schools through the MSHSAA and the policies adopted by the Board of Directors. An official shall be a credible citizen. Starting in 2008-09 all officials will be required to submit to a background check and every five years there after. The official's conduct on and off the field shall be of such manner as to be a worthy example for the participants.
9. All star contests: MSHSAA registered officials may officiate all-star contests providing such events occur after the completion of the school sport season for the sport concerned and involves only seniors/high school graduates.
10. Reporting unsportsmanlike conduct: It shall be the duty of all officials to report to the MSHSAA Office and the school administrators within 72 hours any unsportsmanlike conduct on the part of coaches, players, and fans. Special Reports will be filed on-line. The reporting official should be sure to place his/her registration number on the form. Officials not meeting this requirement may have their future registration status with the MSHSAA affected.
11. The head official for each contest (i.e., referee in football or umpire-in-chief in baseball, etc.) is responsible for providing both coaches with a card listing the first and last names (printed), the registration numbers and the position of each official or printing this information in both team's scorebook.

RULES INTERPRETATION MEETINGS

A state-wide program of baseball, basketball, football, soccer, softball, swimming, track, volleyball, water polo, and wrestling rules meetings will be conducted each year. All officials must attend at least one MSHSAA rules meeting in the sport(s) they are registered each school year. Meeting schedules will be listed on the MSHSAA Website (www.mshsaa.org). These meetings will help officials and coaches better understand the new rules and should provide for more consistent rules interpretations.

OFFICIALS MECHANICS CLINICS

Official mechanics clinics are scheduled for football, wrestling, basketball, soccer, and volleyball. Attendance at one of the clinics is mandatory on an annual basis for officials during their first three years of registration with MSHSAA in that sport or until three clinics have been attended.

Attendance at a mechanics clinic is in addition to attending a rules interpretation meeting. Reference information concerning mechanics clinics mentioned earlier in this manual. A complete schedule of all mechanics clinics offered will be listed on the MSHSAA Website (www.mshsaa.org) under Education and Resources.

OFFICIALS EMBLEM AND UNIFORM ADORNMENTS

The MSHSAA official's emblem is to be worn on the left sleeve of your shirt 1 inch below the shoulder seam. Schools have been instructed not to accept the emblem as verification of registration. The Officials Roster will be listed on the MSHSAA website (www.mshsaa.org) under the Official's tab.

Policy regarding officials uniform adornment for all sports:

1. Mandatory - MSHSAA patch shall be worn 1 inch below the shoulder seam on the left sleeve of the uniform shirt at all times.
2. Optional - Local association patch on left chest only.
3. Optional - NFHS Officials Association patch on right sleeve only
4. Optional - American Flag, 2 inches by 3 inches may be worn on the right sleeve only (must be worn above the NFHS Officials Association patch if both are worn) **Right Facing Flag with Stars to the Front.**
5. Numbers are not permitted on uniform shirts.
6. All hats shall be unadorned.
7. For state tournament series contests, only the MSHSAA patch and the optional American Flag shall be worn on the uniform shirt.

If you desire additional emblems, they can be purchased through the MSHSAA Office at \$1.50 each. The official's emblem beginning in 1994-95 is the red, white and blue official's emblem.

An optional designed memorial patch shall be allowed on the official's shirt to honor a deceased official under the following conditions:

1. Must be requested in writing to the MSHSAA Office for approval with the design of the patch included.
2. The request shall list the sports to be included.
3. The patch shall be placed on the right sleeve of the shirt below any other optional patches (American Flag/NFOA patch) worn there.
4. The patch shall be sewn or attached by Velcro to the sleeve.
5. The patch may be worn for one school year during the regular season only in the sports approved.
6. The size of the patch shall not exceed one and one-half inches in any dimension (diameter, width or length).

CONTRACTS

MSHSAA Athletic By-Law 161 requires that officials shall be agreed upon by both schools at least 30 days before each contest. The home school shall engage the officials by contract signed by the principal, superintendent, or athletic director delegated such authority by the principal. Such contracts shall be binding upon both parties and in any case of a broken contract, the amount of the guarantee shall be paid by the offending party to the offended party, except when a contract is broken because of reasons beyond the control of either party or by mutual consent of both parties. Officials assigned through an official's association shall not be permitted to officiate unless approved by both schools in accord with this By-Law. All officials are required to have contracts for the games they are to work.

The Board of Directors will not hear a case involving a broken agreement between an official and a school or between schools if no signed contract is involved. A contract may be on the form provided by the MSHSAA Office or in the form of a letter. Contracts shall be with the individual official and not between the school and an officials organization.

Officials shall not alter the terms of contracts. The official is not allowed to scratch out the fee or mileage and substitute another amount on his contract. If the fee or mileage is not agreeable with the official, he should return the contract to the school with a note explaining the situation. Under no circumstance should the official alter the terms of the contract and then return it to the school signed.

The breaking of contracts by officials has become a serious matter. Officials must realize that when they sign a contract with a school they have obligated themselves to be present for the contest(s). Only if the official contacts the school within a reasonable amount of time and if the school releases them from their contract have they fulfilled their obligation. Just simply sending another official in his/her place does not take away the obligation for the contract the official has previously signed. Remember, the host school must be contacted if an official is forced to break a signed contract. Failure to fulfill the terms of a signed contract could result in the official being required to appear

before the Board of Directors and his/her future registration status with the MSHSAA may be affected.

CONTRACTING GAMES

It is the responsibility of each registered official to contract his/her own games with member schools. The MSHSAA Office assigns officials for state tournament games only and does not serve as a booking agent for regularly scheduled games or tournaments. For tips on developing a schedule, refer to the comments entitled "WHAT IT TAKES TO BE AN OFFICIAL" on the back pages of this publication.

UNIFORM REQUIREMENTS

The required uniform for all officials in all sports may be found in the respective NFHS Officials' Manual and the MSHSAA rules meeting announcements for each sport. All officials are expected to conform with these requirements.

Whatever the sport, it is mandatory the entire officiating crew wear identical uniforms. Officials are to refrain from wearing jewelry. Wrist watches are not to be worn except for specific timing reasons, e.g., the back judge in football.

NOTE: MSHSAA registered volleyball, swimming, water polo, and track officials shall obtain their officials shirts (model number 16MS-MO) from Get Official at toll free number 877-438-4242 or on their website at www.getofficial.com.

BOARD OF DIRECTORS POLICY STATEMENT ON USE OF TOBACCO AND ALCOHOL PRODUCTS BY COACHES AND OFFICIALS

It is important that all adults involved in the interscholastic activities program set the proper example for all participants with regards to the use of tobacco products and alcoholic beverages. We cannot let actions teach a philosophy of double-standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic athletic, music and speech events.

"Coaches, directors, sponsors and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in inter-scholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA Office."

PROPER OFFICIATING MECHANICS

The use of proper officiating mechanics cannot be overemphasized. The MSHSAA strongly urges all officials to study the officiating procedures and mechanics contained in the officials manuals for each sport published by the NFHS. These manuals contain the positions, duties and proper mechanics and procedures for all sports. It is especially important for all new officials to study closely the information contained in the manual for their respective sport(s). NFHS mechanics are not to be altered.

SIMPLIFIED AND ILLUSTRATED RULE BOOKS

"Simplified and Illustrated" and "Rules by Topics" rules books published by the National Federation are available in football, baseball and basketball. However, these books are NOT provided free of charge to registered officials. Copies may be purchased from the MSHSAA Office for \$6.75 plus \$5.00 shipping and handling.

OFFICIALS ASSOCIATIONS

Although the MSHSAA does not require member officials to belong to local official associations, it is strongly suggested they join one whenever possible. Many important ideas and officiating methods can be learned from a membership in a local official's association. Any group desiring information concerning the forming of an official's association may contact the MSHSAA Office. All officials associations registered with the MSHSAA are listed in the back of this handbook.

MSHSAA REGISTERED OFFICIALS ARE MEMBERS OF THE NFHS OFFICIALS ASSOCIATION

In March 1984, the MSHSAA Board of Directors voted to make all registered MSHSAA Officials automatic members of the NFHS Officials Association. Membership in the NFHS Officials Association provides benefits to all officials by keeping them up-to-date on all rule changes, questionnaires, early season interpretations and many other items of interest. Each official receives four issues yearly of the "Officials Quarterly", thus keeping Missouri officials abreast of national and local official's information.

The insurance package included in the NFHS Officials Association membership provides each official with \$1,000,000 of liability coverage. In order to avoid increasing the membership fee for NFHS Officials Association, the National Federation has dropped the medical plan which had been a part of the insurance coverage provided for officials. This makes it even more important that officials insure they have adequate medical coverage before officiating a contest. Complete information regarding the NFHS Officials Association insurance package can be found in the August edition of the MSHSAA Journal each year.

HEALTH AND WELFARE OF OFFICIALS

- A. **PHYSICAL EXAMINATIONS:** Physical examinations for officials are not required, but are strongly suggested. Several deaths of officials have occurred on playing fields and in dressing rooms in past years across the country. A program of personal fitness and conditioning at least four weeks prior to the season to be officiated is recommended for all officials.
- B. **INSURANCE:** It is strongly recommended that officials have adequate accident and hospitalization insurance coverage before officiating an athletic contest. This type of insurance is not provided with your NFHS Officials Association membership through the National Federation.

PROCEDURES TO FOLLOW IN CASE A GAME IS PROTESTED

Game officials, like players and coaches, are subject to error. Thus, it is important that officials and coaches alike be aware of the proper procedures to be followed should a game be protested. Any protest shall be based on an error in applying a game rule. No protest shall be heard on the judgment of an official.

Board of Directors Policy On Site Protests of Athletic Contests

- A. **PROPER PROCEDURES FOR EVERY SPORT:** Within the guidelines of each individual sport rule code, the head coach must request a review of an official's application of a rule through appropriate channels.
- B. **VERBAL PROTEST:** If after the review is complete and the coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal, verbal protest with the game officials who will then notify the opposing coach immediately. A coach may not protest a decision of judgment.
- C. **TEN MINUTE PROCEDURE:** After this notification, the head coach will then be allowed ten minutes to use his/her National Federation Sport Rules Book, National Federation Case Book, MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual to locate and show the game official(s) the appropriate rule reference and misapplication of the game rule. If the head coach does not have his/her personal copies of the above mentioned materials at the game site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the game shall continue from the point of interruption. If a rule reference(s), case book play(s), or other information from the MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the game shall be resumed from the point of interruption after the correction. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.
- D. **RESOLVED ON SITE:** All Protests shall be resolved at the contest site before any further game action occurs.
- E. **PROTEST MUST BE TIMELY:** Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed.
- F. **NO MSHSAA REVIEW:** The MSHSAA Board of Directors and/or staff shall not review contest protests.
- G. **OFFICIAL'S RESPONSIBILITY:** Official's that fail to allow a protest of a rules application or fail to make the appropriate changes when shown the rule are subject to the suspension of their officiating privileges.

PROCEDURES FOR HANDLING CONTESTS DURING HAZARDOUS WEATHER CONDITIONS

The host school principal or his designated representative and the head official have mutual authority to delay the start of a contest anytime weather conditions are considered to be hazardous to life or limb. Likewise, the head official, once a contest has started, has the authority, by rule, to suspend a contest anytime weather conditions are considered to be hazardous to life or limb. If severe weather develops while a contest is in progress where the administration feels safety is questionable and the contest officials have not acted, the host principal or his designated representative will intervene by informing the head official who shall cause the contest to be suspended.

The first step in the suspension is to remove the participants to a location providing shelter and safety until the weather conditions improve to a point where it is safe to resume play. The spectators will be informed of the procedures to be followed and will be instructed to move to protected areas. Fans should not be permitted to remain in the bleachers.

The length of the delay shall be determined by the weather conditions and the game may be resumed at any time the principals of both schools or their designated representative and the head official agree it is safe to do so. However, if after a delay of a of thirty minutes the hazardous weather has not subsided the decision to postpone may be made by the principals of both schools or their designated representatives after consultation with the head official. If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc., which make it desirable to try to complete the game and the principals of both schools or their designated representatives choose to ask for an additional thirty minutes of waiting time, the head official shall grant that request. If the principals of both schools or their designated representatives and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. (All regular season senior high school football contests that are postponed shall be rescheduled on the earliest possible date but no later than four calendar days following the original date and in compliance with the football playoff scheduling regulations.)

The purpose of this procedure is to first insure the safety of the players and spectators, but also to relieve the pressure from the officials before declaring a game suspended. The host principal should, when severe weather is pending, keep a constant check with nearby radio stations which should have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials. School district emergency plans should include procedures for evacuating players and spectators to protected areas when severe weather occurs.

Guidelines On Handling Contests During Lightning Disturbances

The purpose of these guidelines is to provide a default policy for those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning.

Proactive Planning

- A. **MONITOR WEATHER CONDITIONS:** Assign staff to monitor local weather conditions before and during events.
- B. **CRITERIA FOR SUSPENSION AND RESUMPTION OF PLAY:**
 - 1. A 30-second or less flash-to-bang count calls for removal of the athletes from the field to an appropriate shelter.
 - 2. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming play.
- C. **EVACUATION PLAN:** Develop an evacuation plan, including identification of appropriate nearby shelters.
- D. **REHEARSE PLAN:** Hold periodic reviews for appropriate personnel.

EVALUATION OF SCHOOLS ATHLETIC PROGRAMS

One of the responsibilities a person assumes as an MSHSAA official is to work closely with member schools in the evaluation of their athletic programs. This is an important responsibility and one which all officials should take seriously as it serves as a vehicle through which the school can improve the programs for their students. The programs of evaluation will be used in ALL SPORTS.

Special Report : A special report is to be used in reporting any information to the MSHSAA and the member school that the official deems necessary.

All officials are required to file a special report for any incident of a nature that merits the immediate attention of the school principal and the MSHSAA Office immediately following the contest (**no later than 72 hours following the contest**). The special report form provided on the MSHSAA web-site is to be used for this purpose.

ALL INSTANCES INVOLVING UNSPORTSMANLIKE CONDUCT ON THE PART OF COACHES, PLAYERS, OR FANS SHALL BE REPORTED FOR ALL INTERSCHOLASTIC CONTESTS GRADES 7-12. Be sure and inform the coach verbally at the time of the unsportsmanlike act what exactly is being called so he/she may take immediate action if necessary. Many situations become major problems after the fact because officials did not personally and verbally inform the coach of player ejections and did not have the official scorekeeper record the information in the official scorebook. Coaches deserve a complete explanation when extraordinary situations occur regarding the penalizing of unsportsmanlike conduct. **Prompt** reporting of problems by officials helps to prevent more serious incidents in the future and will result in a better program for our high school youth.

The special report form should also be used to report outstanding sportsmanship and game administration. In addition, complimentary reports may be submitted to the MSHSAA Office using the web-based online MSHSAA website.

In completing the special report form, officials shall state the facts and leave emotions out of it. Strong opinionated

language has no place in such a report because it only compounds the problem and tends to divert attention away from the situation that is being reported.

Remember, you are doing the schools a service by submitting a special report when such is warranted. Only through the submission of this report can you expect a situation to improve. Officials who fail to follow this procedure are abdicating their responsibility and are doing a disservice to the high school youth for whom they are working. Schools need the reports submitted to appropriately deal with the situations at the local school and MSHSAA level. Failure to file required reports in a timely manner will exclude officials from working state tournament series contests and may affect the future registration status of those officials.

STANDARDS FOR OFFICIALS RATINGS

- A. **Scope:** Baseball, basketball, football, soccer, softball, swimming, volleyball, and wrestling officials are rated by member schools for each senior high school regular season varsity game or match they officiate. Officials are not rated in the post season. Officials are not rated in track, gymnastics, field hockey, and water polo.
- B. **Procedures:**
1. Schools are provided scantron forms for submitting ratings.
 2. Officials should provide every school they work for, their name and official's number printed legibly.
 3. The official should be rated 48 hours following the contest by the head coach.
- C. **Phases of officiating on which ratings are based:**
1. **Verbal Communication Skills:** Did the official show respect when communicating with coaches, players, scorers, etc.? Was the official able to get the message across without raising his/her voice?
 2. **Appearance:** Physical appearance. Was uniform proper and neat? Was the official agile and athletic?
 3. **Effort:** Ability to follow the play or match (hustle or effort exerted). When the tempo of play increased did the official exert extra effort to stay in position to observe the action?
 4. **Control:** Ability to manage players and coaches. Did the official maintain control of the game or match? When the contest heated up was the official able to restore calm?
 5. **Consistency:** Strictness and consistency in the official's decisions and rule interpretations. Were decisions influenced by spectators, players, or coaches or the game situation?
 6. **Professionalism:** Manner in which decisions were made. Did the official demonstrate confidence in his/her decisions? Were the decisions made promptly and without undue emotion?
- D. **The rating scheme for officials is as follows:**
1. **STATE CALIBER OFFICIAL:** Capable of working post season contests (Sectionals thru Finals).
 2. **DISTRICT CALIBER OFFICIAL:** Capable of working district contests but not beyond.
 3. **VARSITY CALIBER OFFICIAL:** Capable of working varsity contests but not ready for districts or beyond.
 4. **SUB VARSITY CALIBER OFFICIAL:** Capable of working non-varsity contests but not ready for varsity contests.
 5. **UNSATISFACTORY OFFICIAL:** Coach must include the reason for a 5 rating when submitting the ratings online on the MSHSAA website.
- E. **Schools are required to submit complete ratings:** Only if a school fails to submit complete ratings or submits them after the deadline date would an official's rating fail to be based on complete coverage. School athletic programs shall be fined, placed on probation and/or possibly suspended for failure to submit ratings by the deadline.
- F. **Quartiles:** The ratings are first calculated for individual officials. The upper quartile, median and lower quartile are calculated from the ratings for all officials for the particular sport involved. The upper quartile (the best ratings are the lowest ratings as 1 is the best rating and 5 is the worst rating) is the rating above which one-fourth of the officials and below which three-fourths of the officials rank; the median is the point above which one-half of the officials rank and below which one-half of the officials rank; the lower quartile is the rating below which one-fourth of the officials rank and above which three-fourths of the officials rank. By comparing your rating with quartiles of norms in your respective sport(s) you will better understand how you compare with other officials.

IMPORTANT REMINDERS

- A. Officials shall not indulge in intoxicating beverages before or during an athletic contest, nor after the contest in public while still in uniform.
- B. Officials shall not chew tobacco, use snuff, etc., while officiating any games.
- C. All officials are expected to maintain a neat and creditable appearance (no jewelry) before, during and after an athletic contest and to act in such a way as to be a worthy example to those with whom they may come in contact.
- D. All officials are reminded of their obligation to print and sign their names in the official scorebook or provide a printed list of the officials name by position, along with registration numbers, to each coach in sports where there is no official scorer either before or after the contest.
- E. All officials are urged to refrain from placing their hands on players during an athletic contest. The rule is to be observed unless the official is attempting to avoid contact during the normal progress of the game.
- F. Officials must refrain from making remarks that could be interpreted as "scouting information" or any other statements that could be interpreted as sexual harassment or otherwise inappropriate by the listener.
- G. Your trip home may be a long one. If you stop, be certain you don't stop where you will be identified and possibly approached by someone who was at the game.

WHAT IT TAKES TO BE AN OFFICIAL

Many things go into the making of a good official. Knowledge of the rules and officiating techniques are very important. However, there are other details that may determine whether a man or woman becomes a good official or just someone registered to officiate.

The need is great for new officials. Many times new officials register with the MSHSAA and then fail to renew their registration for the next season.

Perhaps there are several reasons why new officials fall from the ranks. In some cases, they could have moved from the state and may continue their career elsewhere. Others failed to renew their registrations because they were unable to work any games or only a few in their rookie season. Many realized that the officiating business was not for them. However, there were some who were influenced in their decision by coaches, fans, and even fellow officials. Too often a coach is critical of young officials who, because of lack of experience, have not learned to cope with the situations that arise in the course of an athletic contest. Many times a veteran official is critical of his/her young partner or even worse the "older and more experienced man" refuses to work with the younger official who is trying to become established.

The life of an official is not an easy one. Perhaps the first year or two are the toughest, but like the formative period in anyone's life these first years are all important. The most important requirement is that you must gain experience. That means you have to work all the games you can find. Be ready and willing to work YMCA games, church and industrial league games and scrimmages. Somehow, you have to get the feel of it, and the only way to do that is to officiate. The key is to be patient, and when you get your first interscholastic game, make sure you are prepared to properly handle the assignment.

A. **Seven steps designed to help an official.**

1. **THERE IS NO SUBSTITUTE FOR STUDY.** Textbooks are made available through your state association, such as rule books, case books, interpretation meeting folders or handbooks, officials manuals and the MSHSAA Journal, which contains many items of importance to officials. Game rules are generally complex and you don't learn them without extensive study. Many experienced officials still average several hours each week of solid study of the rules publications. There is no sadder spectacle than an official who doesn't know the rules. You learn the rules by means of thorough intensive study.
2. **ATTEND ALL RULES INTERPRETATION MEETINGS WITHIN YOUR REACH.** They are arranged for the purpose of reviewing old rules, explaining new ones and giving positive interpretations on the more tricky ones. It is also a good place to get acquainted with fellow officials, coaches, and athletic directors.
3. **ATTEND MECHANICS CLINICS WHEN AVAILABLE.** Knowing and understanding proper positioning will enable you to make the right call.

4. **JOIN A LOCAL OFFICIALS GROUP.** There may be one in your area or not too far away. Many of these local groups meet regularly for rules discussion and for discussing common problems. The state sponsored meetings are important but local groups must take over in a follow-up program of rules study and interpretations.
5. **TAKE THE RULES EXAMINATIONS PROVIDED BY THE MSHSAA AND BY YOUR LOCAL GROUP.** The National Federation examinations provide an excellent review and a thorough test. There is no finer review of the rules than the challenge presented in actually writing a good rules examination.
6. **SEE ALL THE GAMES YOU CAN.** Especially games worked by capable officials. It is one of the best ways to learn about the technique and mechanics of officiating.
7. **ALWAYS STRIVE TO IMPROVE.** The game of officiating has no place for an official who doesn't want to improve himself. Here, you either get some place or drop out; you can't stand still. Give attention to such factors as rules examination grades, ratings received from schools and assistance from rules meetings.

B. Other items that make a good official.

1. When you start out for a game, plan to be there early. It is better for you to help the janitor open the front door than it is to rush in breathless at the opening whistle. The time preceding the game can be used to confer with fellow officials. Go over some pertinent phases of the rules. Talk over the general plan of administering free throws, position of touch down plays, etc. Many of these items may be found in the officials manual for each sport. A good pre-game conference is very necessary and a must.
2. Out on the floor or field do your share of running.
3. In your attitude toward players and coaches, be kind and polite but firm. It is a big order and few ever fill it completely. But this is what it takes! Be firm but not over-bearing. Be courteous and never rude. Be dignified but never cocky. Be friendly to players but avoid "kidding" on the floor or field.
4. With the game at an end, your duties are over. It isn't your job to congratulate the winner, console the defeated, or offer advice to the losers. It is business-like for officials to leave the floor or field together, neither seeking out nor deliberately avoiding the two coaches, and this is a good thing to remember as the game is completed. Make no statements and offer no comments concerning the game to members of the press or radio. Your best bet is to shower, dress, collect your gear and head for home; not because you are afraid or ashamed to talk to anyone, but the game is over and your job has been completed. There is no need to hang around.

APPOINTMENT TO MSHSAA TOURNAMENTS

Frequently, officials ask, "How does one get selected to work MSHSAA games or meets;" or "Why didn't I get a tournament assignment this year?" Some sports may require an application process (e.g. Football Officials Crew Playoff Application Form) to be assigned to MSHSAA Tournaments. Check each issue of the MSHSAA Journal and sports specific mailings for complete information about assignments to tournaments.

Officials are considered for appointment only if they meet the criteria appropriate to their particular sport. The following criteria have been established as the basis for appointing officials to MSHSAA-sponsored meets and tournaments.

- A. Attendance at a MSHSAA-sponsored rules interpretation meeting the previous year.
- B. Attendance at a mechanics clinic when required the previous year.
- C. Successful completion in the previous year of a part II rules examination in the sports they are offered.
- D. Minimum number of ratings from coaches from the previous year.
- E. Number of varsity games or meets worked the current year and the previous year.
- F. Previous tournament experience.
- G. Current recommendations from local official associations.
- H. Current recommendations from official observers.

- I. Current recommendations from schools.
- J. Geographical location of tournaments.
- K. Maturity.
- L. Submit appropriate application form (if required).

Preference will be given to those officials who meet all of the above criteria. Some officials who meet the criteria are not assigned to tournament games every year because the number of qualified officials usually exceeds the number of assignments. Any official that is fully registered in Missouri and meets all requirements to be considered eligible for post season assignments, regardless of where the official resides, shall be eligible for post season assignments. Those officials registered on probation or from suspension are not eligible to work tournament games or matches assigned by the MSHSAA Office during that school year.

AVOIDING PROBLEMS

The single most effective way to avoid problems is to know the rules. As was indicated in the section on what it takes to be an official, if you have not studied all of the printed materials mailed to you as well as any other efforts to improve upon your knowledge, mechanics, etc., you have not done everything possible to avoid problems.

Additional ways to eliminate potential problems:

1. Never run down another official. They, just like you, will receive enough criticism without getting it from their colleagues. This includes officials you may see as a spectator. Don't offer or give if requested, anything but positive criticism. You may very well be considered an expert, especially by someone trying to find fault in the officials.
2. Establish a firm but polite relationship with coaches. Trying to be overly friendly will get you in just as much trouble as being too gruff.
3. Be on time! The official who arrives late, or even at the very last minute, is probably not mentally prepared and has in addition no doubt raised questions in the minds of the coaches about his or her sincerity and dedication. Be certain you have enough time to talk to your timers, scorer, chain crew, etc.
4. Either by yourself, or with your partner(s) (if you are working with other officials) prepare yourself psychologically. You must "get up" for the contest. Review basic rules, mechanics and procedures.
5. Don't talk to the fans. This only encourages them to talk to you and you may very well wish you had not encouraged them. Try not to have "rabbit ears"! Even if you do hear comments made by fans, you must learn to ignore them and not let them influence you.
6. Inspect the field, court, mat, or whatever the facility is that is being used. If you can detect problems with the facilities before the contest begins, you can make adjustments and notify coaches and players of them.
7. Review procedures with your captains. Be certain to ask them if they have any questions.
8. Support the decisions made by your fellow officials. To disagree or overrule the decision made, can only indicate to the athletes, coaches and fans that one of you made a mistake. If, however, an error is made by you or your partner in rule application, you should admit it and make the necessary correction. The only thing worse than making a mistake is not correcting it if possible.
9. Maintain your poise or emotional control. You may be the only one around who is remaining "cool". If you get emotional, the situation can only get worse.
10. Be clear and concise with your signals. If players, fans and coaches don't understand what is going on and why the penalty was called or what the penalty was, you raise doubts in their minds as to whether or not you were right.
11. Use common sense. Any number of situations occur during any contest where the officials must use common sense. Under certain circumstances, you may be asking for more trouble than it is worth to enforce a very technical and almost insignificant rule.

CONCLUSION

There is personal satisfaction in being a good official. This is what you must search for. An interest in athletics has brought you this far, let it carry you through a long career as a MSHSAA official. It is up to you and all officials to help maintain and improve on the quality of athletic programs in Missouri.

REFEREE COMMUNICATION CHECKLIST

Below are some points to keep in mind when officiating sports at any level. All officials must have a good working knowledge of the rules and mechanics. In addition to this, very successful officials have an understanding of the human relations aspect of their jobs.

***BE COMPETITIVE** - The players give maximum effort, so should you. Tell yourself, "I'm not going to let this game get away from me. I am better than that." You are hired to make the calls that control the game—Make Them!

***DON'T BE A TOUGH GUY** - If a coach is on your back but not enough to warrant a penalty, then stay away from him (or her). This is especially true during time-outs. Standing near an unhappy coach, just to "show him", will only lead to further tensions. Some officials develop irritating characteristics. Don't be one of them.

***GET INTO THE FLOW OF THE GAME** - Each game is different. Good officials can feel this difference. Concentrate on the reactions of the players. Take note if the tempo of the game changes. A ragged game calls for a different style of officiating from a smooth one.

***DON'T BARK** - If you don't like to be shouted at, don't shout at someone else. Be firm but with a normal relaxed voice. This technique will do wonders in helping you to reduce the pressure. Shouting indicates a loss of control—not only of one's self, but also of the game.

***SHOW CONFIDENCE** - Cockiness has absolutely no place in officiating. You want to exude confidence. Your presence should command respect from the participants. As in any walk of life, appearance, manner, and voice determine how you are accepted. Try to present the proper image.

***FORGET THE FANS** - As a group, fans usually exhibit three characteristics: ignorance of the rules, highly emotional partisanship and delight in antagonizing the officials. Accepting this fact will help you ignore the fans, unless they interrupt the game or stand in the way of you doing your job.

***ANSWER REASONABLE QUESTIONS** - Treat coaches and players in a courteous way. If they ask you a question reasonably, answer them in a polite way. If they get your ear by saying "Hey ref, I want to ask you something", and then start telling you, interrupt and remind them of the reason for the discussion. Be firm, but relaxed.

***CHOOSE YOUR WORDS WISELY** - Don't obviously threaten a coach or player. This will only put them on the defensive. More importantly, you will have placed yourself on the spot. If you feel a situation is serious enough to warrant a threat, then it is serious enough to penalize, without invoking a threat. Obviously some things you say may be in the form of a threat, but using the proper words can make it subtle.

***STAY COOL** - Your purpose is to establish a calm environment for the game. Nervous or edgy officials are easily spotted by fans, coaches and players alike. Avidly chewing gum, pacing around, or displaying a wide range of emotions prior to or during a game will serve to make you seem vulnerable to the pressure.
(Reprinted with permission from REFEREE, the magazine for sports officials, P.O. Box 161, Franksville, WI, 53126.)

The ability to "handle" players and coaches is crucial to becoming a complete official. To "handle" players and coaches is in reality being able to effectively communicate with them in a situation of natural conflict. Good officials are game managers and good officiating facilitates the event, ensuring that the outcome is dependent upon the skills and tactics of the players. Managers deal with people and the key to their success is the ability to effectively communicate with others. This communication comes in both verbal and nonverbal forms. Verbal communications include the spoken word and the volume. What you say as an official is vitally important by the choice of words you use or do not use. Your choice of words may inflame a situation or be a settling influence. Likewise the volume of your words whether loud or soft often indicates how much you are in control of your own emotions. Sometimes just as important as verbal communication is the nonverbal communication. This nonverbal communication would include body language (posture, physical appearance, gestures, facial expressions), spatial relationships (space between officials and players/coaches) and paralanguage (how you say things). Good communicators in any walk of

life are ones that manage themselves and those they are communicating with. They demonstrate mutual respect from a professional relationship while understanding each other's responsibilities. Being a "Buddy" or "Enemy" personalizes a relationship that is unhealthy in this arena of natural conflict. You are a "Buddy" to the coach or player until a call goes against him or her and then you become their enemy. Communication is the key to "handling" players and coaches. Be a good listener. Let coaches have their say. Acknowledge the coach's or player's concern. Do not raise your voice and avoid the use of threatening hand or arm gestures. To get respect from players and coaches show them respect. Try to understand their motivation. If you make a mistake, admit it. Do not always insist on having the last word in a discussion or disagreement. You as an official must be under control when everything around you may be chaotic. Above all else be professional and approachable.

Game Official Observers by Sport

FOOTBALL OBSERVERS

Owen "Jay" Adams, St. Joseph
Don Claxton, Cape Fair
Emry Dilday, Springfield
William George, Richmond
Steve Myers, East Prairie

Clem Barnett, Overland Park
Hank Zak, St. Louis
Bill Franz, Imperial
Bob Leonard, St. Louis
Dennie Pendergrass, Columbia

Ken Bradshaw, Kansas City
Gordon Aronoff, Affton
Ray Cliffe, St. Louis

BASKETBALL OBSERVERS

Bill Betteridge, Bunceton
Ray Cliffe, St. Louis
William George, Richmond
Kelly Holt, Bolivar
Bob Lade, Maryville
Bob Leonard, St. Louis
Max Ross, Van Buren
John Schaefferkoetter, Owensville
Steve Krause, Sweet Springs

Danny Brown, Weston
Kirk Cohagen, Greentop
Kent Henry, Springfield
Bob Jones, Kansas City
Jerry Lehr, Republic
David Palmeiro, Tarkio
Jim Rusconi, Kansas City
Norm Van Amburg, Portageville

Scott Shively, Shelbyville
Marcella Rose, St. Louis
Tim Huff, Carl Junction

SOCCER OBSERVERS

Ron Cory, Independence

Larry Donovan, St. Louis

Marty Templin, St. Louis

VOLLEYBALL OBSERVERS

Gerald Collingham, Tarkio
Cathy Viets, Mora

Dianne Schmidt, Raytown

WRESTLING OBSERVERS

Craig Ewing, Kansas City
Steve Tuck, Marshall

Irv Kappler, Ballwin
Pat White, Lebanon

Jess Newton, Ballwin

OFFICIALS ADVISORY COMMITTEE

Kevin Rhinehart—2011
Joplin District
Southwest District

Clint Johnston - 2011
Poplar Bluff District
Southeast District

Curtis Whitters - 2010
Kansas City
Kansas City District

Chuck Lynn - 2010
St. Robert
South Central

Gary Wheeler - 2009
Higginsville
Central District

Kevin Key - 2009
St. Louis
St. Louis District

Jeremy Sybert - 2012
Rosendale
Northwest District

Ron Richardson - 2012
LaBelle
Northeast District

At Large Members

Sandra Goss - 2009
Springfield
Southwest District

Robyn Weisbrook - 2009
Chesterfield
Northeast District

BENEFITS

As a registered MSHSAA official, you are entitled to receive the following complimentary materials, services or publications:

- * National rulebooks, casebooks and officials manuals
- * MSHSAA Official uniform patch
- * Subscription to the MSHSAA Journal
- * MSHSAA Officials Handbook (on MSHSAA website)
- * List of local officials associations
- * List of sport rules meetings
- * Mechanics clinics listings
- * Membership in NFHS Officials Association
- * Subscription to NFHS Officials Quarterly
- * NFHS Officials Association liability insurance
- * Access to MSHSAA video library
- * Service awards for 5, 15 and 25 years (MSHSAA Officials Awards program)
- * Hours of camaraderie and the opportunity to shape the lives of young people!

A CODE OF ETHICS FOR MSHSAA ATHLETIC OFFICIALS

Believing that mine is an important part in the nationwide school athletic program, I pledge myself to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss and will avoid all potential conflicts of interest.
2. I will study the rules of the game, observe the work of other officials, and will at all times, attempt to improve myself.
3. I will remember that while my work as an official is important, I must conduct myself in such a way that attention is drawn, not to me, but to the contestants playing the game.
4. I will dress and maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will shape my character and conduct so as to be a worthy example to the youth who play under my jurisdiction and will at no time use profanity in any verbal interaction with players, coaches, fans, school administrators and/or fellow officials during my contracted assignment.
6. I will be fair and unbiased in my decisions, rendering these without regard to the score or next year's contract.
7. I will give my complete cooperation to the schools which I serve and to the State Association which I represent.
8. I will cooperate and be professional in my association with my fellow officials and will do nothing to cause them public embarrassment.
9. I will, in my actions on the field, be firm but not overbearing; courteous but not ingratiating; positive but never rude; dignified but never arrogant; friendly but not companionable; calm but always alert.
10. I will keep in mind that the game is more important than the wishes of any individual player or coach or the ambitions of any individual official.
11. I will be prepared both physically and mentally to administer the game.
12. I will not use any tobacco product on or in the vicinity of the athletic event, nor drink any alcoholic beverages on the day of the game until my assignment is complete.
13. I will not give any information which might be used by a team's future opponent nor will I visit with any player during a time-out.
14. At no time will I engage in any action verbal or physical that might be interpreted as sexual harassment

LOCAL OFFICIALS ASSOCIATIONS

The following is a list of all officials association in the state of Missouri of which the MSHSAA is aware. If you are not already a member of a local association, the MSHSAA strongly recommends that you consider joining one. If your local association is not listed, please send a copy of your association constitution and a current list of officers to the MSHSAA. (*) indicates local associations which have met criteria for Certified Local Association status for 2007-2008.

*** APM OFFICIALS ASSN.**

Basketball-40, Football -56
Arville Myers Email: APMMyers@yahoo.com
14801 N.W. 68th St.
Parkville, MO 64152 website: www.APMBBeAnOfficial
Home - (816) 891-9411; Work - (816) 585-6892

***CENTRAL MISSOURI UMPIRES ASSN.**

Baseball -24, Softball- 19
Charles Snow Email:snowchuck@hotmail.com
811 South Cedar Lake Ct.
Columbia, MO 65203-7277
Home - (573) 449-7495; Work - (573) 642-1792
Fax: (573) 642-2415

BASKETBALL OFFICIALS OF THE OZARKS ASSN

Basketball – 26
Brian Wityk Email: witykgroup@mchsi.com
2101 W Chesterfield Blvd #97
Springfield, MO 65807 Fax: (417) 888-0820
Home: (417) 839-6500 Wk: (417) 888-0820

CENTRAL MO VOLLEYBALL OFFICIALS ASSN.

Volleyball – 13
John Dye, Jr. Email: HappyJohn1@mchsi.com
1883G Waterfront Dr. North
Columbia, MO 65202
Home: (573) 881-2274

BIG RIVER OFFICIALS ASSN.

Football -8, Track -1
Ron Wahlgren Email: ronandsher@yahoo.com
502 Peacock Dr
Louisiana MO 63353
Home (573) 5074 WK: (573) 754-6972

*** CENTRAL STATES OFFICIALS ASSN.**

Basketball-41, Football -59
Mark Probst Email: mprobstref@yahoo.com
825 Windsor Gardens Ct.
Manchester, MO 63021
Home - (636) 225-8233; Work - (314) 631-1400
Website: www.centralstatesofficials.org

CALLOWAY OFFICIALS ASSOCIATION

Baseball -14, Basketball - 12, Softball - 14
Curtis Jackson Email: cjackson5622@sbcglobal.net
615 Lakeview
Mexico, MO 65265
Home - (573) 581-7519; Work - (314) 291-8060

*** COLUMBIA BASKETBALL OFFICIALS ASSN.**

Basketball - 96
Dave Carlson Email: midmorefs@aol.com
1008 Eastland Circle
Columbia, MO 65201
Home - (573) 449-1746 Website: www.midmorefs.com

***CARROLL CO. OFFICIALS ASSN.**

Football- 13
Bill Fuller Email: bfuller@fullermktg.com
512 S Main St
Carrollton, MO 64633
Home - (660) 584-6145 Work - (660) 542-1097

*** COLUMBIA FOOTBALL OFFICIALS ASSN.**

Football - 65
Dave Carlson Email: midmorefs@aol.com
1008 Eastland Circle
Columbia, MO 65201
Home - (573) 449-1746 Website:
www.midmorefs.com

CENTRAL MO OFFICIALS ASSN.

Football – 12
Garry Walker Email: gwalkman@hotmail.com
1248 NE 140 Website: MO-Official@live.com
Knob Noster, MO 65336-2420
Home: (660) 238-5659 Wk: (660) 238-5659

*** EAST CENTRAL MISSOURI OFFICIALS ASSN.**

Basketball -34 Football - 20
Mike Wood Cell: (314) 602-9257
6433 Meadowlake Dr
Washington, MO 63090
Home - (636) 239-0945 Wk - (800) 392-0532

***CENTRAL MO SOCCER REFEREES ASSN.**

Soccer—53 Cell: (573) 645-6267
Ken Seyer Website: ken@cmsra.info
CMSRA Ste. 1, Box 241
503 E Nifong Blvd.
Columbia, MO 65201-3792

GRAND RIVER OFFICIALS ASSN.

Baseball –6 Basketball –27 Football - 22 Softball - 20
Wrestling – 8 Volleyball -9 Track - 4 Soccer - 6
Bill Englert
805 W. McGaughy
Hamilton, MO 64644
Home - (816) 583-4807 Cell - (816) 465-0172

*** GREATER KANSAS CITY OFFICIALS ASSN.**

Basketball— 279 Football—182, Volleyball—106
Keith Fowler Email: krf402@yahoo.com
5713 NW Flintridge Ct.
Kansas City, MO 64151
Home - (816) 587-3191; Work - (816) 665-8130

***GREATER ST. LOUIS ASSN. OF UMPIRES**

Baseball - Softball-
Dennis Duncan Email: gslau@sbcglobal.net
8 Nordell Ct.
Florissant, MO 63033
Home: (314) 355-5878 Work - (314) 355-5878

HANNIBAL FOOTBALL ASSOCIATION

Football -4 Basketball -1 Track - 1
Daniel Holland
306 N 6th Fax: (217) 285-1420
Hannibal, MO 63401
Home - (217) 430-7618 Work - (217) 285-2113 ext:239

HEARTLAND OFFICIALS ASSN.

Baseball – 11 Basketball – 13 Softball – 13
Rick Huring Email: gogetterguy@hotmail.com
210 W Azalea
Scott City, MO 63780
Home: (573) 264-3643 Wk: (573) 450-8134

*** HS SOCCER REFEREES OF GREATER ST. LOUIS ASSN.**

Soccer - 170
Ken Clifton Email: kcref4re@aol.com
10313 TopaZ Spring Dr.
St. Louis, MO 63123
Home - (314) 560-5586 Work - (314) 560-5586

*** INTERNATIONAL ASSN. OF APPROVED BASKETBALL OFFICIALS LOCAL 173 ASSN.**

Basketball - 138 Website: <http://iaabo173.org/>
Greg Ransom Email: gregransom@sbcglobal.net
5167 Rosemont Dr.
St. Charles MO 63304
Home - (636) 926-2709 Work - (636) 379-2828

*** I. A. F. O.**

Football – 172 Website: <http://iaabo173.org/>
Greg Ransom Email: gregransom@sbcglobal.net
5167 Rosemont Dr. Fax: (636) 936-8725
St. Charles MO 63304
Home - (636) 926-2709 Work - (636) 379-2828

*** JEFFERSON CITY BASKETBALL OFFICIALS ASSN.**

Basketball - 58
Dan Luebbert Email: jcboa@aol.com
2039 Sterling Ridge Dr.
Holt's Summit, MO 65043
Home - (573) 896-5189 Work - (573) 680-9163

JEFFERSON CITY FOOTBALL OFFICIALS ASSN.

Football - 40
Dennis Mueller
P.O. Box 867 Fax: (573) 636-3579
Jefferson City, MO 65102
Home: - (573) 635-0349; Work - (573) 636-4193
Email: dmueller@homesavingsjbankJC.com

*** JEFFERSON COUNTY OFFICIALS ASSN.**

Baseball – 35 Softball - 26
Jerry Brewer Email: brewlady1@sbcglobal.net
5092 Brewer Dr.
House Springs, MO 63051
Home: (636) 671-0324 Work: (314) 971-0665

*** JOPLIN BASKETBALL OFFICIALS ASSN.**

Basketball - 130
Mickey Heatherly Email: jmheatherly@att.net
4561 E. 26th St.
Joplin, MO 64804
Home: (417) 782-0407 WK: (471) 529-7033

*** JOPLIN FOOTBALL OFFICIALS ASSN.**

Football – 85
Jim Hogelin Email: jimmyhogelin@sbcglobal.net
2442 E 12th St
Joplin, MO 64801 Fax: (417) 624-8588
Home: (417) 624-8588 Work: (417) 850-6939

*** JOPLIN OFFICIALS ASSN.**

Baseball, Football, Softball
Charlie Long Email: chasnsusan@sbcglobal.net
306 Miller
Carl Junction, MO 64834
Home: (417) 649-6253 Work: (417) 437-8525

LINN COUNTY AREA OFFICIALS ASSN.

Football - 7
Richard Techau Email: rstechau@shighway.com
242 High St.
Brookfield, MO 64628 Fax: (660) 258- 7268
Home: (660) 258-5290 Work: (660) 258-7267

LYSANDER BASEBALL ASSN OF UMPIRES

BASEBALL – 14 SOFTBALL – 14
Leroy Witherspoon
5520 Partridge Av.
St. Louis, MO 63120
Home: (314) 385-6195 Work: (314) 805-7521
Email: lysanderbaseball07@sbcglobal.net

MARSHALL FOOTBALL OFFICIALS ASSN.

Football – 9
George Porter Email: gporter@mmuonline.net
201 Harrison Fax: (660) 886-5000
Marshall, MO 65340
Home: (660) 886-5300 Work: (660) 886-6881

MEXICO BASKETBALL OFFICIALS ASSN.

Basketball - 12
James A Kropf Email: jkropf@sbcglobal.net
2446 Southern Hills Cell: (573) 473-2351
Mexico, MO 65265 Fax: (573) 581-5596
Home - (573) 581-5596 Work: (573) 581-1900

*** MID-AMERICA UMPIRE ASSN. – Kansas City**

Baseball – 120 Softball - 95
Carl Nothnagel Email: clnkc@sbcglobal.net
9011 Wornall Rd. Cell: (816) 506-9039
Kansas City, MO 64114-3652
Home: (816) 333-2676 Work: (same)

***MID AMERICA UMPIRES ASSN. – SPRINGFIELD**

Baseball – 52 Softball – 12
Jason Blackburn Email: ump24@sbcglobal.net
916B So. Apple
Marionville, MO 65705
Home: (417) 463-7241 Work: (417) 860- 8470
Website: www.geocities.com/midamericaumpires

*** MID-CONTINENT OFFICIALS ASSN.**

Baseball - Basketball- 37 Football - 50 Volleyball -5
Wrestling- 2
David Jones Email: dmjones@greenhills.net
6265 SE 116 HWY
Cowgill, MO 64637

*** MIDLAND EMPIRE FOOTBALL OFFICIALS ASSN.**

Football - 27
Bob Stubblefield Email: stubb_24@yahoo.com
1009 S. 7th St.
Savannah, MO 64485
Home: (816) 324-5339 Work: (816) 233-1223

*** MID-MISSOURI OFFICIALS ASSOCIATION**

Football- 25 Baseball – 3 Basketball – 10 Softball - 2
Kenny Cummins Email: cumminskenny@yahoo.com
24900 S Blinker Light Rd
Harrisonville, MO 64701
Home:(816) 380-3891 Cell (816) 804-1069

*** MID-MISSOURI UMPIRES ASSOCIATION**

Baseball - 33 Softball - 41
Rick Petty Email: rpets4@aol.com
2214 Brandy Ln.
Jefferson City, MO 65109
Home - (573) 634-5434 Work: (573) 526-7469

MID-MISSOURI VOLLEYBALL OFFICIALS ASSN.

Volleyball - 10
Stephen Price Email: sprice809@hotmail.com
2316 Green Meadows Dr.
Jefferson City, MO 65101-2300
Home - (573) 634-2574 Work: (573) 517-2515

MISSOURI VOLLEYBALL OFFICIALS ASSN.

Volleyball—22
Ruby Winschel Email: rwinschelvb@lycos.com
10932 Ridgecrest Home: (314) 428-7891
St. Ann, MO 63074

MID-SOUTHEAST VOLLEYBALL OFFICIALS ASSN.

Volleyball - 8
Tim Neels
722 Truman Dr.
Perryville, MO 63775
Home - (573) 547-2906 Work: (573) 517-2515

MIDWEST UMPIRES ASSN.

Baseball - 25
Wayne Harris Email: ump10@gatewayvb.org
214 Carolina AV
Alton, IL 62002
Home:(618) 462-7621 Work:(618) 447-2647

NORTH CENTRAL MO OFFICIALS ASSN.

Basketball –35 Softball—11
Allen Berry Email: ABerry@GrundyEC.com
647 NE 5th St
Trenton, MO 64683
Home: (660) 673-6354 Work: (660) 359-1093

*** NORTHEAST MO OFFICIALS ASSN.**

Baseball- 23 Basketball- 26 Football- 11 Softball - 31
George Wriedt Email: gwriedt@hotmail.com
#4 Grim Court So
Kirksville, MO 63501 Fax: (660) 665-2608
Home:(660) 665-2608 Work: (660) 665-2808

*** NORTHWEST MO OFFICIALS ASSN.**

Baseball- 30 Basketball – 35 Football – 24
Softball - 32 Home: (660) 582-5137
Bob Lade Email: blade@nwmissouri.edu
1151 Andrew Dr Fax: (660) 562-1493
Maryville, MO 64468 Work:(660) 562-1725

*** OZARK SOCCER OFFICIALS ASSN.**

Soccer - 20
Chuck Lonardo Email: chlondonardo@4state.com
1310 Starlite Dr.
Joplin, MO 64801-1454
Home:(417) 781-5162 Work:(417) 782-5299

*** PONY EXPRESS BASKETBALL OFFICIALS ASSN.**

Basketball - 43
Mark Korell Email: callitbothways@yahoo.com
410 Woodcrest Dr.
St. Joseph, MO 64506
Home:(816) 271-3225 Work: (816) 271-3225

POPLAR BLUFF AREA OFFICIALS ASSN.

Basketball - 34
Micky Gum Email: mgum@semo.net
8307 Woodland Meadow Dr.
Poplar Bluff, MO 63901
Home:(573) 778-0917 Work: (573) 778-4377

SALISBURY AREA OFFICIALS ASSN.

Baseball- 18 Basketball - 22 Softball - 18
David Sturm Email: wdavidsturmcpa@valley.net
411 W. 4th
Salisbury, MO 65281
Home - (660) 388-5589; Work - (same)

SEDALIA FOOTBALL OFFICIALS ASSN.

Football—19
Mike Robertson Email: robertsonm@sedalia.k12.mo.us
2040 Hunters Ln Cell: (660) 473-0322
Sedalia, MO 65301
Home: (660) 826-0341 Work: (660) 829-6301

***SEDALIA OFFICIALS ASSN.**

Baseball – 22 Basketball - 55 Soccer - 10 Softball - 22 VB - 15
Email: dhageorn@charter.net
Dennis Hagedorn Home: (660) 826-6245
8075 Cottonwood Dr.
Sedalia, Mo 65301 Work:(660) 826-0150

*** SEMO AREA UMPIRES ASSN.**

Baseball – 16 Softball - 12
Paul Friga Email:
11923 State Hwy. 77
Chaffee, MO 63740
Home:(573) 270-0476 Work:(573) 270-0476

*** SEMO FOOTBALL OFFICIALS ASSN.**

Football - 119
John Muench Email: johnmuench@charter.net
4561 State Highway W
Cape Girardeau, MO 63701-9192
Home - (573) 334-2256; Fax - (573) 335-4242
Cell: (573) 450-4836 website: www.semofoa.org

SOUTH CENTRAL MISSOURI OFFICIALS ASSN.

Baseball Basketball Softball Volleyball
James Shockley Email: jshock@crocker.k12.mo.us
P.O. Box 635
Crocker, MO 65452-0635
Home:(573) 736-2430 Work:(573) 433-5017
Website: www.crocker.k12.mo.us/SCMOA/home.htm

SEBO GROUP

Basketball – 100
Loyd Rice Email: loyd@newwavecomm.net
711 S Prairie St.
Bloomfield, MO 63825
Home: (573) 576-4471
Website: www.assignbyweb.com/sebo

***SOUTHEAST MISSOURI OFFICIALS ASSN.**

Baseball – 10 Basketball – 13 Football - 11 Softball –
10 Volleyball - 10
Mike Tidwell Email: mtidwell@compnetisp.com
1311 County Hwy. 425
Bragg City, MO 63827
Home - (573) 757-6484 Work - (573) 888-3339

SOUTHWEST MO BASKETBALL OFF. ASSN.

Basketball— 168
Kelly Holt Email: krholt@alltel.net
1520 S Charles Pl
Bolivar, MO 65613
Home: (573) 757-6484 Work: (573) 888-3339

*** SOUTHWEST MO FOOTBALL OFFICIALS ASSN.**

Football - 126
Emry Dilday Email: emrydilday@sbcglobal.net
2924 S. Barnes
Springfield, MO 65804
Home:(417) 881-6171 Website: www.SMFOA.com

*** SOUTHWEST MO SOCCER OFFICIALS ASSN.**

Soccer - 32
Jack Steck Email: JackSteck@missouristate.edu
4706 S. Kelly Ave. Work:(417) 836-5466
Springfield, MO 65804 Home:(417) 883-1921

***SOUTHWEST MO VOLLEYBALL OFFICIALS ASSN.**

Volleyball - 90
Bob Bayless Email: Bbayless54@aol.com
225 E Whiteside
Springfield, MO 65803
Home: (417) 865-3959 Work: (417) 849-0478

*** SPORTS OFFICIALS ASSOCIATION**

Basketball – 75 Football - 90
Jim Knight Email: jimknight20@yahoo.com
7612 W. 101st St.
Overland Park, KS 66212
Home - (913) 383-3124

*** ST. LOUIS OFFICIALS ASSOCIATION**

Basketball – 244 Football – 173 Volleyball - 38
Bruce Hook Email: sloa.secretary@hotmail.com
3511 Georgetown Village Ct.
Valley Park, MO 63088 Website: www.stofficials.com
Home:(314) 749-7035 Work: (314) 749-7035

ST. LOUIS WRESTLING OFFICIALS ASSN.

Wrestling - 61
Nick Rallo Email: dianerallo@charter.net
4215 Hineman Cell: (636) 262-6915
St. Charles, MO 63301
Home:(636) 946-2857 Work:(636) 474-1300

SUBURBAN NORTH OFFICIALS ASSN.

Basketball— Softball—Volleyball—Baseball—
Charles Murray
Email: charlesmurray5825@sbcglobal.net
14808 Stratford Ct. Apt A
Bridgeton, MO 63044 Home: (314) 739-4945

THREE RIVERS OFFICIALS ASSN.

Basketball— Softball -
Jim Gerber Email: jkgerber@semo.net
5033 Linwood Dr.
Poplar Bluff, MO 63901
Home: (573) 686-4585

TWIN CITY OFFICIALS ASSN.

Basketball - Volleyball -
Dennis Beck Email: DLBECK3614@yahoo.com
9306 Meadowview Place Work:(636) 232-4188
Pevely, MO 63670 Home - (636) 479-3614

*** VERNON COUNTY OFFICIALS ASSN.**

Baseball – 10 Basketball – 16 Softball – 10
Volleyball - 10 Email: jrosario@nevada.k12.mo.us
Ron del Rosario
Rt. 4, Box 252 Nevada, MO 64772
Home:(417) 667-5507 Work:(417) 321-5403

*** WAYNESVILLE/ST. ROBERT'S OFFICIALS ASSN.**

Football – 28 Basketball – 21 Baseball – 13 Softball -
7, Volleyball – 9 Soccer – 6 Swimming - 1
Chuck Lynn Email: chucklynn@bigfoot.com
P.O. Box 572
Ft. Leonard Wood, Mo. 65473
Home - (573) 336-3029

WESTERN MO WRESTLING OFFICIALS ASSN.

Wrestling – 55
Mark Mundell Email: mmundell@nkcsd.k12.mo.us
201 NW 180th St
Smithville, MO 64088 Fax: (816) 413-4105
Home: (816) 532-3834 Work: (816) 413-4100