

# 2011~12 Sports Official Handbook



The Future Plays Here!



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## IHSA OFFICIALS DEPARTMENT

We are continuing to improve our efficiency and accuracy in dealing with you, your records, and your concerns. Please understand that we are dealing with over 14,500 officials and applicants and hundreds of phone calls per day. We strongly encourage all officials to refer to the areas of responsibility listed below when calling the IHSA office so that we may better serve you. In addition, we highly recommend that you familiarize yourself with the information included in the Officials Center and in your personal site. The majority of the information will be online at [www.ihsa.org](http://www.ihsa.org).

Best methods for officials to communicate with the IHSA:

- 1. IHSA Web Site and E-mail:** All officials have been issued a password for access to our interactive web site. Officials are able to change personal information, take Part I examinations, view rules meetings, rate fellow officials (if you are certified), access rating information and update availability information. This is the best and most efficient way to access your information and communicate with the IHSA. E-mail the officials department directly at [officials@ihsa.org](mailto:officials@ihsa.org). Please be sure to include your name and ID number in your message.
- 2. Fax:** (309-663-7479).
- 3. Address Change:** If you have an address change, you can make that change in your personal site. If you have not notified our office of an address change and do not receive your materials, we will only resend them one time.
- 4. Phone:** 309-663-6377. Please ask for the Officials Department and have your ID number available.

# Meet the IHSA Administrative Staff



**MARTY HICKMAN**  
Executive Director



**KURT GIBSON**  
Associate Exec. Director



**BETH SAUSER**  
Asst. Exec. Director



**SCOTT JOHNSON**  
Asst. Exec. Director



**RON MCGRAW**  
Asst. Exec. Director



**SUSAN KNOBLAUCH**  
Asst. Exec. Director



**MATT TROHA**  
Asst. Exec. Director



**STACEY LAMBERT**  
Asst. Exec. Director



**CRAIG ANDERSON**  
Asst. Exec. Director



**TRACIE HENRY**  
Coordinator of  
Special Programs

## You may reach us by...

**Writing:** IHSA Office  
2715 McGraw Drive  
Bloomington, IL  
61704

**Calling:** (309) 663-6377  
**Faxing:** (309) 663-7479  
**Web:** [www.ihsa.org](http://www.ihsa.org)  
**E-mail:** [general@ihsa.org](mailto:general@ihsa.org)



IHSA® is a registered trademark of the Illinois High School Association, a voluntary organization composed of member secondary schools

**OUR MISSION:** The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

Dear Official:

I hope you are having a great year. Please take the time to review the following:

- Clinic Credit must be redeemed by entering your code in your personal site in the redeem clinic credit area.
- Rules Interpretation meetings and exams for all sports, in the 2011-12 school year, will be conducted online in your personal site.
- Rule books will be sent out in the following sports this year: Football, Men's Gymnastics, Softball, Swimming & Diving, Water Polo, Volleyball, and Wrestling. All other sports should use the 2010-11 rules book and print out the rules changes from the case situation and notices page for that sport.
- Your membership card will be available for you to print from your personal site on the IHSA web site. [www.ihsa.org](http://www.ihsa.org).

# *Officials Advisory Committee*



**KEVIN WHITE**  
Basketball Official  
Chicago  
Term Expires 2013  
Division 1



**AMANDA HOWLAND**  
Gymnastics Official  
Lake Zurich  
Term Expires 2014  
Division 2



**MIKE HUTTON**  
Swimming Official  
Lake In The Hills  
Term Expires 2013  
Division 2



**ANTHONY CLARKE**  
Wrestling Official  
Zion  
Term Expires 2014  
Division 2



**DREW FOWLER**  
Baseball Official  
Tinley Park  
Term Expires 2014  
Division 3



**SAM NACHAMPASSACK**  
Soccer Official  
South Beloit  
Term Expires 2014  
Division 4



**STAN MATHENY**  
Principal  
Elmwood  
Term Expires 2012  
Division 4



**JASON GRAY**  
Football Official  
Shiloh  
Term Expires 2012  
Division 5



**CHRIS S. LONG**  
Softball Official  
Sigel  
Term Expires 2013  
Division 5



**KELLY AYLESWORTH**  
Competitive Cheerleading  
Official  
Mt. Pulaski  
Term Expires 2012  
Division 6



**JULIE TERSTRIE**  
Volleyball Official  
Industry  
Term Expires 2013  
Division 6



**SCOTT STEWARD**  
Athletic Director  
Salem  
Term Expires 2013  
Division 7



**DALE HUWER**  
Track & Field Official  
Millstadt  
Term Expires 2012  
Division 7



**PERRY KORBAKIS**  
Water Polo Official  
Crestwood  
Term Expires 2012  
Division 1

# **IHSA MISSION STATEMENT**

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

## **IHSA BELIEFS**

1. IHSA believes equal opportunity and access must be provided for all it serves.
2. IHSA believes that interscholastic athletics and activities are an integral component of secondary education.
3. IHSA believes in respect, appreciation, and acceptance of diversity.
4. IHSA believes each individual's involvement and acceptance of personal responsibility is critical to achieving outcomes.
5. IHSA believes that sportsmanship is a core value and its promotion and practice are essential.
6. IHSA believes that each member school is equal and equally important to the association's existence.
7. IHSA believes that equality and fairness must be safeguarded at all cost.
8. IHSA believes all persons involved in interscholastic activities need to be positive role models.
9. IHSA believes each individual is important and that striving to reach one's full potential is the measure of success.
10. IHSA believes effective communication promotes knowledge, understanding, and collaboration.
11. IHSA believes in the pursuit of excellence.
12. IHSA believes that to remain effective it must be a self-governing organization where each member school must take responsibility for the enforcement of all rules and regulations.
13. IHSA believes integrity and honesty are non-negotiable.

## **IHSA STRATEGIES**

1. IHSA will increase the number of registered officials in the state of Illinois.
2. IHSA will review and establish training programs for officials.
3. IHSA will increase the number of women and minorities in all entities of the IHSA.
4. IHSA will review present and future facility needs.
5. IHSA will review present and future staffing needs.
6. IHSA will review current educational and informational programs sponsored by the IHSA and increase attendance by official representatives.
7. IHSA will review sportsmanship programs and increase participation by member schools.
8. IHSA will provide more equitable promotion and recognition of interscholastic activities.
9. IHSA will increase the number of participation opportunities for students in IHSA interscholastic activities.
10. IHSA will increase and improve two-way communication between the IHSA office and its member schools.
11. IHSA will review the problems associated with out-of-season participation in interscholastic activities.

## IMPORTANT DATES & INFORMATION

**1. All officials must have their personal information updated by the following dates:**

Fall sports	September 7, 2011
Winter sports	December 7, 2011
Spring sports	April 7, 2012

**2. Complete list (updated weekly) of certified clinics go to our web site: [www.ihsa.org](http://www.ihsa.org)**

**3. Promotion see pages 16-18**

**4. IHSA LICENSED OFFICIALS PUBLICITY POLICY**

IHSA Licensed Officials acknowledge that athletic contest and interscholastic competitions take place in the public. As such, there is no expectation of privacy in the images of officials at such events. The IHSA and/or its agents or designees may take, distribute and use photographs at athletic contests and interscholastic competitions, which may include images of officials, at such events and use the same for publicity, marketing and other appropriate purposes, including event programs.

**5. Mailing dates for individual sports**

Volleyball: mid July	Basketball: early Oct.
Football: mid July	Wrestling: early Oct.
Soccer: mid July	Water Polo: early Oct.
Girls Gym.: mid July	Boys Gym.: early Feb.
Swimming: mid July	Track: mid Jan.
Competitive Cheer: mid July	Baseball: early Feb.
	Softball: early Feb.

**6. Association, Assignors, and Certified Officials Top 15 list due online by:**

Fall Sports	Sept. 7, 2011
Winter Sports	Dec. 7, 2011
Spring Sports	April 7, 2012

**7. Officials Conference will be July 20-21, 2012**

**8. Directions for printing the officials directory off the web site are available as a link on your personal site.**

# OFFICIALS CENTER ON-LINE INSTRUCTIONS

**Complete the following steps to log in to your respective official's web page:**

1. On the World Wide Web go to: [www.ihsa.org](http://www.ihsa.org)
2. Click on Officials Center Login
3. Enter your official's ID number (contact the IHSA Officials Department if you do not have this information)
4. Enter your password (request the password from your site if you do not have this information)
5. You are on your personal site.

**Once you've logged into the IHSA Officials Center (by following the steps above), you will notice your name and ID Number in the upper left corner. You are on your personal site. The interactive links will be directly below under your Officials ID Number. Some of the online tasks you will see on that page are listed below. Please take a moment to familiarize yourself with those tasks. Any announcements or messages for officials will be posted to the right of the interactive links. Just click on the underlined link to access the information.**

The following links will be on the left hand column on your personal site.

## **PERSONAL DATA**

Password  
Personal information  
Membership card  
Association memberships  
Affiliated schools  
Daily availability calendar  
Licensing center  
License & promotion details  
Officials insurance (PDF)

## **FORMS AND REPORTS**

Rate an official  
Top 15 lists  
Reports index  
Special Report  
SAWA Report  
Advisory committee survey  
Official Evaluation Form (PDF)  
Official Evaluation Recording Form (PDF)

## **MEETINGS & CLINICS & EDUCATION**

Officials Education Center  
Officials Handbook (PDF)  
Rules meetings  
Clinics  
Clinicians  
Case situations

## **ONLINE RESOURCES**

Find an official  
Officials directory  
Officials Calendar (PDF)  
Frequently Asked Questions

## **EXTERNAL LINKS**

School directory  
Officials associations  
NASO  
NFOA

## OFFICIAL'S RECOGNITION PROGRAM

The Illinois High School Association provides recognition for officials in the following manner.

1. A 15-year service pin and certificate for all officials that have completed 15 consecutive years of service as an official.
2. A 25-year service pin and certificate for all officials that have completed 25 years of service as an official.
3. A plaque for each official that has completed 30 years of service as an official.
4. A 40-year service award.
5. A 50-year service gift box.
6. A certificate from IHSA and a plaque to one official in each sport that is the "IHSA Official of the Year" in that sport.

All awards are given at the summer official's conference in July. The awards recognition program is Saturday from 3:30 p.m. to 5:00 p.m.

### **Recognized Officials Association**

The IHSA recognizes many officials associations across the State of Illinois. To become a recognized association, the following must be done:

1. Annual updates and a list of members must be on file with the IHSA (must have at least 10 members)
2. Constitution must be on file with the IHSA (the IHSA has copies on file to help you with this)
3. Must have officers and set meetings with an agenda.
4. Must have an observers program and verify how the top 15 are chosen in the Association's constitution.
5. Two delegates to the annual IHSA Delegate Meeting at the Summer Conference.

Benefits to recognized association:

1. Chance to apply for grant money (up to \$500) to help with education, recruiting or mentor program.
2. File Top 15 List, or a percentage of your members, if your association is under 50 members.
3. Opportunity to submit names to IHSA for awards and certified clinicians.
4. Opportunity to provide certified clinics for your members over a 30 day period, i.e. Association Meetings.

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

If applicable, each answer will also have the page number of this handbook which references the specific policy.

### Applications and Added Sports

- 1Q. I have a friend who would like to become an official. What should my friend do?  
A. Visit our Web site at [www.ihsa.org](http://www.ihsa.org) and fill out the online application.
- 2Q. I am licensed in one sport and would like to add another. How do I go about adding a sport?  
A. You will need to login to the Officials Center, and add the sport(s) through the Licensing Center link. The added sport fee is \$15. You will then need to complete the Part 1 Rules Exam and on-line Rules Meeting to remove the probation status.

### License Renewals

- 3Q. Do I have to renew my membership every year? If so, what is the cost?  
A. An IHSA Official's License expires every June 30th, regardless of when it becomes effective. An official must renew his/her membership each year before the June 30th expiration. To renew a license, the cost is \$45.00 online or \$55.00 through the mail for the first sport and \$15.00 for each additional sport. Renewals are completed online and begin May 1st.
- 4Q. When do renewal notices go out?  
A. Renewal notices are online in your personal site starting May 1st each year.
- 5Q. What should I do if I can't access my renewal form?  
A. Call the IHSA Officials Department at 309-663-6377
- 6Q. What if I do not complete my renewal by the deadline?  
A. You are required to pay a late fee (p. 9).

### License Requirements

- 8Q. Is it mandatory to view a rules meeting every year?  
A. Yes. You must view the online rules interpretation meeting every year for every sport in which you are licensed. The penalty for non-compliance is probation or suspension. This viewing must take place by the posted deadline for that sport or pay \$15 to reopen the rules interpretation meeting. (p. 9)
- 9Q. Is it mandatory to take the rules exam every year?  
A. Yes. You must complete the online exam every year for every sport in which you are licensed. There will be an opportunity to retake the exam one week after the initial opening date for a \$15 fee. The penalty for not completing an exam BY THE END OF THE YEAR is probation or suspension (p. 9).

- 10Q. I submitted a rules exam in another state. Can I get credit in Illinois?  
A. No. You must complete an Illinois online rules exam, by the deadline. Failure to do so will result in probation or suspension.
- 11Q. Can I get credit for attending a clinic in another state?  
A. No. You must attend an IHSA Certified Clinic conducted by an IHSA Certified Clinician in order to receive credit for this requirement (p. 11).
- 12Q. Is it mandatory to view/attend a clinic the first year an official is licensed?  
A. No. You have a one year grace period to either take the online Level 0 clinic or find a Level 1 clinic to attend. If you do not satisfy the clinic requirement any time during your first year, the following licensing year you will be put on probation.
- 13Q. Can an official be active in one sport and inactive in another?  
A. Yes (p. 15).

### **Promotion**

- 14Q. I want to try for promotion. What do I need to do first?  
A. You need to fill out the application for promotion which can be downloaded from your personal site and send it to the IHSA office by the due date. You will need three (3) letters of recommendation to send in with your application for promotion. You will need one (1) from a school, one (1) from a certified official and the last one can be from either the school or certified official. These letters must be dated and signed by the individuals recommending you in the same year that you are going for promotion. In addition, you must complete the online Pt. II exam by the deadline. (p. 16).

### **Patches/Uniforms**

- 15Q. Do I have to wear the patch or the embroidered logo when I officiate?  
A. It is mandatory that all officials properly wear the IHSA patch/logo on their uniform for every game/match they officiate. First year officials will receive one patch free from the IHSA Office. Our licensed officials merchandise vendors will embroider the IHSA Officials Logo on the uniform upon request when purchasing. If you are in need of more IHSA Officials Patches, you will need to send a note to our office with the following information:
1. Name and Official ID #
  2. Address you would like the patches sent to
  3. Indicate how many patches you would like
  4. The patches are \$1 each. Please send proper remittance in the form of cash or check.
- 16Q. I often see officials working that are not in the proper IHSA uniform (including lack of a patch). What, if anything, can be done?  
A. The IHSA encourages you to complete and submit a Special Report Form to report an official working out of uniform. The only way to correct the problem is to do something about it.

## I. IHSA LICENSING REQUIREMENTS

### A. Obtaining a New IHSA Officiating License

To acquire an IHSA Officials License, prospective officials must:

1. be at least seventeen (17) years of age;
2. properly complete an IHSA application online;
3. pay the required \$45.00 fee online (additional \$10.00 processing fee if not paid online);
4. submit the current rules examination online by the deadline and obtain at least an 80% (Note: If you do not score 80% on your exam, you will be allowed to retake the exam for a \$15 fee).
5. not have been convicted of a sexual offense, a crime against a minor, or a crime involving illegal drugs; and
6. be in compliance with the IHSA conviction policy.

### Application fees are non-refundable.

NOTE: An application to become a new official is available on the IHSA Web site in the Officials Department page ([www.ihsa.org](http://www.ihsa.org)).

### B. Maintaining an Active Officiating License

1. To maintain or renew an Active IHSA Officials License, an official must:
  - a. pay an annual fee of \$45.00 online or \$55.00 through the mail for first sport and \$15.00 for each additional sport, plus a late fee if applicable;
  - b. properly complete and submit the online renewal form by June 30th of each year;
  - c. properly submit and obtain at least an 80% on the current online rules examination (p 10);
  - d. view online an annual IHSA rules meeting;
  - e. be in compliance with the IHSA certified clinic requirement;
  - f. be in compliance with the IHSA conviction policy;
  - g. inform the IHSA of an indictment for any crime;
  - h. wear National Federation/IHSA required uniforms/patches when officiating contests;
  - i. adhere to and be in full compliance with National Federation/IHSA rules, policies and procedures;
  - j. fulfill contractual agreements;
  - k. properly complete and submit required special report forms; and
  - l. maintain high standards of conduct.

### C. Renewing an Active or Inactive License or Dropped Without Going Inactive

1. The renewal process occurs every year beginning in May. All currently licensed officials will need to go online and complete the Renewal Form and submit the applicable fees of \$45.00 online or \$55.00 through the mail for the first sport and \$15.00 for each additional sport by June 30 each year.
2. A late fee of \$30.00 will be assessed to any renewal or fees received/paid online after June 30th. Deadlines are established and late fees assessed so that pertinent licensing information can be submitted for publication.

- Any official who was licensed and has dropped out without going inactive can buy back the years of service that they missed at a cost of the yearly fee plus a reinstatement fee of \$45.00 for one to three years of no license and \$75.00 for more than three years. This can only be done with Administrator approval.

#### D. Part I Examinations

Part I examinations must be taken online by the dates below:

<b>SPORT</b>	<b>2011-2012 Deadline</b>
Baseball	April 2, 2012
Basketball	December 5, 2011
Competitive Cheerleading	December 5, 2011
Football	September 5, 2011
Boys Gymnastics	April 2, 2012
Girls Gymnastics	December 5, 2011
Soccer	September 5, 2011
Softball	April 2, 2012
Swimming & Diving	September 5, 2011
Track & Field	April 2, 2012
Volleyball	September 5, 2011
Water Polo	April 2, 2012
Wrestling	December 5, 2011

#### E. Rules Meetings

- Required. All IHSA Licensed Officials must view the annual online rules meeting or attend a traditional rules meeting.

#### F. Clinic Requirement

- Each licensed official is required to attend an IHSA Certified Clinic within three calendar years of the previous clinic (i.e., if the official attended a Certified Clinic on July 28, 2012, he/she would be required to attend another clinic by the end of July 28, 2015) All new officials must attend a clinic or view the online Level 0 clinic by the end of the first year they are licensed.
- Certified Clinics can be conducted by the IHSA, local officials associations, or other interested parties, as long as an IHSA certified clinician conducts the training program.
- If the official fails to meet this requirement, the official will be put on probation or suspended.
- Information regarding certified clinics and clinicians can be found on the IHSA website in the Officials Center.
- All sports have a Level 1 and Level 2 clinic. Check the web site for dates of upcoming clinics and the level of clinic being offered.
- Level 1 and Level 2 clinics  
The IHSA currently has two levels of curriculum in most sports. Attending a Level 2 clinic is worth 5 points and a Level 1 clinic is worth 3 points towards your power rating. It is recommended that new officials attend a Level 1 clinic.
- The online Level 0 clinic is available for one time only and is geared toward the first year official. Information in the Level 0 clinic is valuable to all officials no matter what your sport. The online Level 0 clinic will satisfy the clinic requirement for one year. The link for the Level 0 clinic is available from the Officials Center and requires a \$40 fee.

8. Redeem Credit. If you are an official, you will need to check in. Here is your check in process: As you exit this meeting, go to the Clinic Clinician who has the attendance folder. The clinician will ask you to print your name and ID number on the attendance page AND take the coded label next to your name. The coded label is your key to getting credit for attending a clinic. Stick the label on your rules book or another safe place. The IHSA will have a copy of the signature page and can confirm attendance if your code becomes lost. Once you leave the meeting, you MUST enter that code into the IHSA Officials Center (that is the password protected center) within 7 days. Instructions on redeeming the clinic code can be found on the Officials Center log-in page. Failure to do so will mean you will NOT get credit and be placed on probation or suspension. Please allow 24 hours for credit for the clinic to be posted on your web site.

**For your convenience the power point presentation for all clinics is available on line in your own personal official site for you to review under the education link. This is for review only, not for clinic credit.**

**G. Conviction Policy (Revised 7/21/00)**

1. New License Application or Renewal. An IHSA Officiating License will not be renewed for anyone:
  - a. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor or any sexual offense; unless/until such offense has been reversed by proper authority having jurisdiction over the matter; or,
  - b. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by Federal or State law or regulation, prior to five (5) years following the completion of any sentence/parole/probation period imposed for the offense; or,
  - c. currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than simple traffic violations.

2. Currently Licensed Officials.
  - a. When a currently licensed official is indicted or charged with any criminal offense or charged with a violation of any statute pertaining to minors, drugs or a controlled substance, such license will automatically be suspended, pending resolution of the indictment or charge. Conviction or adjudication of fault, guilt or a violation under any such indictment or charge shall result in immediate and automatic forfeiture of the officiating license.
  - b. Currently licensed officials must inform the IHSA of any such indictment or charge immediately upon receipt of or upon having knowledge of such indictment or charge. Failure to notify the IHSA shall itself be a basis for immediate and automatic forfeiture of the officiating license.
3. Reinstatement / Reapplication of License. An official whose license has been forfeited, suspended or revoked or an applicant who is denied a license, under the provisions of this policy, may petition for reinstatement/reapplication based on the following:
  - a. If suspension, revocation or forfeiture of a license is based upon conviction adjudication or finding as a result of a felony: The official/applicant may petition for a license one year after the completion of the parole/probation period; other than conviction of illegal illicit drugs, controlled substance where a 5 year probation period is used, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor or a sexual offense).
  - b. If suspension, revocation, forfeiture or denial results from a misdemeanor or other non-felony charge: The official/applicant may petition for a license immediately upon the completion of the parole/probation period (provided the offense was NOT involving a minor or a sexual offense).
  - c. If suspension, revocation, forfeiture or denial of a license is based upon any conviction, adjudication or finding involving a minor or sexual offense, reinstatement/reapplication will not be permitted, unless/until such offense has been reversed by proper authority having jurisdiction over the matter.

#### **H. Probation**

1. An IHSA licensed official may be placed on probation for the following reasons, which reasons may be amended time to time, but applied prospectively:
  - a. failure to view an online a rules meeting;
  - b. failure to properly submit online by the required deadline, and obtain at least an 80% on the current rules examination;
  - c. failure to meet clinic requirement once every three years.
2. If an official is placed on probation, he/she is ineligible for promotion in the current licensing year and may be ineligible for an IHSA post-season assignment; and must meet all requirements for an active license the subsequent year to avoid suspension.
3. An official who is found to have violated any of these provisions may have his/her license revoked.

## **I. Suspension**

1. An IHSA officiating license may be suspended for the following reasons, which reasons may be amended time to time, but applied prospectively:
  - a. not attending a rules meeting and/or not meeting the examination requirements for two consecutive years;
  - b. not attending an IHSA Certified Clinic within three calendar years;
2. If an officiating license is suspended, the official has until April 15, 2012 to meet the licensing requirements or be excluded from the licensing opportunity in that sport for the following year.
3. A suspended official may apply for a new active license upon completion of the period of suspension, subject to all of the other terms and conditions set forth in the Licensing Requirements. Promotion and credit for years of service are not earned and shall be lost during the period of suspension.
4. Member schools will be notified of all officials whose licenses have been suspended after the July 1 renewal.

## **J. Disciplinary Probation**

1. An IHSA licensed official may be placed on disciplinary probation for the following reasons, which reasons may be amended time to time, but applied prospectively:
  - a. report of failure to meet a contractual agreement;
  - b. failure to properly complete and submit required special report forms;
  - c. reports of an official displaying a lack of proficiency, knowledge or understanding of the rules of the contest;
  - d. reports of an official displaying a lack of professionalism or misconduct;
  - e. report of physical or emotional limitations that prevent, restrict, or disqualify the person from performing the normal functions and duties of an official in that sport; and for which no reasonable accommodation can be made.
2. If an official is placed on disciplinary probation, he/she is ineligible for promotion in the current licensing year and may be ineligible for an IHSA post-season assignment; and must meet all requirements for an active license the subsequent year to avoid suspension.
3. An official who is found to have violated any of these provisions may have his/her license revoked.

## **K. Disciplinary Suspension**

1. An IHSA officiating license may be disciplinary suspended for the following reasons, which reasons may be amended time to time, but applied prospectively:
  - a. reports of the official failing to meet more than two contractual agreements;
  - b. failure to properly complete and submit required special report forms on more than three occasions;
  - c. report of abusive physical contact (including striking or shoving) or verbal abuse of a contestant, coach or fan, immediately before, during, or after an IHSA contest at which the official is officiating;

- d. reports of the official displaying a lack of proficiency, knowledge or understanding of the rules of the contest on more than three occasions;
  - e. reports of the official displaying gross acts of misconduct or unprofessional behavior;
  - f. indictment or charge for a felony or other crime;
  - g. failure to meet requirements of conviction policy;
  - h. report of physical or emotional limitations that prevent, restrict, or disqualify the person from performing the normal functions and duties of an official in that sport; and for which no reasonable accommodation can be made; and
  - i. knowingly providing false, incomplete or inaccurate information on an IHSA application, renewal form, special report form, or officials web site information page.
2. If an officiating license is disciplinary suspended, the official is ineligible to officiate for IHSA member schools during the time of disciplinary suspension.
  3. A disciplinary suspended official may apply for a new active license upon completion of the period of disciplinary suspension, subject to all of the other terms and conditions set forth in the Licensing Requirements. Promotion and credit for years of service are not earned and shall be lost during the period of disciplinary suspension. If the reasons for the disciplinary suspension has been reversed by the proper authority having jurisdiction over the matter, all credit for years of service and promotion status will be reinstated and credit given for the period of the disciplinary suspension.
  4. Member schools will be notified of all officials whose licenses have been disciplinary suspended after the July 1 renewal.

## II. GENERAL OFFICIATING INFORMATION

### A. Adding A Sport

Active officials may add a sport during the dates listed below. To add a sport, go online, complete the application and pay the fee of \$15.00 per sport. Materials are available and packets will be sent, according to the time frames listed below:

Fall Sports: May 1 to October 15

Winter Sports: May 1 to December 15

Spring Sports: May 1 to April 15

Upon receiving your packet, you will have until the deadline date listed above to take the online Part I examination in that additional sport. You must score at least an 80% on the exam. **NOTE: YOU ARE NOT A LICENSED OFFICIAL IN AN ADDED SPORT UNTIL YOU HAVE PASSED THE PART I EXAM AND YOUR PERSONAL SITE SHOWS THAT YOU ARE LICENSED IN THE SPORT.**

### B. Inactive License

An official may apply for an Inactive license. An official may be inactive in one sport and active in another sport. An official on inactive status:

1. is ineligible to officiate IHSA regular-season and post-season contests;
2. accumulates years of service;
3. may maintain current promotional status;

4. (“certified” inactive officials only) may observe and evaluate other officials for promotional purposes;
5. (“certified” inactive officials only) may observe and complete rating forms for other officials;
6. is not listed in the officials directory; and
7. may not change to active status in an inactive sport until the next licensing cycle (July 1 of the next year).
8. must notify the IHSA in writing by the following dates:  
     Fall sports     September 7  
     Winter sports   December 7  
     Spring sports   April 7
9. when an official resumes active status, he/she must attend a certified clinic if he/she has not met the clinic requirement prior to inactive status.

**C. IHSA Officials Contracted in Other States**

Officials who are licensed and reside in Illinois, and wish to officiate in another state, must meet the licensing requirements of that state. Many other border states grant reciprocal licenses at a reduced rate.

Note: Some bordering state associations have by-laws similar to the IHSA's, which penalize their member schools (with forfeiture, for example) for using non-licensed officials. This is particularly possible in the summer months when school is not in session, and the Illinois official intends to become licensed the next school year in a bordering state (or states) in a sport (or sports) that the official works in Illinois. Example: Officials licensed in Boys Baseball with the IHSA, but not with the Iowa High School Athletic Association, should not accept a contract or umpire interscholastic baseball games with Iowa high schools. The use of non-licensed officials in the State of Iowa is cause for automatic forfeiture of the contest.

**D. Appeals**

An official who has had his/her license suspended, revoked or forfeited may petition for an appeal to the Board of Directors. It is the policy of the IHSA that conviction, adjudication or a finding of a sex offense or any offense involving a minor is contrary to the interest of the IHSA and no appeal is permitted.

### III. PROMOTION

- A. General.** Active officials may apply for a promotion to the next level after two years at their current level. If the second anniversary date falls during that sport season the official may go for promotion. Officials new to Illinois with comparable (high school or National Federation) experience from other states may have a maximum of one year waived for the initial promotion in Illinois. An official coming from another state will be brought into the Illinois system at one level below their current state status. If an official returns to Illinois, they may be reinstated at the promotional level they left Illinois, provided they have continued to officiate in other states. It is the official's responsibility to contact the former state association, and request that the appropriate information be sent to the IHSA. **All information must be completed by the end of that sports season.**
- B. Registered to Recognized.** Active officials must satisfy the following to be considered for promotion to the Recognized level:
1. **Application.** Submit an application for promotion by the deadlines listed below. This application form can be downloaded from your personal site.
  2. **Rules Meeting Requirement.** View Rules Interpretation Meeting on your personal site during the current sport season.
  3. **Examination(s).**
    - a. Submit the online Part I Rules Exam by the deadline and achieve an 84% on the test;
    - b. Achieve an 84% on the online Part II exam.
    - c. The Part II test will be given online on the dates listed below. There will be a two-hour window to take the test online. The two-hour time limit begins once you open and begin taking the test. Once the two-hour period is over, the test site will shut down. You will be graded on the questions you have answered. You will not be able to retake the test. Your results will be posted immediately once you submit your exam.
  4. **Evaluations.** You will need three (3) letters of recommendation **to send in with your application for promotion.** You will need one (1) from an IHSA member school (on school letterhead), one (1) from a certified official (excluding relatives) and the last one (1) can be from either an IHSA member school (on school letterhead) or a certified official in the sport being applied for (excluding relatives). Each of the letters needs to be signed by the person writing the recommendation. **Everything must come together. Individual letters will not be accepted.** These letters must be dated the same year that you are going for promotion.
- C. Recognized to Certified.** Active officials must satisfy the following to be considered for promotion to the Certified level:
1. **Application.** Submit an application for promotion by the deadlines listed below. This application form can be downloaded from your personal site.
  2. **Rules Meeting Requirement.** View Rules Interpretation Meeting on your personal site during the current sport season.
  3. **Examination(s).**
    - a. Submit the online Part I Rules Exam by the deadline and achieve an 88% on the test;

- b. Achieve an 88% on the online Part II exam.
  - c. The Part II test will be given online on the dates listed below. There will be a two-hour window to take the test online. The two-hour time limit begins once you open and begin taking the test. Once the two-hour period is over, the test site will shut down. You will be graded on the questions you have answered. You will not be able to retake the test. Your results will be posted immediately once you submit your exam.
4. Evaluations. You will need three (3) letters of recommendation **to send in with your application for promotion**. You will need one (1) from an IHSA member school (on school letterhead), one (1) from a certified official (excluding relatives) and the last one (1) can be from either an IHSA member school (on school letterhead) or a certified official in the sport being applied for (excluding relatives). Each of the letters needs to be signed by the person writing the recommendation. **Everything must come together. Individual letters will not be accepted.** These letters must be dated the same year that you are going for promotion.

#### D. Promotion Application Deadlines

SPORT	2011-12
Baseball	March 26, 2012
Basketball	November 28, 2011
Competitive Cheerleading	November 28, 2011
Football	August 29, 2011
Boys Gymnastics	March 26, 2012
Girls Gymnastics	November 28, 2011
Boys Lacrosse	March 26, 2012
Girls Lacrosse	March 26, 2012
Soccer	August 29, 2011
Softball	March 26, 2012
Swimming & Diving	August 29, 2011
Track & Field	March 26, 2012
Volleyball	August 29, 2011
Water Polo	March 26, 2012
Wrestling	November 28, 2011

- E. **Part II Test Dates.** The Part 2 test will be given online on Thursday, Friday and Saturday the week of dates that are specified below. There will be a two-hour window to take the test online. The two-hour time limit begins once you open and begin taking the test. Once the two-hour period is over, the test site will shut down. You will be graded on the questions you have answered. You will not be able to retake the test. Your results will be posted immediately once you submit your exam.

#### 2011-2012

Football, Volleyball, Swimming & Diving and Soccer	September 1, 2 & 3, 2011
Basketball, Wrestling and Competitive Cheerleading	December 1, 2 & 3, 2011
Baseball, Softball, Track & Field and Water Polo	March 29, 30 & 31, 2012

## IV. CONTEST ASSIGNMENTS, CONTRACTS & FEES

### A. Availability of Officials for Post Season Contests

IHSA officials must use the Officials Center to up-date all information concerning state series assignments.

Officials are responsible for ensuring that their availability for state series assignments is correct by the established deadline. Failure to do so will impact an official's receipt of a state series assignment.

Fall sports	September 10, 2011
Winter sports	December 10, 2011
Spring sports	April 8, 2012

Officials with additional questions should contact the IHSA Officials Department at (309) 663-6377.

- B. Independent Contractor Status.** IHSA licensed officials are considered independent contractors and not employees of the IHSA or member institutions. As an independent contractor, the official is entitled to remuneration for services rendered, but has no entitlements which may be available to an employee of the IHSA or member institutions. The IHSA does not assign officials except to state series contests. To find an assignor in your area, you will need to either contact the local high school Athletic Director or a local officials association.
- C. Contracts.** The IHSA strongly encourages all officials to enter into contractual agreements for all contests. Do not rely on verbal agreements. Although assignments may come from another source, contracts should be made with member schools. Refer to the sample in this handbook for specific language and information contained in a recommended IHSA contract.
- D. Regular Season Assignments.** Regular season contests may be assigned from school personnel, local officials associations or a conference/school assignor. Any concerns or questions regarding these assignments should be directed to the assigning source or the member school.
- E. Post-Season Assignments.** The IHSA will assign officials to post season tournaments. Assignments are based on a number of factors, but not limited to the following:
1. Power Rating: 40 points possible, 8 categories
    - a. Promotional level: X - R - C, C - 5 pts., R - 3 pts., X - 1 pts.
    - b. Part 1 exam score: 96 - 5 pts., 92 - 4 pts., 88 - 3 pts., 84 - 2 pts, 80 - 1 pts.
    - c. Previous tournament experience: SF - 5 pt., Super or Semi - 4 pts., Sec/Quart 3-pts., FB second round - 2 pt., Regional - 1 pt.
    - d. All rating (use percentile based on average rating divided by # of ratings) 90% - 5 pts. 80% - 4 pts. 70% - 3 pts. 60% - 2 pts. 50 % - 1 pt.

- e. Number of High School varsity games worked  
70% - 5 pts., 60% - 4 pts., 50% - 3 pts., 40% - 2 pts., 30% - 1 pt.  
(based on number of games allowed by the IHSA by-laws in regular season for each sport by the IHSA by-laws)
  - f. Top 15 List from Associations, Assignors, Certified Officials and Schools  
(based on percentile of average rating divide by the number of rating)  
90% - 5 pts., 80% - 4 pts., 70% - 3 pts. 60% - 2 pts., 50% - 1 pt.
  - g. Level 2 clinic - 5 pts., Level 1 clinic - 3 pts. (within the last three years),  
Level 0 clinic - 0 pts.
  - h. Clinic frequency: First year 5 pts; Second year 3 pts.; Third year 1 pt.  
(attendance at any clinic)
2. Must have a current certified clinic
  3. Must have viewed a rules interpretation meeting online during the current year
  4. Completed Officials availability
  5. Geographic consideration of officials assigned
  6. Preference is given to Certified Officials with high power ratings - then  
Recognized Officials with high power ratings. High power ratings may move a  
Registered Official over a Certified Official in early rounds of the post season  
tournament.
  7. Information that the IHSA has on each official in our database that is reviewed  
to determine assignments:
    - a. Power rating (maximum 40 pts.)
    - b. Percentile rating of the official
    - c. Percentile rating of the Top 15 List
    - d. Promotion level (X, R, C)
    - e. Previous tournament experience
    - f. Games the officials have officiated broken down by Class 1A/2A - Class  
3A/4A and boys or girls games
    - g. Level of clinic 1 or 2
    - h. Geographic location
    - i. Years of experience
    - j. Last certified clinic date & level of the clinic
    - k. Last rules interpretation date
    - l. Probation/Suspension status

**Officials need to make sure all data is correct on their own personal site.**

The information used to determine the Power Rating is only the last two years of data collected. The computer updates weekly, so that coaches and officials ratings and Top 15 Lists are a combination of the last two years on each official.

- F. **Fees.** Fees are determined locally. The IHSA only establishes fees for IHSA State Series contests. All information regarding IHSA state series fees, etc., can be found in the Terms and Conditions of each sport.
- G. **Schools Hiring Non-Licensed Officials.** It is important for the integrity and advancement of the officiating profession that only those qualified and trained actually officiate IHSA contests. If you are aware that an IHSA member school is hiring non-licensed officials, please inform the IHSA Officials Department. The IHSA will investigate these allegations with your name remaining anonymous, if so desired.

## V. OFFICIALS RATINGS

- A. Procedures.** Coaches are required to rate every official who works a varsity contest. Information that will be obtained will be a composite rating, win or loss information from coaches, and the number of contests worked. Individual ratings from coaches and schools will remain confidential. These ratings will be used to help determine postseason assignments. Officials will be able to view the percentile rating only. Schools have until the end of the state tournament series to rate an official. Certified Officials may rate other officials in varsity contests they have seen them work.
- B. State Final Official** – Must be good enough to be assigned to the State Final Tournament. Must be in the top 10% of all officials in the following categories: rule knowledge, physical appearance, mechanics and signals, positioning, game management, attitude/professionalism, consistency, judgment and reaction to pressure. (#1 Rating)
- Sectional Level Official** – Must be good enough to be assigned to a Sectional tournament. Must be in the top 25% of all officials in the following categories: rule knowledge, physical appearance, mechanics and signals, positioning, game management, attitude/professionalism, consistency, judgment and reaction to pressure. (#2 Rating)
- Regional Level Official** – Must be good enough to be assigned to a Regional tournament. Must be in the top 50% of all officials in the following categories: rule knowledge, physical appearance, mechanics and signals, positioning, game management, attitude/professionalism, consistency, judgment and reaction to pressure. (#3 Rating)
- Varsity Level Official** – This official is good enough to be assigned to varsity contests but needs more game experience to become a Regional level official. (#4 Rating)
- Lower Level Contest Only** – This official should be assigned to lower level contests to gain more game experience to become a Varsity level official. (#5 Rating)
- C. Average Rating.** Each official that officiates a varsity contest should be rated by both schools. All the ratings are added together and divided by the number of ratings for the final rating. The IHSA administrator in charge of officials determines if a 5 rating stays as part of an official's rating.

The percentile ranking of your rating is the most important component of the rating process. The percentile ranking informs the official as to what percentile their rating falls according to all the other officials in that sport. If you have a 90% ranking this means that only 10% of the officials in that sport have a better average rating than you.

The percentile ranking is found by dividing the average rating by the number of ratings and then ranking that decimal according to all other officials in that sport.

Each school is responsible to meet a minimum number of ratings in each sport. The IHSA can now track the number of ratings entered by each school. A letter is sent to each principal listing the deficiencies in rating if the proper number is not met by each school.

## **VI. IHSA LICENSED OFFICIALS PUBLICITY POLICY**

IHSA Licensed Officials acknowledge that athletic contest and interscholastic competitions take place in the public. As such, there is no expectation of privacy in the images of officials at such events. The IHSA and/or its agents or designees may take, distribute and use photographs at athletic contests and interscholastic competitions, which may include images of officials, at such events and use the same for publicity, marketing and other appropriate purposes, including event programs.

## **VII. OFFICIALS UNIFORMS**

Appearance should be of prime importance to any official. There is no substitute for being neat and clean, on and off the court. In certain sports, officials may dress at the contest site. When off the court, officials should not wear uniforms. Officials should be neatly dressed. A professionally attired official will receive respect on and off the court. Uniforms prescribed in the rule publication in each sport shall be worn by IHSA officials.

### **A. Patches**

The IHSA only supplies first time officials with one shoulder emblem/patch. This item is a mandatory part of an official's uniform and must be worn by all officials. Our licensed vendors will embroider, upon request, the IHSA Officials logo to the uniform. (See list of vendors on website: [www.ihsa.org](http://www.ihsa.org))

Officials may request additional patches in writing from the IHSA Office. Patches cost \$1.00 each. Please specify the official's name, address, and ID #, as well as the quantity desired. When a request containing the proper information and payment is received, the requested patches will be sent out. State Final officials may request additional state final patches at a cost of \$2 per patch.

1. The IHSA requires that all officials wear the IHSA Member Official patch.
  - a. The IHSA Member Official patch should be worn on the left sleeve approximately 2 to 3 inches below the shoulder line.
  - b. Patches on coats should be worn just below the shoulder line of the coat sleeve.
  - c. Patches worn on a baseball or softball cap should be properly centered in the front of the cap above the bill.
  - d. State Final Official Patches will be worn 1/2" below the IHSA Member Official patch.
  - e. The flag (2" x 3") may be worn on the right sleeve approximately 2" below the shoulder line. The stars should point forward on the right sleeve. (This is not mandatory.)
  - f. The IHSA logo on the left front chest is optional. Licensed vendors can provide the state final embroidery for those officials earning that recognition.

## **B. Baseball**

1. Heather gray or charcoal gray pants;
2. Navy blue coat/jacket/sweater/shirt;
3. Navy blue pullover;
4. Navy blue windbreaker;
5. Navy blue or black socks;
6. Black belt if applicable;
7. Proper umpire's cap (navy or black). Cap of plate umpire should have a 1 1/2" or 2 1/8" visor. Cap of base umpire should have 2 1/2" or 3" visor;
8. Black polished shoes with black laces. The shoes of the plate umpire should be of the safety variety. The base umpire should wear the molded or studded sole shoe;
9. Plate umpire needs:
  - a. ball and strike indicator,
  - b. small whisk broom,
  - c. protective supporter and cup,
  - d. chest protector,
  - e. sturdy mask,
  - f. shin guards,
  - g. navy blue or gray ball bag.
10. **No watches or jewelry to be worn!**

## **C. Basketball (G & B)**

1. Standard black and white vertically striped knit shirt with short sleeves. Byron collared or V-neck shirts are recommended (no turtle necks);
2. Black trousers (no flares);
3. Entirely black shoes with black shoelaces, all black socks;
4. Belt-should be entirely black;
5. Jackets-should be entirely black;
6. Whistle should have a neck cord and should be such that it may be heard. A second whistle should be carried for emergency.
7. Required IHSA patches must be properly worn.

## **D. Competitive Cheerleading**

1. Black pants
2. White collared shirt
3. Required IHSA patches must be properly worn.
4. Black jacket with IHSA officials patch worn over the left breast pocket or sleeve.
5. Black Shoes.

## **E. Football**

1. Black and white vertically striped, long or short sleeved knit shirt. The shirt shall have 1 inch stripes, black knit cuffs and Byron collar. All officials in a given game are to wear the same type shirt;
2. Standard, all white tapered knickers shall be worn with a short overflap below the knee (not more than 4 inches) or black pants with the white stripe down the leg (Note: The crew must be in the same pants);
3. Stocking-black stockings (stirrup maximum 5") with a modified Northwestern stripe (1/2" white, 1/2" black, 1" white, 1/2" black, 1/2" white). White socks worn inside with low cut shoes or worn outside, 3" above the top of stirrup;
4. Shoes will be black with black shoelaces;
5. Black baseball cap with white piping. The referee will wear a white cap;
6. Black leather belt 1 1/4 to 2 inches wide;
7. Black jacket (not to be worn during game);
8. The uniforms should fit properly and be clean and neat. Shoes should be shined before each game.
9. Required IHSA patches must be properly worn.
10. Crew must match in shirt and pants worn.

## **F. Gymnastics (G & B)**

1. Navy blue jacket with IHSA officials patch worn over the left breast pocket.
2. (women) dress slacks or skirt and top that coordinates with the jacket.
3. (men) coordinating slacks, shirt, and tie.

## **G. Soccer (G & B)**

1. Black shirt with white collar and cuffs, black shirt with white pin stripes, or yellow shirt with black stripes, are the main uniform. In the event of a color conflict between officials and either team, the officials shall change to a jersey of color distinct from both teams. only;
2. Black shorts, long black trousers, culottes or skirt;
3. Black shoes. Black stocking with 3 white stripes at the top;
4. Two whistles, yellow card, red card, stopwatch, flipping coin, pencil, and scorecard;
5. A solid black or white cap or black with white piping cap (optional).

NOTE: Soccer officials may wear current insignia on the front pocket of the shirt or on the left shoulder sleeve.

## H. Softball

1. Heather gray/navy pants (heather gray will be worn in state series)
2. Navy blue coat/jacket/sweater; coats and jackets may contain powder blue shoulder inserts (crews need to match for State Series);
3. Button pullover mesh (not dazzle) with navy and white stripes in color and sleeve ends. Powder blue shirt, short or long sleeved (white T-shirt underneath is required);
4. All officials will wear the light (powdered) blue embroidered blue shirt in all post-season contests. The IHSA Officials patch should be placed on the left hand sleeve of the shirt as well.
5. Navy blue windbreaker; windbreakers may contain powder blue shoulder inserts (crews need to match for State Series);
6. Navy blue or black socks;
7. Navy or black belt, no "large" belt buckle;
8. Proper umpire's cap. Cap of plate umpire should have 1 1/2 " or 2 1/8 visor. Cap of base umpire should have 2 1/2" or 3" visor; crew should be alike either solid navy blue or with IHSA logo;
9. Solid black polished (no white or any manufacturer logos displayed) shoes with black laces. The shoes of the plate umpire should be of the safety variety. The base umpire should wear the ripple or sudden style sole;
10. Plate umpire needs:
  - a. ball and strike indicator
  - b. small whisk broom
  - c. protective supporter and cup (male only)
  - d. chest protector
  - e. study mask, with throat extender or protector. Umpires wearing hockey style mask must carry hat in pocket/ball bag to wear between innings and when conferring with coaches/umpires
  - f. shin guards, hat must be worn
  - g. two navy blue ball bag
11. Sunglasses may be worn by plate and base umpires, but should be removed when conferring with coaches. Frames must be dark color or black, navy or brown
12. **No watches or jewelry to be worn!**

## I. Swimming & Diving (B & G)

1. White slacks or long white shorts;
2. White collared shirt (front pocket recommended);
3. White socks and white tennis shoes with minimum accent colors.  
NOTE: Whenever possible, officials in a given contest should wear the same attire.

## J. Track & Field (B & G)

1. Starter's sleeve must be a solid color: red, yellow or orange.
2. White collared shirts, short or long sleeved.
3. Blue, black, khaki or gray pants, no jeans or sweat pants.
4. Blue jacket with a red, yellow, or orange sleeve customized to the coat, or a plain blue jacket with a separate starter's sleeve.
5. Blue or red sports coat may be worn, tie is optional.
6. If not acting as the starter or referee, wear apparel provided by the meet management or white shirt with pants as in No. 3.

### **K. Volleyball (B & G)**

1. An all-white, short-sleeved, collared polo shirt with 2 or 3 all white buttons. The shirt may or may not have a pocket. The shirt must be a non-see through shirt. It must be tucked in. The white NCAA shirt which has a blue certified official's mark on the sleeve is acceptable. The white shirt will be worn (no logo) unless both officials agree to wear the white shirt with the IHSA logo embroidered on left chest.
2. A long sleeve white shirt worn under the short sleeve polo may be worn on cold days.
3. If officials wear a sweater or jacket before the match, it should match the Uniform.
4. All Black Slacks. (Warm ups, corduroy or denim jeans are prohibited)
5. Solid black shoes and solid black socks
6. The IHSA official patch must be worn on the left sleeve 2-3 inches below the shoulder line. State final officials patches must be worn below the IHSA official patch. The 2X3 American flag, if worn, must be on the Right sleeve 2 inches below the shoulder line.
7. Whistle: clear tone.
8. Line-Up Cards.

### **L. Water Polo (B & G)**

1. White slacks or long white shorts;
2. White collared shirt (front pocket recommended);
3. White socks and white tennis shoes with minimum accent colors.  
NOTE: Whenever possible, officials in a given contest should wear the same attire.

### **M. Wrestling**

1. Standard black and white short-sleeved knit shirt or a gray shirt with black pinstripes;
2. Black full-length trousers and black belt;
3. Black gym shoes and socks;
4. Coin, colored disk and a black whistle;
5. Red and green arm bands.

## **VIII. REPORT FORMS AND SPORTSMANSHIP ILLUSTRATIONS**

- A. Special Report Forms.** Completion of a Special Report form is required when:
1. There has been a player ejection and violation of by-law 6.011;
  2. There has been a coach ejection and violation of by-law 6.012.
  3. An official has sent a player out of competition due to signs and/or symptoms of a concussion.

This is available online and can be sent directly to the IHSA on-line.

By-laws 6.011 and 6.012

**6.011 Players Ejected For Unsportsmanlike Conduct**

Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

**6.012 Coaches Ejected for Unsportsmanlike Conduct**

Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

- B. SAWA Reports.** The IHSA strongly recommends that officials take the time to fill out a SAWA form when outstanding sportsmanship is observed. Athletes, coaches, fans and school personnel should be recognized for his/her outstanding ability to Sport A Winning Attitude.

SAWA report forms will be provided by the IHSA in the Sport Packets for Officials. A sample form can be found in this handbook.

This is available on-line and can be sent directly to the IHSA on-line.

**Sportsmanship Mission Statement**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

Improving sportsmanship remains one of our highest priorities. By-laws 6.011 and 6.012 are a part of the continuing efforts of IHSA member schools to improve sportsmanship. This brochure contains information designed to enhance your understanding of the new sportsmanship by-laws. We urge you to read it carefully and hope you will remember to SPORT A WINNING ATTITUDE when involved in interscholastic contests.

**Instructions**

For the purpose of by-laws 6.011 and 6.012, “Unsportsmanlike Conduct” will include the following: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, profanity or obscene gestures, flagrant or violent fouls, taunting, trash-talking, or baiting, cheating, throwing or abusing equipment, physical intimidation or abuse of an official or opponent, and unauthorized leaving of the team bench area.

When a player or coach is ejected from a contest, he/she may not play or coach the rest of that contest. In addition, the ejected player or coach may not play or coach

in the next interscholastic contest at that level of competition, whether held the same day or a subsequent day, and all other interscholastic contests at any level in the interim. If a coach or athlete is ejected from the last contest of a season, he/she may not coach or play in the first contest of the next interscholastic sport/activity in which the coach or player participates.

During a suspension for unsportsmanlike conduct coaches may not attend contests or travel with the team to and from contests for which they have been suspended.

A full written description of the incident, utilizing the IHSA Special Report Form, **must be submitted online by the official to the principal of the ejected player or coach and the IHSA within 48 hours of the incident.**

Schools are to set up administrative procedures to insure proper enforcement of the by-law. Failure to enforce the by-law will result in automatic forfeiture of all contests which the player or coach participates in until the required suspension is carried out. Ejections for unsportsmanlike conduct are considered decisions of contest officials and will not be subject to appeal (by-law 6.033). Schools and the IHSA may assess additional penalties for unsportsmanlike conduct of players and coaches.

**Official, if you eject a player or coach this ejection is final. THERE IS NO CHANGING OF THE DECISION DURING OR AFTER THE CONTEST. THEREFORE MAKE SURE THAT THE EJECTION IS WARRANTED.**

### Illustrations

- 1Q. May coaches who are ineligible for a contest due to a suspension for unsportsmanlike conduct travel with the team to the contest or attend the contest?
  - A. No.
  
- 2Q. May players who are ineligible for a contest due to a suspension for unsportsmanlike conduct travel with the team to the contest or attend the contest?
  - A. Yes. However, ineligible players may not appear in uniform at the contest.
  
- 3Q. If a player or coach is ejected from a junior varsity soccer game, when is he/she eligible to participate?
  - A. A player or coach ejected from a junior varsity soccer game for unsportsmanlike conduct will not be eligible to participate at any level of competition in soccer until the next junior varsity soccer game has been completed. If there is no contest at the same level within a ten day period, the ejected player or coach may fulfill the requirements of the by-law by missing three contests for another team(s) at any level in the same sport for which they are a rostered player or contracted coach.
  
- 4Q. If a player is disqualified for committing five personal fouls in a basketball game, must he/she sit out the next game?
  - A. No. By-law 6.011 only applies when players are ejected for unsportsmanlike conduct.

- 5Q. If a player is ejected from the first game of a doubleheader in softball, is she eligible to play the second game of the doubleheader?
- A. No.
- 6Q. In the situation in question 5, if the girl was in the lineup for the second game should the umpire allow her to play?
- A. Yes. Game officials are not responsible for enforcing by-laws 6.011 or 6.012. The ejection from the first game should be reported as required. (Please note: All ejections for unsportsmanlike conduct must be reported in writing to the IHSA and the member school(s) involved by officials within 48 hours of the incident.)
- 7Q. In some sports players and coaches may be ejected from a contest for reasons other than unsportsmanlike conduct. Do by-laws 6.011 and 6.012 still apply?
- A. No. By-laws 6.011 and 6.012 only apply when players or coaches are ejected for unsportsmanlike conduct. Please consult the definition of unsportsmanlike conduct provided in this brochure.
- 8Q. What if a school fails to enforce by-laws 6.011 or 6.012?
- A. Schools will be required to forfeit any contest(s) (including an IHSA state series contest) when a player or coach is allowed to participate when he/she is ineligible due to an ejection for unsportsmanlike conduct. This is not the job of the official to enforce-officiate the contest and file a special report form with the IHSA.
- 9Q. May a school schedule a contest after a player or coach has been ejected for unsportsmanlike conduct to fulfill the requirements of by-laws 6.011 or 6.012?
- A. No. Coaches or players ejected for unsportsmanlike conduct must miss the next regularly scheduled contest. Contests that are rescheduled prior to an ejection because of inclement weather, etc., will be treated like a regularly scheduled contest.

### **Officials — Keys to Good Sportsmanship**

One of the goals of interscholastic competition is to teach important values while enriching the educational experience of the young men and women who participate. Good sportsmanship is certainly one of those important values, and as a result, promoting good sportsmanship is clearly one of our highest priorities.

We also believe officials play key roles in teaching and promoting good sportsmanship. The following information contains a brief summary of sportsmanship expectations for officials. By following these guidelines officials can enhance the lifelong lessons that are being taught in the interscholastic classroom. We urge you to read them carefully and hope you will remember to SPORT A WINNING ATTITUDE when officiating interscholastic contests in IHSA member schools.

- Accept your role in an unassuming manner. Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling the contest from start to finish.

- Know the rules of the game thoroughly and abide by the established Code of Ethics.
- Publicly shake hands with coaches of both teams before the contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.
- When watching a game as a spectator, give the officials the same respect you expect to receive when working a contest.

## **IX. OFFICIALS INSURANCE**

The IHSA will provide insurance for all licensed officials. An explanation of the insurance and contact person for the insurance company is located on the Officials Center.

## **X. GROWING AS AN OFFICIAL**

The day you stop learning as an official is the day you start to deteriorate. High school sports programs in the State of Illinois are improving every year, and it is part of the job of the officials to grow with the games. Always remember that in order to improve, you have to be open to criticism from others. Use each contest as a learning experience. Even the best officials make mistakes.

Here are some tips for both new and veteran officials on how to keep sharp and ahead of the game.

1. **KNOW THE RULES** in order to avoid problems.
  - a. Review the rule book and note the changes.
  - b. Converse with other, more experienced, officials about rules or game situations.
  - c. Observe other officials work. Watch your counterparts during contests paying specific attention to his/her rule application, positioning, and mechanics.
2. Do not pass up the opportunity to work scrimmages or inter-squad events. These provide invaluable experience and a great pre-season warm-up.
3. **MECHANICS** and **POSITIONING** are an extremely important dimension to officiating any sport.
  - a. Be in the right place at the right time. Try not to put yourself in a situation where it is difficult to make the best call because you are not hustling, and as a result, are out of position.
  - b. If you are working with a partner, always be aware of where your partner is and what area they are covering.
  - c. Be vocal and confident when making a call. Proper mechanics not only look cleaner, but increase the credibility of the official.
  - d. Attending Officials Clinics is a great way to find the areas in which you can improve in order to be a better official.

4. Physical Fitness
  - a. It is strongly recommended by the IHSA that all member officials submit themselves to a thorough physical examination by a competent physician before undertaking his/her officiating duties.
  - b. Officials need to meet the physical demands of the job, this means conditioning is necessary before the season begins. Physical fitness is proven preventative medicine.
  
5. Pre-Game Preparation
  - a. Like an athlete, an official must have some kind of pre-game warm-up to allow his/her body time to physically adjust to the start of the game and its stresses.
  - b. Pre-game should be used to put yourself into the mental aspect of the game. Prepare yourself for what will happen, what could happen, and what has happened before. Focus is key.
  - c. Pre-game should also be used to communicate with your partner/s (when applicable). It is imperative that you communicate when working with a partner. Communication makes for a smoother game.
  
6. Goal Setting
  - a. Setting attainable goals for each season is a way to focus on working hard to be the best official that you can possibly be.

## **XI. IHSA BY-LAWS THAT APPLY TO OFFICIALS AND CONTRACTS**

### **1.000 CONSTITUTION**

#### **1.450 STATEWIDE INTERSCHOLASTIC ACTIVITIES**

The Board of Directors shall have complete authority, subject to the provisions of the Constitution and By-laws, to organize and conduct such statewide interscholastic activities as may or may not lead to state championships and to establish Terms and Conditions for these activities. Whenever it is deemed advisable, the Board shall call upon specialists from the high school field for such technical or other advice and assistance as may seem necessary. The expenses of such specialists incurred in activities ordered by the Board of Directors shall be paid by the Association. In addition, the Board of Directors shall establish and publish criteria to be followed in the selection of schools to host state tournament series events.

### **2.000 BY-LAWS, SCHOOLS**

#### **2.020 RESPONSIBILITY OF THE PRINCIPAL**

The principals, as defined in Section 1.200 of the Constitution, or their designates, shall be responsible to this Association for matters pertaining to all athletic as well as non-athletic activities of their school. In addition, they shall be

responsible to insure that their school is properly represented at all interscholastic events and be responsible for the conduct of their team and other persons from their school.

## **2.040 SPORTSMANSHIP OF SCHOOL REPRESENTATIVES**

**2.041** Students, school staff, boards of education, spectators and all other persons connected directly or indirectly with a member school shall practice and promote the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships. The Executive Director shall have authority to investigate allegations and incidents of unsportsmanlike conduct or conduct which adversely affects the ethics of competition in connection with interscholastic contests. The Executive Director shall also have full authority to invoke penalties, in the context of the provisions of Division 6.000 of these by-laws, against a member school and/or individuals whose conduct in connection with an interscholastic contest violates these principles or ethics.

**2.042** Member schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics for all interscholastic activities. The Executive Director shall have authority to investigate reported incidents of unsportsmanlike conduct or conduct which adversely affects the ethics of competition in connection with interscholastic contests and shall have full authority to invoke penalties, in the context of Division 6.000 of these by-laws, against a member school which fails to fulfill its obligations as provided in this section.

## **2.080 SELECTION AND USE OF REGISTERED OFFICIALS**

All major officials for athletic contests must be licensed with the IHSA in the sport the individual is to officiate, except that in the event contracted officials do not appear for a contest below varsity level, and with mutual consent by all competing schools, members of the coaching staff, faculty, and/or administrative staff of any of the competing schools may officiate the contest. The Board of Directors shall be responsible to establish policies and procedures governing the licensing process.

The names of game officials for each interscholastic athletic contest must be submitted by the host school to the visiting school not later than five school days before such contest and must be mutually agreed upon not later than the night preceding the contest.

## **2.090 SEASON LIMITATION IN ATHLETIC ACTIVITIES**

No school belonging to this Association shall organize its teams, practice, scrimmage or participate in any interscholastic sport outside of the season limitations as prescribed in Section 5.000 of these by-laws; nor shall any person who coaches any sport at a member school coach or supervise a non-school team in any interscholastic sport comprised of students from that school, except within the guidelines promulgated by the IHSA Board of Directors.

## **2.100 ALL-STAR TEAMS AND GAMES**

No athletic team from any member school may compete against an “all-star” team. No school official from a member school shall assist, either directly or indirectly, with any contest by an all-star team during the school year, unless the contest is approved by the Board of Directors.

## **2.110 OFFICIALS’ ATTENDANCE AT RULES INTERPRETATION MEETINGS**

Attendance at the annual Association sponsored sport rules interpretation meetings shall be required for all registered athletic officials, provided rules meetings are conducted in the sport. Failure to comply with this requirement may be penalized by probation, restriction on assignments or suspension of the official’s registration.

### **Rules Meeting Questions**

- 1Q. What is to be the penalty for officials who do not attend or view the online rules interpretation meeting as required by this rule?
- A. Violations of this by-law cause the official to go on probation and/or suspension.

Failure to attend an IHSA rules meeting in a sport shall result in a one-year probation period in that sport for the official. Probation means that the official may not be eligible for assignment to the state tournament series and will not be eligible for promotion in the sport for one year.

Failure to attend an IHSA rules meeting in a sport for two (2) consecutive years shall result in a one-year suspension in that sport. Suspension means that the official will lose licensing privileges in that sport for one (1) year and will lose all ratings in that sport. After the year’s suspension, an official may reapply in that sport, but will be at the level of registered, with no promotion status retained.

- 2Q. May an official who fails to attend or view an online rules meeting the first year, and is thereby on probation, officiate regular season contests for pay?
- A. Yes.

## **3.000 BY-LAWS, ATHLETIC**

### **3.100 INDEPENDENT TEAM PARTICIPATION**

- 3.101** During the school season for a given sport, in a school which maintains a school team in that sport, a student shall not participate on any non-school team, nor as an individual unattached in non-school competition, in that given sport. Violation shall cause ineligibility for a period not to exceed one semester. An exception may be made by the Board of Directors if the participant is trying out for or competing as a representative of the United States in recognized national or international events.

### **3.140 MISBEHAVIOR DURING CONTESTS**

- 3.141** Students participating in interscholastic athletic contests in violation of the By-laws, or other persons found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred by the Board of Directors from interscholastic contests.

### **6.000 BY-LAWS, PROTESTS PENALTIES AND HEARING PROCEDURES**

- 6.011** Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

- 6.012** Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

#### **6.030 PROTEST PROCEDURE**

- 6.033** The decisions of game officials shall be final; protests against the decision of a game official shall not be reviewed by the Board of Directors.
- 6.034** Principals should file with the Executive Director, on forms provided by the IHSA Office, reports of unsatisfactory performance on the part of game officials, which may be due to alleged lack of knowledge of the rules, errors in judgment, or improper conduct.

#### **6.050 BREACH OF CONTRACT BETWEEN SCHOOL AND OFFICIAL**

In case of breach of contract between a member school and official, either in total or in part, the Board of Directors shall have authority to assess as a penalty against the offending party the sum of \$10, in addition to the forfeit named in the contract.

- 6.051** All contracts between schools and officials shall be written on the Contract for Officials form supplied by the Board of Directors through the IHSA Office. The Terms and Conditions of these contracts should be scrupulously observed.
- 6.052** If, in the judgment of the Board of Directors, the contract has been broken by the school and no forfeit has been named in the contract, the penalty shall consist of an amount not to be in excess of the contractual sum to be paid the official, plus a breach fee of \$10.
- 6.053** If, in the judgment of the Board of Directors, the contract has been broken by the official, the penalty shall consist of an amount not to exceed the entire cost of employing a substitute official, plus a breach fee of \$10.

- 6.054** If, in the judgment of the school or official, there are extenuating conditions, a hearing may be held. Written request for such hearing must be submitted to the Executive Director, who shall be responsible for conducting an investigation and hearing.
- 6.055** If an official's contract is made during a given school year for a contest to be played during the next school year and if, in the meantime, there is a change in the school principalship, the contract is valid only if and when the incoming principal has been notified of the existing contract and has sanctioned it or has failed to inform the official of cancellation within one week after the notification.

## **XII. OFFICIAL'S FEE FOR SUSPENDED OR POSTPONED CONTEST**

Officials will receive the fee listed in the Terms and Conditions for all State Tournament contest except for the following conditions:

- A. An official is notified before arriving at the site -- No compensation
- B. An official arrives at the site and the contest is suspended/cancelled before it begins:
  - A show up fee is provided to the official which is one half of the game fee
  - Mileage reimbursement for miles over 100 round trip
- C. Contest is started, and then is suspended until the next day:
  - Official gets full fee for the started game and then a full fee for the completion of the game the next day.
  - Mileage reimbursement for miles over 100 round trip

### **Rule Interpreters Fee:**

- \$50.00 per meeting plus mileage
- Note: any overnight must be approved by IHSA
- Mileage will be paid

### **Clinicians Fees**

1. IHSA Sponsored Free Clinics
  - \$125 per Free Clinic for the certified clinician
  - \$50.00 per Free Clinic for non-certified staff
  - Note: Any more than 2 paid instructors and any overnight stays must be approved by the IHSA
  - Mileage will be paid
2. Any association that puts on a clinic will need to reimburse the clinician(s) working the clinic.

### **Head Official**

- \$125 per day
- Mileage reimbursement
- Lodging as approved by Sport Administrator

## XIII. ATHLETIC INJURY GUIDELINES

These guidelines are for your protection and the protection of the athlete.

Coaches and medical personnel must be aware that some sport rules will require officials to remove an injured player and/or charge the team with a time out.

Coaches and medical personnel should be allowed to enter the field/court and should be given unlimited time to evaluate an injury and give emergency care. Officials should not request that coaches move an injured athlete.

**The officials only role in dealing with athletic injury is to stop play as soon as possible. Officials should not encourage an injured athlete to move nor should they offer medical advice or act in any way dictating injury management.**

## IHSA RULE INTERPRETERS

### BASEBALL

Richard Deitz, McLeansboro  
Drew Fowler, Tinley Park  
John Johnston, Danville  
Jay Lyons, Wheaton  
Bill Olsen, Elk Grove Village  
Gregory Pavloff, DuQuoin  
Richard Panovich, Palos Hills  
Jeff Sonnenberg, Peru  
Brad Stearns, Springfield (Head Clinician)

### BASKETBALL

Fred Allman, Addison  
Harry Bohn, Clarendon Hills (Head Clinician)  
Cliff Bailey, Country Club Hills  
Richard Deitz, McLeansboro  
Gary Gustafson, Troy  
Ronnie Jones, Bloomington  
Ronald Kuhlmann, Beardstown  
Roger Quinlan, Rantoul  
Thomas Starr, Rock Falls

### FOOTBALL

Bill Book, Fairfield  
James Glueckert, Arlington Hts.  
Joe Hall, Winfield  
Chris Hartbank, Mattoon  
Rick Karhliker, Sherman  
William Laude, Frankfort (Head Clinician)

### GOLF

Les Auxier, Rochester  
Steve Cheesman, Galesburg  
Sarah Haas, Carterville  
Jack Halpin, Arlington Hts.  
Chris Neville, Canton  
Jodi Schoeck, Canton  
Jennifer Slaght, Freeport  
Jane Thompson, Naperville  
J.C. Wise, Woodstock

### BOYS/GIRLS GYMNASTICS

Doug Foerch, Deerfield (Boys)  
Kathy Krebs, Crete (Girls, Head Clinician)

### BOYS/GIRLS LACROSSE

Tom Cummings, Arlington Hts (Boys, Head Clinician)  
CarolLynn Davey, Batavia (Girls, Head Clinician)

### SOCCER

John Anderson, Mundelein  
Greg Cole, Crystal Lake  
George Haven, Springfield  
J. Edward McBride, Bloomington  
James Mitchell, Bloomington  
Haig Nighohossian, Granite City (Head Clinician)  
Joseph Moroney, Tinley Park  
Dave Rubini, St. Charles  
Ron Scott, Roscoe  
Gary Stephens, Decatur

### SOFTBALL

Pat Creek, Quincy (Head Clinician)  
Stan Johnson, Springfield  
Ted Knapp, Mt. Vernon  
Dan Krueger, Schaumburg  
Chris Long, Siegel  
Joe Thompson, Galesburg  
Larry Wilcoxon, Walnut

### SPIRIT

Shaunda Brown, Florissant, MO  
Neva Corn, Pinckneyville  
Lance Emery, Chicago  
Mickey Klement, Joliet (Head Clinician)  
Betty Moore, Taylorville  
Camille Munson, Lockport  
Carla Taylor, Colfax

### SWIMMING/DIVING

Michael Hutton, Lake In The Hills  
Kevin Moss, Peoria  
Bill Bavirsha, Frankfort

### TRACK/FIELD

Bill Derks, Rochester  
Dave Facker, East Peoria  
John Polka, Oak Park  
Owen Fuller, Metamora  
Dale Huwer, Millstadt  
Geza Ehrentreu, Rockford (Head Clinician)

### VOLLEYBALL

Mitch Boyce, Marine  
Ed Vesely, Aurora  
Cindy Eggemeyer, Bolingbrook  
Karen McNaught, Chatham  
Barb Maue, Shiloh (Head Clinician)  
Mark McKinnon, Homewood  
Nancy Nester, Gurnee  
Pamela Young, Chicago

### WATER POLO

Glen Gabriel, Hickory Hills  
Richard Marsh, Sugar Grove (Head Clinician)  
Scott Krasinski, Mundelein

### WRESTLING

Anthony Clarke, Zion  
Tim Dodge, Lindenhurst  
Ray Eickelschulte, Fowler  
Dan Fulscher, Lincoln (Head Clinician)  
Bill Honeycutt, Woodridge  
Dave Mathews, Crown Point, IN  
Don McKeel, Sterling  
Shane Morgan, Oswego  
Haig Nighohossian, Granite City  
John Schaus, Itasca  
Michael Wilkey, Oak Park

# CODE OF ETHICS

## National Federation of State High School Associations

The NFIOA Board of Directors has developed and officially adopted the following Code of Ethics for high school officials.

### **Declaration of Policy:**

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

**An Official** must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.

**An Official** must work with fellow officials and the state association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.

**An Official** must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.

**An Official** must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the student-athletes, coaches, athletic directors, school administrators, colleagues, and the public, to be a worthy example to the athletes under one's jurisdiction.

**An Official** will be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting the importance of the game.

**The Official** shall avoid the use of tobacco products at the contest site.

**An Official** must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.

Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.