



Illinois High School Association
 P.O. Box 2715, Bloomington, Illinois 61702-2715
 Phone: (309) 663-6377 e-mail: officials@ihsa.org



APPLICATION FOR LICENSE IN OFFICIALS DEPARTMENT

(PLEASE TYPE OR PRINT ALL INFORMATION)

A GENERAL INSTRUCTIONS

- To be eligible for an officiating license, you must be **at least seventeen (17) years of age**.
- Please allow a minimum of four weeks for the licensing process to be completed.
- You are **not** licensed in a sport until you receive your officiating license (membership card) and official patch from the IHSA office verifying your license in a sport(s). Do NOT contract contests until you have received notification from the IHSA.
- All IHSA officiating licenses expire on June 30 of each year. If you apply for, and are issued, a license in the spring, it will still expire on June 30.

Have you ever previously held an IHSA officiating license in any sport? () Yes () No

B GENERAL INFORMATION

In order to process your application, you must provide your social security number. This is for tracking purposes only and is not intended for any other use. Demographic information is for statistical analysis only.

Name: _____ Social Security No.: _____
(First) (Initial) (Last) (Required)

Mailing Address: _____
(Street, etc.)

_____ e-mail address: _____
(Town) (State) (Zip Code)

Business Phone: _____ Home Phone: _____ County: _____
Area Code Area Code

Sex: M F Age: _____ Birth Date: _____

C SPORTS

Listed for each sport is a time frame in which applications will be processed by the IHSA office. The IHSA will only process a sport application during the period indicated. You may still express an interest in that sport outside the application period, however, materials will NOT be sent until they are available.

Check the sports in which you wish to be licensed.

_____ Baseball (B) <small>(1/15 - 8/1)</small>	_____ Gymnastics (B) <small>(11/15 - 4/15)</small>	_____ Soccer (B & G) <small>(7/1 - 4/15)</small>	_____ Swimming (B & G) <small>(7/1 - 2/1)</small>	_____ Volleyball (B & G) <small>(7/1 - 4/15)</small>
_____ Basketball (B & G) <small>(9/15 - 2/1)</small>	_____ Gymnastics (G) <small>(9/15 - 1/15)</small>	_____ Softball (G) <small>(1/15 - 8/1)</small>	_____ Track & Field (B & G) <small>(1/15 - 4/15)</small>	_____ Wrestling (B) <small>(9/15 - 2/1)</small>
_____ Football (B) <small>(7/1 - 10/15)</small>	_____ Water Polo (B & G) <small>(1/15 - 4/15)</small>	_____ Competitive Cheerleading <small>(9/15 - 2/1)</small>		

D REQUIRED REFERENCES

References will be contacted by mail to comment on your character and potential for progress as an official. If the replies are not satisfactory, your application will be denied. Please be sure to give the **names and complete addresses including street numbers, city and zip code** of three references (excluding relatives) who know of your character and qualifications as a potential official. Failure to do so will delay the application process.

Name	Position	Street	Town/City	State	Zip
1. _____					
2. _____					
3. _____					

E FEES

Application fees must accompany your application for an officiating license. The application fees include your licensing dues, all books and materials, and NFIOA membership, for one licensing year (July 1 through the next June 30). Your application fees are non refundable.

TOTAL ENCLOSED: \$ _____
 (Make check payable to: Illinois High School Association)

1 Sport = \$45.00
2 Sports = \$60.00
3 Sports = \$75.00
4 Sports = \$90.00

FOR OFFICE USE ONLY	
Sports & Date Sent	Score
_____	_____
_____	_____
_____	_____
_____	_____

➔ MORE INFORMATION TO COMPLETE ON BACK SIDE ➔

F CONVICTION STATUS (REQUIRED)

The conviction status portion must be completed. Your application may be denied for an affirmative answer. Full disclosure is mandatory. False or inaccurate information on your application will result in immediate revocation of the application or license.

An IHSA Officiating License will not be issued to anyone convicted or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor or any sexual offense; or, 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, currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body.

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. 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.

An official whose license has been 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 denial results from a felony: The official/applicant may petition for a license one year after the completion of the parole/probation period (provided the offense was NOT involving a minor or a sexual offense).
- b. If suspension, revocation 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).

Check the appropriate response:

- I HAVE been convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor or any sexual offense, an offense involving any illegal/illicit drug or controlled substance; or I am currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body. (You must explain in full detail on an attached piece of paper. Include nature and date of conviction, dates and time served, probation/parole requirements, and dates of probation/parole.)
- I HAVE NOT been convicted or adjudicated of an offense involving a minor or any sexual offense, an offense involving any illegal/illicit drugs, and I am not currently serving a sentence or probation/parole period for any offense.

G SUBMISSION OF PICTURE ID (REQUIRED)

By recommendation of the State Police we are now requiring a photocopy of your drivers license/or state issued ID (from the Drivers License Facility) to be on file for every official. You must include this copy with your application. If your application does not include this information, your application form and fees will be sent back to you. **If you have the four-year extension label on the back of your license, please include a copy of both the front and back of your license.**

By recommendation and in cooperation with the Illinois State Police we may be conducting criminal background checks on currently licensed officials and those who apply to become an official. With Illinois legislation concerning convictions and convicted persons on school grounds, this is important to protect the IHSA member schools, students of those schools and the IHSA. In the process, officials who work the games in these schools will also be protected.

H WHAT NEXT?

1. Upon receipt of your properly completed application, you will be sent a packet of information, which will include the National Federation part one examination. All part one exams must be properly completed, sent to the IHSA office, and postmarked by the conclusion of the appropriate sport season (IHSA state final). In two season sports, the latter of the two state finals would apply, i.e., soccer (spring), swimming (winter) and volleyball (spring). Check the packet of materials sent to you for the specific test deadline. You must receive at least an 80% on that examination to obtain an IHSA officiating license.
2. To contract contests:
 - Join an officials association.
 - Contact high schools in your area.
 - Contact elementary or junior high schools in your area.
 - Contact the Illinois Elementary School Association, 1015 Maple Hill Road, Bloomington, IL 61702-1548, Phone: 309-829-0114, Fax: 309-829-0625, for names of schools in your area and information regarding jr. high rules.

I AGREEMENT/SIGNATURE (REQUIRED) CHECKLIST

I have done the following:

- properly completed form
- given complete addresses for all three references including street numbers, cities and zip codes

- read and accurately filled out the conviction information
- signed the agreement/signature box
- enclosed the proper fees
- enclosed a copy of Drivers License or State issued ID
- made a photocopy of the application for my own files

J

I understand that I am applying for an IHSA Officiating License, and that obtaining that license entitles me to officiate contests between IHSA member schools for remuneration as an independent contractor and not as an employee of the IHSA. I understand and acknowledge that I have no entitlements with or from the IHSA which may be available to an employee of the IHSA.

I agree to abide by the policies set forth by the IHSA to maintain said license; and

I attest that the information provided in this application form is true and accurate. Failure to provide true and accurate information could result in criminal prosecution.

Signature _____

Date _____