

TABLE OF CONTENTS

OFFICIALS CODE OF ETHICS.....	2
PURPOSE.....	3
MEMBER SCHOOL INFORMATION	3
Use of registered officials	
Junior High officials	
Suggested officiating crews	
INFORMATION FOR NEW OFFICIALS	4
Who can become an IHSAA official?	
What must I do to become an IHSAA official?	
How do I get game contracts?	
Where and how do I get rule books, insurance, uniforms and equipment?	
REGISTRATION PROCEDURES	5-7
Maintaining your online account	
Registered officials' procedures	
College and High School student registration procedures	
Non-varsity officials' registration procedures	
Out-of-state officials' registration procedures	
Military Initiative, NFOA membership benefits	
OFFICIALS' CONDUCT, SOCIAL MEDIA GUIDELINES	7-8
Conduct of Officials, Appeals Process, Social Media Guidelines, Criminal History Policy	
CONTRACTUAL OBLIGATIONS	8
Protocol for contracting games, fees and mileage	
Officials breaking contracts, Schools breaking contracts	
POST-SEASON OFFICIALS / SPORTSMANSHIP RATINGS AND EJECTION POLICIES	10
IHSAA officials desiring to work tournaments or playoffs	
Clinic verification	
Player and coach ejections	
Player and coach ejection report procedure	
Policy pertaining to officials communicating with schools requesting recommendations	
How officials are selected for tournament assignments	
MAILINGS AND ONLINE INFORMATION.....	10-11
Alternate year rules book mailing	
IHSAA website, IGHSAU	
Registered officials web list	
Officials' organizations in Iowa	
Online rules meeting and exam requirements and dates	
Iowa officials seeking a license with bordering states	
UNIFORM REQUIREMENTS	12
Uniform requirements	
IHSAA emblem, US Flag emblem, Say-No-To-Drugs emblem	
Ordering of equipment	
RANKING SYSTEM	13
Ranking Prerequisites	
RECOGNITION PROGRAM.....	13-14
Officials Awards	
Hall of Fame Nomination for an Athletic Official	
APPENDIX	14-16
What are the benefits of officiating? How do I grow and improve as an official? Communicate prior to contest	
NFHS Mechanics and signals Game responsibilities Signing official scorebook Officials Advisory Committee mtg. minutes	

IHSAA and IGHSAU OFFICIALS' CODE OF ETHICS

The Iowa High School Athletic Association's Board of Control and the Iowa Girls' High School Athletic Union's Board of Directors has officially adopted the following Code of Ethics for high school athletic officials.

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence, and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, consistent, and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall conduct themselves in a manner consistent with the standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches, and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes and themselves and shall notify the event manager of any condition that might not be conducive regarding participation.

Officials shall be cognizant of adverse conditions (including weather) that might arise during the competition and react appropriately to ensure the safety and welfare of all participants.

Officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments, or to local association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.

The IHSAA and IGHSAU serves as a registration agency for Iowa Junior and Senior High School athletic officials. Officials are registered as independent contractors with both entities. This Code of Ethics relates to the status of each official registered with the IHSAA and/or the IGHSAU.

Failure to comply with any of the above items may result in reprimand or suspension (temporary or permanent) for the official. Any sanction issued by the Iowa High School Athletic Association or the Iowa Girls' High School Athletic Union as a result of a violation to this Code of Ethics, shall apply equally to each organization the official is registered with.

OFFICIALS MANUAL

PURPOSE

The purpose of this Officials Manual is to help officials by covering and clarifying such points as purpose, procedure and requirements in officiating. A function of the Iowa High School Athletic Association is the registration of contest officials for interscholastic competition as stipulated in its Articles of Incorporation under "Powers and Duties of the Board of Control": The Board of Control shall register game officials for interscholastic competition, and the Board shall have the authority to determine qualification for membership and conditions for revocation, suspension or probation of registration.

It is the purpose of this Association in its program of registering officials to improve interscholastic competition by:

1. Aiding officials, coaches and players in acquiring a thorough knowledge of contest rules in all sports.
 - A thorough knowledge of contest rules and an ability to interpret these rules shall be a primary requirement of all officials. To implement this requirement, the IHSAA conducts online rules interpretation meetings in all sports as well as posting memos on our website or sending emails from the sport administrator. It is the responsibility of an official to view such meetings, memos, and emails for the purpose of keeping informed of rules changes and interpretations.
2. Promoting uniformity in mechanics of officiating.
 - A thorough knowledge on the mechanics of officiating shall be regarded as imperative. To implement this requirement, the IHSAA conducts annual clinics in the sports of football, basketball, wrestling, soccer and baseball. It is the responsibility of an official to attend these clinics for the purpose of keeping informed of current mechanics as well as a general review.
3. Recruiting competent young officials to replace retiring officials.
4. Encouraging observance of the spirit and letter of contest rules and ethical codes on all occasions.
5. Establishing high professional standards as developed by tradition. High standards contribute toward the total value of education-based activities.

MEMBER SCHOOL INFORMATION

USE OF REGISTERED OFFICIALS

When member schools participate in a contest, meet or tournament, registered officials must be used. If only one official is available who is registered by the IHSAA, then only the registered official should be used. Under no condition will the Association permit a contest to be played using officials who are not currently registered with the IHSAA. The use of non-registered IHSAA officials will result in sanctions by the IHSAA which could include forfeiture.

EXCEPTION FOR JUNIOR HIGH OFFICIALS

At the junior high school level (grades 7-8), only one currently registered official is required. It is not the prerogative of any member school to agree to set aside this rule. Such schools would be in violation of the Articles of Incorporation if they decided by mutual agreement to use officials not registered. It is very important for each school administrator and coach to read the game contract signed between member schools. This contract states the method by which both schools agree to the selection of registered officials. Placement on the Registered List constitutes certification by the IHSAA that an official has passed the requisite exam and has participated in all required rules meetings. Certification constitutes no further reference or guarantee.

SUGGESTED OFFICIATING CREWS

Baseball:	Umpires (2, 3 or 4)
Basketball:	Referee & Umpire(s) (3-man or 2-man crew)
Cross Country:	Referee (Starter)
Football:	4-Person Crew-Referee, Umpire, Linesman & Line Judge 5-Person Crew-Referee, Umpire, Linesman, Line Judge, & Back Judge
Soccer:	2-Person Crew-Referee & Assistant Referee 3-Person Crew-Referee & 2 Assistant Referees
Swimming:	Referee (Starter)
Track & Field:	Referee (Starter)
Wrestling:	Referee (can use Assistant Referee)

Note: No registered officials are required in **TENNIS, GOLF and BOWLING.**

INFORMATION FOR NEW OFFICIALS

WHO CAN BECOME AN IHSAA OFFICIAL?

Any high school aged student or above may become a registered official with the IHSAA. Refer to the Registration Procedures section of this manual for details on how to become registered. Officials who register with the IHSAA should have an enjoyment for high school activities and a desire to give something back to others who are now involved in those activities. Officials should have a thorough understanding of the activity for which they are officiating and possess the ability to interpret and apply the game rules.

WHAT MUST I DO TO BECOME AN IHSAA OFFICIAL?

Go to the IHSAA website for officials at <https://www.iahsaa.org/officials/> and review the step-by-step procedures for setting up your officials account on DragonFly. If you have questions or difficulties, contact Whitney Schlicht at 515-432-2011. Registration fees apply annually, and all officials must view the annual online rules meeting as well as receive a passing score of 75% on the annual online exam for that particular sport. Varsity officials in the sports of football, basketball, wrestling, soccer, and baseball must attend an officials' clinic once in their first three years. To be postseason tournament eligible, varsity officials must attend an officials' clinic at least once every three years. Officials desiring to work IHSAA sponsored tournaments must also submit a request form and submit their schedules via FORMS found in RESOURCES of the IHSAA website.

HOW DO I GET GAME CONTRACTS?

As an IHSAA registered official your name, city, and rank will appear on the IHSAA website. Officials can contact athletic directors of schools directly for game contracts. You are encouraged to join a local officials' association (lists of registered associations appear on the officials' tab of our website under Officials Associations) where you can receive mentoring and assistance in obtaining contracts. The IHSAA may share your contact information with school A.D.s and local assignors to assist in the securing of game contracts.

Be patient. Officials work many years to advance to varsity level contests. Establish your credibility and ability by working junior high and sub-varsity contests. Work hard in those games and your efforts will be noticed. The IHSAA does not secure regular season contracts for officials. District or state level contracts are given to selected, registered officials through the IHSAA. You are an independent contractor and subject to the appropriate IRS requirements.

WHERE AND HOW DO I GET?

- **Rulebooks**
 - New officials will receive the appropriate rules book (case book, officials' manual) when you first register for that sport. Be patient, we bulk mail the rules books at certain times during the year, typically a few weeks prior to the exam becoming available online. Every other year rule books are sent, so officials need to keep their rules books for two years or purchase a new one.
- **Insurance**
 - Instate registration fees include a \$17 NFOA membership with insurance coverage. Refer to the NFOA Registration Benefits section of this manual for more information.
- **Uniforms and equipment**
 - Most sporting goods stores and many online officiating websites can be used to purchase uniforms and equipment. Refer to the Uniform Requirements section of this manual for more detailed information. Officials must take pride in their physical appearance and wearing clean, pressed clothing that is not worn out is part of that expectation. IHSAA logoed shirts can be purchased from different vendors and are encouraged to be worn during regular season contests. A sampling of possible vendors to order equipment from include:
 - [Iowa Officials Supply](#)
 - [Ump Attire](#)
 - [Fifth Region Officials](#)
 - [Purchase Officials](#)
 - [Precision Officials](#)
 - [Officially Dalco](#)
 - [The Graphic Edge - Referee Zone](#)
 - [Smitty Apparel - Iowa Preferred Dealers](#)

Local sporting goods dealers are also excellent places to shop for officiating equipment, and it gives you a chance to try things on for size and comfort.

REGISTRATION PROCEDURES

MAINTAINING YOUR ONLINE ACCOUNT

Registered officials are encouraged to maintain their online account with the IHSAA via DragonFly. Please be sure telephone numbers, mailing addresses, and email addresses are correctly entered and up to date. The correct county of residence is also important for sorting and mailing purposes! These items are taken from the DragonFly database and used as the primary sources of communication with all officials.

REGISTERED OFFICIALS PROCEDURES

1. The IHSAA registration is powered by DragonFly and can be accessed at <https://max.dragonflyathletics.com/>
2. Registration for each new school year begins June 1st. Current registrations expire at the conclusion of the state baseball tournament.
3. Iowa Residents: The initial registration fee, as well as any re-registration fee for an official living in Iowa, is \$50 per school year for registration in one sport. If registration is desired in more than one sport, a fee of \$12 is due for each additional sport requested. A service fee of \$20 is charged for late re-registration.
4. All IHSAA officials (JH – Varsity) must view an annual online IHSAA rules meeting.
5. All IHSAA officials (JH – Varsity) must pass an annual online IHSAA rules examination.
6. All IHSAA officials seeking a Varsity status must attend an officials' clinic within their first three years of being registered in the sports of football, basketball, wrestling, soccer, and baseball.
7. Officials seeking post tournament consideration in football, basketball, wrestling, soccer, and baseball must attend an IHSAA-sponsored clinic when required.
8. The IHSAA has a no refund policy. If an IHSAA official fails to meet the rules meeting, exam or clinic requirements in a sport for which they have paid fees, no refund will be issued.
9. If an IHSAA official fails to register and/or meet the rules meeting and exam requirements mentioned above for a period of three consecutive years, and desires to register later, he/she will be required to start anew, including attending the required clinic within your first 3 years.
10. In the event an official elects not to re-register for a certain school year but desires to re-register the following year, there is no service fee for not having re-registered for the previous year.

COLLEGE STUDENTS REGISTRATION PROCEDURES

1. The IHSAA registration is powered by DragonFly and can be accessed at <https://max.dragonflyathletics.com/>
2. Registration for each new school year begins June 1st. Current registrations expire after the state baseball tournament.
3. Full-time college students, currently enrolled, may register as officials for an annual fee of \$20 for one sport and \$12 for each additional sport. This fee is intended for students coming from high school and going into college-- not former college students going back to school to take additional hours.
4. All IHSAA officials (JH – Varsity) must view an annual online IHSAA rules meeting.
5. All IHSAA officials (JH – Varsity) must pass an annual online IHSAA rules examination.
6. All IHSAA officials seeking a Varsity status must attend an officials' clinic within their first three years of being registered in the sports of football, basketball, wrestling, soccer, and baseball.
7. Officials seeking post tournament consideration in football, basketball, wrestling, soccer, and baseball must attend an IHSAA-sponsored clinic when required.
8. The IHSAA has a no refund policy. If an IHSAA official fails to meet the rules meeting, exam or clinic requirements in a sport for which they have paid fees, no refund will be issued.
9. If an IHSAA official fails to register and/or meet the rules meeting and exam requirements mentioned above for a period of three consecutive years, and desires to register later, he/she will be required to start anew, including attending the required clinic within your first 3 years.

HIGH SCHOOL STUDENTS REGISTRATION PROCEDURES

1. The IHSAA registration is powered by DragonFly and can be accessed at <https://max.dragonflyathletics.com/>
2. Registration for each new school year begins June 1st. Current registrations expire after the state baseball tournament.
3. High school students may register as officials for an annual fee of \$20 for one sport and \$12 for each additional sport.
4. All IHSAA officials (JH – Varsity) must view an annual online IHSAA rules meeting.
5. All IHSAA officials (JH – Varsity) must pass an annual online IHSAA rules examination.
6. All IHSAA officials seeking a Varsity status must attend an officials' clinic within their first three years of being registered in the sports of football, basketball, wrestling, soccer, and baseball.
7. Officials seeking post tournament consideration in football, basketball, wrestling, soccer, and baseball must attend an IHSAA-sponsored clinic when required.

8. The IHSAA has a no refund policy. If an IHSAA official fails to meet the rules meeting, exam or clinic requirements in a sport for which they have paid fees, no refund will be issued.
9. Upon completing the annual online examination and annual online rules meeting in each sport, high school aged officials will be registered to officiate sub-varsity high school and junior high contests.

NON-VARSITY OFFICIALS REGISTRATION PROCEDURES

1. The IHSAA registration is powered by DragonFly and can be accessed at <https://max.dragonflyathletics.com/>
2. Registration for each new school year begins June 1st. Current registrations expire after the state baseball tournament.
3. **Iowa Residents:** The initial registration fee, as well as any re-registration fee for an official living in Iowa, is \$50 per school year for registration in one sport. If registration is desired in more than one sport, a fee of \$12 is due for each additional sport requested. A service fee of \$20 is charged for late re-registration.
4. All IHSAA officials (JH – Varsity) must view an annual online IHSAA rules meeting.
5. All IHSAA officials (JH – Varsity) must pass an annual online IHSAA rules examination.
6. Non-varsity officials do not need to attend an Officials Clinic every three years, as they are not eligible to officiate at the varsity level.
7. The IHSAA has a no refund policy. If an IHSAA official fails to meet the rules meeting, exam or clinic requirements in a sport for which they have paid fees, no refund will be issued.
8. If an IHSAA official fails to register and/or meet the rules meeting and exam requirements mentioned above for a period of three consecutive years, and desires to register later, he/she will be required to start anew, including attending the required clinic within your first 3 years.
9. In the event an official elects not to re-register for a certain school year but desires to re-register the following year, there is no service fee for not having re-registered for the previous year.

OUT-OF-STATE OFFICIALS REGISTRATION PROCEDURES

1. The IHSAA registration is powered by DragonFly and can be accessed at <https://max.dragonflyathletics.com/>
2. Registration for each new school year begins June 1st. Current registrations expire after the state baseball tournament.
3. Beginning with the 2017-18 school year, Iowa will recognize fully registered out-of-state officials through a practice called reciprocity. Officials choosing this option are eligible to work regular season games only in Iowa. If out-of-state officials desire to work post-season tournament contests, they must be fully registered as an Iowa official.
4. The annual fee to register through reciprocity is \$20. You must be fully registered in the said sport in your home state. If your state association doesn't offer a sport in which you register with the IHSAA, you will be required to register fully in Iowa, taking the IHSAA exam and rules meeting.
5. The annual fee to register fully as an Iowa official will be \$35 or \$50, depending on your selection of the NFOA membership with insurance coverage. Any additional sport will be \$12.
6. To become a fully-registered IHSAA official (JH – Varsity) you must view an annual online IHSAA rules meeting.
7. To become a fully-registered IHSAA official (JH – Varsity) you must pass an annual online IHSAA rules examination.
8. To become a fully-registered IHSAA official (JH – Varsity) seeking a Varsity status you must attend an officials' clinic within their first three years of being registered in the sports of football, basketball, wrestling, soccer, and baseball.
9. Officials seeking post tournament consideration in baseball, football, basketball, soccer, and wrestling must attend an IHSAA-sponsored clinic when required.
10. The IHSAA has a no refund policy. If a fully registered IHSAA official fails to meet the rules meeting, exam or clinic requirements in a sport for which they have paid fees, no refund will be issued.
11. If a fully-registered IHSAA official fails to register and/or meet the rules meeting and exam requirements mentioned above for a period of three consecutive years, and desires to register later, he/she will be required to start anew, including attending the required clinic within your first 3 years.
12. In the event an official elects not to re-register for a certain school year but desires to re-register the following year, there is no service fee for not having re-registered for the previous year.

MILITARY INITIATIVE: The IHSAA is encouraging current and former military personnel with the opportunity to register as an IHSAA sport official by waiving the basic registration fee and the sport fee for two years. This offer is extended to those current and former military personnel who are registering as an IHSAA sport official for the first time. The current registration fee is a basic fee of \$50 for one sport, and an additional cost of \$12 for each additional sport. These fees will be waived for military personnel registering for the first time (for their first two years).

Regardless of the branch of service, the training, discipline, and core values ingrained in military personnel are the same qualities demanded of sport officials. Because of these qualities, we believe that men and women with military experience and training would fit well into interscholastic sport officiating and in this small way, the IHSAA wants to acknowledge those who serve or who have served and say, "thank you". Military personnel registering for the first time should contact Whitney Schlicht at the IHSAA office (515-432-2011) as well as send [this completed Armed Forces Registration form](#) by email to weschlicht@iahsaa.org or by U.S. mail to IHSAA, P.O. Box 10, Boone, IA 50036. It is asked that documentation of military service accompany your [Armed Forces Registration Form](#).

NOTE FOR ALL OFFICIALS: If you choose to register *after* the initial deadline, you *absolutely* must be fully registered prior to officiating an Iowa High School contest.

NFOA MEMBERSHIP BENEFITS

Instate registration fees include a \$17 NFOA membership with the insurance coverage mentioned below. Officials living in bordering states who already pay for this coverage in their home state will not be charged this fee.

- Coverage for all levels of officiating in sports recognized by the state high school association
- Excess General Liability
- Excess Accident Medical
- Accidental Death and Dismemberment

For more detailed insurance information, visit the [Dissinger Reed website](#).

OFFICIALS' CONDUCT AND SOCIAL MEDIA POLICIES

CONDUCT OF OFFICIALS

Officials' conduct, at all times, shall be such 1) not to reflect discredit upon other officials, member schools, or the IHSAA and 2) to promote discipline, good order, and a sportsmanlike environment. The Executive Director of the IHSAA may discipline an official for a violation of the Officials' Code of Ethics (IHSAA Officials' Manual) or for conduct unbecoming of school athletic officials. The disciplinary action may be a written reprimand, suspension, forfeiture or revocation of the registration of an official for actions or conduct which include, but are not limited to:

- Failure to honor a contract without written consent or release from the contract
- Unethical conduct or failure to abide by the rules and regulations of the IHSAA
- Officiating a high school contest while not classified as a NV or V level official with the IHSAA
- Falsifying information on a registration form
- Violations of the IHSAA Criminal History policy

APPEALS PROCESS

An official who has been reprimanded or whose registration has been denied, suspended, forfeited or revoked will be given the opportunity to appeal to the Board of Control by presenting facts to the Executive Director in writing within 7 days of notification of disciplinary action. The Board of Control shall review the case at the next regularly scheduled meeting of the Board of Control, and their decision shall be final.

SOCIAL MEDIA GUIDELINES FOR OFFICIALS (as adopted from the National Association of Sports Officials-NASO)

- Consider social media communications as public at all times — even if created with private intentions. If you are going to use social media in any form, consider your communication may be read by anyone at any time.
- You represent the officiating industry, your associations, your assigners and your partners. Act accordingly.
- Promote officiating in a positive light and with a general feeling of pride and professionalism. You are an ambassador for officiating.
- You have a unique access to information. The same ethical restrictions that apply to any form of public speech also apply to social media. It is inappropriate to communicate specifics about your assignments, other officials, conferences/schools, coaches, players or any related personnel.
- Do not engage in specific play and or ruling evaluation/commentary, whether it be of a game you worked, one that you witnessed or in general about the impact of officials in any sporting event.
- Communications among officials for learning purposes should be done privately and not using social media. Be mindful that email and other forms of direct communication can be made public.
- Be very sparing in the sharing of your personal information, including photos. Adjust security settings accordingly. Report fake profiles or posts to the appropriate authorities/governing bodies in a timely fashion.
- Follow specific conference, school and/or governing body social media policies.

CRIMINAL HISTORY POLICY

1. New Registration Application or Renewal

An IHSAA Official's Registration will not be issued or renewed without the written consent of the Executive Director of the IHSAA if the applicant:

- a. has ever been convicted or adjudicated with a finding of fault, guilt or violation regarding an offense related to an act of violence against a minor;
- b. has ever been convicted or adjudicated with a finding of fault, guilt or violation regarding any offense which required or requires the applicant to register with the sex offender registry of any state;
- c. has ever been convicted or adjudicated with a finding of fault, guilt or violation, regarding an offense involving the sale or distribution of any illegal/illicit drug or controlled substance as defined by Federal or State law; or
- d. has ever been convicted or adjudicated with a finding of fault, guilt or violation, regarding an offense defined by applicable Federal or State law as a felony.

2. Currently Registered Officials

A currently registered official who receives a conviction or adjudication of fault, guilt or violation of an offense listed in paragraph 1(a) – 1(d) of this policy shall result in immediate and automatic revocation of their officiating registration, unless the official obtains the written consent of the IHSAA Executive Director.

Upon receipt of or upon having knowledge of an indictment or criminal charge against them of any offense listed in paragraph 1(a) – 1(d), a currently registered official must immediately inform the IHSAA Executive Director of said indictment or charge. The IHSAA Executive Director shall have the discretion to suspend the official's registration pending disposition. Failure to notify the IHSAA Executive Director of such indictment or criminal charge shall in itself be a basis for immediate and automatic revocation of the officiating registration.

3. Reinstatement / Reregistration

An official whose registration has been suspended or revoked or an applicant who is denied registration, under the provisions of this policy, may petition for reinstatement/reregistration based on the following:

- a. a. If suspension, revocation or denial of registration is based upon conviction, adjudication or finding of fault, guilt, or violation of an offense defined as a felony, the official/applicant may petition for reinstatement/reregistration one year after the completion of the parole/probation period; or immediately upon obtaining written consent from the Executive Director of the IHSAA.
- b. If suspension, revocation or denial of registration is based upon any conviction, adjudication or finding of fault, guilt or violation, in regard to an offense related to the sale or distribution of any illegal/illicit drug or controlled substance as defined by Federal or State law, the official/applicant may petition for reinstatement/reregistration one year after the completion of the parole/probation period; or immediately upon obtaining written consent from the Executive Director of the IHSAA.
- c. If suspension, revocation or denial of registration is based upon conviction, adjudication or finding of fault, guilt, or violation of an offense involving an act of violence toward a minor or any offense which requires or required the person to register with the sex offender registry of any state, reinstatement/reregistration will not be permitted unless written consent is obtained from the Executive Director of the IHSAA.

CONTRACTUAL OBLIGATIONS

PROTOCOL FOR CONTRACTING GAMES, FEES, AND MILEAGE

IHSAA registered officials should utilize contracts when securing contests with member schools. Contracts for contests should include the contest date and starting time, fees for payment, mileage fees, and other pertinent information.

OFFICIALS BREAKING CONTRACTS

If an official has a conflict arise and needs to get out of a contract, he/she should contact the local school district or assigner and either be released from this contract or provide an adequate replacement approved by the contracted party.

SCHOOLS BREAKING CONTRACTS

If a school breaks a contract with an official for no reason, they should be held responsible for paying the game official the stated contract fee. If weather or any unusual situation arise, both parties should work together to resolve the situation. This agreed upon fee is up to the hiring school.

POST-SEASON OFFICIALS AND EJECTION POLICIES

IHSAA OFFICIALS DESIRING TO WORK IHSAA-SPONSORED TOURNAMENTS OR PLAYOFFS

All officials desiring to be considered for the IHSAA tournament series in football, basketball, wrestling, swimming, soccer, track & field, and baseball must meet the following criteria.

1. View the annual online rules meeting in the season you desire to work the tournament.
2. Take and pass (75%) the annual online exam in the season you desire to work the tournament.
3. Received recommendations from member schools. Current year IHSAA observations and evaluations with recommendations are also considered.
4. Fill out the online Request Form and Schedule by the deadlines listed below. Officials in basketball, wrestling, swimming, soccer, track & field and baseball are required to fill out an individual request form and schedule. In football, the crew chief/referee is responsible for filling out the form for the entire crew.

FOOTBALL August 26, 2021

BASKETBALL, SWIMMING, WRESTLING .. November 29, 2021

.....

TRACK & FIELD March 24, 2022

SOCCER..... March 31, 2022

BASEBALL..... May 23, 2022

5. Attend an IHSAA sponsored clinic within a 3-year period for if you are an official and want to be considered for tournaments; in the sports of football, basketball, wrestling, soccer, and baseball (no clinics in track & field and swimming).

CLINIC VERIFICATION

If an official has attended a clinic and our office does not have a record of having received the attendance form, we must have verification of the attendance. The official in question should have two people send a letter to our office verifying the attendance of the official. Upon receipt of the letters, we will give the official credit for having attended the meeting. **NOTE:** Check your account (records) a few days following the clinic to be sure your clinic attendance has been recorded.

PLAYER & COACH EJECTIONS

The IHSAA spends a great amount of time and places emphasis on sportsmanship. The ejection rule is for the benefit of interscholastic high school athletics, to give contest officials support, and to provide a tool to correct flagrant violations of good sportsmanship. Officials must accept their responsibilities in making this program effective. This policy is in effect for grades 7-12. Exception: junior high baseball does not apply because the IHSAA does not sanction junior high baseball.

PLAYER/COACH EJECTION REPORT PROCEDURE

It will be the responsibility of the game/meet official to report any disqualifications including junior high to the IHSAA the day following the game/meet (exception: junior high baseball). These reports should be made by submitting the form online at www.iahsaa.org and clicking on RESOURCES and then FORMS. The Ejection Report: Officials can be found on that page and filled out then submitted.

POLICY PERTAINING TO OFFICIALS COMMUNICATING WITH SCHOOLS REQUESTING RECOMMENDATIONS FOR TOURNAMENT SERIES

The IHSAA policy prohibits officials from communicating with schools requesting recommendations for tournament assignments. That practice is against the philosophy of the Iowa High School Athletic Association. Schools are asked to report officials who contact them requesting recommendations for tournaments. Officials who use communication (letters, e-mails, text, telephone calls, etc.) as a means of seeking recommendations from member schools will not be considered for tournament assignments in the sport programs sponsored by the IHSAA in which the request has been made.

HOW OFFICIALS ARE SELECTED FOR TOURNAMENT ASSIGNMENTS

The IHSAA asks member schools to recommend officials for each sport. Schools recommend the following number of officials in each sport: football (4 crews), basketball (12), wrestling (8), swimming (3), soccer (6), track & field (4), baseball (8). This list of recommendations is compiled, with each official given credit for each school's vote. Officials can view their recommendations from their accounts. Each school is permitted to list the names of officials the school does not want to officiate their tournament contests. Recommendations used for the current season will not be released until 2 business days after the state tournament. Tournament assignments are determined using member school recommendations and IHSAA observations and evaluations. The IHSAA uses the recommendations to help determine the current season's tournament assignments.

MAILINGS AND ONLINE INFORMATION

ALTERNATE YEAR RULES BOOK MAILING

Officials are asked to keep their Rules Book and Case Book for a two-year period. New rule changes, editorial changes, points of emphasis and mechanics changes will be discussed during the rule meeting sessions that officials are required to attend or view online. These changes will be placed on the IHSAA website to keep officials apprised and informed relative to any rule changes that take place during the alternate year. Each official will receive a pre-season letter with online instructions and due dates prior to each season, even in a non-book mailing year. The alternate year rules book schedule is as follows:

2021-2022 SCHOOL YR MAILINGS

Football (July, 2021)
Wrestling (October, 2021)

2022-2023 SCHOOL YR MAILINGS

Swimming (July, 2022) Basketball (October, 2022)
Track & Field (Jan, 2023) Soccer (Feb, 2023)
Baseball (April, 2023)

NEW OFFICIALS: During a non-mailing year, you will still receive your initial rules book, as well as case book, and officials' manual, if applicable. Those will be sent during our scheduled mailing after the registration period closes.

The NFHS Rules and Case Book app, which has a searchable feature, is available during the year you receive mailings for the books or if you purchase a set of books from the NFHS.

IHSAA WEBSITE

The IHSAA website is www.iahsaa.org. Officials should access that website frequently, particularly the officials' link at www.iahsaa.org/officials/. Your official's account, contracts for IHSAA sanctioned tournament contests, registered officials list, online rules meetings and exams, due dates, etc. will be made available at those websites.

IOWA GIRLS HIGH SCHOOL ATHLETIC UNION

If you are interested in registering for volleyball, girls' basketball, softball, girls' swimming, girls' track and field, girls' cross country and girls' soccer, you must contact the Iowa Girls High School Athletic Union.

- **WEBSITE:** www.ighsau.org
- **MAILING ADDRESS & PHONE NUMBER FOR IGHSAU**
5000 Westown Pkwy., Suite 150, West Des Moines, IA 50266 Phone: (515) 288-9741 Fax: (515) 284-1969

REGISTERED OFFICIALS LIST

A list of registered officials will be sent to member school Athletic Directors as well as known game assignors. These lists will be used to communicate with officials when looking to hire for or assign to games. Getting fully registered (pay fees, view rules meeting, pass rules exam) in a timely manner will allow officials to be included on this list.

OFFICIALS ORGANIZATIONS IN IOWA

All officials are encouraged to join an association in your area. In addition to scheduling contests, associations provide training and mentoring and the opportunity to develop friendships and camaraderie with other officials. A list of associations can be found on our website under OFFICIALS.

ONLINE RULES MEETING REQUIREMENT

All active officials, including fully registered out-of-state officials, must view an annual online IHSAA rules meeting for each of their registered sports. The annual rules meeting requirement includes anyone not working but wanting to count this year as a year of service. All tournament eligible officials will have a due date to meet this requirement prior to the season's first legal playing date of each individual sport. You cannot officiate unless the online rules meeting viewing requirement has been completed. The printed certificate at the end of the presentation is your confirmation; please keep for your records.

ONLINE RULES EXAMINATIONS

All active officials, including fully registered out-of-state officials, must pass an annual online IHSAA examination. A passing score of 75% or higher is required. You will be given 3 opportunities each season to achieve this passing score. All tournament eligible officials will have a due date to meet this requirement prior to the season's first legal playing date of each individual sport. You cannot officiate unless the online exam has been passed. NOTE: Do not complete and

submit your exam until you have reviewed your books (or use the previous seasons). It is highly suggested you print your completed score. Your printed copy is your confirmation.

ON-LINE RULES MEETING AND EXAM DATES

<u>SPORT</u>	<u>ONLINE OPENING DATE</u>	<u>TOURNAMENT ELIGIBLE OFFICIALS ONLINE CLOSING DATE</u>	<u>END OF SEASON FINAL DUE DATE</u>
FOOTBALL	August 2, 2021	August 26, 2021	October 29, 2021
SWIMMING	August 2, 2021	November 29, 2021	February 5, 2022
BASKETBALL	October 25, 2021	November 29, 2021	February 11, 2022
WRESTLING	October 25, 2021	November 29, 2021	February 5, 2022
TRACK	February 21, 2022	March 24, 2022	May 12, 2022
SOCCER	February 28, 2022	March 31, 2022	May 19, 2022
BASEBALL	April 24, 2022	May 23, 2022	July 7, 2022

IOWA OFFICIALS SEEKING A LICENSE WITH BORDERING STATES

Iowa officials desiring to work in Illinois, Kansas, Minnesota, Missouri, Nebraska, South Dakota and Wisconsin are to contact those state association offices directly.

- **ILLINOIS HIGH SCHOOL ASSOCIATION:**
2715 McGraw Dr., Bloomington, IL 61702-2715, (309) 663-6377
- **KANSAS STATE HIGH SCHOOL ASSOCIATION:**
PO Box 495, Topeka, KS 66601-0495 (785) 273-5329
- **MINNESOTA STATE HIGH SCHOOL LEAGUE:**
2100 Freeway Blvd, Brooklyn Ctr, MN 55430-1735, (763) 560-2262
- **MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION:**
1 N. Keene Street, Columbia, MO 65201, (573) 875-4880
- **NEBRASKA SCHOOL ACTIVITIES ASSOCIATION:**
500 Charleston Street, Suite 1, Lincoln, NE 68508, (402) 489-0386
- **SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION:**
804 N. Euclid Ave., Suite 102, Pierre, SD 57501-1217, (605) 224-9261
- **WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION:**
5516 Vern Holmes Drive, Stevens Point, WI 54482-8833, (715) 344-8580

UNIFORM REQUIREMENTS

1. The uniforms adopted by this Association are as follows:
 - a. **Football:** All crews are permitted to wear the current 1" or 2 ¼" stripe football officials' shirt. All varsity crew members must wear the same size stripe and style shirt. Sub-varsity football officials are recommended to wear the same style shirt. All football officials will be required to wear the black nylon football officiating pants for all 9-12 football contests. Appropriate football officiating cap, black shoes and socks
 - b. **Basketball:** Black and white striped shirt with short sleeves; black trousers; black shoes and socks.
 - c. **Baseball:** Grey pants; navy, light blue, cream, or black shirt; navy/black umpire's cap; black shoes and socks.
 - d. **Wrestling:** Short sleeved, black and white striped shirt with 1-inch stripes, or a gray shirt with black pin stripes, or an event shirt provided by the meet management for all officials; black trousers, black shoes and socks. The grey shirt with black pinstripes will be required for postseason wrestling tournaments.
 - e. **Soccer:** A shirt approved by the IHSAA; in the event of a color conflict between the officials and either team, the officials shall change to a jersey of a color distinct from both teams; black shorts or long trousers; predominantly black shoes and black stockings with white stripes; a solid black cap, if worn.
 - f. **Track Starter:** Khaki pants, white or light-colored shirt and an IHSAA or appropriate baseball style cap. In inclement weather, a light or bright colored jacket may be worn. Starters shall wear an identifying sleeve on the arm holding the starting device.
 - g. **Swimming:** White uniform or blue shirt and khaki pants/shorts and white shoes during the regular season; however, if two or more officials are present, they need to wear the same uniform. The blue shirt and khaki pants are required for postseason meets.
2. Clothing, which is clean, pressed and not over worn, as well as polished shoes are required of officials in all sports.
3. When a team or crew of officials wear jackets, the same jacket should be worn by all members of the team/crew.

IHSAA EMBLEMS FOR UNIFORMS

All IHSAA officials will be instructed to place the following emblems and logos in the same location on his/her garment.

- **IHSAA State of Iowa Emblem** - Officials in all sports can display the IHSAA State of Iowa emblem and it shall be displayed on the left chest. Football, basketball, wrestling, soccer, and baseball tournament/play-off officials will be required to wear the IHSAA State of Iowa Emblem on the left chest. Officials during regular season at any level are not required to wear this emblem but are encouraged to purchase shirts in the above sports with the emblem already on the shirt. Because IHSAA Track & Field is held in conjunction with the IGHSAU, no IHSAA emblem shirt should be worn or is needed. You can purchase the IHSAA State of Iowa Emblem from our office by completing the online [IHSAA Officials Order Form](#). They are available for \$6.00 and can be a sticky, removeable patch or an iron-on/sewn-on patch.
- **United States Flag Emblem** - If you choose to wear the United State flag emblem available by the IHSAA, we request you wear it on your left sleeve, 2" below the shoulder seam. The union (blue field) should be to the viewer's left. The flag shall be facing forward and streaming to the back as the person moves forward. Do not wear a "reverse" US Flag on your left sleeve. We request that you wear the standard version of which is red, white and blue with gold trimming and no other combination of colors. They are available for \$3.00 each.
- **Say-No-To-Drugs Emblem** - Say-No-To-Drugs emblems are available and may be worn on the right sleeve approximately two inches below the shoulder seam. Additional Say-No-To-Drugs emblems are available for \$3.00 each.

ORDERING ADDITIONAL EMBLEMS -To purchase additional emblems, go to [IHSAA Officials Order Form](#). Print the form, fill it out in its entirety and return the form with your check or money order to the IHSAA office. Please do not send cash. The use of a credit card for purchases is currently not available.

ORDERING OF EQUIPMENT

Online Vendors that carry sublimated IHSAA logoed shirts (caps-Iowa Officials Supply and The Graphic Edge) include:

- [Iowa Officials Supply](#)
- [Ump Attire](#)
- [Fifth Region Officials](#)
- [Purchase Officials](#)
- [Precision Officials](#)
- [Officially Dalco](#)
- [The Graphic Edge - Referee Zone](#)
- [Smitty Apparel - Iowa Preferred Dealers](#)

RANKING SYSTEM

VARSITY OFFICIALS (V rank)

Prerequisites:

1. Pay registration fees annually before officiating a contest.
2. View the annual online rules meeting before officiating a contest.
3. Take and pass the annual online examination with a 75% or higher before officiating a contest.
4. Attendance at a clinic if you meet the following criteria:
 - a. Officiate football, basketball, wrestling, soccer, and/or baseball.
 - b. Officials within their first 3 years of service. If 2020 is your first year, you will have 2020, 2021 or 2022 to meet the clinic requirement before the 2022 season begins to maintain a Varsity status. If you have not done so, you will be listed as Non-Varsity in 2022 once the exam and rules meeting requirements have been met.
 - c. High School graduates who indicate spring of 2020 as their graduating year will have 2020, 2021 or 2022 to meet the clinic requirement to maintain a Varsity status before the 2022 season begins.

VARSITY OFFICIALS (Tournament eligible)

Prerequisites:

1. Pay registration fees annually by the due date.
2. View the annual online rules meeting by the due date.
3. Take and pass the annual online examination with a 75% or higher by the due date.
4. Attendance at a clinic if you meet the following criteria:
 - a. Officiate football, basketball, wrestling, soccer, and/or baseball.
 - b. Officials within their first 3 years of service. If 2020 is your first year, you will have 2020, 2021 or 2022 to meet the clinic requirement before the 2022 season begins to maintain a Varsity status.
 - c. High School graduates who indicate spring of 2020 as their graduating year will have 2020, 2021 or 2022 to meet the clinic requirement to maintain a Varsity status before the 2022 season begins.
 - d. All officials seeking post-season tournament consideration in football, basketball, wrestling, soccer, and baseball must attend within a 3-year period for if you want to be considered for post-season.

HIGH SCHOOL STUDENTS (HS rank)

Prerequisites:

1. Pay registration fees annually before officiating a contest.
2. View the annual online rules meeting before officiating a contest.
3. Take and pass the annual online examination with a 75% or higher before officiating a contest.
4. Attendance at a clinic in the sports of football, basketball, wrestling, soccer, and baseball is encouraged but not mandatory.

Limitations: All high school students who have satisfactorily completed the annual rules meeting and exam will be registered to officiate sub-varsity high school and junior high contests.

NON-VARSITY OFFICIALS (NV rank)

Prerequisites:

1. Pay registration fees annually before officiating a contest.
2. View the annual online rules meeting before officiating a contest.
3. Take and pass the annual online examination with a 75% or higher before officiating a contest.
4. Attendance at a clinic in the sports of football, basketball, wrestling, soccer, and baseball is encouraged but not mandatory.

RECOGNITION PROGRAM

YEARS OF SERVICE AWARDS

The Iowa High School Athletic Association will recognize years of service that officials have provided, not only to the IHSAA, but more importantly to the schools in your geographic area. Recognition is given for 15, 25, 35, and 50 years of service. Awards will be distributed at state championship events to those attending. For those unable to attend, awards will be mailed to the recipients who acknowledge their award via email or letter.

HALL OF FAME NOMINATION FOR AN ATHLETIC OFFICIAL

The Iowa High School Athletic Association has a Hall of Fame for high school officials. Officials of all contests are a very integral part of the interscholastic program; therefore, they should be honored accordingly. The general criteria for the selection of honorees will be the overall contribution to high school athletics and the individual must adhere to the officials Code of Ethics. You are invited to submit any information on behalf of your nominee that you desire. Please contact Chris Cuellar at ccuellar@iahsaa.org.

The Officials Hall of Fame is a very important part of the IHSAA's program. Nominees for NFOA award recognition should be filed with the IHSAA Office. IHSAA will file with the state NFOA committee.

APPENDIX

WHAT ARE THE BENEFITS OF OFFICIATING?

Some of the benefits of officiating include staying involved in your favorite activities, meeting and working with high school players and coaches, learning how to make firm and fair decisions, learning how to accept criticism, maintaining physical fitness and enthusiasm, earning some extra money, and giving back to your favorite activity and today's athletes.

HOW DO I GROW AND IMPROVE AS AN OFFICIAL?

Read and study your rule book and case book, keep in good physical and mental condition (getting a physical examination annually from your doctor is suggested), refer to the IHSAA website and your officials' account frequently for messages and emails, keep an organized schedule of your contests and meetings, return phone calls or written correspondence quickly, file reports in a timely manner, be prompt and arrive early, conduct yourself in a professional manner, and remember that the contest you are working is the most important contest in the eyes of the athletes, coaches, and fans, so it must be your priority.

COMMUNICATE PRIOR TO CONTEST

Officials who have a contracted contest with a member school should communicate to verify the date, time, and location of the event. Placing a phone call or email to the athletic director or school secretary in advance of the contest can prevent embarrassing situations, unnecessary travel, etc. Discuss your arrival time, where to park, dressing room accommodations, etc. with the host school. Make it a habit to verify your contest with the school personnel.

MECHANICS AND SIGNALS

The IHSAA registered official needs to make a point to follow the National Federation of High Schools guide for mechanics and signals in all sports. Developing consistency in these areas make our IHSAA registered official even more credible with coaches, players, and spectators.

GAME RESPONSIBILITIES

Officials are encouraged to perform the following responsibilities before, during, and after their contests:

- Arrive at the contest site early
- Conduct yourself professionally from the time you arrive until your departure
- Report in to administration and/or coaches upon arrival at the contest
- Introduce yourself to administration and/or coaches
- Conduct a pre-game meeting with other officials, if applicable
- Conduct a pre-game meeting with coaches, captains, etc.
- Do your best to get the contest started on time
- Communicate primarily with the head coaches and the captains, but communicate effectively
- Ask for administration's help if needed. Officials do not handle spectator problems themselves.
- Sign off on the contest, if necessary. Print your name clearly.
- Exit the playing facility promptly after completion of the contest, preferably with administration assistance
- Complete any necessary paperwork for the host school in order to receive payment

PRINT YOUR NAME WHEN SIGNING OFFICIAL SCOREBOOK

It is imperative when you sign the official scorebooks that your signature is legible. Therefore, please print your name. Administrators and coaches have experienced difficulty in reading an official's name. Varsity football officials should provide a card with all crew members listed to both head coaches.

2021 OFFICIALS ADVISORY COMMITTEE MEETING MINUTES
Tuesday, August 10, 2021 (7:30 a.m.)
Via Zoom meeting

Members: Mark Royer, Lanny Brand, Jennifer Dunn, Bill Neal, Jeff Horst, Jeff Freel (all present), Jim Pfeifer (unable to attend)

- Royce Van Roekel joined as a soccer official representative as invited by Jennifer Dunn.

Recognition: Jennifer Dunn will be stepping down due to her “retirement” from officiating. Thank you, Jennifer!

Reviewed meeting minutes and past recommendations

- Reviewed 2020 minutes
- Review past (last 5 years) committee recommendations –
 - 2020 - considerations only
 - 2019 - MMS – (TeGrotenhuis, Radtke) Allow registered High School officials to work sub-varsity games in all sports (7-0) (Approved)
MMS – (Neal, Dunn) As part of the registration process, allow the IHSAA to share contact information with Member Schools via a password protected link (7-0) (Approved)
 - 2018 - considerations only
 - 2017 – considerations only
 - 2016 – Offer reciprocity agreement for out-of-state officials desiring to work regular season contests only. (Approved)

Reviewed 2020-21 Sportsmanship/Ejection reports to date

- Suggestion made to offer some Zoom meetings for interested officials regarding game management, handling conflict, dealing with unruly players, coaches, or spectators, etc.

Discussion items submitted for consideration

- DragonFly – initial impressions and suggestions
 - Finding the rules meetings videos have been difficult\
 - Probably going to need a timeline for schools to join in if that is the plan
- Sportsmanship Ratings
 - No longer being required of officials
 - Suggested to send a reminder to officials and schools prior to each sport season
- Coach Evaluations of officials
 - General feeling is they aren’t being done consistently, but when a poor evaluation is wanted, they get filled out
 - Soccer has “game reports” that get filled out by school and official
- Recruitment discussion – ideas to consider
 - “How to Become an Official” cards for schools to hand out/display
 - Develop a plan for recruiting in Iowa colleges.
 - Contacts at each institution
 - Offer training opportunities – possibly with local officials’ associations
 - Help get games to work through local associations and/or assignors

- IHSAA work with local officials' associations to develop the plan – make it simple and easy
- Suggest to H.S. or college kids the possibility of officiating during pre-season practices, scrimmages, etc.
 - Create a “speech” with critical bullet points to be read to the teams – officials go out and try to get in these pre-season settings, offer to officiate a practice or scrimmage in exchange for the chance to talk to the players about officiating as a future consideration
- Consider sending a statement to be read by Public Address announcers prior to games throughout the school year
- Uniform discussion
 - Some possible cold gear being put together (stocking caps) with IHSAA logo
 - Good for football, CC, Track & Field
 - Cream-colored baseball umpire shirts with IHSAA logo is being pursued and will be used in postseason (used at state baseball this past summer)
- Review of Officials Manual
 - Lewie will make changes/revisions and send them out to the committee for review, then seek approval from the Board of Control
- Adjourned meeting at 9:30 a.m.

Respectfully submitted,
 Lewie Curtis
 Director of Officials

No formal recommendations to be considered by IHSAA Board of Control