

# KANSAS • STATE • HIGH • SCHOOL **ACTIVITIES** ASSOCIATION, INC.



601 SW Commerce Place, Box 495 □ Topeka, KS 66601-0495 □ PH: 785 273-5329, FAX: 785 271-0236 □ E-Mail: [kshsaa@kshsaa.org](mailto:kshsaa@kshsaa.org) □ [www.kshsaa.org](http://www.kshsaa.org)

GARY P. MUSSELMAN, EXECUTIVE DIRECTOR

Assistant Executive Directors: Cheryl Gleason, David Cherry, Francine Martin, Reggie Romine, Mark Lentz, Jeremy Holaday  
Member of the National Federation of State High School Associations

**MAY 2013**

**TO:** 2012-2013 KSHSAA REGISTERED OFFICIALS  
**FROM:** GARY MUSSELMAN, EXECUTIVE DIRECTOR  
**SUBJECT:** KSHSAA OFFICIALS REGISTRATION FOR 2013-2014

**\*\*REGISTRATION OPENS JUNE 1, 2013\*\***

## **TWO REGISTRATION OPTIONS!**

**REGISTER ONLINE AT [WWW.KSHSAA.ORG](http://WWW.KSHSAA.ORG). GO TO THE OFFICIAL'S TAB AND LOGIN WITH YOUR OFFICIAL'S NUMBER AND PASSWORD, CLICK ON REGISTRATION TO REGISTER WITH A VISA OR MASTERCARD.  
(\$3 bank fee applies)**

**\*OR\***

**A REGISTRATION CARD IS ENCLOSED. FILL IT OUT AND SEND IT IN WITH YOUR REGISTRATION FEE.**

## **REGISTRATION FEES**

The KSHSAA establishes registration fees in accordance with costs of purchasing, printing and distributing materials used by our officials. Dues for NFOA membership are included as part of the registration fee. As approved by the Executive Board, the registration fee for one sport is **\$47 (\$30 for Track & Field)** and **\$25** for each additional sport.

**For officials registered 21 years or more, the registration fee is \$47 for the first sport and \$10 for any additional sport provided you register by July 14.**

The KSHSAA will accept registrations for a sport through the registration deadline date listed on the schedule enclosed in this mailing. A **NEW** official's registration for football, basketball, volleyball, wrestling, soccer, baseball, softball, and track & field is **VOIDED** if the official fails to complete the required online rules meeting or in-person officials meeting for each sport in which you are registered.

A portion of your KSHSAA registration fee pays your membership in the NFOA. Kansas is a 100% NFOA membership state which means your membership includes access to the NFHS Central Hub through the ArbiterSports website. This section contains officiating educational content exclusively for high school officials including a searchable rules database, publications, video, an official's forum, and more. Your membership also includes NFOA insurance, publications, and other benefits. To complete the NFOA membership, and provide you with NFOA insurance coverage, an official is requested to provide only the last four digits of your social security number with your KSHSAA registration.

## **LATE FEES**

**If you were registered in 2012-2013 for Football, Volleyball, Basketball, Wrestling, and/or Soccer (boys and girls), you must register for the 2013-2014 year by July 14 OR pay an additional \$20 late fee. Baseball, Softball, and Track & Field officials must register by January 14 OR pay an additional \$20 late fee.**

**THERE WILL BE NO REFUNDS OF REGISTRATION FEES**

**\$25 PENALTY FEE ON ALL RETURNED CHECKS**

**OVER →**

## OFFICIALS MEETINGS

In a continuing effort to provide quality training opportunities for our registered officials, the KSHSAA is conducting a series of in-person official's meetings for each sport, every other year. These meetings are mandatory. In the year an officials meeting is offered for a specific sport, there WILL NOT be an online rules meeting option available in that activity. **You must attend the in-person officials meeting to receive rules meeting credit.** Officials meetings in 2013-2014 will be offered in the following sports:

GYMNASTICS  
VOLLEYBALL  
WRESTLING  
BASKETBALL  
SOFTBALL

See enclosed schedule for dates and locations.

*KSHSAA registered officials CANNOT receive rules meeting credit by attending an out of state meeting*

## ONLINE RULES MEETINGS

In the alternate years in which an officials meeting **IS NOT** offered for your sport(s) officials **MUST** complete an online rules meeting. The following sports will require an online rules meeting for 2013-2014:

FOOTBALL  
SOCCER (Boys & Girls)  
BASEBALL  
TRACK & FIELD

Dates the online meetings are available for these sports is included in this mailing.

**At the end of the online meeting you will have the option to request the KSHSAA to notify another state of your rules meeting attendance.**

*KSHSAA registered officials CANNOT receive rules meeting credit by attending an out of state meeting.*

## ARBITER INFORMATION

Only KSHSAA registered officials will be available for assignment through Arbiter. **THEREFORE IT IS IMPERATIVE THAT YOU REGISTER EARLY WITH THE KSHSAA IN ORDER TO BE AVAILABLE FOR ASSIGNMENT BY COMMISSIONERS/LEAGUES AND SCHOOLS USING ARBITER.** Please see the enclosed instructions for the Arbiter assigning system.

## ONLINE OFFICIALS LICENSE

**The KSHSAA does not mail licenses.** Officials can obtain a printable version of their KSHSAA license, NFOA membership card, and NFHS Sportsmanship pocket card on your official's page of the KSHSAA website.

## OFFICIALS DIRECTORY

The OFFICIALS DIRECTORY will be printed this summer listing all officials who have registered by **July 14**. This publication will only be mailed to member schools.

## RECOGNITION AWARDS

We want to recognize you for your service! Officials with 20 or more years of service as a KSHSAA registered official should login at [www.kshsaa.org](http://www.kshsaa.org) and complete an Official's Service Award application. Officials can apply for 20, 30, 40, and 50 year awards. The application should be printed, filled out, and sent in to our office **at least 30 days prior to the state event at which you elect to receive your plaque.** Awards are presented only at KSHSAA state championship events, or can be shipped to your home address.

## SUSPENSION POLICY

**By action of the Executive Board, effective with the 2006-07 school year, officials who fail to comply with the rules meeting attendance and examination regulations for two consecutive years may be reinstated only after payment of a \$75.00 penalty fee.**

## PUBLICATIONS

Rules books, examinations and other materials will be sent to you prior to each sport season. This material will arrive in plenty of time for you to complete the open book exam prior to the deadline date, provided you register early.

## WEBSITE ACCESS

We are constantly updating and enhancing our website to help it better meet your needs as a KSHSAA registered official. Login with your official's number and password at [www.kshsaa.org](http://www.kshsaa.org). Below are just a few of the items you can find on the website:

- Online Registration
- Printable Officials License
- Update Your Contact Info
- Online Rules Meetings
- Online Rules Exams
- Tournament History
- Service Award Applications
- Sport Registration History
- Area Supervisor Info
- Weekly Newsletters
- Unusual Situation Form
- Officials Patch and Apparel Info
- School & Officials Directories
- Education & Training Resources

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YOUR KSHSAA OFFICIAL'S #

# 2013-2014

## OFFICIAL REGISTRATION CARD

X	X	X	-	X	X	-				
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LAST 4 DIGITS SOCIAL SECURITY #

Name (Print clearly)			Date of birth		
Mailing Address (RR, PO, Box, Street, etc.)		City	State	Zip + 4	
Occupation	County	Home Phone	Business Phone		
e-mail address			Cell Phone		

I hereby agree to abide by rules and regulations as determined by the Executive Board and to cooperate with the KSHSAA in every way.

I certify that I:

1. Agree to be bound by the applicable provisions of Rule 11 of the KSHSAA and any amendments thereto;
2. Am not presently subject to a suspension or revocation of my ability to act as an athletic official at the high school level in Kansas or another state; and
3. Have not been convicted of a misdemeanor or felony within the last five (5) years.

**OVER →**

MUST SIGN	Applicant's Signature	Date
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### KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

PO Box 495, Topeka, KS 66601-0495

I hereby apply for registration as an athletic official in the following sport(s) for the KSHSAA: Amount enclosed: \$ \_\_\_\_\_

**Check the desired sport(s) below:** 

- |  |   |
|--|---|
| <input type="checkbox"/> Football      | <input type="checkbox"/> Girls Gymnastics |
| <input type="checkbox"/> Basketball    | <input type="checkbox"/> Baseball         |
| <input type="checkbox"/> Wrestling     | <input type="checkbox"/> Soccer           |
| <input type="checkbox"/> Volleyball    | <input type="checkbox"/> Softball         |
| <input type="checkbox"/> Track & Field |   |

Were you a registered official with the KSHSAA last year? **YES**  **NO** Have you registered with the KSHSAA in another sport this year? **YES**  **NO** 

The registration fee is **\$47** for one sport (**\$30** for T&F) and **\$25** for each additional sport. If you were registered last year, you must register by **July 14** (*Baseball, Softball, and Track & Field officials must register by **January 14***) to avoid the late fee. **Registration after the deadline includes a \$20 late registration penalty (one per registration year)**. If you have been registered 21 years or more and register by **July 14**, the fee is **\$47** (**\$30** for T&F) for one sport and **\$10** for each additional sport.

FOR OFFICE USE ONLY			
ACCOUNTING	REGISTRATION	PACKET MAILED	NEW <input type="checkbox"/>

# **AVOID \$20 LATE FEE!**

**Register by July 14 for all sports except Baseball, Softball, and Track & Field**

**Register by January 14 for Baseball, Softball, and Track & Field**

**No late fee for Gymnastics**

Late fee does not apply to first time registrants or officials not registered in that sport the previous year. Late fee DOES apply to any official registered with the KSHSAA in that sport the previous year.

## **FEE SCHEDULE**

<b>FIRST SPORT</b>	<b>\$47</b>
<b>TRACK &amp; FIELD</b>	<b>\$30</b>
<b>ADDITIONAL SPORTS</b>	<b>\$25/SPORT</b>
<b>If registered 21 years or more AND register before July 14</b>	<b>\$10/SPORT</b>
<b>LATE FEE</b>	<b>\$20</b>

Late fee applies to registrations received after July 14 for all sports except Baseball, Softball, and Track & Field. Late fee applies to Baseball, Softball, and Track & Field registrations received after January 14.

**\*THERE ARE NO REFUNDS OF REGISTRATION FEES\***

**\*\$25 PENALTY ON ALL RETURNED CHECKS\***

# 2013-2014

## IN-PERSON OFFICIALS MEETINGS REQUIRED FOR REGISTERED OFFICIALS

The KSHSAA is committed to providing quality educational and training opportunities for our registered officials. In the most recent KSHSAA strategic plan our member schools indicated that recruiting, training, and retaining officials is a top priority. To work towards fulfilling this priority the KSHSAA will again be conducting a series of in-person officials meetings during the 2013-2014 school year. Please note the following in regards to this requirement:

- **Registered officials will be required to attend an in-person officials meeting every other year for each sport in which they are registered.**
- **The in-person officials meeting fulfills the rules meeting requirement for that year, in that sport.**
- **If an in-person officials meeting is missed it results in the official being placed on probation the following year.**
- **There WILL NOT be an online rules meeting option available for officials during the year an in-person officials meeting is required for their sport(s).**
- **Officials MUST complete their rules meeting requirements online in years when an in-person officials meeting is not offered.**

**THE FOLLOWING SPORTS WILL REQUIRE ATTENDANCE AT AN IN-PERSON OFFICIALS MEETING FOR 2013-2014:**

**VOLLEYBALL**

**GYMNASTICS**

**WRESTLING**

**BASKETBALL**

**SOFTBALL**

**THE 2013-2014 OFFICIALS MEETING SCHEDULE CAN BE FOUND ON THE**

**BACK      →**

# 2013-2014

## KSHSAA OFFICIALS MEETINGS SCHEDULE

IN-PERSON ATTENDANCE REQUIRED IN:  
VOLLEYBALL, GYMNASTICS, WRESTLING, BASKETBALL, AND SOFTBALL

All meetings begin at 7:00 pm in the Auditorium unless otherwise indicated.

### VOLLEYBALL

Thursday August 8	Topeka-Washburn Rural HS
Monday August 12	Hays HS
Tuesday August 13	Ulysses HS
Wednesday August 14	Maize HS
Thursday August 15	Basehor-Linwood HS
Friday August 16	Seneca-Nemaha Valley HS, <b>Commons</b>
Monday August 19	<b>Salina-Smoky Hill Service Center</b>
Tuesday August 20	<b>Oakley-NWK Educational Service Center</b>
Wednesday August 21	Dodge City HS
Thursday August 22	Hutchinson HS, <b>Career &amp; Technical Education Academy</b>
Monday August 26	Parsons HS
Tuesday August 27	Overland Park-Blue Valley West HS
Wednesday August 28	Derby HS
Thursday August 29	Emporia HS

### GYMNASTICS

Tuesday September 3	Shawnee Mission West HS, <b>Library</b>
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### WRESTLING

Monday October 7	Pittsburg HS
Tuesday October 8	Olathe South HS
Wednesday October 9	Maize HS
Thursday October 10	<b>KSHSAA, Board Room</b>
Saturday October 12	<b>Fort Hays State University, 1 pm (KWOA Clinic)</b>
Monday October 14	Goddard HS
Tuesday October 15	Garden City HS
Wednesday October 16	Oakley HS
Thursday October 17	<b>Salina-Smoky Hill Service Center</b>
Monday October 21	Bonner Springs HS

### BASKETBALL

Wednesday October 9	Parsons HS
Thursday October 10	<b>KSHSAA, Hall of Fame Room</b>
Monday October 14	Ulysses HS
Tuesday October 15	Great Bend HS
Wednesday October 16	Salina-Central HS
Thursday October 17	Eudora HS
Monday October 21	Basehor-Linwood HS
Tuesday October 22	Manhattan HS
Wednesday October 23	Beloit HS
Thursday October 24	Colby HS
Monday October 28	Hays HS
Tuesday October 29	Dodge City HS, <b>Commons</b>
Wednesday October 30	Maize HS
Monday November 4	Shawnee Mission-Bishop Miege HS
Wednesday November 6	Seneca-Nemaha Valley HS
Thursday November 7	Derby HS
Monday November 11	El Dorado HS
Tuesday November 12	Pittsburg HS
Wednesday November 13	Olathe South HS
Thursday November 14	Topeka-Washburn Rural HS
Monday November 18	Overland Park-Blue Valley Southwest HS
Tuesday November 19	Emporia HS

### SOFTBALL

Monday February 3	Overland Park-Blue Valley West HS
Wednesday February 5	Dodge City HS, <b>Commons</b>
Thursday February 6	<b>Pratt Recreation Department, Municipal Building, 10:00 AM</b>
Thursday February 6	Rose Hill HS
Monday February 10	Chanute HS
Wednesday February 12	Hays HS
Thursday February 13	<b>Salina-Smoky Hill Service Center</b>
Monday February 17	Topeka-Seaman HS
Wednesday February 19	Maize South HS
Monday February 24	Manhattan HS
Wednesday February 26	Basehor-Linwood HS

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## 2013-2014 KSHSAA OFFICIALS REGISTRATION, ONLINE RULES MEETINGS, AND EXAMINATION DEADLINES

Sport	Official Registration Ends	Online Rules Meeting	Online Exam
Volleyball	August 22	SEE OFFICIALS MEETING SCHEDULE	August 5 – August 30
Football	August 23	August 1 – August 29	August 1 – September 4
Gymnastics	August 27	SEE OFFICIALS MEETING SCHEDULE	August 12 – September 5
Boys Soccer	August 28	August 12 – September 4	August 12 - September 6
Wrestling	October 21	SEE OFFICIALS MEETING SCHEDULE	October 7 - November 10
Basketball	November 13	SEE OFFICIALS MEETING SCHEDULE	October 9 – November 25
Baseball	March 5	February 3 – March 12	February 3 - March 19
Softball	March 5	SEE OFFICIALS MEETING SCHEDULE	February 3 - March 19
Girls Soccer	February 19 - March 21	February 24 – March 24	February 24 - March 24
Track & Field	March 21	February 24 - March 24	February 24 - March 30

\*Registration late fees will apply after July 14 in the following sports: Volleyball, Football, Soccer, Wrestling, and Basketball.

\*Registration late fees will apply after January 14 in the following sports: Baseball, Softball, and Track & Field.

The KSHSAA rules testing process for head high school coaches, head middle/junior high school coaches, and officials will continue to be administered online only. **Officials are required to complete the exam within the date range for their respective sport(s).**

For sports requiring an in-person officials meeting there is **NO** online rules meeting option. **YOU MUST ATTEND THE IN-PERSON OFFICIALS MEETING TO RECEIVE RULES MEETING CREDIT.** For sports that do not offer an in-person officials meeting you must fulfill your sport's rules meeting attendance requirement online. The dates the online rules meetings are available to receive credit are listed above.

**\*\*PLEASE NOTE!\*\***

**OFFICIALS WHO ARE ALSO HEAD COACHES IN THE SAME ACTIVITY SHOULD SUBMIT THEIR EXAM AS A HEAD COACH THROUGH THE SCHOOL LOGIN. FOLLOW THE INSTRUCTIONS INCLUDED IN THE COACH'S MAILING.**

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**PLEASE FOLLOW THESE INSTRUCTIONS FOR TAKING THE EXAM & ATTENDING THE ONLINE RULES MEETING (if applicable to your sport). IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE KSHSAA AT (785) 273-5329.**

1. To take the exam and/or attend the online rules meeting, go to the KSHSAA web page at [www.kshsaa.org](http://www.kshsaa.org) and follow the directions below:
2. Go to the **OFFICIALS** tab at the top of the page, click **Login**, and enter your login information.
  - A. **OFFICIALS:** Your **KSHSAA Officials Number** is found on your registration confirmation email and license. For veteran officials, this number does not change from year to year. If you are a new official and have lost your registration confirmation email and license, call the KSHSAA at the number above. Your **Password is your initials (ALL UPPER CASE) and the last 4 digits of your social security number.** If you have not registered with a middle initial, do not use one in the password field.

**EXAMPLE:**

NAME: James R. Smith	NAME: Brandon Jones
<b>OFFICIALS NUMBER:</b> 11011	<b>OFFICIALS NUMBER:</b> 3751
<b>PASSWORD:</b> JRS5678	<b>PASSWORD:</b> BJ1234
  - B. Officials who have not provided the last 4 digits of their social security numbers will need to do so before they can login and take an exam.
3. Once logged in, you will see a list of sports in which you are currently registered. Select the sport in which you are taking the exam or attending the online meeting. After clicking on the sport, choose the link in the right hand column for the sports exam or online rules meeting.
4. **Please note the following instructions for taking the Sports Exam:**
  - A. **Officials who are also head coaches in the same activity should submit their exam as a head coach through the school login. Follow the instructions included in the coach's mailing.**
  - B. The exam consists of 50 questions. You may skip around to different questions within the exam, but you must answer all questions before the exam can be submitted. **YOU MUST COMPLETE THE ENTIRE EXAM IN ONE SESSION!** Logging off with an incomplete exam will result in you losing what you have completed up to that point and requiring you to start the exam over. **After completing all 50 questions, click the Submit All button**
  - C. After completing the exam please print both your answer sheet and question sheet. **Your answer sheet serves as confirmation of you taking the exam should a discrepancy arise.**
  - D. Your score will be posted on your KSHSAA official's web page after the exam has been turned off. **ALL ONLINE SCORING IS FINAL.**
5. **Please note the following instructions for attending the Online Rules Meeting:**
  - A. Throughout the meeting there will be sets of questions you must answer. Failure to answer the questions correctly will restrict you from advancing through the meeting. You have the option to review previous slides to find the correct answers. There is no limit on the number of attempts to answer the questions correctly.
  - B. **Attendance will not be credited until the ENTIRE rules meeting has been viewed and all questions have been answered correctly.**
  - C. When complete, an attendance certificate will be available for print. **PLEASE** keep a copy for your records.
  - D. A combination official/head coach in the same sport is required to view two separate online rules meetings to receive credit for both positions. To access the coach's online rules meeting, login with your school's KSHSAA website credentials.



LEAGUE	COMMISSIONER	EMAIL	PHONE	SPORTS
AVCTL Division I & II	Bob Benoit	bob.benoit@spiritaero.com	316-259-8451	
AVCTL Division III & IV	Bob Benoit	bob.benoit@spiritaero.com	316-259-8451	
Big Seven	<b>No Commissioner - contact individual school Athletic Directors</b>			
Centennial	Steve Dean	sad@networksplus.net	785-633-8583	BB, FB
Central Kansas	Mark Goodheart	goodheartm@gbta.net	620-923-5442	
Central Plains	John Mies	jfmies@yahoo.com	316-640-9544	
Central Prairie	Mark Goodheart	goodheartm@gbta.net	620-923-5442	
Northern Plains	Rodney Palen	refnrodney@nckcn.com	785-738-8559	
CNC	Kurt Long	kurt_long@yahoo.com	620-515-5111	
Eastern Kansas (EKL)	John A. Dehan	jdehan@callthegame.com	913-897-7500	
Flint Hills	Kevin Raine	kraine27@yahoo.com	785-806-2754	
Frontier	Lary Trowbridge	commishtrow@sunflower.com	785-393-2666	
Great West Activities	Jim Keenan	jkeenan@usd482.org	785-672-2681	VB, BB, WR
Great West Activities	Mike Folk	mikefolk57@hotmail.com	620-952-0080	FB, BSB, SFB
Greater Wichita (GWAL)	J. Means	jmeans1@usd259.net	316-973-4476	
Heart of America	Bruce Krase	bwkrase@usd206.org	316-799-2131	
Heart of the Plains	Jerry Royer	jroyer@btsskynet.net	620-459-6499	
Hi-Plains	Randy Richter	swkref@yahoo.com	620-260-6114	
Kaw Valley	John A. Dehan	jdehan@callthegame.com	913-897-7500	
Kansas City-Atchison	John A. Dehan	jdehan@callthegame.com	913-897-7500	
Lyon County	Ron Slaymaker	shirslay@aol.com	620-342-6789	
Mid-Central Act. Assoc.	Mark Goodheart	goodheartm@gbta.net	785-923-5442	
Mid-Continent	Brad Taylor	gunsmoke@sbcglobal.net	720-244-8755	
Mid-East	<b>No Commissioner - contact individual school Athletic Directors</b>			
North Central Act. Assoc.	Allen Bachelor	bachelor@cox.net	785-452-2147	
North Central Kansas	Kent Rogers	ksrogers4@cox.net	785-564-0006	
Northeast Kansas	Lary Trowbridge	commishtrow@sunflower.com	785-393-2666	
Northwest Kansas	Jim Keenan	jkeenan@usd482.org	785-672-2681	
Pioneer	Ed Clearwater	clearwater@usd367.org	913-755-4940	
Santa Fe Trail	Ken Smith	krs@pld.com	620-272-3207	
South Central Border	Chris Kaufman	chris.jane@cox.net	620-221-6660	
Southeast Kansas	Doug Lee	jlee179@cox.net	620-232-3463	FB, BB, Track
Southeast Kansas	James Gatewood	gator70@att.net	620-423-8769	VB, SB, BSB
SPAA-Iroquis	Wade Kirk	wakkirk@yahoo.com	620-826-9930	
Sunflower	John A. Dehan	jdehan@callthegame.com	913-897-7500	
Three Rivers	Doug Lee	jlee179@cox.net	620-232-3463	
Tri-Valley	Ron Spire	spireron@yahoo.com	620-212-1596	
Twin Valley	George Ebert	geberty@bluevalley.net	785-456-4432	
Western Athletic Con.	Jeff Weaver	referee@wbsnet.org	620-272-1607	
Western Kansas Liberty	Harv Kahle	rmfarm@st-tel.net	785-846-7496	
Wheat State	David Johnson	djohnson@tctelco.net	785-466-1044	