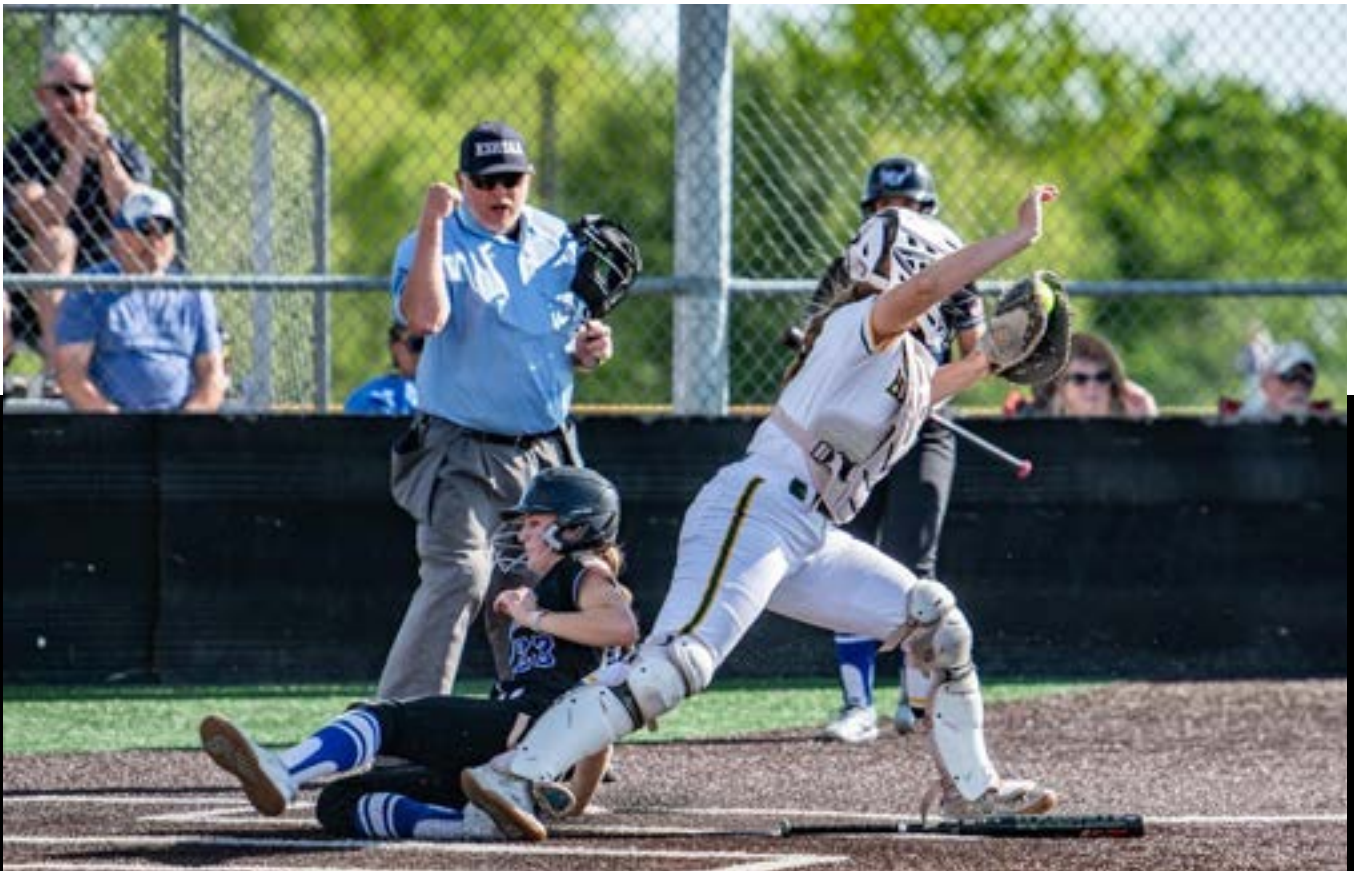


2024-25 OFFICIALS HANDBOOK

Kansas State High School Activities Association

601 SW Commerce Place; Topeka, KS 66615
Phone: 785-273-5329; kshsaa@kshsaa.org
www.kshsaa.org



WELCOME

The 2024-25 KSHSAA Officials Handbook is prepared to provide information for officials regarding registration and general rules and regulations concerning officials and their responsibilities to the Kansas State High School Activities Association. In addition, it provides information to member schools regarding the registration process for officials.

Officiating is a difficult avocation and is not suited for everyone. An effective official must possess certain characteristics such as confidence, calmness, consistency, good judgment, cooperation, knowledge of rules, duties and mechanics, professional appearance, top conditioning, a thick skin, sense of humor and courage.

Without capable officials, the interscholastic athletic programs could not continue to provide exciting educational opportunities and learning experiences for young men and women in our Kansas schools. High school and middle school programs are some of the few truly educationally based athletic competitions left in the country.

Scott Goodheart, Director of Officials, sgoodheart@kshsaa.org

Bill Faflick, Executive Director, bfaflick@kshsaa.org

Officials Handbook

The major purpose of this handbook is to:

1. Provide prospective officials with the information necessary to determine if they have the desire, character and ability to become one of the essential components of interscholastic athletics.
2. Help new officials understand the process of registering and getting assignments to officiate games.
3. Inform officials of policies for:
 - a. rules meeting attendance
 - b. testing requirements
 - c. qualifications necessary for postseason assignment
4. Provide new and veteran officials with reminders of policies and procedures which must be followed to remain in good standing.

Registration as a KSHSAA official is a privilege and as with all privileges, there are responsibilities outlined in this **OFFICIALS HANDBOOK**. Policies and procedures which must be followed to remain in good standing with the KSHSAA and the nearly 800 member middle/junior and senior high schools will be outlined.

Please carefully review this handbook and retain for future reference. All KSHSAA member schools are provided the **OFFICIALS HANDBOOK** electronically. Schools and officials have mutual responsibilities which are listed in the handbook.

Sport Specific Questions

Concerns and/or specific sport rules questions an official has should be directed to the appropriate KSHSAA staff member. The name and email for each sport administrator is on page 4. Communication is vital for officials to have a good working relationship with the KSHSAA and member schools. Use the resources mentioned in this handbook to "keep up with the game."

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KSHSAA STAFF

Contact the KSHSAA Administrator listed for the following sports:

Baseball

Jeremy Holaday - jholaday@kshsaa.org

Basketball

Kyle Doperalski - kdoperalski@kshsaa.org

Cross Country

Kyle Doperalski - kdoperalski@kshsaa.org

Football

Mark Lentz - mlentz@kshsaa.org

Gymnastics

Sarah Smith - ssmith@kshsaa.org

Soccer

Rod Garman - rgarman@kshsaa.org

Softball

Jeremy Holaday - jholaday@kshsaa.org

Track & Field

Kyle Doperalski - kdoperalski@kshsaa.org

Volleyball

Sarah Smith - ssmith@kshsaa.org

Wrestling

Mark Lentz - mlentz@kshsaa.org

Executive Director

Bill Faflick - bfaflick@kshsaa.org

Director of Operations

Brent Unruh - bunruh@kshsaa.org

Director of Officials

Scott Goodheart - sgoodheart@kshsaa.org

Financial Services Manager

Lori Brock - lbrock@kshsaa.org

01 ABOUT THE KSHSAA

Purpose

The KSHSAA was established in order to contribute to the education of the high school boys and girls of Kansas by:

“Administering a program of interscholastic activities, festivals, clinics and contests among member schools; elevating the standards of good sportsmanship and encouraging the growth of good citizenship, not only for high school boys and girls, but also of adults and all others who come into contact with school activities; protecting member schools from exploitation by special interest groups; encouraging pride in scholastic achievement as a fundamental basis for a well-balanced activity program; serving the best interests of all member schools by influencing the proper type of legislation or any other desirable means.”

The Importance of Activities

A strong activities program can and should complement a school's academic program. Activities are an integral part of the total curriculum of Kansas schools. A well-balanced activities program provides the opportunity for physical, social and emotional development complementing intellectual growth.

Participation in school activities encompasses all students without regard to sex, race or creed and teaches that it is a privilege and an honor to represent one's school. Interscholastic activities constitute a part of the right kind of “growing up” experiences for students. Participants learn to accept success and failures, gain poise and confidence, achieve tolerance and understanding of others, and gain the self-satisfaction of accomplishing goals. Under a well-administered school program, students and spectators become better citizens through participation and observation of activities conducted under established rules. It is the duty of the member schools, through their Activities Association, to maintain an appropriate balance between the academic and activities programs offered.

Mission Statement for the KSHSAA

The Kansas State High School Activities Association (KSHSAA) serves students by providing leadership for the administration of education based interscholastic activities. (adopted September 2009)

Goals That Influence Student Learning Outcomes

The Kansas State High School Activities Association advocates principles and sponsors services which assure that the state's middle level and high school students gain a balanced preparation for life, work and post-secondary education.

Principles on Which Intended Outcomes are Based

Principles advocated by the Association are promotion of scholastic achievement as a fundamental basis for a well-balanced activity program and development of effective citizenship through the practice of good sportsmanship.

Services to Accomplish the Mission

Services provided by the Association are:

1. Sponsorship of educational workshops, seminars, conferences and publications designed to inform and positively influence students, parents, educators and community members in accordance with organizational principles;
2. Administration of a program of interscholastic activities, festivals, clinics and contests among member schools;
3. Protection of member schools from exploitation by special interest groups; and,
4. Communication with policy-making bodies to influence decisions consistent with Association principles and operational standards.

National Federation of State High School Associations Officials Code of Ethics

- Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm 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 avoid the use of alcohol and tobacco products beginning with the arrival at the competition site until departure following the completion of the contest.
- Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high 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. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
- Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
- Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.

The KSHSAA Code of Ethics For Coaches, Athletic/Activities Directors, Aides, Adjudicators, Judges and Officials

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

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, athletic/activities directors, adjudicators, judges or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest or activity.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make any statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, athletic/activities directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least twelve (12) hours prior to a contest in which I will be involved.
12. I will not use tobacco or e-cigarette products while directly involved in interscholastic activities.

"You get the true measure of a person's character by what they do when no one is watching."

Official's Code of Conduct

As a registered official with the KSHSAA I agree to the following standards:

While serving in the capacity of an official:

1. I will not use profane or abusive language.
2. I will not make comments that would degrade fellow KSHSAA registered officials.
3. I will not provide derogatory statements to the news media or make statements to the news media which reflect on the inappropriateness of another official's decision made during the course of an athletic contest.
4. I will not make objectionable or obscene gestures.
5. I will not use alcohol for 12 hours prior to a contest that I will be officiating.
6. I will not use tobacco or e-cigarette products while directly involved in interscholastic activities.
7. I will keep myself in good physical and mental health.
8. I will keep my officiating uniform clean and in such condition that does not demean from the status of an official.
9. I will not commit any acts or omissions that would be detrimental to the best interests of the KSHSAA, my officiating colleagues, the schools that I am officiating for or the students involved in KSHSAA sponsored activities.

02 KSHSAA POLICIES

KSHSAA Rule 11—Athletic Officials

Section 1: General Regulations (7-12)

Art. 1: Those persons registered as athletic officials shall conduct themselves appropriately and in the concepts of good sportsmanship and the philosophy of the KSHSAA. Failure to do so may result in the official's registration being suspended or revoked.

Suspension and revocation procedures will be established by the Executive Board.

Art. 2: The official must agree to meet all requirements established by the Executive Board.

Art. 3: Each official must pay a registration fee which is determined by the Executive Board.

Art. 4: Host school administrators and coaches are not authorized to employ officials without the approval of their opponents.

Art. 5: The use of contracts between officials and the host school is strongly recommended for the protection of both parties.

Art. 6: Neither a member school nor an approved school shall take any action to prevent an athletic official from officiating a contest because of the official's race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which an athletic official has been excluded from officiating because of the official's race, sex, religion or national origin.

Section 2: Senior High Regulations

Art. 1: Member high schools shall use officials registered with the KSHSAA in the following varsity sports: boys fall soccer, girls spring soccer, girls volleyball, boys football, girls gymnastics, girls and boys wrestling, girls and boys basketball, boys baseball and girls softball.

NOTE: It is recommended that registered officials be used for non-varsity competition.

Section 3: Middle/Junior High Regulations

Art 1: It is recommended that all middle/junior high schools use KSHSAA registered officials for all sports.

Section 4: KSHSAA Rule 53 - Photos of Interscholastic Activities

The KSHSAA Board of Directors voted in April 2009 to add the following language to KSHSAA Rule 53. This article provides that photographs of interscholastic competitions which include officials can be used by the KSHSAA.

Art. 4: Each member school acknowledges that athletic contests and interscholastic competitions take place in the public. As such, there is no expectation of privacy in the images of student participants, coaches or others involved at such events. The KSHSAA and/or its agents or designees may take, distribute and use photographs of student-athletes, coaches, officials and other participants at such events and use the same for publicity, marketing and other appropriate purposes, including event programs. The member school will take appropriate actions to notify its student-athletes, coaches and participants of this provision.

Rule 52 Sportsmanship Interpretations

*The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to **Citizenship/Sportsmanship Rule 52**. These are meant to clarify and assist member schools in their enforcement of this regulation. (revised June 9, 2014)*

Desirable and unacceptable behavior illustrations are "examples" and are not to be considered all inclusive. These examples can occur prior to, during, and after the game or contest.

In regard to 52-1-1a - Be courteous to all (participants, cheerleaders, coaches, officials, staff and fans):

Desirable Behavior – Host cheerleading squads welcome visiting squads; **respect shown during National Anthem (hats removed, no talking, never change lyrics or yell mascot at the end)**; opposing coaches and contestants shaking hands before/after contest; applause during introduction of contestants, coaches and officials; contestants shaking hand of opponent fouling out while both sets of fans recognize contestant's performance with applause; all showing concern for injured contestant; respectfully addressing officials during competition and thanking them for their performance regardless of agreement with all calls; helping opponents up during a game; host school extending hospitality to visiting contestants, coaches, cheerleaders and fans; any supportive chants and cheers which are directed toward your team, i.e. "I believe we can win," "we've got spirit-how about you," "defense-defense" and other such supportive expressions.

Unacceptable Behavior – Any non-supportive chants, cheers, or actions which are directed toward the opposing team; chants or actions **which single out individuals**; fans or cheerleaders reading newspapers, turning their backs, making disrespectful actions, etc. during introduction of opponents or shooting of free throws; yelling, waving, etc., during opponent's free throws; derogatory/disrespectful yells, chants, songs, gestures, including "goodbye," "you let the whole team down," "air ball," "scoreboard," "you can't do that," "this is our house" at a visitor event, "dribble-dribble-pass," "bong-bong-bong-whooh" while opposing team has ball, and other such expressions directed toward opponents.

In regard to 52-1-1b - Know the rules, abide by and respect the official's decisions:

Desirable Behavior - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; contestants utilize the team captain or coach for clarification of the call to maintain positive rapport with officials; accept the decisions of the officials; hand ball to officials; cheerleaders lead fans in positive school yells in a positive manner; cheerleaders lead by coordinating signals and timing of cheers with student body section leaders; cooperate with the news media in interpretation and clarification of the rules.

Unacceptable Behavior - Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an official's call; derogatory remarks toward the official; coach constantly questioning calls.

In regard to 52-1-1c - Win with character and lose with dignity:

Desirable Behavior - Handshakes between opposing contestants and coaches at end of contest, regardless of outcome; opposing contestants, coaches and fans engaging in friendly conversations before and following contest; treating competition as a contest, not a war; applause at end of contest for performance of all contestants.

Unacceptable Behavior - Chants or actions which single out individuals; yells that antagonize opponents when you feel you have won the contest; refusing to shake hands or give recognition to winner for good performance; blaming loss on officials, coaching, individual contestant's performance, or other rationalizations; rushing the field/floor or victory celebration on the playing surface/field.

In regard to 52-1-1d - Display appreciation for good performance regardless of the team:

Desirable Behavior - Coach/contestants search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant's performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

Unacceptable Behavior - Laughing, pointing finger, name calling, yelling player name or number, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

In regard to 52-1-1e - Exercise self-control and reflect positively upon yourself, team and school:

Desirable Behavior - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead; cheerleaders leading by coordinating signals and timing of cheers with student body section leaders to redirect crowd from a controversial call.

Unacceptable Behavior - Displays of anger, boasting, use of profanity, bouncing beach balls, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, such as "you can't do that" while pointing finger at opponent; singling out individuals.

In regard to 52-1-1f - Permit only positive sportsmanlike behavior to reflect on your school or its activities:

Desirable Behavior - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches playing those who exhibit positive sportsmanship; administrators taking appropriate action to ensure sportsmanlike behavior.

Unacceptable Behavior - Fans', cheerleaders', contestants', coaches', administrators', or member schools' unwillingness to get involved and take a stand to defend one of the main tenets of school activities - teaching and promotion of SPORTSMANSHIP.

Citizenship/Sportsmanship

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports, as a training ground for good citizenship and high behavioral standards.

The Kansas State High School Activities Association, through its member schools, defines sportsmanship as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on others' behavior as well.

Good sportsmanship is viewed . . . as a concrete measure of the understanding and commitment of fair play, ethical behavior and integrity. Promoting and modeling good citizenship and sportsmanship is the responsibility not only of the coaches but also of the officials. As the adults involved in the administration of interscholastic contests, officials have a primary responsibility of enforcing and applying the rules in an impartial manner while modeling emotional control.

All KSHSAA registered officials will be expected to be aware of, support and adhere to established guidelines relative to **Rule 52, Citizenship/Sportsmanship**.

Officials Advisory Committee

In 2011, the KSHSAA Executive Board established a permanent KSHSAA Officials Advisory Committee. The committee meets once each year to discuss and review issues dealing with officials. The purpose of the 13 member committee is to provide input from officials about current KSHSAA policies affecting officiating. A list of current members can be found on the KSHSAA officials webpage. Officials may contact committee members with questions or issues they would like discussed by the Officials Advisory Committee.

2024 Officials Advisory Committee:



Back Row (L-R): Kurt Lohse, Brennan Torgerson, Bonnie Welty, Gene Cox, Eric Dysinger

Front Row (L-R): Robyn Hobson, Rachael Woody, Joe House, Armando Espinoza

Not Pictured: Gordie Wetmore, Zachary Shanline, Randy Richter

REGISTRATION

Registration

To be registered by the KSHSAA as an athletic official, the applicant must certify that he or she:

1. agrees to be bound by the applicable provisions of **Rule 11** of the KSHSAA and any amendments thereto;
2. is not, at the time of application, subject to a suspension or revocation of his or her ability to act as an athletic official in Kansas or another state at the high school level;
3. has not been convicted of a misdemeanor or felony within the five (5) year period preceding application. Failure to report personal legal issues may lead to suspension/revocation of official's license.

If the applicant cannot so certify, he or she may submit in writing a request for a waiver from the Executive Board. Upon such a request, the Executive Board, or its designee, shall determine whether good cause exists to grant the waiver. The Executive Board or its designee shall determine if a hearing will be held if a waiver is requested.

By registering, an individual agrees he/she will meet the requirements as provided in this **OFFICIALS HANDBOOK** for officiating varsity contests and competition. Any official assigned to work KSHSAA qualifying competitions for postseason titles must be a registered official in good standing with the KSHSAA.

How Do I Register to be a KSHSAA Official?

Registration begins on June 1 for the next school year. The license is good through May 31 of a registration year.

Online Registration Process

Officials may register by going to the KSHSAA website and clicking on Officials>KSHSAA Central Hub. This will direct you to ArbiterSports. From here select the Register link under Registration in the top left corner of the page. Follow the steps provided on the link. **Registration is only available online through ArbiterSports.**

Payment online is via credit card only. No cash or check is accepted for registration. The online registration automatically calculates registration fees.

Newly registered officials are strongly encouraged to complete the New Official Orientation meeting. This meeting covers important information which will help in becoming a successful official. The link for the meeting is on the KSHSAA Central Hub under New Officials.

Registration Fees

Registration fees are established in accordance with costs of purchasing, printing and distributing materials used by officials. These fees are reviewed annually by the KSHSAA Executive Board and are subject to change. The current registration fees are:

- Fee for first sport - \$60
- Fee for each additional sport - \$25
- Track & Field fee - \$35

Registration Deadlines

- Previously registered officials who wish to register for the next school year must do so by the activity deadline or a late fee will be assessed.
 - **July 14** – Fall Sports (Football, Volleyball, Boys & Girls Soccer)
 - **September 14** – Winter Sports (Basketball & Wrestling)
 - **January 14** – Spring Sports (Baseball, Softball, Girls Soccer, Track & Field Starters)
- Failure to register by these deadlines will result in a **\$20 late fee**. New officials are never charged a late fee.
- The registration year is June 3, 2024 through May 31, 2025.

Registration Badges

The following badge icons will be given as requirements are completed:

- Orange Badge – Indicates the official has paid their registration fees.
- Yellow Badge - Registered officials who have attended a rules meeting (in-person or online) and completed the exam of their sport, but did not achieve a 90% or above. These officials can work all levels but are not postseason eligible.
- Green Badge – Certified officials have attended a rules meeting (in-person or online), completed the exam at 90% or higher, and have completed other necessary requirements, including clinic or jamboree attendance (if required by sport) and/or attended an area meeting (if required by sport). These officials are eligible to apply for postseason assignments.
- Red Badge - Reciprocity registration is only available for out-of-state officials. These officials must be fully registered in their home state. These officials are not fully registered with the KSHSAA and are not postseason eligible.

Reciprocal Registration

Reciprocal registration is only available for officials residing in contiguous states who are fully registered in that state (Missouri, Oklahoma, Colorado, Nebraska, or any NFHS state).

The KSHSAA has a reciprocity agreement with the state activities/athletic association in the four contiguous states. This will allow officials who live in one of these contiguous states to officiate in Kansas and pay a reduced registration fee in Kansas.

- Officials who complete a reciprocal registration with the KSHSAA and are in good standing in their home state may register in Kansas for \$20 per sport.
- The KSHSAA does not provide rules books, case books, officials manuals, etc., to reciprocal officials.
- Reciprocal officials do not need to complete the KSHSAA rules meeting or exam.
- If the official's home state does not register officials for a particular sport, the official must fully register in Kansas.
- Officials who register under this agreement **are not eligible to officiate KSHSAA postseason** games (playoffs). An official must fully register with the KSHSAA and fulfill the same requirements as a Kansas resident official in order to be considered for this honor.
- The KSHSAA will provide a reciprocity agreement form to officials who wish to register with the KSHSAA under a reciprocity arrangement. Information must be requested by contacting the KSHSAA at 785-273-5329 or emailing the request to kshsaa@kshsaa.org.

What is Included in the Registration Fee?

- National Federation of Officials Association (NFOA) Membership – Provides digital rules books through the NFHS Rules Book app and the NFHS ALL Access Platform. Educational courses and videos are available through *nfhslearn.com*. In addition, there is general liability and excess accident/medical insurance coverage, an awards program and the possibility of being appointed to a NFHS rules writing committee.
- Access to the online Officials Directory and KSHSAA Membership Directory.
- Registered officials are listed in the KSHSAA Administration account (103765) in Arbiter where commissioners and schools can assign contests to officials.
- Registered officials receive an Officials Packet prior to the start of the season. The packet includes:
 - National Federation Rules Book
 - National Federation Case Book (when applicable)
 - National Federation Officials Manual (when applicable)
 - Seasonal Points of Emphasis (Preseason Notes)
- Available Online
 - Rules Test and Meeting Information
 - Area Supervisor Meeting Information (if applicable)
- Access to HUDL
 - Hudl is a platform software that provides video analysis and coaching tools for sports teams. Officials in the sports of football, volleyball and basketball will have the ability to utilize this platform for educational opportunities.
www.hudl.com or support.hudl.com
- Officials are automatically enrolled in the Arbiter Officials Association (AOA) insurance program. The KSHSAA believes it is prudent for officials to have the protection provided by the AOA's insurance program.

Officials Insurance Coverage Summary

Arbiter Sports member officials are provided with General Liability, Accident Medical and Accidental Death & Dismemberment coverage while they are officiating during covered activities as outlined below.

General Liability

- Policy will provide \$1 million per occurrence, subject to a policy aggregate of \$5 million per official. Participant Legal Liability is included within the limits of coverage. Defense costs are paid in addition to these limits.

Accident Medical

- Coverage is provided up to a limit of \$50,000, with a \$250 deductible. Benefit period is 52 weeks. Coverage is excess of any other valid and collectible insurance the official may have in force. The \$250 deductible will need to be paid over any primary insurance the official may have in force.

Accidental Death & Dismemberment

- Policy provides a \$10,000 limit for Accidental Death & Dismemberment, including limited coverage for heart and circulatory disorders.

Covered Activities (All Coverages)

- For coverage to apply, the individual must be a registered official with Arbiter Sports. Membership will be verified by Arbiter Sports before any claim is paid.
- This insurance coverage shall apply while the member official is engaging in officiating activities for sports/activities that are recognized by the state high school association where the game/contest takes place and that follow the sports guidelines of an accredited sport sanctioning organization or governing body. If a sport is recognized for either men or women by the state high school association, the official will be covered for officiating both men and women. Officiating activities include assigning, chain crew, and attending or operating officiating camps, clinics or meetings. Coverage will extend to non-high school activities as well, such as middle school, summer leagues, and recreational leagues, but no coverage will apply for officiating at the professional or semi-professional level.

- Coverage may extend to include travel directly to and from a covered activity for all Participant Accident benefits. No liability coverage is provided for travel to and from a covered activity.
- Officiating activities include assigning, chain crew, and attending or operating officiating camps, clinics or meetings.

Insurance Carriers

- The insurance carriers providing these admitted policies to Arbiter Sports are “A” rated by A.M. Best.

Claims & Questions

- Any Participant Accident claims should be reported to Health Special Risk, Inc., 8400 Belleview Drive, Suite 150, Plano, TX, 75024 (claims@hsri.com). Policy Number: 11SPR0941202.
- Any General Liability claims should be reported to American Specialty Insurance & Risk Services, Inc., 7609 W. Jefferson Blvd., Suite 150, Fort Wayne, IN, 46804 (claims@americanspecialty.com). Policy Number: SBCGL1494004
- For questions regarding the Arbiter Sports Officials Insurance Program, please contact American Specialty at 800-245-2744.

** This is a very general reference to what coverage(s) the insurance policy (or policies) will provide and is not intended to attempt to describe all of the various details pertaining to the insurance. Actual coverages are detailed in the policy of insurance and are always subject to all terms, provisions, conditions, and exclusions as contained therein.*

Independent Contractors

Officials are independent contractors, not employees, officiating for member schools of the KSHSAA. They agree to abide by all the rules and regulations of the KSHSAA with whom they voluntarily choose to register. Therefore, officials release the KSHSAA from any liability or responsibility for any damage or injury incurred by them or anyone else because of their officiating during the current year of registration.

Officials understand the KSHSAA or its designee may film, record or photograph certain games they officiate. They further understand the KSHSAA or its designee may use their voice, image or likeness from these games in connection with certain video, audio or print reproductions designed to be used for educational purposes, and they consent to the use of their voice, image or likeness for such purposes.

Officials understand all taxes due on the income collected by them from their officiating is their responsibility to file, not the responsibility of the KSHSAA or its member schools. Individual school(s) and/or Arbiter will provide 1099s if the threshold of \$600 is met.

Reimbursements for certain expenses may be tax-deductible. Please maintain your own records. For more information about tax items please contact your local accountant or certified public accountant.

Requirements for Registered Officials

*Please utilize the Officials Online Clinic Meetings & Online Exam Information on the KSHSAA Central Hub for instructions on accessing and completing these requirements.

Officials Online Clinic (Previously called Rules Meeting)

Officials are required to annually attend a KSHSAA rules meeting for each sport in which they are registered. A complete list of meeting dates and locations can be found on the KSHSAA Central Hub. As an official, you may attend an in-person meeting or complete the online clinic.

Exceptions:

- Gymnastics judges must attend an in-person meeting.
- Track starter clinic is available online only.

* With the flexibility of attending rules meetings in-person or clinics online, officials will no longer have a compliance fee. Officials that do not complete the minimal requirements will not be compensated.

Rules Examination

In order to remain in good standing with the KSHSAA, officials must submit an online rules exam annually for each sport in which they are registered. The exam question study guide is available online under the sports specific page on the KSHSAA Central Hub. Officials will receive a random selection of questions from the study guide when they submit answers to their online exam. Officials/coaches are encouraged to work together to prepare for the online exam, but sending or providing answers to other officials or coaches without study/discussion is a violation of the Code of Ethics. Fully registered officials must complete the KSHSAA exam; an exam completed in another state may not be used as a substitute for this requirement.

Coach and Official?

Officials who are both a coach AND an official in that sport MUST submit their online exam and online rules meeting through Arbiter as an official. Once complete, contact the KSHSAA to request credit for your coach position.

Officials must score 90% or better on the examination in order to be eligible for postseason assignment by the KSHSAA. Officials scoring less than 90% on the examination are still eligible to work regular season contests. Officials will be given two attempts to obtain a passing score.

KSHSAA Sanctions on Officials

While officiating, athletic officials are to conduct themselves appropriately and in accordance with the concepts of good sportsmanship and the philosophy of the KSHSAA.

Failure to conduct him/herself properly may result in the official being placed on administrative probation or having their registration revoked. Grounds upon which the KSHSAA may sanction an official shall include, but not be limited to, the following:

1. The use of alcohol for 12 hours prior to or taking illegal drugs at any time before an event at which the official officiates;
2. The use of tobacco products while involved in officiating at an interscholastic contest;
3. Conviction of a misdemeanor or felony;
4. Failure to report immediately to the KSHSAA after being charged with a misdemeanor or felony;
5. Abusive physical contact (including striking or shoving) of a contestant, coach or fan during or immediately before or after an event at which the official is officiating;
6. Conduct which suggests partiality or lack of objectivity during or immediately before or after an event at which the official is officiating;
7. A repeated display of lack of proficiency, knowledge or understanding of the rules of the contest;
8. Having physical or emotional limitations that would prevent or restrict the person from performing the normal functions of an official;
9. Knowingly giving false information on the KSHSAA registration form;
10. Repeated failure to fulfill obligations to a member school or the KSHSAA for reason(s) within the control of the official;
11. Verbal abuse of a contestant, coach or fan during or immediately before or after an event at which the official is officiating;
12. Criticizing other officials through social media outlets;
13. An official registered under a reciprocity agreement with one of the contiguous states to Kansas, who fails to immediately report a suspension or revocation by their home state association;
14. Failure to meet the attendance requirement for officials at rules meetings and/or submit the required examination for two consecutive years;
15. Failure to report unusual situations to the KSHSAA;
16. Violating provisions of **Rule 11**, the NFHS Code of Ethics, the KSHSAA Code of Ethics or the Official's Code of Conduct.

Administrative Probation

A KSHSAA registered official may be placed on KSHSAA Administrative Probation for the following reasons:

1. Failing to respond to KSHSAA requests for information relevant to a game or contest officiated.
2. Failing to provide requested reports or forms in a timely manner.
3. Unsportsmanlike behavior committed while attending an interscholastic event as a spectator.
4. Non-compliance with the KSHSAA Code of Ethics or Official's Code of Conduct.

An official on Administrative Probation is not eligible for postseason assignment.

Revocation of Registration

Prior to the revocation of an official's registration, the official will be notified of the allegations against him or her. If there is no agreement or resolution, a hearing will be held before the Executive Board or its designee. At this meeting, the official will be entitled to respond to the charges and to present information on his or her behalf. Any revocation can be made to extend beyond the current period for which the official is registered and can preclude registration in subsequent years.

If an official's registration is revoked, they may make a written application to the Executive Board for rescinding the revocation. The first such application shall not be made sooner than two (2) months after the revocation is imposed, without the agreement of the KSHSAA. Subsequent applications shall not be made more frequently than at six (6) month intervals.

Upon such application, the Executive Board or its designee shall conduct a hearing to determine if good cause exists to rescind the revocation. If good cause is found, the termination may nonetheless be made conditional, as the Executive Board or its designee deems appropriate.

Any decision of the Executive Board adverse to the official may be appealed to the Appeal Board as provided in K.S.A. 72-134(a).

Refund Policy

A non-refundable fee of \$35 applies on all registrations. The sport fee of \$25 is refundable prior to the start of the season.

04 POSTSEASON

Postseason Assignments

Assignment to KSHSAA postseason competitions is an honor earned by conscientious and committed officials who meet the required criteria and receive recommendations from participating member schools. While important to have a “good mix” of younger and experienced officials, officials must understand that postseason assignments are not a guaranteed “right of passage” . . . some officials may never have the opportunity to work postseason tournament competitions. Many Kansas officials have no desire or intent to receive such assignments; they officiate because of their commitment to the sport(s) and/or the young people involved.

Guidelines for Postseason Assignment

1. Meet all established KSHSAA requirements for the current year.
 - a. Official rules meeting attendance online or in-person (***new for 2024-25***).
 - b. Score 90% on KSHSAA Sports Examination.
 - c. Submit application prior to the deadline.
 - d. Complete preseason work (clinic/camp/jamboree) (***new for 2024-25- volleyball and basketball only***).
 - e. Attend area supervisor meeting (not required for Cross Country/Track & Field, Soccer or Gymnastics).
2. Be available during the dates of the postseason tournament.
3. Receive recommendations from participating member schools.
 - a. Member schools can recommend officials observed within the last two years.
 - b. Officials shall not solicit recommendations from coaches/member schools.
4. Area supervisors and league commissioners will also submit recommendations.
 - a. Recommend the top 15 officials in their area ranked by ability level.
 - b. Recommend 15 up-and-coming officials who may not be recognized by schools as postseason ready but a commissioner/area supervisor feels they may be ready for consideration for postseason assignment.
5. Submit all required reports and forms to appropriate parties in a timely manner.

Once recommendations are received and it is established that the official has met the requirements and is available, the following criteria are among those utilized in making assignments.

- Total number of recommendations from member schools, area supervisors and league commissioners.
- Number of recommendations from schools assigned to a district, regional, sub-state tournament grouping.
- Geographic proximity to tournament location.
- Whether a Form S has been submitted by a school about an official.
- Official has requested specific schools (areas) to which they prefer not being assigned.

The KSHSAA will review the official's current year recommendations, availability and experience during the assignment process.

Assignment of officials is based on fulfilling all KSHSAA requirements for the current school year.

Recommendations received from member schools, league commissioners and area supervisors are only part of the criteria.

Recommendation Totals

There will be a 30-day period following each season of sport during which a registered official in that sport can find out the total number of school recommendations for postseason assignment the official received. Following that 30-day period, the information will be removed from the officials page, and can then be found in the official's history beginning June 1. With baseball, softball, girls soccer and track & field finishing towards the end of May, recommendations for those activities will only be available on the official's history page.

Postseason Officials Expense Reimbursement

Mileage:

Officials driving to state tournament contests will be paid at a rate established by the KSHSAA.

Meals:

Officials assigned to work state tournament contests will be allowed a daily per diem for meals for each day assigned to a tournament. The fee is established by the KSHSAA Executive Board.

- The KSHSAA does not reimburse the costs of any alcoholic drinks. Officials are reminded of the Code of Conduct and Code of Ethics.

Lodging:

Officials authorized to stay overnight for KSHSAA assigned contests will have a **single room rate** paid for by the KSHSAA.

- When an official chooses to have others accompany them, it is the responsibility of that official to pay the difference in room charges prior to the billing of the KSHSAA.
- The KSHSAA staff diligently pursues convenient, nice and economical lodging for use by officials and staff. Some officials would prefer to stay at different locations. When choosing to do so, all lodging expense will be the responsibility of the official.
- Incidental charges (phone calls, laundry, etc.) are to be paid by the official prior to checking out. Room charges are paid for by the KSHSAA.
- Your promptness to lodging needs and requests is much appreciated.

Expense Reports:

A KSHSAA expense report form will be provided to the official by the sport administrator. Expense report forms submitted by officials will be reviewed by the designated KSHSAA administrator and the Executive Director. Payment for state tournament officials will be completed using ArbiterPay.

Guest Pass List:

Each official will be allowed one guest on the state pass gate list. The guest is to be a family member. Names must be submitted to the sport administrator by the due date specified.

KSHSAA Postseason Contest Fees

For KSHSAA sponsored events, the following compensation (subject to revision by the KSHSAA Executive Board) is paid to officials assigned to work contests. The Executive Board reviews fees every three years. Fees for the 2024-25 school year are listed below:

REGIONAL AND SUB-STATE

Baseball	
Regional game fee	\$70 per game
Basketball	
Sub-State game fee	\$80 per game
Cross Country	
Regional Starter	\$20.00 first race; \$10.00 each additional race
Football	
Regional game fee	\$90
Sectional game fee	\$90
Sub-State game fee	\$100
<i>all individuals paid to drive</i>	
Soccer	
Regional game fee	\$75 per game
Softball	
Regional game fee	\$70 per game
Track & Field	
Regional Starter	\$195
Regional Asst. Starter	\$70
Regional Co-Starters	\$145
Volleyball	
Sub-State Game Fee	\$50 per match
Sub-State Line Judges	\$25 per match
Wrestling	
Regional (1 day)	\$260
Regional (2 day)	\$435

2024-25 Mileage Payment

0-25 miles	\$10
26-50 miles	\$15
51-100 miles	\$30
101-150 miles	\$50
151-200 miles	\$70
201-250 miles	\$90
251-300 miles	\$100
301+ miles	\$130

STATE GAME FEES

Baseball	
State Tournament	\$90 per game
Basketball	
State Tournament	\$110 per game
Cross Country	
State Starter	\$40 per race
State Assistant Starter	\$20 per race
Football	
State Championship Game	\$125 per game
Gymnastics	
State Meet	\$100
Soccer	
State Quarterfinal, Semifinal, Final	\$90 per game
Softball	
State Tournament	\$90 per game
Track & Field	
State Starters	\$315
<i>KSHSAA provides blank shells</i>	
Volleyball	
State Tournament	\$60 per match
State Line Judges	\$40 per match
Wrestling	
State	\$510

Mileage for State Tournament Officials:

State officials are paid 46 cents per mile to designated drivers.

State officials have a \$25 per day they are working meal per diem.

Hotel rooms, if needed, are directly booked and paid for by the KSHSAA if travel exceeds 75 miles one way for an assigned official.

Regular Season Compensation

The amount of compensation paid to officials for regular season contests is determined either by each local school district or by league policy. Amounts vary across the state; the KSHSAA provides no guidelines as to how much should be paid for various levels of contests. Schools pay a set amount for officials and some provide a previously determined amount for mileage. Depending on the sport and school or league policies, mileage may be paid for some or all of the officials assigned to work a contest. Contracts should specify the compensation to be paid to the official. Contests requiring an overnight stay on the part of the official may involve compensation for expenses.

Official's Service Award

Officials with 20 or more years of service as a KSHSAA registered official should complete the Service Award application to be recognized. Officials can apply for 20, 30, 40 and 50 year awards. The application must be sent to the KSHSAA at least 30 days prior to the state championship 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. The application is located on the KSHSAA Central Hub under General Forms >Recognition Application.

05 AREA SUPERVISORS

KSHSAA Area Supervisor Program & Meetings

For the sports of football, volleyball, wrestling, basketball, baseball and softball, the KSHSAA has established an area supervisors program. Individuals from different areas of the state with officiating and/or rules knowledge have been selected by the KSHSAA to help the Association in a quasi-administrative capacity. The primary role of area supervisors is to assist the KSHSAA in disseminating information to officials and to work toward uniformity of officiating mechanics and in sport rules interpretation and application by officials.

In order to achieve a clearer and more uniform interpretation of rules, area supervisors are required to attend meetings conducted by the KSHSAA administrative staff. Area supervisors then are responsible for conducting meetings for all registered officials.

The purpose of these meetings is to achieve a more uniform application, understanding and interpretation by registered officials of the rules that apply to the sport(s) they officiate and the mechanics of officiating.

Area supervisor meetings also provide a forum for discussion and review of unusual situations officials may encounter during the season. All officials, no matter their experience or whether they wish to work postseason contests, are encouraged to attend these meetings. At times area supervisors may be called upon to help find officials who might be available on certain dates to officiate contests for KSHSAA member schools. However, area supervisors are not designated by the KSHSAA as assigning agents.

Attendance at KSHSAA sponsored meetings conducted by the area supervisors IS required for officials assigned to KSHSAA postseason events.

There are 10 area supervisors for football, 13 for basketball, nine (9) for volleyball, five (5) for wrestling, five (5) for baseball and five (5) for softball. Contact information for the various Area Supervisors can be found on the specific sport page of the KSHSAA Central Hub by clicking on the Area Supervisor map in the bottom right corner.

Officials must attend an area meeting to be postseason eligible. Officials may attend any area supervisor meeting (even if they are not in your area) to receive credit.

KSHSAA Approved Officials Clinics


Attendance at an officials clinic meets the preseason requirement for the sports of volleyball and basketball. Attendance for other sports is not required but is highly encouraged, particularly for beginning officials.

MISCELLANEOUS

Game Information Cards

Officials should give the head coach a card indicating the official's name and hometown. Do not assume coaches know who you are or will remember your name from introductions. This is particularly important for officials who want to work postseason contests. Below is an example of the type of card to provide to coaches prior to a contest. It is recommended that cards be 3 x 5 inches. A digital template is available on the KSHSAA Central Hub under the Game Crew Cards link in the General Forms section.

Digital form on website:

VISITING TEAM VS HOME TEAM		
- LEVEL & SPORT		
<hr/>		
	As per KSHSAA policy, officials are asked to provide a card to head coaches prior to any competition. As a KSHSAA official, our goal is to make the values of fair play and honorable competition part of the action for students playing the game. Good luck to you and your team!	
<hr/>		
Official Name (1)	Official Name (2)	Official Name (3)
Official Town (1)	Official Town (2)	Official Town (3)

If you are making your own card, here is the information to include:

As per KSHSAA policy, officials are asked to provide a card to the head coaches prior to any competition. As officials we would ask that the head coaches retain this card for reference at the time that the schools consider those officials they would recommend for postseason assignment.

Game _____ vs. _____

-

Boys or Girls

Date: _____ Level: V - JV - SO - FR - JH/MS

Official _____ Town _____

Official _____ Town _____

Official _____ Town _____

Recruitment of Officials

The KSHSAA has a continuing commitment to do everything it can to recruit, train and retain officials for interscholastic sports. Each year about 20 percent of recently registered officials leave the officiating avocation. With such high turnover, it is difficult to maintain a large number of experienced and veteran officials who possess the experience ingredients that can be of benefit to other officials, coaches and young men and women who participate in interscholastic activities.

What veteran officials can do to help recruit new officials —

1. Inform people how they may become an official;
2. Sponsor clinics and rules meetings to prepare candidates for officiating;
3. Visit with prospective candidates about officiating;
4. Seek out former athletes who might have the basic knowledge of the sport and encourage them to consider officiating;
5. Invite prospective candidates to go with you to a contest and let them see firsthand what is required of officials;
6. Mentor and provide opportunities for young officials to get game experience at middle/junior high school and sub-varsity contests.

“The best recruiting tool in Kansas is a currently active official.”

Officials are educators who must have an eye for interested potential candidates for officiating! Anyone who likes sports, physical activity, direct involvement with people or sports, and who wants to contribute positively to lives of young men and women is a potential candidate. Local officials groups are encouraged to take positive action and use every opportunity available to bring prospective officials into the ranks of registered officials.

07 SCHEDULING

Officials Contracts and Contests

As an official in Kansas you are an independent contractor and are responsible for arranging your own schedule. Once you are a registered official you may begin the process of contacting individuals, leagues, schools and commissioners, indicating your interest in officiating their contests.

Contracts

When verbal agreements are made between a school and/or league commissioner and an official, the KSHSAA considers that just as binding as a written contract. Once agreed to, game contracts should be put into writing.

Contracts:

- Should be in writing, accepted electronically via Arbiter or via email contract.
- Clearly set forth the dates, starting times, financial arrangements and terms to which both parties agree.
- Should be verified by a phone call or electronic communication to the host school at least one week prior to the contest.
- Once accepted, either verbally or in writing, the official should be present for the contest; an official's word is their bond!
- Are honored, regardless of any possible inconvenience or financial loss.
- An official will never give up one contract in order to accept another better-paying assignment.

Honor all contracts - Breaking a contract casts a cloud over your credibility and reliability that may never disappear. Once you have accepted a game/contest assignment, if an emergency situation arises or if you determine that you may have a conflict of interest, IMMEDIATELY CONTACT THE ASSIGNING AGENT who assigned you the game/contest. **DO NOT MAKE CHANGES IN GAME/CONTEST ASSIGNMENT UNILATERALLY – CONTACT THE COMMISSIONER/ASSIGNING AGENT, INFORMING THEM OF THE NEEDED CHANGE.** The assigning agent should make changes, NOT the official.

- If contracts are broken by schools or the official, the KSHSAA should be notified immediately.
- Any official who breaks a contract to officiate will be placed on probationary status until a review can be conducted by the KSHSAA.

Conflict of Interest

Officials MUST be sensitive to any potential conflict of interest situations they may find themselves in as a result of accepting an assignment for a contest/game. Officials must be viewed as unbiased when carrying out their officiating duties. Anytime the official accepts a contest in which that unbiased position may be perceived by others as having been compromised, then no one (officials, coaches, student participants) will feel comfortable with the outcome of the contest/game. Examples of potential conflicts of interest would include but are not limited to:

- The official or a member of the crew is employed by one of the schools participating in the contest;
- The official or a member of the crew is from the same town as one of the participating schools - this is particularly applicable in a contest involving schools located in smaller populated communities;
- The official or a member of the crew has a relative who is a member of the coaching staff of one of the teams participating in the contest;
- The official or a member of the crew has a relative who is a member of one of the teams participating in the contest.

An official should inform the assigning agent/person immediately of any potential conflict of interest they may have with a contest/game assignment. It will then rest with the assigning agent/person to determine if a switch in contest/game assignment should be made.

ArbiterSports Information For KSHSAA Registered Officials

All high school leagues use ArbiterSports to notify officials of game assignments. The KSHSAA pays for all school league commissioners to use this assigning tool. The KSHSAA will use ArbiterSports to notify all officials of postseason assignments. **The KSHSAA DOES NOT assign officials for regular season contests.**

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

Please note the following regarding the ArbiterSports officials assigning system:

1. Officials registering for the first time in a sport(s) are strongly encouraged to complete the 30–45-minute introductory course “New Officials Orientation” located on the KSHSAA Central Hub.
2. Officials previously registered with the KSHSAA will remain in the KSHSAA Administration Arbiter Account #103765.
 - You must join this account in order to be assigned games by individual schools.
 - You must join this account in order to be added to sub-groups (commissioner) accounts.
3. **YOU MUST PROVIDE AN EMAIL ADDRESS WHEN YOU REGISTER WITH THE KSHSAA. Be sure it is the email address you want to use to receive game assignments through ArbiterSports. You must have an email address in ArbiterSports to receive game assignments.**
4. Officials registering for the first time will be sent a welcome message via email to join the KSHSAA Administration account (103765). Officials must accept this group invitation in order to be added to other groups.
5. Officials that were registered for the 2023-24 school year will remain in Arbiter sports as assignable until the new registration period begins for 2024-25. Officials cannot get assignments for the current year until registered for the 2024-25 year.
6. Once you accept the invitation to be in group #103765 (KSHSAA Administration) other commissioners can choose to add you as an official to their account.
7. You will receive a welcome invitation from each sub-group (commissioner/assigner) that wishes to add you to their account. You will need to accept each sub-group invitation in order to be assigned by that commissioner.
8. In order to remain in the KSHSAA Administration account and be assignable an official MUST register with the KSHSAA prior to the last date for registration in that sport.
9. If an official fails to register with the KSHSAA by the registration deadline the official will show as unregistered in ArbiterSports and will not be able to receive game assignments. **ANY EXISTING ASSIGNMENTS AT THIS TIME WILL BE REMOVED.**
10. In order to not jeopardize your ability to receive games from individual schools or from league commissioners, officials should register with the KSHSAA as quickly as possible after registration opens.
11. Information on blocking dates, accepting/declining games and other functions of ArbiterSports is available on the ArbiterSports website.
12. It is each official’s responsibility to keep up to date all contact information (including email address) in their Arbiter accounts. Any contact information update will sync to the KSHSAA databases.
13. **NFHS Learn** – Educational materials are available at *NFHSLearn.com*, including sport specific online training courses. Kansas is a 100% NFHS state, therefore, the cost of these courses is reduced. Officials can also review video of plays on *NFHSLearn.com* and have access to the NFHS rules book (via app) in the sport(s) in which they are registered at no cost.

Filling an Officiating Schedule

There are a variety of things a person can do in an effort to obtain an officiating schedule or contests to officiate. While the following suggestions are not in priority order, they give options for consideration and action.

1. Contact commissioners of leagues in close proximity to where you live. Indicate your interest in being assigned contests and your willingness to accept assignments at various levels in their league.
2. Contact athletic/activity directors at area schools (both middle/junior and senior high) and indicate interest in being assigned contests.
3. Contact the KSHSAA area supervisor in your area. Area supervisors are frequently called by officials, school administrators and coaches who are seeking someone to officiate contests. The area supervisors may also know of individuals to contact for assignment to parochial, junior league or community league contests. Follow-up contact should be made with those individuals. **NOTE: Area supervisors are not an assigning agency, but they do have contacts.**
4. Contact coaches and ask if they need officials for intrasquad scrimmages, ranking/challenge matches, etc. Getting a chance to work for them will help the official gain experience and establish contact with coaches.
5. Contact other officials and let them know of your interest in obtaining opportunities to officiate.
6. Contact those persons responsible for securing officials for recreational or intramural contests. This can be an excellent starting point for an official.
7. When possible, and if employment permits, demonstrate a willingness to accommodate special requests of schools, particularly in being available for afternoon and early evening contests.
8. Don't expect to have a schedule of only high school varsity contests during the first few years! By gaining experience through middle/junior high school and sub-varsity level contests, opportunities for advancement and a varsity schedule may occur.
9. Follow up original contacts with subsequent contacts. A combination of contacts may be necessary (by letter, telephone, email, personal visit, etc.).

*** ONLY OFFICIALS REGISTERED WITH THE KSHSAA MAY OFFICIATE VARSITY LEVEL CONTESTS.**

08 OFFICIALS UNIFORM

The Official's Appearance

Officials are expected to wear proper attire for the sport being officiated. Proper attire means more than the proper shirt, pants, jacket or shoes. Shirts that are faded, stained or too small for the official should be replaced. Slacks or shorts need to be replaced when they begin to show wear.

Refer to the National Federation *Officials Handbook/Manual* for each sport to see if beltless or belted slacks are the accepted part of the uniform. Shoes should be appropriate for the sport officiated. They should also meet the guidelines as per the *Officials Manual* and should be clean and polished (if appropriate). If a hat is part of the uniform, make sure it is clean and neat looking. A fitted hat adds a touch of professionalism to the official's appearance.

The proper equipment and uniform means quality attire, properly fitted and cleaned. Corduroy and denim are never acceptable uniform fabrics. Brushed cotton is not desirable because it lacks the "professional look" for which officials should strive. Slacks and uniform shorts should be colorfast. Clothes influence the perceived image of an official and help build confidence with players, coaches and spectators. If working as part of a crew, all officials should wear the same items. If officials jackets are worn prior to and/or after the contest as officials leave the game field or gym area, all officials should have the same color and style jacket.

Equipment required to fulfill duties as an official should be checked, updated and/or repaired if needed. Officials' equipment should conform to standards for each sport. If other equipment is required, ensure it is ready prior to the contest. Whistles should be checked and replaced if they become worn or unsightly. Experienced officials always carry a spare whistle in case one fails during the course of the contest. Lanyards, if worn, should be black in color.

There are a number of officials' catalog service centers which can provide top quality officials' clothing. The address/phone number for various suppliers may be found in each National Federation rules book. In addition, there are several other supply centers for officials' equipment. Several communities also have sporting goods stores which carry some officials' equipment.

KSHSAA Registered Officials Patch

All new officials (excluding volleyball) registering with the KSHSAA will be provided a patch which is to be worn on the officiating shirt designating that official as a KSHSAA registered official.

In 2009-10, the KSHSAA began offering a round patch. Officials may wear either the rectangular patch (issued prior to 2009-10) or the round patch on their uniforms.



Guidelines for KSHSAA Officials Patch Placement

The KSHSAA registered officials patch is to be attached on the shirt as follows:

1. On the upper-left chest of the shirt **OR** left sleeve (1½ inches above the hem/banded sleeve).
On long-sleeve shirts the patch is located five (5) inches below the shoulder seam.
2. If placed on chest, place above the shirt pocket on the left-hand side.
3. If placed on sleeve, place below the shoulder seam and centered.
4. Please take care to ensure the patch is attached straight.
5. Officials assigned postseason will be expected to have the patch properly displayed.

Additional patches may be purchased from the KSHSAA. Orders may be placed online at the KSHSAA Merchandise Store: <https://khsaapublications.square.site/officials>

Uniforms with Patch:

The KSHSAA has signed agreements with these companies to provide uniforms with the KSHSAA patch already on them. You may check their websites for more information.

- Honig's - www.honigs.com - Official shirts with patch embroidered on left sleeve
- Precision Officials - www.precisionofficials.com/collections/kshsaa
- Smitty's - www.smittyapparel.com/pages/kansas-preferred-dealers - Official shirts with KSHSAA patch sublimated on left sleeve

Flag Etiquette

If an official elects to place a U.S. flag patch on their officiating shirt, place the flag patch so that the field of stars is closest to the wearer's heart. If the KSHSAA officials patch is placed on the official's shirt on the left sleeve, it is recommended that the U.S. flag patch be placed on the right sleeve. Use a reverse field flag if worn on right sleeve. The stars should lead the stripes when the flag is worn correctly. If the KSHSAA patch is placed on the upper left chest of the officials shirt, it is recommended that the flag patch be placed on the left sleeve.

Sport-Specific KSHSAA Uniform Requirements

Any changes to uniform requirements will be announced at officials rules meetings and can be found on the KSHSAA Central Hub under Apparel.

Baseball

- Umpires shall wear gray slacks and either a navy blue or black pullover polo shirt. All umpires on a crew should be dressed alike.
- For postseason contests umpires will wear gray slacks and a navy blue or black pullover polo shirt. When needed a navy blue or black jacket or coat shall be worn.
- The hat is to be navy blue or black and a sized hat is recommended. Umpires may wear a navy blue or black hat with a white KSHSAA logo embroidered on the front. The hat should match the shirt color worn.
- If an undershirt is worn it may be red, black or navy and all umpires must wear the same color.
- The trouser belt should be black leather.
- Socks should be black.
- The plate umpire should wear shoes designed for safety that include hard toes. Primarily black shoes designed for umpiring should be worn and shined before each game.
- The plate umpire needs to have a ball and strike indicator, a small plate brush, a protective supporter and cup, ball bag, lineup cards and a pen or pencil for line-up changes. A chest protector, sturdy mask with throat protector and shin guards are standard equipment of the plate umpire.

Basketball

- A short-sleeved, standard one inch black and white striped "V" neck knit shirt with black cuffs. An undershirt if worn should not be visible. The shirt should be worn inside the pants and the crew shall wear the same design and style.
- Black slacks, black socks, predominantly black shoes with black laces, and if worn a black belt.
- A black jacket may be worn prior to the game. The black jacket must be without stripes on cuffs and collar and no logos other than KSHSAA or recognized Local Official Association logos.
- Recommend black, pealess plastic whistle and black lanyard. No jewelry, except wedding band shall be worn while officiating a game. Fitness bands, rubber bands are considered the same as jewelry.

Football

- A black-and-white vertically striped, long or short-sleeved knit shirt shall be worn. The shirts shall have either 1 inch or a maximum of 2 ¼ inch stripes, a black knit cuff and Byron Collar. All officials, in a given game, are to wear the same type shirt.

- By state association adoption, full length, lined black pants with a single 1¼ inch white stripe down each leg shall be worn. The only pant allowed to be worn is the style made specifically for football officiating. All crew members MUST be dressed in the same uniform. There are no exceptions at any level.
- Black socks.
- Black football shoes, which may include some white accents, with black laces are required. Shoes should be shined before each game.
- Black baseball-style cap with white piping is required. For the purpose of identification, the referee shall wear a solid, white baseball-style cap.
- A plain black leather belt 1¼ inch to 2 inches wide with a plain buckle. The uniforms should fit properly and be clean and neat.

Softball

- Umpires shall wear heather gray slacks and a powder blue or navy pullover polo shirt. All umpires will be dressed alike.
- If an undershirt is worn under the powder blue or navy shirt, it shall be white and short sleeved. A long-sleeve powder blue or navy pullover polo shirt is permitted.
- For postseason contests umpires will wear heather gray slacks and a powder blue or navy polo pullover shirt. When needed a navy jacket shall be worn.
- The hat is to be navy blue and a sized hat is recommended. Umpires may wear a navy blue hat with a white KSH-SAA logo embroidered on the front.
- The trouser belt, socks and shoes should be black.
- A ball bag the color of the slacks (gray) is required for the plate umpire.
- The plate umpire should wear shoes designed for safety that include hard toes. The plate umpire should have a ball/strike indicator, plate brush, a mask with a throat protector. A chest protector and leg guards are recommended. Primarily black shoes designed for umpiring should be worn and shined before each game.

Soccer

- The uniforms primarily consisting of a shirt, black shorts or long trousers, predominantly black shoes and black socks with white stripes.
- The color of the shirt does not matter as long as officials are dressed alike. Common shirt colors officials use are red, yellow, and green. In the event of a color conflict between the officials and the field players of either team, the officials shall change to a jersey of a color distinct from the field players of both teams.
- Officials should have two whistles, yellow card, red card, stop watch, flipping coin, pencil and scorecard. If worn, a solid black cap.

Volleyball

- Officials working varsity or postseason contests must wear bright blue long or short-sleeve polo shirts that are ordered with the KSHSAA patch sublimated on the left sleeve. Vendors the shirt can be ordered from are listed under **“Uniforms with Patch.”**
- Sub-varsity officials have the option of all white or bright blue long or short-sleeve polo shirt with the KSHSAA official patch embroidered/sublimated on it. This shirt will have a royal blue and red patch on the left sleeve. Both officials must wear the same color of shirt.
- Officials will also wear black slacks (no shorts, leggings or joggers permitted), black shoes and black socks.
- Officials should have a whistle, a set of yellow and red cards, a coin and a watch. The 2nd referee should also have a pencil and lineup card.

Wrestling

- The proper uniform consists of a short-sleeve knit shirt with alternating black and white 1-inch stripes or gray with black pinstripes.
- Full-length black trousers, black belt (if worn), black socks and black wrestling/gym shoes.
- Other accessories include a red armband on the left wrist, a green armband on the right wrist, a two-colored disk, a black lanyard, a black whistle (not a hand whistle). It is imperative the uniform be clean and well kept.

REPORTS TO KSHSAA

Some reports will need to be filled out on the secure side of the KSHSAA website. You will find these links on the KSHSAA Central Hub, but will be redirected to the KSHSAA site where you will need to use your KSHSAA officials login to access these (different from your Arbiter username and password).

Official's online login:

Official # = your KSHSAA officials number. This number does not change from year to year and is created automatically at registration. Please reach out to KSHSAA if you do not know your official's number.

Password = your initials followed by the last four digits of your social security number. If you did not register with a middle initial, do not use one in your password. After initial login to the KSHSAA Officials page, officials may change their passwords.

Official's Report Of Unusual Situations

Unusual Situation Reports are found on the officials webpage under *Forms>General Forms & Publications*. It may be filled out online with copies going to the school and the KSHSAA office. It is also located on the sport-specific page under Information & Forms on the right-hand side.

This report MUST be submitted to the KSHSAA when there is:

- An ejection of a player or coach.
- The removal of a fan or spectator.
- Any other unusual situation that an official feels the KSHSAA should be made aware of or if a player, coach, administrator or fan did not conduct themselves in an appropriate manner.
- The report can also be used to communicate positive situations to the KSHSAA and school.

When completing a report:

- Provide all information required on the form.
- Do not editorialize. Give the facts of what happened – what you saw, what you heard, what you or your partners did.
- Do not give your opinion on what the school should do.
- List the names of the other officials working the contest.
- Prepare the report immediately after the conclusion of the contest and review it with the other officials working the contest.
- Submit the report promptly.

Once the report is received the KSHSAA administration will review the report. The schools involved will respond to the KSHSAA's request for information and action. The KSHSAA staff follows up on each report received. Due to confidentiality requirements the details of action taken will not be discussed. Once all correspondence has been received and appropriate responses, actions, discipline have taken place, the information is placed in the school file.

School Report on Officials

Schools may also file reports on officials with the KSHSAA. When reports are received, a KSHSAA administrator will contact the official(s) involved.

Uses:

- This form is to be used to report any matter concerning officiating, **positive or negative!**
- Coaches are requested to use this form for filing complaints and to refrain from protesting during a contest.

- The form should be used to not only report officials' errors, but also to compliment officials.
- Failure of officials to enforce the Coaching Box Rule in basketball is to be reported on this form or to the KSHSAA basketball administrator.

Procedure:

- Schools are asked to submit the form within one day of the contest!
- The signature of a school administrator is required. Reports which do not include the signature of a school administrator will not be acted upon by the KSHSAA staff.
- A copy is to be sent to the official(s) for their response.

Insofar as possible, officials reported by schools submitting this form will not be assigned to first round postseason contests where the reporting school is involved.

10 TIPS FOR SUCCESS

Becoming a “Top Flight” Official

It is hoped each official desires the respect of other officials as well as the coaches, players and fans. Knowledge of the rules and understanding of officiating techniques are important and a must for officials who desire to reach this status. There are additional factors that help determine whether a person becomes a “top flight” official or just someone registered to officiate.

Persons should enter this avocation knowing and understanding that the life of an official is not an easy one. The first few years are the toughest and, like the formative period in each person’s life, these first years are all important. In the first years, the most important thing to do is to gain experience. To gain that experience, officials should work all the games, matches, contests that are available. Be ready and willing to work youth league games, church league, kids wrestling, scrimmages, etc. Any place where officials are needed, an official should be ready to go. **Remember, the first few years won’t be easy!**

An official must get the “feel” of officiating; the only way to do that is to officiate. In addition to working contests, an official needs to communicate with other officials. Call veteran officials and request permission to accompany them to one of their contests. Listen to experienced officials’ explanations of rules, ask questions about situations, try to get not just the answers to questions or situations, but get the “hows and whys” involved with excellent officiating. The “top flight” official will also:

Study

Not just the *National Federation Rules Book, Mechanics Illustrated, Simplified & Illustrated* (when applicable), but also the National Federation Case Books and Officials Manuals. Read and study newsletters and national publications. A number of excellent publications are written by and for officials to help officials understand the rules for the sports they officiate. Experienced officials keep up on changes in rules and interpretations. As a new official you should do no less! **When you are through learning, you’re through.**

Participate In Local Officials’ Groups

Many of these groups meet on a regular basis for the purpose of discussing rules, situations, officiating techniques, rules interpretation and application, etc. Participation in these groups helps new officials become acquainted with the veterans. Likewise, veteran officials get to meet and know the new official with whom they may someday officiate.

Attend Local Games

Observe the officials, their mechanics, appearance, the way they communicate with participants, coaches and each other. Observe how they position themselves in order to cover plays or to observe contestants. Observe how they handle different situations. Watch and learn! Observing other officials carrying out their responsibilities is an invaluable learning experience.

Work At Improving

Work on improving all aspects and areas of officiating. Accept positively offered suggestions with respect to your officiating. As you improve in one area of your officiating, seek advice on other areas needing attention and/or improvement. **“We are never so good or bad as we imagine. Learn from the mistakes of others — you can’t live long enough to make them all yourself.”**

Self-Appraisal

Before, during and after each season, candidly review your performance. Assess the areas of strength and weakness in your officiating and identify those where immediate attention should be given to strengthen areas identified as being weak or unsatisfactory.

Officials’ Signals

Only National Federation approved and adopted signals are to be used by Kansas officials. Approved signals are found in the individual sports National Federation Rules Books.

Pregame Officials Meetings

Always conduct a pregame/precontest meeting. There are a variety of ways for officials to conduct pregame/precontest meetings. Talk with other officials and/or crews regarding the process followed. If you are working wrestling, volleyball, baseball, softball or other sports where officials work individually and not as part of a crew, talk to the other officials about how the contests will be handled. Have all officials prepared and you'll avoid many inconsistency problems.

Communication

When communicating with coaches and players be firm, but be polite and courteous. Be a professional in dealing with others. An official's duty is to put out the fires, not to throw gas on one! When communicating with students, be polite, courteous and positive. Never make comments adverse to coaching competency or a student's skill level. As an official if you are having trouble with a spectator, get the school administration to address the concerns with the fan. Officials should not have conversations with fans; it gives the impression of favoritism. Likewise, when an official is having problems with a fan, they should not personally address the fan. Get the proper school administration and explain to them what actions the fan will need to change in order to remain at the event. Only in extreme situations should the official tell the school administration the fan "has to go or is thrown out." Generally it is best if the school administrator can visit with the fan about their inappropriate behavior and see if it can be changed. If it doesn't, then the school administrator should remove the fan.

What Every Official Should Know

All officials should be aware of current information available on the KSHSAA website concerning concussions, hot and cold weather policies, inclement weather policies, lightning safety and other information. Officials should check the KSHSAA website for information on these and related topics.

REMEMBER, IF YOU'RE NOT WORKING HARD, GROWING AND GETTING BETTER, YOU ARE FALLING FURTHER BEHIND.

What Coaches Look For In Officials

- Consistency in calls
- Knowledge of the rules
- Staying abreast with the changes in the game
- Approachable, personable
- Appropriate behavior
- Professional in all responsibilities/duties

What School Administrators Look For In Officials

- Dependable, honor contract
- Punctuality - 30 minutes in advance of first match
- Professional in all duties
- Consistency in officiating the match
- Knowledgeable in the rules/procedures of the game
- Maintaining appropriate sporting conduct

What Officials Look For In Coaches

- Knowledge of the rules
- Model of good sportsmanship
- Appropriate communication onsite
- Assistance in absence of school administrator
- Assistance in securing and training assistant officials

What Officials Look For In School Administrators

- Lead up communication – match details/times, location, door to enter, etc.
- Hospitality - greeted upon arrival, etc.
- Equipment set up/in place
- Bottled water
- Trained assistant officials onsite and on time
- Supervision at matches, enforcing appropriate sporting conduct
- Payment when done (or ArbiterPay)

Why Do I Officiate?

- For the love of the sport
- To be around young people in an educational activity
- To make a little extra money
- To meet new people
- To get some exercise
- To give back to a sport I played
- Because officials are needed and I enjoy it
- All of the above

What Are My Officiating Goals?

- To work varsity matches
- To feel comfortable on the stand
- To work a sub-state match
- To work a state match
- To always try to be a better official
- To understand the rules and the spirit of the rules
- To always look and act professional
- To always be on time to matches
- To always do my best/give 100%
- All of the above

I Am Never...

- so experienced that I've seen everything.
- so smart that I can't learn something.
- so good that I can't do better.
- so sure that I can't miss a call.
- so proud that I can't admit making a mistake.
- so right that I can't listen/talk to players and coaches.
- so superior that I can't mentor someone who wants my help.
- so worthy that someone else should not get the "big game."
- so perfect that I shouldn't seek help when it's needed.

