KSHSAA Staff

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Introduction

The 2018-2019 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.

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. Clarify registration procedures, rules meeting attendance, testing requirements and qualifications necessary for postseason assignment.
4. Provide new and veteran officials with pertinent information.

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 front cover lists the name and email for each sport administrator. 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."
Kansas State High School Activities Association

History

The first interscholastic activities organizations in Kansas were organized in 1910. They were the State High School Debate League and the State High School Athletic Association. The Debate League was originally centered at the University of Kansas. The Athletic Association has been under the exclusive direction of superintendents and principals since its inception. Originally including fewer than 50 schools, it grew until its membership was in excess of 500 schools in the 1920s. As interest in interscholastic athletics increased so did related problems and issues - eligibility, sportsmanship and involvement of outside agencies. A revision of the constitution for the Athletic Association in 1921 gave the Board of Control authority to assess penalties for violations.

As the workload increased, there was a movement for a full-time executive secretary. Membership dues were raised, a surplus created and, in 1927, the Board of Control was authorized to establish a permanent office in Topeka and employ a full-time executive officer. Mr. E.A. Thomas became the first executive secretary and an office was opened in the National Reserve Building. In February of 1948, the office was moved to the New England Building at Fifth and Kansas.

In the 1930s a movement to organize one association to embrace all existing associations which dealt with interscholastic activities was initiated. This effort resulted in the creation of a new Activities Association in 1937 with the authority to supervise and regulate all interscholastic activities. Plans were also made to institute an Athletic Accident Benefit Plan to provide a schedule of benefits for students injured in athletic contests or practices.

As needs of the member schools changed, additional services and programs were instituted. These included the KAY Leadership Camp, Student Council Workshops, and clinics and workshops for speech and debate, drama, music, cheerleading and school spirit groups.

In 1953, a new Association office was opened at 1300 Topeka Avenue. A printing department was added to increase services to member schools. That office was seriously damaged by a tornado in 1966 and was rebuilt. As more staff and equipment were added, a new building was constructed at 520 SW 27th St. in 1968. Beginning in the middle to late 1990s, as a result of increased services and programs provided to KSHSAA member schools, the KSHSAA Executive Board and Board of Directors undertook consideration of options to either remodel or renovate the office or to build a new office. After considering the cost of remodeling and expanding the existing office without a corresponding increase in services available to member schools, the KSHSAA leadership and member schools voted to develop a plan for construction of a new office. The office at 601 SW Commerce Place was opened in June of 2002. With space for meeting current and future program and service needs, this office will serve the KSHSAA and its member schools for the next several decades.

The KSHSAA was reorganized by legislative action in 1958. Major changes were made in the governance structure which increased the membership of the governance board and established an Appeal Board. Again in 1969, the Association was reorganized by legislative action. The last reorganization took place on July 1, 1993 after the legislature approved a reorganization plan initiated by the KSHSAA committee on governance. The new governance enlarged the membership of the governance board and provided membership on the board of directors to the Kansas Coaches Association, the Kansas Interscholastic Athletic Administrators Association, Kansas Officials Association, the Kansas Association of Scholars Bowl Coaches and the Kansas Speech Communication Association. Gender, minority/ethnic and geographical representation were also ensured under the new governance structure.

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 Sept. 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 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 conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest or activity.
8. 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.
9. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
10. 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.
11. I will make responsible decisions about the 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 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 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.
Athletic Officials 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, 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 new 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.

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.

Pictured: 2018 Officials Advisory Committee

“Be A Good Sport”
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.

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 they 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 1st for the next school year. The license is good through May 31st of a registration year.

1. **Online registration process ($3 bank fee applies)**
   a. A brand new official (one not previously registered with the KSHSAA) who would like to register online may do so on the KSHSAA website by using the following path: www.kshsaa.org>Officials>New Officials. Follow the instructions in the “How to Become a Licensed Official” section.
   b. Previously registered KSHSAA officials may register online by using the following path: www.kshsaa.org>Officials>Login. After logging in with your official number and password, click on the “Registration” heading and follow the instructions.

   Payment online is via credit card. The online registration automatically calculates registration fees. Once registered, officials may then print their officials license.

2. **Mail in Registration Form**
   a. All officials registered with the KSHSAA the previous year or those who have requested registration information will receive information via mail after May 1.
   b. If registering by completing the registration form, officials must completely fill out and SIGN the form.
   c. Payment by cash or check must accompany the registration form.

3. **Register in Person**
   a. Officials may register by dropping off the registration form and payment at the KSHSAA office.
   b. Officials may register at onsite officials meetings by filling out the registration form and providing payment by cash or check.

Newly registered officials are required to complete an online informational meeting. This meeting covers important information which will help in becoming a successful official. The link for the meeting is included in the registration email officials receive.

http://oncore.kshsaa.org

Officials will use their KSHSAA official number and password to login to this meeting.
Officials License
Once the registration has been received and entered the official will receive an email indicating their registration has been processed and a link to print their officials license. The number located on the upper, left-hand side of the license is the official’s number. This number should be used by the official when communicating with the KSHSAA or when using the KSHSAA website. An official may print their license at any time by logging on to the officials section of the KSHSAA website.

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

- Fee for one sport - $50.00
- Fee for each additional sport - $25.00
- Track and Field fee - $35.00
- Officials registered 21 years or more if registering by July 14.
  - First sport - $50.00
  - Each additional sport - $10.00
- Registration fees are non-refundable.

If registration fee payment is made by a check which is subsequently returned to the KSHSAA for “insufficient funds,” the KSHSAA will NOT process the registration nor permit the official to register with the KSHSAA in any other sports until payment of all fees and penalties is made. An additional penalty of $25.00 will then be assessed to the official’s registration fees. The $25.00 penalty is subject to change.

REGISTRATION DEADLINES
- Previously registered officials (in all sports other than track & field, baseball and/or softball) who wish to register for the next school year must register by July 14 in order to avoid the late fee. If not registered before July 15, the official is subject to a $20.00 late fee.
- Previously registered Baseball and/or Softball umpires and Track & Field starters must register prior to January 15 or be subject to the $20.00 late fee.
- Previously registered officials may register after the last scheduled KSHSAA rules meeting for that sport but they are subject to applicable late fees. However, they will be placed on probation for the following school year.
- Officials (one not previously registered in a sport) MAY NOT register for a sport after the last scheduled KSHSAA officials rules meeting or the online rules meeting is turned off for that sport. A new official (one not previously registered in a sport) MUST either attend a KSHSAA sponsored officials meeting or complete the online rules meeting in that sport. If the new official does not attend a KSHSAA officials meeting or complete the online rules meeting in that sport, their registration with the KSHSAA will be voided. There will be no refund of registration fees to an official who has their registration voided.

The registration year (not the officiating school year) extends from June 1 through May 31.

Independent Contractors
Officials are independent contractors 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.
What is Included in the Registration Fee?

- National Federation of Officials Association Membership (NFOA) – this provides access to NFHS centralized officiating educational content through the NFHS Central Hub on the ArbiterSports website. 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.
  - Officials are automatically enrolled in the NFHS Officials Association insurance program. The KSHSAA believes it is prudent for officials to have the protection provided by the NFHS Officials Association’s insurance program.
  - Benefit information is available at nfhs.org.
- Access to the online Officials Directory and Membership Directory.
- Registered officials are listed in the KSHSAA Administration account (103765) in Arbiter where commissioners and schools can assign officials contests.
- Access through Arbiter to the NFHS Central Hub with educational materials.
- Registered officials receive an Officials Packet prior to the start of the season. The packet includes:
  - Rules Test and Meeting Information
  - Area Supervisor Meeting Information (if applicable)
  - National Federation Rules Book
  - National Federation Case Book (when applicable)
  - National Federation Officials Manual (when applicable)
  - Mechanics Illustrated by Referee Magazine (when applicable)
- Various other mailings of manuals and directories.

Reciprocal Registration

Reciprocal registration is only available for OFFICIALS residing in contiguous states and fully registered in that state (Missouri, Oklahoma, Colorado, Nebraska).

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 register as required in the state which requires registration for that sport.
- Officials who register under this agreement are not eligible to officiate KSHSAA postseason games (playoffs).
- The KSHSAA will provide a reciprocity agreement card to officials who wish to register with the KSHSAA under a reciprocity arrangement. This card is not available online and must be requested by contacting the KSHSAA at 785-273-5329 or emailing the request to kshsaa@kshsaa.org

Officials registering under the reciprocal agreement are not eligible for Kansas postseason officiating assignments. 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.
Requirements for Registered Officials

Officials Rules Meetings
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 website. Failure to attend a KSHSAA rules meeting will result in the official being placed on probation the next school year. Out of state rules meetings may not substitute for a KSHSAA rules meeting.

Please note the following:
- Registered officials will be required to attend a KSHSAA in-person rules meeting every other year for each sport in which they are registered.
- In the alternate year, officials may choose to meet their KSHSAA rules meeting requirement through either an online or an in-person meeting.
- If a rules meeting is missed it results in the official being placed on probation the following year.
- If attending an in-person rules meeting, credit will not be given to anyone arriving 15 minutes late or more.
- There WILL NOT be an online rules meeting option available for officials during the year an in-person rules meeting is required for their sport(s).

THE FOLLOWING SPORTS WILL REQUIRE ATTENDANCE AT AN IN-PERSON OFFICIALS RULES MEETING FOR 2018-2019:

FOOTBALL • SOCCER • BASEBALL • GYMNASTICS

In 2018-19, officials registered in Volleyball, Wrestling, Basketball or Softball may choose to meet their rules meeting requirement either online or through an in-person meeting (see schedule for a listing of limited locations).

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 100 question study guide is mailed in the official's sport packet. Officials will receive a random selection of 50 questions from the study guide when they take 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.

Official's online username and password:

Username = your KSHSAA officials number. This number does not change from year to year and can be found on your registration confirmation email and license.

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.

The KSHSAA uses the OnCore application to deliver the online rules exams and meetings. Please follow the instructions included in the officials packet to complete requirements.

Coach and Official?
Officials who are both a head coach AND an official in that sport may submit their online exam and online rules meeting through either login (school or official). Once complete, contact the KSHSAA to request credit for the other position (coach or official).

Officials must score 90% or better on the NFHS Part I 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.

Any currently registered official who fails to submit the required online exam answers for a sport they are registered for will be placed on probation for the next school year. If the official fails to attend the required KSHSAA officials rules meeting or fails to submit the online exam answers to the sport examination during their probation year, the official will be assessed an additional $75.00 fee upon registration the next year.
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.

Probation

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

1. Failing to attend a KSHSAA sponsored official rules meeting.
2. Failing to submit a completed rules test for a sport.

An official on probation is not eligible for postseason assignment. An official on probation can fulfill his/her officiating contracts for the school year.
Non-Compliance Fee

An official being placed on probation can fulfill his/her officiating contracts for next season; should he/she not meet all requirements during the probation school year, he/she will not be permitted to register until he/she pays the non-compliance fee. Officials who fail to comply with the rules meeting attendance and examination regulations for two consecutive years may register, provided they pay a $75.00 penalty. If an official pays the reinstatement fee of $75.00 they may register in that sport but are on probation for that school year.

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.
5. 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, he or she 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).

Eight Key Leadership Qualities

1. Passion
2. Trustworthiness
3. Knowledge
4. Organization
5. Honesty
6. Listening
7. Flexibility
8. Caring

"You can never take back what is said."

"Consistency is a key to excellent officiating."

"Be A Good Sport"
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
   b. Score 90% on NFHS Examination
   c. Submit application prior to the deadline
   d. Attend area supervisor meetings if required

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. Effective in 1999-2000, 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. Submits 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.
- School(s) in tournament or game have requested an official(s) not be assigned.
- 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, that information will be removed from the officials page. It will 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 officials history page.
Postseason Officials Expense Reimbursement

Mileage:
Officials assigned to contests and who are designated by the KSHSAA to drive to those contests will be paid at a rate established by the KSHSAA.

- Attention is given, and an effort made to assign officials to ride together whenever possible. These assignments are made to ensure minimal expenses are required; thus, a savings for KSHSAA member schools.
- When officials are assigned to ride together, should they make a decision to drive separately, only the designated driver will receive mileage reimbursement. Any other arrangements would be between the officials.

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 him/her, 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.
- In most situations, a direct billing of the KSHSAA will have been arranged. Incidental charges (phone calls, laundry, etc.) are to be paid by the official prior to checking out. When direct billing is not utilized, a receipt must be provided.

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 due date specified.

"Remember, we have the responsibility to be guardians of the game. This is an awesome, yet important, responsibility that we need to take seriously. The game belongs to the kids playing it. Remember, no matter what the age of the kids, it's their game, not ours.

-Pete Morelli, NFL Referee"
KSHSAA Postseason Contest Fees

For KSHSAA sponsored events, the following compensation (subject to revision by KSHSAA Executive Board) is paid to officials assigned to work contests. The Executive Board reviews fees every three years. Fees for the 2018-19 school year are listed below:

**FOOTBALL**
- Regional games: $75.00 per official
- Sectional games: $80.00 per official
- Sub-state games: $85.00 per official
- State championship games: $95.00 per official

**VOLLEYBALL**
- Regional Tournament: $42.50 per match
- Sub-state tournament: $42.50 per match
- State tournament: $47.50 per match

**SOCCER**
- Regional and first-round state quarterfinals:
  - Center referee: $60.00 per game
  - Assistant referees: $60.00 per game
- State semifinals and final games (3 per game):
  - Referee: $65.00 per game

**BASKETBALL**
- Regional Tournament: $75.00 per official per game
- Sub-state tournament: $77.50 per official per game
- State tournament: $95.00 per official per game

**WRESTLING**
- 1 Day Regional:
  - Five (5) officials: $190 per official
  - Four (4) officials: $225 per official
  - Three (3) officials: $260 per official
- 2 Day Regional:
  - Five (5) officials: $285 per official
  - Four (4) officials: $305 per official
  - Three (3) officials: $325 per official
- State tournament:
  - Ten (10) per class: $305 per official

**SOFTBALL**
- Regional game (3 per game): $47.50 per game
- State game (3 per game): $55.00 per game

**BASEBALL**
- Regional game (3 per game): $52.50 per game
- State game (3 per game): $60.00 per game
**GYMNASTICS**

State meet $85.00 per official (judge)

**CROSS COUNTRY**

Regional Starter $20.00 (1st race)
$10.00 each additional race

State Starter $40.00 per race

State Assistant Starter $15.00 per race

**TRACK & FIELD**

Regional Starter $190.00

Regional Asst. Starter $65.00

Regional Co-Starters $140.00 each

State Starter $315.00

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**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 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.

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"Officials get themselves into twice as much trouble for what they say than what they do. You can’t misquote silence."

*Eleanor Roosevelt*

"Great minds discuss ideas; average minds discuss events; small minds discuss people."

"You have to be perfect your first game, and then get better in every game the following weeks."

*-Norm Schachter, NFL Referee*

"Be kind to those you meet as you rise, you may pass them again as you fall."

*Irish Proverb*
KSHSAA Area Supervisors Program & Meetings

For six sports, football, volleyball, wrestling, basketball, baseball and softball, the KSHSAA has established an area supervisors program. Individuals with officiating and/or rules knowledge from different areas of the state 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 11 area supervisors for football, 13 for basketball, nine (9) for volleyball, five (5) for wrestling, five (5) for baseball and five (5) for softball.

Football, volleyball, basketball and wrestling area supervisors conduct series 1 and series 2 area meetings. Officials must attend an area meeting in each series to be postseason eligible. Different items are covered in each series meeting. Baseball and softball area supervisors conduct a series 1 area meeting only because of the short season. Officials may attend any area supervisor meeting, even if they are not in your area, and receive credit.

Make-up of Missed Area Supervisor Meetings

• **In case of an emergency** which causes a previously registered official to miss the area meetings, the official may request permission to make up the missed meeting. This requires that the official submit to the KSHSAA a formal written request asking permission to make up an area meeting.

• Such request must be submitted to the KSHSAA within one week of the missed meeting.

• Each request will be evaluated on its individual merits and will include a review of the reasons for the emergency, a review of the official’s previous attendance at area supervisor meetings, and the official’s timeliness in submitting the request.

• Following KSHSAA staff review, a determination will be made regarding the request. If the request is approved, the official will be provided an explanation of the requirements by which they can make up the missed meeting.

Local Officials Associations (LOA) Make-Up Meetings

Only the LOAs which have made application to the KSHSAA and been approved as a recognized LOA group can conduct area make-up meetings.

One LOA meeting per sport may be used by an official as a replacement for a missed area supervisor meeting provided the following guidelines are met:

• A member of the LOA as designated by the LOA attends the KSHSAA preseason area supervisor organizational meeting.

• A member of the LOA as designated by the LOA attends an area supervisor meeting prior to conducting an LOA meeting. (It is the position of the KSHSAA that the same person fulfills both of these guidelines.)

• Any LOA meeting used by an official as a make-up meeting for a missed area supervisor meeting must be conducted following and within one week of the last scheduled area supervisor meeting in that series.

• Officials attendance cards and lists are submitted to the KSHSAA the next day following the LOA meeting.

• The LOA meeting is conducted following the same agenda provided by the KSHSAA for the area supervisor meeting.

KSHSAA Approved Official Clinics

Attendance at an officials clinic is NOT required but is highly encouraged, particularly for beginning officials. Attendance at a KSHSAA approved officials clinic may be used as a substitute for one missed area supervisor meeting.

*Names and addresses of area supervisors are included at the back of this handbook.*
ArbiterSports Information

At the request of our member schools, the KSHSAA Executive Board is providing for all leagues and schools the ArbiterSports online officials assigning tool. It is at the discretion of individual leagues and schools if they choose to use ArbiterSports for officials’ assignments. The KSHSAA will use the ArbiterSports system for all postseason officials’ 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 THAT YOU REGISTER EARLY WITH THE KSHSAA IN ORDER TO BE AVAILABLE FOR ASSIGNMENT BY COMMISSIONERS/LEAGUES AND SCHOOLS USING ARBITERSPORTS.**

1. All officials registered with the KSHSAA will be automatically placed in the KSHSAA Administration ArbiterSports account #103765.
   - You must be in this account in order to be assigned games by individual schools.
   - You must be in this account in order to be added to sub-groups (commissioner) accounts.

2. **YOU MUST PROVIDE AN EMAIL ADDRESS WHEN YOU REGISTER WITH THE KSHSAA.** After registering with the KSHSAA, login to your ArbiterSports account and check the email address listed. Be sure it is the email address you want to use to receive game assignmment through ArbiterSports. **You must have an email address in ArbiterSports to receive game assignments.**

3. Officials registering for the first time will be sent a welcome message via email to join the KSHSAA administration account. Officials must accept this group invitation in order to be added to other groups.

4. Officials that were registered for the previous school year will remain in ArbiterSports and available to be assigned in the sports registered in until four weeks before the season starts.

5. Once you accept the invitation to be in group #103765 other commissioners can choose to add you as an official to their account. Each league has their own account in ArbiterSports in addition to the KSHSAA main account (103765) through which individual schools can assign officials.

6. You will receive a welcome invitation from each sub-group (commissioner) 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.

7. 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.

8. If an official fails to register with the KSHSAA by the registration deadline the official will be removed from the ArbiterSports KSHSAA account (103765) and all other sub-groups (league commissioner accounts). **ANY EXISTING ASSIGNMENTS AT THIS TIME WILL BE REMOVED.**

9. 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 June 1.

10. Information on blocking dates, accepting/declining games and other functions of ArbiterSports is available on the ArbiterSports website.

11. It is each official’s responsibility to keep up to date all contact information (including your email address) in the www.kshsaa.org website account and all ArbiterSports accounts.

12. **NFHS Central Hub** – Because you are a registered official in Kansas, and Kansas is a 100% NFOA membership state with the NFHS, you have access to a wealth of educational and training information through NFHS Central Hub on the ArbiterSports website. This service is FREE to all registered KSHSAA officials and is not available to all officials in other states. Please take advantage of part of your registration fee and check out the Central Hub! Features include: searchable rules books and case books, video clips of plays, animated simulations of mechanics and the Officials Quarterly.

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to obtain uncommon results."
KSHSAA Officials Webpage Information

The following information is available once an official logs in:

- Links to update your contact information
- It is the responsibility of each official to keep their contact information up to date on the KSHSAA website and the Arbiter website. Updating one site does not update the other, they are separate databases.
- Years registered with the KSHSAA and any service/recognition awards presented
- Listing of the sports in which you are currently registered. By clicking on the link to a specific sport you can:
  1. View your exam, official rules meeting, area meeting and postseason application status
  2. Access the online exam
  3. Access the online rules meeting (if required)
  4. View meeting schedules
  5. Fill out a postseason application
  6. Fill out an unusual situation report
  7. View your area supervisor’s contact information
  8. View your postseason recommendations

- Located on the top of each officials page are links to a variety of other pages. Included in those links are various reporting forms, manuals, meeting dates, etc. Officials are encouraged to become familiar with the information/forms they can access online. Check here first – you may find what you need without calling or emailing the KSHSAA.

- The number of recommendations from KSHSAA member schools you received for sports registered in this year – THIS INFORMATION IS AVAILABLE ONLY FOR A PERIOD OF 30 DAYS FOLLOWING THE CONCLUSION OF THE STATE CHAMPIONSHIP IN THAT EVENT.

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 postcard 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 participant) 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.

**Filling an Officiating Schedule**

There are a variety of things a person can do in an effort to obtain an officiating schedule or, at a minimum, selected contests to officiate. While the following suggestions are not necessarily 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/activities 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.**

On the next page is the current list of League Commissioners submitted by the various leagues.
# 2018-2019 League Commissioners

<table>
<thead>
<tr>
<th>LEAGUE</th>
<th>COMMISSIONER</th>
<th>EMAIL</th>
<th>PHONE</th>
<th>SPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVCTL Division I &amp; II</td>
<td>Bob Benoit</td>
<td><a href="mailto:bob.benoit@cox.net">bob.benoit@cox.net</a></td>
<td>316-259-8451</td>
<td></td>
</tr>
<tr>
<td>AVCTL Division III &amp; IV</td>
<td>Bob Benoit</td>
<td><a href="mailto:bob.benoit@cox.net">bob.benoit@cox.net</a></td>
<td>316-259-8451</td>
<td></td>
</tr>
<tr>
<td>Big Seven</td>
<td>Josh Tanking</td>
<td><a href="mailto:jptanking@yahoo.com">jptanking@yahoo.com</a></td>
<td>785-364-6296</td>
<td></td>
</tr>
<tr>
<td>Centennial</td>
<td>Steve Dean</td>
<td><a href="mailto:sad@networksplus.net">sad@networksplus.net</a></td>
<td>785-633-8583</td>
<td>BB, FB</td>
</tr>
<tr>
<td>Centennial</td>
<td>Tegan Swoboda</td>
<td><a href="mailto:proswo@swbell.net">proswo@swbell.net</a></td>
<td>785-224-7595</td>
<td>VB, BSB, SB</td>
</tr>
<tr>
<td>Central Kansas</td>
<td>Mark Goodheart</td>
<td><a href="mailto:goodheartm@gbta.net">goodheartm@gbta.net</a></td>
<td>620-923-5442</td>
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</tr>
<tr>
<td>Central Plains</td>
<td>John Mies</td>
<td><a href="mailto:jfmies@yahoo.com">jfmies@yahoo.com</a></td>
<td>316-640-9544</td>
<td></td>
</tr>
<tr>
<td>Central Prairie</td>
<td>Mark Goodheart</td>
<td><a href="mailto:goodheartm@gbta.net">goodheartm@gbta.net</a></td>
<td>620-923-5442</td>
<td></td>
</tr>
<tr>
<td>CNC</td>
<td>Mike Kastle</td>
<td><a href="mailto:mikelindakastle@gmail.com">mikelindakastle@gmail.com</a></td>
<td>620-875-6380</td>
<td></td>
</tr>
<tr>
<td>Eastern Kansas (EKL)</td>
<td>John A. Dehan</td>
<td><a href="mailto:jdehan@callthegame.com">jdehan@callthegame.com</a></td>
<td>913-897-7500</td>
<td></td>
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<tr>
<td>Flint Hills</td>
<td>Tegan Swoboda</td>
<td><a href="mailto:proswo@swbell.net">proswo@swbell.net</a></td>
<td>785-224-7595</td>
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<tr>
<td>Frontier</td>
<td>Lary Trowbridge</td>
<td><a href="mailto:commishtrrow@sunflower.com">commishtrrow@sunflower.com</a></td>
<td>785-393-2666</td>
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<tr>
<td>Great West Activities</td>
<td>Quintin Flanagan</td>
<td><a href="mailto:qflanagan@gmail.com">qflanagan@gmail.com</a></td>
<td>785-462-9043</td>
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<td>Hi-Plains</td>
<td>Randy Richter</td>
<td><a href="mailto:swkref@yahoo.com">swkref@yahoo.com</a></td>
<td>620-260-6114</td>
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</tr>
<tr>
<td>Kansas City-Atchison</td>
<td>John A. Dehan</td>
<td><a href="mailto:jdehan@callthegame.com">jdehan@callthegame.com</a></td>
<td>913-897-7500</td>
<td></td>
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<tr>
<td>Lyon County</td>
<td>Ron Slaymaker</td>
<td><a href="mailto:shirslay@aol.com">shirslay@aol.com</a></td>
<td>620-344-0800</td>
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<tr>
<td>Mid-Continent</td>
<td>Brad Taylor</td>
<td><a href="mailto:gunsmoke@sbcglobal.net">gunsmoke@sbcglobal.net</a></td>
<td>720-244-8755</td>
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</tr>
<tr>
<td>Mid-East</td>
<td>No Commissioner - contact individual school Athletic Directors</td>
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</table>
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.

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 ________________________________ v. ______________________________________

☐ Boys or ☐ Girls

Date: _______________________________   Level: V – JV – SO. – FR. – JH/MS

Official_______________________________  City __________________________________

Official_______________________________  City __________________________________

Official_______________________________  City __________________________________

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 (within the last four years) 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.

NEW TEAM. NEW UNIFORM.

Become a KSHSAA official.
Official Uniforms

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. Trousers/knickers or shorts need to be replaced when they begin to show wear.

Refer to the NF Officials Handbook/Manual for each sport to see if beltless or belted trousers 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. Trousers 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 supplies 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.

Lastly, consider a training schedule and diet which will enable you to be physically fit and neat in appearance.

KSHSAA REGISTERED OFFICIALS PATCH
All new officials (excluding volleyball) registering with the KSHSAA will be provided a patch each year 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. The order form is on the KSHSAA website officials page.

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.

- Get Official – www.getofficial.com - Volleyball shirts only
- Smitty’s – www.smittyusadyesub.com - Official shirts with KSHSAA patch sublimated on left sleeve
- Honig’s – www.honigs.com - Official shirts with patch embroidered on left sleeve
**Flag Etiquette**

If an official elects to place a US 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 US 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 these will be announced at officials rules meetings.

**Baseball** - Umpires shall wear gray slacks and either a navy blue or black pullover shirt. All umpires on a crew should be dressed alike. For postseason contests umpires will wear gray slacks and a navy blue pullover. When needed, a navy blue or black jacket or coat 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 KSHSAA logo embroidered on the front. 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 lineup changes. A chest protector, sturdy mask with throat protector and shin guards are standard equipment of the plate umpire.

**Basketball** - A short-sleeve, 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, primarily black shoes with black laces, and a black belt (if worn). 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.

**Football** - A black and white vertically striped, long- or short-sleeve knit shirt shall be worn. The shirt 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. Standard, all-white tapered knickers may be worn with a short overlap below the knee (not more than 4 inches). In addition, black officials pants with a 1 ¼ inch white stripe down each leg may be worn in place of the traditional knickers. 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. One-piece stockings with a modified northwestern stripe (½ inch white, ½ inch black, 1 inch white, ½ inch black, ½ inch white) are required. The width of the black showing below the knickers should be the same as the wide black band below the stripe pattern. Black football shoes 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 black leather belt, 1 ¼ 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 pullover shirt; if an undershirt is worn under the powder blue shirt, it shall be white and short-sleeved. A long-sleeve powder blue pullover shirt is permitted. All umpires on a crew should be dressed alike. For postseason contests umpires will wear heather gray slacks and a navy blue pullover. When needed, a navy blue jacket shall be worn. The hat is to be navy blue and a sized hat is recommended. Umpires may wear an official blue hat with a white KSHSAA logo embroidered on the front. 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 lineup changes. A plate umpire should have a ball/strike indicator, plate brush and a mask with a throat protector. A chest protector, sturdy mask with throat 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. 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, stopwatch, flipping coin, pencil and scorecard. If worn, a solid black cap.

**Volleyball** - Officials shall wear the KSHSAA all white short-sleeve polo with the KSHSAA official patch embroidered/sublimated on it. This shirt will have a royal blue and red patch on the left sleeve. Officials will also wear black slacks (no shorts permitted), black shoes and black socks.

**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

OFFICIALS REPORT OF UNUSUAL SITUATIONS

“OFFICIALS REPORT OF UNUSUAL SITUATIONS” is found under the "General Forms & Publications" heading. The form 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 and forms on the right hand side. There is also a PDF copy of the form that can be printed off and mailed/faxed to the KSHSAA and the schools involved.

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 submit promptly.
• Review the report with other officials working the contest and submit as soon as possible.

Once the report is received the KSHSAA administration will review the report. The schools involved will respond to the KSHSAA 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 has 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 officials involved.

• 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:
  o Schools are asked to submit the form within one day of the contest!
  o 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.
  o 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.
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 “how’s and why’s” 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!

“Where 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 he/she 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.

OFFICIAL’S 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 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 them about the inappropriate behavior and see if it can be changed. If it doesn't, then the school administrator should remove the fan.
20 WAYS TO BECOME A BETTER OFFICIAL

1. Study and understand the rules – know the intent and proper application
2. Join a local official association – discuss philosophies, situations – develop camaraderie
3. Get yourself in peak physical condition – promote a positive image
4. Work scrimmages – work out the kinks, prepare for the season
5. Arrive at the contest site early – mentally adjust, become familiar with facility
6. Hold a thorough pregame/match conference with other officials – this is critical
7. Be properly attired in a clean uniform – first impressions are lasting; be professional
8. Relax – there’s a way to be intense and tuned in without looking tense and stressed
9. Hustle and be in position – each official has an important responsibility in calling the game
10. Communicate with your fellow officials – verbal, informal signals, etc.
11. Talk to players and coaches appropriately – develop good rapport, divide time evenly
12. Keep a wide field of vision – cover your area of responsibility
13. Don’t rush the call – watch the entire play, replay it, then make the call
14. When in doubt, keep your mouth shut – “silence can’t be quoted”
15. File proper reports – notify KSHSAA of negative or positive situations
16. Be a good dead-ball official – watch players and benches
17. Leave the facility safely – leave as a team, avoid crowds, take path of least resistance
18. Review game plays and mechanics – honestly evaluate your performance
19. Solicit constructive criticism from partner, others – continually seek advice, input
20. Think like a professional – Officiating, whether a vocation or avocation, is a business. You are the sole owner of the business. Build the business professionally, put the time and effort into making it grow, and reap the benefits. By developing that mindset, you’ll better the chances of making a positive impression and continually improving.
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"Be A Good Sport"
Basketball

Wrestling

KSHSAA Officials Handbook
Baseball

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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; recognize high school traditions; show 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 hands 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; school host 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-whooo” 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; applaud 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 members 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.

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.