

## **POLICY- KHSAA LICENSED OFFICIALS GUIDELINES AND REQUIREMENTS**

### **Sec. 1) BACKGROUND**

- a) In compliance with the Federal Court Decree of 1971 as amended, the KHSAA has guidelines to govern the licensing and assignment of high school (grades 9-12) sports officials. These policies exist to ensure adherence to that decree.
- b) The KHSAA Board of Control, through the Commissioner's office, provides for the licensing and regulation of contest officials in Baseball, Basketball, Field Hockey, Football, Softball, Soccer, Swimming, Track & Field and Cross Country, Volleyball and Wrestling, for the cancellation of such registration for just cause, for the setting of licensing fees, and for the establishment of classification levels and requirements for those levels. Licensing to officiate other activities may be expanded as offerings are added to the KHSAA.
- c) Officiating is not easy, and certainly not suited for every individual. An effective official needs to possess certain characteristics such as quick reaction time, confidence, calmness, consistency, good judgment, cooperation, knowledge of the rules, duties and mechanics, professional appearance, top conditioning, courtesy, a sense of humor, and courage.
- d) The KHSAA believes that officiating is an important part of the athletic program. For this reason, considerable time, effort and money is spent on clinics, videos and materials designed to increase the knowledge and improve the techniques of officials. The KHSAA Board of Control, through the Commissioner, has allowed for the designation of a member of the KHSAA staff to serve as the Supervisor of Officials for all KHSAA sports. This allows even more emphasis to be placed on recruitment and training of officials.
- e) In athletics, the official represents the integrity of the contest. By his or her action, on and off the field, court or pool, the official must earn through unquestioned honesty, demonstrated ability, obvious devotion and full understanding of the contest, its players, coaches, fans and newscasters, the confidence and respect which are the all important attributes for fine officiating.
- f) To achieve officiating excellence, an official must combine his or her knowledge of the playing rules with proper officiating mechanics. The official must be responsible for participants in the contest receiving his or her best effort to the end that he/she will "reach into the rule", refuse to be intimidated by players, coaches or fans, give the play the full flexibility of his/her judgment, and implement his/her knowledge and ability with intelligent, understanding courage.
- g) An official must possess an inner desire to continually improve and strive to be one of the best. Certainly, all officials will not succeed in becoming top officials, but most certainly, the official who lacks this desire to improve has stopped growing as an official.
- h) The Commissioner shall ensure through the Supervisor of Officials, that the Officials Division Policies (Officials Guidebook) are reviewed on a not less than annual basis, and that the Board of Control has final authority on all policy related matters to ensure compliance with the Federal Court Decree of 1971.
- i) It is hoped that this Guidebook will be a value to all concerned.

### **Sec. 2) ASSIGNMENT OF OFFICIALS FOR CONTESTS IN GRADES 9-12**

- a) Pursuant to the Amended Decree entered December 22, 1971 in E. Deedom Alston v. Kentucky High School Athletic Association, United States District Court, Eastern District of Kentucky, Lexington Division, No. 2274, where the use of licensed officials is required for an athletic contest in the sports of football, basketball and baseball, said officials shall be selected by a Commission, composed of the KHSAA Commissioner and the Assistant Commissioners.
- b) The Commission has the authority, however, to contract with individuals to assist with this selection. Pursuant to this authority, the Commission may enter into agreements with persons to directly assign regular season contests, known as "Assigning Secretaries". The Commission shall directly assign all officials for all KHSAA sponsored (district, region, semi-state, section and state) championship competition.

### **Sec. 3) KHSAA OFFICIALS DIVISION**

- a) Under the provisions of the KHSAA Bylaws and in accordance with the provisions of the Federal Court Decree of 1971, as amended, the KHSAA shall define the roles to be played and duties to be performed by persons within the Officials' Division.
- b) All terms of contract positions within the Officials Division shall be set by the Board of Control, including length of appointment and salary.
- c) The Office of the Officials Division shall be at 2280 Executive Drive, Lexington, Kentucky. The Officials Division shall be responsible for the recruitment, supervision, training and assignment of officials to events where the use of licensed officials is required and where the KHSAA provides licenses. The KHSAA Commission has the authority, however, to contract with individuals to assist with the assignment of officials.
- d) Current specifications for the Officials Division are found in the KHSAA Bylaws, KHSAA Board of Control Policies and Procedures, and in the KHSAA Officials Guidebook. KHSAA administration of each sports program shall remain with the KHSAA Commissioner, Associate Commissioner and the KHSAA Assistant Commissioner with responsibilities for that sport. Programs involving recruiting, training, developing, retaining and assigning officials in all sports shall be coordinated through the Officials Division.

### **Sec. 4) DEFINITIONS**

- a) Commission - The Commissioner and Assistant Commissioners comprise the Commission.
- b) Assigning Secretary - This refers to the person engaged by the Association to assign the scheduled contests for grade 9-12 competition (freshmen, junior varsity and varsity) to the members of a local association, as well as provide/coordinate local training and development efforts.
- c) Basketball Region - This term is used generically to define the boundaries of the current basketball regions. These shall serve as reference points throughout the state and are not intended to imply only basketball. All KHSAA schools are within a basketball region, whether they play basketball or not.
- d) Licensing - the process handled by the KHSAA to license an official. It is the prospective official's responsibility to fulfill any and all requirements of the process. This process may be outsourced at the discretion of the Commissioner and Board of Control.
- e) Board - this refers to the Board of Control of the Kentucky High School Athletic Association.
- f) Local Association - the group of officials formed under the auspices of a regional policy board and approved by the KHSAA to officiate contests for grade 9-12 competition (freshmen, junior varsity and varsity).

### **Sec. 5) WORKING CLASSIFICATION OF LICENSED OFFICIALS (INDEPENDENT CONTRACTOR)**

- a) Officials licensed by the KHSAA are independent contractors. Officials licensed by the KHSAA are not employees of the KHSAA or a member school when serving as an official and have no insurance, tax withholdings or other benefits consistent with employment.
- b) The KHSAA automatically submits the proper membership fee to the National Federation Officials Association (NFOA) for membership from the license fee as requested by the official or applicant.
- c) Each official shall sign authorization to the following statement:  
*I hereby agree to join a local officials' association if required in my sport(s) to officiate contests for grade 9-12 competition (freshmen, junior varsity and varsity) and to work, as an independent contractor, a schedule of contests assigned by a local assigning secretary. I shall work for the fee set by the KHSAA and shall cooperate with the KHSAA as requested and required by KHSAA Bylaws and Officials Division Regulations. As an independent contractor, I am not an employee of the KHSAA or member school when serving as an official and understand that the KHSAA shall not provide insurance or other benefits consistent with employment. I request that the proper fee be taken from my registration amount and made payable for membership in the NFOA as detailed in KHSAA regulations and to properly submit to a criminal background check. I agree by licensing that I shall provide my Social Security number and*

*birth date to the KHSAA solely for the purpose of complying with the elements of a criminal records check.*

Sec. 6) REQUIREMENT FOR LICENSING BY OFFICIALS

- a) Any person who officiates contests for grade 9-12 competition (freshmen, junior varsity and varsity) in baseball, basketball, field hockey, football, soccer, softball, swimming and diving, volleyball and wrestling between member schools of the KHSAA shall be licensed with the KHSAA.
- b) Any person who officiates contests for grade 6-8 competition as detailed in 702 KAR 7:065 shall be licensed with the KHSAA.
- c) Any person who officiates in Cross Country or Track & Field in a meet involving more than four (4) schools shall be licensed as a track and field official with the KHSAA. Schools are recommended to use only those officials in cross country and track and field who are licensed in track and field by the KHSAA regardless of the number of teams.
- d) Each official will be issued an identification number. The use of this and memorization of this number will assist the process of any inquiry.

Sec. 7) RECRUITMENT OF OFFICIALS

- a) The KHSAA is bound by Federal Court decree as well as by the very nature of its existence to recruit new officials. This has been done by many methods, most at the local level. The Officials Division has adopted the following standard procedures for recruitment of officials:
  - (1) The KHSAA shall ensure that local associations, through the Assigning Secretary, utilize any medium and format possible to recruit new officials;
  - (2) The regional colleges and universities in this state, as well as other institutions of higher learning, are encouraged to offer officiating classes as part of the curriculum. In addition, the KHSAA staff is ready to assist as guest lecturers, clinicians and instructors for these classes;
  - (3) The KHSAA staff and Board of Control are strong advocates of advanced camps to improve the skill of officials and is ready to assist as guest lecturers, clinicians and instructors for these camp, however such camps cannot be used as a required revenue generator for assigning secretaries beyond nominal cost for time and expenses to conduct the activities; and
  - (4) The KHSAA offers a discounted license for full-time college students (12 hours) with verification of a full-time class schedule in an effort to get them involved at an early age.

Sec. 8) QUALIFICATIONS FOR LICENSING

- a) The minimum standards for licensing of all officials shall be:
  - (1) Applicant for licensing to officiate high school age (grades 9-12, freshmen, JV, varsity) competition and competition for students in grades 6-8 shall be a graduate of an accredited high school or be at least eighteen years of age. The Commissioner, with approval of the Board of Control, may authorize a program to allow for the licensing of high school seniors, who may or not be eighteen (18) years of age and who are otherwise in compliance with licensing requirements and agree to be eligible to officiate only contests involving students below grade nine (9);
  - (2) Licensing fee shall accompany application form. The fee shall be returned if applicant does not meet requirements or if the proper amount is not enclosed;
  - (3) Able to physically perform the duties of being a sports official including having an annual physical prior to officiating grade nine through twelve competition;
  - (4) Annually document completion of the KHSAA rules clinic. If not, schedule is subject to immediate cancellation following the end of the clinic time period and the official is subject to other penalty such as lack of postseason assignment;
  - (5) Licensed with KHSAA and in good financial standing; and
  - (6) Submit to a Criminal Records and Background check upon request by KHSAA in accordance with adopted policy.

Sec. 9) FEES FOR LICENSING AS AN OFFICIAL

- a) Each official or prospective official desiring a license shall pay a fee. The licensing fees are also intended to cover costs of rules publications, postage and shipping, printed forms, membership in the National Federation Officials Association, rules interpretation meetings, fees for Arbitersports.com usage, and other costs of administering the officials program.

b) The fee which shall be published each year as part of the adoption of the standard minimum officiating fees, in order to license as an official with specific components as listed below:

- (1) Administrative Fee - Each official or prospective official shall pay an administrative fee to license with the KHSAA. From this fee, the official will receive the membership dues into the National Federation Officials Association (NFOA) and insurance coverage fees shall be paid for each official as described in this brochure, notification regarding the Athlete Magazine when it is published online, and the other relevant news and mailings general to all officials. This administrative fee will also fund the Officials Trust Fund (\$5 per official for recognition programs and an annual banquet), and the required Criminal Background Checks as well as other items designed to promote, recruit and retain licensed officials in all sports;
- (2) Per Sport Fee for Each Sport Licensed - Each official or prospective official shall pay a fee for each sport in which he/she desires to license. For example, a person desiring to license in one sport would pay the Administrative Fee and the fee for the sport. If a currently licensed official desires to add a new sport or renew in a previous sport after the deadline, the fee shall be the same as the re-licensing additional sport fee, and process would be as described for all new officials;
- (3) College, University, or approved High School Mentor Fees - Each full-time student (12 hours) at a college or university (with verification of schedule submitted to the KHSAA) will have the Administrative Fee and the Per Sport Fee reduced. For example, a college student desiring to license in one sport would therefore pay the administrative fee, and an additional per sport fee;
- (4) Twenty-Five Year Officials - The fees for officials licensing in a single sport into their 26th year or beyond shall be waived for all sports, but each may be assessed the administrative fee. The licensing process shall be completed through the KHSAA prior to the acceptance of any assignments;
- (5) Late Licensure Fee - Each re-licensing official shall be charged a late fee for failing to license by the June 30 deadline in all sports. A late fine shall not be assessed for a re-licensing official who desires to add a first-time sport or for a new (prospective) official. Officials licensing after more than one year of lapse in licensing are not subject to the late fee;
- (6) Late Clinic Fee - A fee may be assessed to officials who fail to verify competition of the required rules clinics in specific sports during the no-charge period. This fine shall be waived in a sport for first time licensing officials; and
- (7) NSF (Insufficient Funds) Check or Declined Credit Card - A fee will be assessed to any official whose check fails to clear the bank and the transaction results in the KHSAA having a fee assessed by its financial institution. Licensing will be suspended for these officials or prospective officials until this fee is paid.

Sec. 10) LOCAL OFFICIALS' ASSOCIATIONS

- a) The KHSAA's officiating program for recruiting, training and retaining officials depends upon the involvement of local officials' associations.
- b) It is the ultimate goal of the KHSAA to have every official as an active and participating member of a local officials' association.
- c) Local associations have many roles, including:
  - (1) The recruitment and encouragement of new officials;
  - (2) Assist the Assigning Secretary in administering training and rules discussion meetings for officials; and
  - (3) Monitoring the local association to ensure compliance to all KHSAA regulations and standards by member officials
- d) A local officials' association may be sanctioned by the KHSAA upon following the procedure outlined below:
  - (1) The Association is recognized and sanctioned by the Local Regional Policy Board. There shall only be one such association for each sport within each local Regional Policy Board;
  - (2) Only duly licensed KHSAA officials are eligible for membership in a sanctioned local officials organization unless participating in a program approved by the Commission;
  - (3) The local group may adopt its own name and its proposed

Constitution and Bylaws. However, the proposed Constitution and Bylaws shall be submitted to the KHSAA for review and approval. The Bylaws of the local association may not set aside the rules of the KHSAA nor may these documents conflict with the assigned duties of the Regional Policy Board and Assigning Secretary;

- (4) A list of the current officers of the local regional organization shall be kept on file with the Commission;
- (5) The local association may not make rules or policies that supersede KHSAA requirements for officials in terms of qualification of varsity roster status or placement in crews or groups. That is the specific discretion of the Assigning Secretary; and
- (6) The local association may not make rules or policies that supersede KHSAA requirements for officials in terms of postseason qualification. That is the specific discretion of the Association as all assignments are made by the Commission.

#### Sec. 11) REQUIREMENT FOR CRIMINAL BACKGROUND CHECK AND STANDARDS FOR REVIEW

- a) A background check shall be done by the Kentucky High School Athletic Association ("KHSAA") on all licensed officials every five (5) years. The background checks will be done using the database of the Kentucky Administrative Office of the Courts ("courtnet") or other comparable firm.
- b) All new officials (prospective officials) shall have a background check done upon initial licensure. This first licensure shall be considered provisional in nature pending the successful completion of the background check. If the report is deemed inaccurate or does not provide sufficient detail of offenses, KHSAA may, at its discretion, request the applicant to provide a background check from the Department of Kentucky State Police. The cost of the Kentucky State Police Background check shall be borne by the appellant.
- c) Once completed, the background checks will be reviewed within the following items leading to PERMANENT SUSPENSION OR DENIAL OF LICENSURE. Permanent Suspension or Denial of Licensure - Licensing shall be denied any official or prospective official when the results confirm that the person has been:
  - (1) Convicted of a sex crime or criminal offense against a minor as defined in KRS 17.500;
  - (2) Listed as a violent offender as defined in KRS 17.165;
  - (3) Convicted for an unlawful transaction with a minor as set forth in KRS 530.064 or KRS 530.065; or
  - (4) Listed as a convicted felon who has not had his or her civil rights restored.
- d) Once completed, the background checks will be reviewed within the following items leading to TEMPORARY SUSPENSION OF LICENSURE. The Commission may, upon presentation of competent evidence, suspend the ability of a licensed official to be offered game assignments by local assigning secretaries for the following reasons:
  - (1) Being formally charged with a violation of KRS 17.500 (sex crime or criminal offense against a minor), KRS 17.165 (violent offender), KRS 530.064 or KRS 530.065 (unlawful transactions with a minor);
  - (2) Being indicted for any felony criminal act;
  - (3) Being indicted for a misdemeanor act involving the use or distribution of mind or body altering drugs, theft or an act involving moral turpitude;
  - (4) Any acts or omissions detrimental to the best interests of the KHSAA and interscholastic athletics, which could include but is not limited to:
    - a. Making derogatory remarks about officials, contestants, coaches or fans;
    - b. Instigating, inciting or being involved in disruptive incidents at contest sites or local association meetings or functions;
    - c. Making derogatory remarks or displaying critical actions or gestures against contest officials;
    - d. Sexual or other unlawful harassment;
    - e. Use of abusive or inappropriate language during the performance of the officials' duties or at any time from arrival at a contest venue to departure;
    - f. Providing unwarranted or derogatory news media releases, interviews or comments;

- g. Improper or excessive communication with school representatives, media or general public regarding the evaluation or assignment of contest officials;
  - h. Terminating a contest before the normal end of regulation play without trying to secure the assistance of game management and security to rectify the problem; or
  - i. Improper or inappropriate comments using traditional or social media, or conduct unbecoming an official;
- (5) Using mood altering substances on the date of contest;
  - (6) Being convicted of an offense for which the imposed punishment includes the suspension of driving privileges;
  - (7) Failure to timely (within 24 hours) and properly report the ejection of a player, administrator, coach, or spectator, or any other incident for which reporting is required by the Commission;
  - (8) Requesting or soliciting the opportunity to officiate a contest from any coach, league or official thereof in the sports of baseball, basketball, field hockey, football, soccer, softball, wrestling, or volleyball, if those schools are in an area that employs an assigning secretary;
  - (9) Requesting or soliciting the opportunity to officiate a non-varsity contest from any coach, league or official thereof in a sport or policy board area that mandates the assignment of that level by an assigning secretary;
  - (10) Becoming a member of more than one local association unless approved by the Commissioner;
  - (11) Failing to properly notify school authorities or assigning secretary when unable to work a contest or failure to properly appear for a contest;
  - (12) Knowingly officiating a contest in violation of KHSAA rules or mechanics or deviating from enforcement of National Federation Playing Rules other than those allowed by KHSAA adopted policies and experimental rules;
  - (13) Failure to wear the proper officiating uniform;
  - (14) Dishonesty in administration or completion of the Part 1 or Part 2 examination(s) or failure to complete the Part 2 exam if required; or
  - (15) Lack of clinic attendance.

#### Sec. 12) APPEAL RIGHTS

- a) The Supervisor of Officials shall notify, in writing, any official or prospective official that their license is being denied or temporarily/permanently suspended.
  - (1) Any official or prospective official suspended or denied licensure may appeal the decision of the Supervisor of Officials to the Commissioner. In support of their appeal, the official or prospective official shall procure and submit a background check from the Department of the Kentucky State Police. The cost of this check shall be borne by the appellant. As a part of any appeal, the following shall be considered:
    - a. If suspension or denial of license is based upon the conviction of a felony, the Commissioner may restore or issue a license if more than five (5) years have passed since the completion of the sentence, parole, or probation that was issued in the matter (provided the offense was not classified as: a sex crime or criminal offense against a minor as defined in KRS 17.500; unlawful transaction with a minor as set forth in KRS 530.064 or KRS 530.065; or a crime that results in the individuals being listed as a violent offender as defined by KRS 17.165);
    - b. If suspension or denial of license is based upon any conviction of: sex crime or criminal offense against a minor as defined in KRS 17.500; unlawful transaction with a minor as set forth in KRS 530.064 or KRS 530.065; or a crime that results in the individuals being listed as a violent offender as defined by KRS 17.165, licensure will not be issued or reinstated unless such offense has been reversed by proper authority having jurisdiction over the matter; and
  - (2) Any official or prospective official may appeal the Commissioner's decision to the Board of Control no earlier than the next regularly scheduled meeting.

#### Sec. 13) LICENSING PROCESS FOR NEW (PROSPECTIVE) OFFICIALS IN ALL SPORTS

- a) An applicant shall complete an application online using the KHSAA website, [www.khsaa.org](http://www.khsaa.org). All requested information

must be on the form with specific emphasis on the following required items:

- (1) Social Security Number;
  - (2) Birth date;
  - (3) Phone Numbers;
  - (4) The applicant must indicate if already currently licensed in another sport; and
  - (5) Applicant must indicate if currently or previously licensed in another state and must provide verification of those records from another state(s) to receive the reciprocal service credit.
- b) The application for a new (prospective) official license shall be received by deadlines as published on the KHSAA website.
  - c) All licensing fees shall only apply to that currently open year's officiating record.
  - d) All requirements, including completion of the Part 1 Exam, shall be completed no later than the deadlines published on the KHSAA website.
  - e) If licensing is canceled due to lack of fulfilling these requirements, the year shall not be credited, no refund shall be issued and the amount paid shall not be carried to a future year and the applicant must start the process anew if desiring to license in the future.
  - f) After a properly completed application and fee are received by the KHSAA, prospective applicants shall be mailed the rule books for that sport, and shall be sent instructions for the Part 1 Examination based on the following anticipated schedule:
    - (1) Applicants for fall sports (field hockey, football, soccer, volleyball) receive the new materials late summer (approximately mid-July);
    - (2) Applicants for winter sports (basketball, wrestling, swimming) shall not receive these new materials until mid-fall; and
    - (3) Spring sports applicants (baseball, softball, and track) shall not receive new materials until approximately February 1.
  - g) Applicants must then complete the Part 1 Examination using the online system. This is an open book examination which shall be completed by published deadlines.
  - h) Licensing is not complete and the applicant is not eligible to officiate grades 9-12 contests until this examination has been completed and a score of at least 70 percent is attained.
  - i) The Part 1 exam can be taken twice to obtain the required score, but cannot be repeated once a score of 70 is achieved.
  - j) Examinations are processed immediately and posted to the record of the official.
  - k) Applicants failing to complete the required testing are not refunded fees and the prospective official will not be given credit for the year of service and would have to start the process anew if desired in a later year.
- Sec. 14) REQUIREMENTS/DEADLINES FOR RE-LICENSING OFFICIALS IN ALL SPORTS**
- a) During May/June of each year, all currently licensed officials shall be sent re-licensing information. Included in this information shall be an explanation of any licensing procedure changes, officiating and licensing fees, and the proper application for re-licensing.
  - b) Prior to the published deadline of the upcoming licensing year - Licensing and fee payment is required of ALL Previously Licensed Officials in ALL sports for the coming school year. For sports and tournament levels requiring a Level 2 or Level 3 official, those sports officials shall have licensed no later than the published deadline of the licensing year.
  - c) A final deadline shall be published on the KHSAA website for receipt of the licensing application and fee as well as any required examinations. Applications received after deadline dates will be not be processed and prospective registrants will be eligible to resume the process when licensing is opened for the subsequent year.
  - d) Each completed re-licensing form processed after the published deadline shall be assessed a late fee. It is the official's responsibility to maintain address and contact information online if any has changed as the official will be liable for late fees without waiver.
  - e) Officials shall license in all sports with the same renewal form.
  - f) Late licensing shall be allowed only with the payment of any

applicable late licensing fees.

- g) Upon completion of the re-licensing requirements, each official may print his/her license from the KHSAA website. This license shall be available for examination at any KHSAA contest event.
  - h) Rule books for each re-licensed sport as well as other required publications shall also be mailed, according to availability and based primarily on the printing and shipping schedule of the National Federation.
- Sec. 15) METHODS OF FEE PAYMENTS**
- a) Personal checks will be accepted for renewal of licensing along with an additional fee for processing. It is therefore strongly recommended that online payments be made for licensing.
  - b) There will be no extra fee for licensing via credit card (Visa, Mastercard, American Express or Discover).
  - c) A handling charge shall be assessed on any check returned by the bank or declined credit card for any reason. An official shall be considered not licensed until all fees are paid.
- Sec. 16) REQUIREMENT TO JOIN LOCAL OFFICIALS ASSOCIATION**
- a) Each licensed official must join a local association to officiate contests for grade 9-12 competition (freshmen, junior varsity and varsity) if one is formed in sport and abide by the rules of that association. In wrestling, the only recognized association for the purpose of meeting this requirement is the Kentucky Wrestling Officials Association. Associations are not currently formed in Field Hockey, Swimming and Track and Field (Cross Country), and as such, membership is not required.
  - b) It is recommended that an official be an active member of only one local association per sport to assist in the assignment of postseason competition.
- Sec. 17) CLASSIFICATION OF OFFICIALS**
- a) Officials licensed with the Kentucky High School Athletic Association shall be classified as Level 1, Level 2, or Level 3. Requirements for these classifications are:
    - (1) Level 1. An official shall be classified as Level 1 as soon as he or she has paid the annual licensing fee, and has attained a grade of at least 70 percent on the Part 1 Examination in that sport.
    - (2) Level 2. An official shall be classified as Level 2 if he or she has been Level 1 with the KHSAA for at least one school year, has attended the required KHSAA rules clinic, has paid the annual licensing fee, and at such point in time as he or she attains a grade of at least eighty (80) percent on the Part 2 Examination in that sport for the school year in which the Level 2 rating is requested. After having received the Level 2 rating, the official shall continue to receive the rating each school year upon payment of the licensing fee and until all requirements for the Level 3 rating are met.
    - (3) Level 3. When an official licenses for the sixth school year with the Association, he or she shall be classified as Level 3 if he or she has been previously classified as Level 2, has attended the KHSAA sponsored rules clinic, has paid the annual licensing fee for that sport, and at the point in time when he or she receives a grade of at least ninety (90) percent on the Part 2 Examination during the school year the Level 3 rating is requested. After having received the Level 3 rating, the official shall continue to receive the rating each school year upon payment of the annual licensing fee.
- Sec. 18) RECIPROCITY OF OFFICIALS/MOVEMENT BETWEEN STATES**
- a) Officials may desire to officiate in more than one state or may transfer into Kentucky after licensing in another state. If concurrent licensing is desired, it would be necessary to license in each state and fulfill all of the requirements of each state. Many states accept such items as test scores, clinic attendance, etc. from an officials' tenure in a previous state. Kentucky does not honor rules clinic attendance or transfer of licensing levels from other states.
  - b) The KHSAA shall recognize years of officiating experience in other states while not licensed in Kentucky and Part 1 examination scores of an official transferring into Kentucky after having been licensed as a contest official in another state that conforms to the playing rules of the NFHS.
- Sec. 19) RENEWAL OF LICENSE AFTER LAPSE**
- a) An official who does not re-license at least one year may re-license by completing the necessary forms and submitting the

required fees.

- b) Officials shall always maintain credit for prior years of licensing.
- c) An official attempting to license after at least one year without licensing shall not be subject to the late fee.

**Sec. 20) NFOA MEMBERSHIP AND INSURANCE COVERAGE**

- a) A portion of the annual KHSAA licensing fee for each official with the KHSAA shall be submitted to the National Federation for membership in the NFOA per the official's request.
- b) A benefit of membership is the representation of the organization on the rules committees in the various sports, giving officials a voice in those changes. Various awards are given by the NFOA as well as other amenities.
- c) This membership also provides access to the Arbiter Central hub for the NFHS which allows for searchable rules books, case books, and other study material.
- d) As part of the administrative fee paid each year, each official also has catastrophic medical insurance coverage. For questions regarding insurance coverage under the program, please contact the NFHS in Indianapolis or see the program description on the KHSAA website.

**Sec. 21) CONFLICT OF INTEREST - GENERAL STATEMENT AND REQUIREMENTS TO AVOID CONFLICT**

- a) An official shall not knowingly accept an assignment of a contest if any of the following conditions exist:
  - (1) If there is a KHSAA Officials Association that makes assignments through an assigning secretary and the assignment did not come through any authorized local association assignments procedure;
  - (2) If any official assigned to the contest is not a member in good standing with the KHSAA;
  - (3) If the official or the official's spouse is employed by any school fielding a team involved in a contest;
  - (4) If the official is related by blood or marriage to a person (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) affiliated with a team or school involved in a contest;
  - (5) If the official and any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates or close personal friends; or
  - (6) If the official or the official's spouse attended or worked at either school within the last 10 years.
- b) An official may accept assignment of a regular season contest or tournament only by fully informed written consent of the head coaches if any of the following condition exists:
  - (1) If the official has a child in school in one of the involved schools, or a child who graduated from one of the schools within the previous five years;
  - (2) If any official assigned to the contest is not a member in good standing with the KHSAA;
  - (3) If the official or the official's spouse is employed by any school fielding a team involved in a contest;
  - (4) If the official is related by blood or marriage to a person (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) affiliated with a team involved in a contest;
  - (5) If the official or any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates or close personal friends; or
  - (6) If the official or the official's spouse attended or worked at either school within the last 10 years.
- c) An official shall advise the assigning secretary of all known conflicts of interest with schools normally served by the local association prior to any assignments for a season.
- d) In the event an Assigning Secretary does not know of a conflict in accordance with a) and b) above, an individual official shall notify the assigning secretary of all known conflicts upon receipt of the schedule and the official shall not accept an assignment without first insuring compliance with the provisions of this section.
- e) In the event a conflict with these provisions becomes known after acceptance of the contest, the official shall make such conflict known to the assigning secretary or assigning authority as soon as practical:
  - (1) If the conflict is under a) above, the official shall be removed

from the contest or tournament without penalty; and

- (2) If the conflict is under b) above, the assigning secretary, in accordance with local association policy, shall inform both coaches of the possible conflict and reassign the official in the absence of consent from both head coaches, without penalty to the official.

- f) It shall be a violation of the Officials' Code of Ethics for an official to work a contest in violation of these provisions and an official violating these provisions may be reprimanded, placed on probation, fined, suspended or terminated from membership.

**Sec. 22) MEMBERSHIP APPROVAL OF ASSIGNMENTS (SCRATCHES)**

- a) By virtue of the Federal decree, a member school shall have the privilege of scratching/red-lining a limited number of officials (scratches) that it does not desire to have as contractors on the athletic contests of that school.
- b) The amount of scratches per school/coach is determined by the Regional Policy Board.
- c) Scratches shall be made in the preseason, and may not be changed during the playing season or prior to postseason.
- d) Scratches are valid for one-year and must be renewed annually to be honored.
- e) Scratches properly submitted in a timely fashion shall be honored by the Assigning Secretary and the officials shall not be assigned to a home, away or neutral site contest in the sport during that season.
- f) A member school of the KHSAA shall not take any action to prevent an athletic official from officiating a contest, including the use of a scratch because of the official's race, sex, religion or national origin, nor may a member school participate in a contest where such preventative action has been taken.

**Sec. 23) ADVANCE CAMPS/CLINICS/TRAINING**

- a) In many sports, local associations or other entities including the KHSAA may conduct advance specialized training efforts for the purpose of allowing officials to voluntarily receive concentrated instructions and training. Such camps cannot be used as a required revenue generator for assigning secretaries beyond nominal cost for time and expenses to conduct the activities.
- b) The sports specific contact within the Association can advise the officials in a specific sport as to the availability, and any relevant requirements for attendance.

**Sec. 24) RULES CLINICS**

- a) Each year, the staff conducts or supervises the conducting of rules clinics in KHSAA sports, which deal primarily with rules changes.
- b) The planned clinic dates for the upcoming school year are in various publications and available at [www.khsaa.org](http://www.khsaa.org).
- c) These dates may be superseded due to conflicts, and the most current list shall be posted on the KHSAA website.

**Sec. 25) PART 2 EXAMINATION**

- a) The Part 2 Examination is administered online by the Association in most sports, can only be taken online, and can be taken a maximum of two times.
- b) Officials choosing to take the exam may only do so during the scheduled dates.
- c) The test may not be given in advance or after the testing date. After this testing window, there will be no other opportunities to take the test.
- d) Officials shall receive a passing grade of at least 80% to be eligible for postseason if the Part 2 exam is required. Exceptions may be approved by the Commission.
- e) The test is not administered in the KHSAA offices.
- f) It is recommended that active officials take the Part 2 exam each year.

**Sec. 26) ACCEPTANCE OF ASSIGNMENTS**

- a) An official shall accept assignments in the time and manner prescribed by the appropriate Assigning Secretary.
- b) Failure to work an accepted contest, unless providentially prevented from doing so, may be cause for a one-year suspension in that sport.

**Sec. 27) PAYMENT OF CONTEST OFFICIALS**

- a) Where permissible, the officials for a given KHSAA athletic contest are to be paid upon arrival at the venue in the privacy of dressing facilities. This is preferred to paying in a public setting such as at the playing site itself (on the field or court).

- b) If these independent contractors cannot be paid for service until after the service has been performed, the payment method is to be made by school administration immediately following the contest and not by members of the coaching staff.
- c) If schools are in a situation where payment cannot be made at the game site, it shall be made within seven (7) days to the contest official.
- d) ArbiterPay, a division of ArbiterSports has been approved by the Commonwealth of Kentucky Auditor of Public Accounts as a permitted paying agent for contest officials to allow for electronic payment and required document processing.
- e) The use of ArbiterPay allows for the schools to NOT have to handle sensitive information such as the required forms with social security numbers of officials, and also manages required IRS tax information on behalf of the official.
- f) If the submission of the social security number by game officials is required prior to payment, the request for this information shall be made to the game officials on approved Board of Education supplied forms, and the handling of this information shall only be by adult school representatives who are employees at the school who shall be liable for the inadvertent release of information.
- g) The KHSAA does not release social security numbers on its contest officials.

#### Sec. 28) ARBITERSPORTS.COM USAGE

- a) The KHSAA contracts with Arbiter Sports to allow the usage of the website [www.arbitersports.com](http://www.arbitersports.com) for the assignment of all contests.
- b) It shall be a criterion for being a licensed official that the official shall release information from the KHSAA to this company and that as directed by the Assigning Secretary, the official shall fully utilize the services of this company.
- c) All assigning secretaries shall utilize the features of the [arbitersports.com](http://arbitersports.com) system to record scratches and ensure that a scratched official is not assigned.
- d) All assigning secretaries shall utilize the "bill to" features of the [arbitersports.com](http://arbitersports.com) system to ensure proper notification of the fee due to officials and enable the use of the ArbiterPay system.

#### Sec. 29) OFFICIALS FAIL TO ARRIVE

- a) In the event a contracted official fails to arrive for a scheduled contest, the Assigning Secretary may have those officials who are present:
  - (1) officiate the contest with less than the usual number of officials. However, the crew size shall be compliant with NFHS playing rules. (For example, a nonvarsity football game shall have not less than 3 officials as that is the minimum acceptable crew size). In this case, the contest official(s) who officiate the contest are entitled only to the compensation for themselves, no additional fee is due;
  - (2) replace the absent official with a properly and currently licensed local official; or
  - (3) cooperate with the involved teams to postpone/reschedule the contest.

#### Sec. 30) FACILITY/GROUNDS FIT TO PLAY

- a) The Referee (Lead Official/Crew Chief) is to judge, in accordance with the sport's playing rules, as to whether or not the contest site is fit for play. He or she has the authority to cancel a contest due to unfit grounds/facilities, within the scope of those playing rules, or direct corrective action be taken prior to the event.
- b) If contests are canceled for this reason, the Association shall be notified through the assigning secretary.

#### Sec. 31) CANCELLATION OR POSTPONEMENT OF CONTESTS

- a) It is the duty of the home school to properly notify the contest officials in case of cancellation or postponement of the athletic contest.
- b) If a contest is canceled and the officials were notified prior to departure, there is no financial liability on the part of the school.
- c) If a contest is canceled prior to the officials leaving home and the officials are not notified, the home school is responsible for the payment of a full game fee plus the local policy board travel allowance.
- d) If a contest is canceled due to circumstances that occur after the officials have left home but prior to the start of the contest, the home school is responsible for the payment of the local policy

board travel allowance fee to the crew of officials, plus a fee of 1/5 of the KHSAA established contest fee to each official.

- e) If a contest is postponed after the start of the contest due to inclement weather, the officials originally assigned to the contest shall make every effort to be available for the completion date. The member schools shall not be liable for an additional contest fee for the officials to work the re-scheduled contest, but shall be liable for an additional travel expense (mileage) fee. Each local officials' association is to implement a policy for the remuneration of officials working a re-scheduled contest who were not originally assigned to the contest.

#### Sec. 32) IDENTIFICATION REQUIREMENT

- a) It is important that prior to each contest, the Assigning Secretary and member schools verify that officials are licensed by the KHSAA. The official's responsibility in this situation is to present the current identification card to the host school Athletic Director before the contest.
- b) Under no condition shall an Assigning Secretary assign an official who is not properly licensed by the KHSAA to a freshmen, junior varsity or varsity high school athletic contest.
- c) It is the responsibility of the member school to verify that each official is licensed.
- d) It is also possible to verify licensing via the KHSAA website, [www.khsaa.org](http://www.khsaa.org).

#### Sec. 33) MAINTAINING RECORDS

- a) Each official and prospective official is required to establish a secure login to the KHSAA website. The portal for this login is located at [www.khsaa.org](http://www.khsaa.org).
- b) The login is done by entering the email address of the official, and a password established by the official.
- c) The KHSAA does not maintain password lists and cannot offer assistance in retrieving passwords. However the password may be reset by the official at any time.
- d) Much of the information needed by officials (test scores, relicensing forms, clinic attendance registry, detailed address and phone listings for officials, etc.) is only available through the secure login site.
- e) It is each official's responsibility to notify the KHSAA office immediately with any address changes. There will be no waiver of any late fees or obligations of an official due to mail or parcels not arriving due to incorrect address information (electronic or regular mail).

#### Sec. 34) DISQUALIFICATIONS - REPORTS (ONLINE ONLY)

- a) It is the responsibility of the ejecting contest official to report immediately (within 24 hours) in writing any unsportsmanlike conduct or other action on the part of the coaches, players, school administrators, spectators or any other type of incident that results in the ejection of a coach, player, administrator, or spectator from a contest.
- b) Disqualifications are to be reported online via the KHSAA website, [www.khsaa.org](http://www.khsaa.org). Submission in this manner automatically forwards the report to both schools and to the Association.
- c) Incidents such as the ejection of a spectator or other nonplayer or coach shall be reported to the KHSAA immediately using the online system.
- d) The official must report the name and school of the offender with the report, and will be penalized for failure to properly complete this important administrative step.
- e) Officials reporting disqualifications should keep the reports direct and to the point, reporting the facts as they occurred. Officials are to refrain from opinions and editorial comments about prospective penalties.
- f) It is also the duty of each official to report any unusual incident which may or may not have led to unsportsmanlike ejection, but of which the knowledge is critical to the KHSAA in administering the sports program.

#### Sec. 35) EVALUATION OF OFFICIALS

- a) Coaches' ratings shall be gathered and compiled by assigning secretaries in all sports.
- b) A ratings system shall be developed by each assigning secretary and approved by the Regional Policy Board.
- c) The system should include both coach evaluations and the utilization of trained observers.

- d) The ratings system shall provide a minimum of fifty (50) percent of the final rating to the Assigning Secretary.
- e) The final results of any system shall be a guideline but not the final determinant in postseason assignments by the Commission.
- f) Assigning Secretaries in each sport shall annually evaluate all varsity officials in contest type environments within their local officials association.

Sec. 36) PROVIDENCE

Officials are to take action according to the playing rules in cases of "Acts of God", or Providence.

Sec. 37) KHSAA PUBLICATIONS/SUPPLIES

- a) Each official is entitled to the rule book for each sport in which they are currently licensed.
- b) If a separate Case Book is printed for a sport, it may be provided to each official at the discretion of the Commission.
- c) Additional materials for each sport, at the discretion of the Commission, may also be distributed.
- d) Additional copies of sports specific publications are available for purchase from the NFHS and Referee Enterprises via links on the KHSAA website.

Sec. 38) PLAYING RULES AND QUESTIONNAIRES

- a) The playing rules that govern interscholastic competition for KHSAA member schools are formulated by the National Federation of State High School Associations (NFHS) for the sports of baseball, basketball, competitive cheer (including dance), field hockey, football, soccer, softball, swimming and diving, track and field (cross country), volleyball and wrestling.
  - (1) Persons who are involved at the interscholastic level and are directly responsible to secondary schools write NFHS rules for the high school level of competition.
  - (2) According to NFHS policy, the KHSAA would forfeit its opportunity to appoint representatives to the NFHS rules committees if this Association were to make exceptions to, or modifications of, NFHS rules for varsity competition on a statewide basis.
  - (3) While members of the Association, the Association staff and the contest officials may not agree with every decision made by the rules committees, it is the NFHS policy to acknowledge and utilize our persons who have committee input, and respond to questionnaires when asked.
  - (4) Licensed Officials who wish to voice a concern or offer a recommendation to a specific sport committee may do so by writing to the appropriate member of the KHSAA Staff. Playing rules questions are more appropriately addressed to the rules interpreter for that particular sport.
- b) The playing rules that govern interscholastic competition in golf for KHSAA member schools are contained in the Competition Rules of the KHSAA and are based on the rules of the United States Golf Association.
- c) The playing rules that govern interscholastic competition in tennis for KHSAA member schools are contained in the Competition Rules of the KHSAA and are based on the rules of the United States Tennis Association.
- d) The playing rules that govern interscholastic competition in the sport-activity of archery for KHSAA member schools are contained in the Competition Rules of the KHSAA and are administered in cooperation with the National Archery in Schools Program.
- e) The playing rules that govern interscholastic competition in the sport-activity of bass fishing for KHSAA member schools are contained in the Competition Rules of the KHSAA and are administered in cooperation with Fishing League Worldwide (FLW).
- f) The playing rules that govern interscholastic competition in the sport-activity of bowling for KHSAA member schools are contained in the Competition Rules of the KHSAA.
- g) The playing rules that govern interscholastic competition in the sport-activity competitive cheer for KHSAA member schools are formulated by the NFHS for the sport-activity of competitive cheer and administered through a partnership between the KHSAA and Varsity Brands, Inc. (Universal Cheerleaders Association).
- h) The playing rules that govern interscholastic competition in dance for KHSAA member schools are formulated by the NFHS

for the sport-activity of dance (via the Spirit Rule Book) and administered through a partnership between the KHSAA and Varsity Brands, Inc. (Universal Dance Association).

Sec. 39) SOCIAL MEDIA, OFFICIATING AND ELECTRONIC CODE OF ETHICS

- a) With the increased use of social networking through the internet and via mobile phone and devices, it is important for officials to understand the importance of maintaining an ethical approach while participating in various forums, chat rooms, and all forms of social media.
- b) Violations of this policy will be considered conduct "unbecoming" an official and subject a licensed official to licensure suspension.
- c) To malign or openly criticize another official in any form of electronic communication is considered not only unprofessional, but also undermines sports officiating in general.
- d) It is also unprofessional for officials to offer rules clarifications or interpretations through this medium without the expressed directive from the appropriate state high school association.
- e) Licensed officials have to be very careful with the use of social media. In many cases, closed discussion and understanding is important to consistency and rules enforcement. The line is crossed when an official states, "The call should have been", or "The rule should have been interpreted as", for those are statements that should only be made by those officially designated by the NFHS or state offices to make such interpretations. Internal discussion is likely a very good thing if the audience can be securely limited. A moderator or discussion leader can then say "we have had enough debate, we will get a clarification and post it online when we get it." That's the advantage of closed forums.
- f) Social networking sites can be wonderful communications tools. But there can be unintended consequences if they are used improperly. Because of their unique standing, officials need to be particularly careful when using those sites. Here are some reminders and guidelines:
  - (1) Consider social media communications as public at all times, even if created with private intentions.
  - (2) If you are going to use social media in any form, consider your communication may be read by anyone at anytime.
  - (3) Be aware that posts on social media are visible to the general public.
  - (4) Even if you limit access of your page to friends, it is likely that your post will be viewed by someone beyond the circle of people you intended to see it.
  - (5) Remember that you represent the officiating industry, your associations, your assigners and your partners. Act accordingly.
  - (6) Promote officiating in a positive light and with a general feeling of pride and professionalism. You are an ambassador for officiating.
  - (7) You have a unique access to information. The same ethical restrictions that apply to any form of public speech also apply to social media.
  - (8) It is inappropriate to communicate specifics about your assignments, other officials, conferences/schools, coaches, players or any related personnel.
  - (9) Do not engage in specific play and or ruling evaluation/commentary, whether it be of a game you worked, one that you witnessed or in general about the impact of officials in any sporting event.
  - (10) Communications among officials for learning purposes should be done privately and not through the use of social media.
  - (11) Be mindful that email and other forms of direct communication can be made public.
  - (12) Be very sparing in the sharing of your personal information, including photos.
  - (13) Report fake profiles or posts to the appropriate authorities/governing bodies in a timely fashion.
  - (14) Follow specific conference, school and/or governing body social media policies.
  - (15) Find out and follow your association or chapter expectations regarding social media including state policies.
  - (16) Your association may not have hard and fast rules, but find

out if it has an unofficial policy.

- (17) Think twice before you post. If there is anything in your post that could be construed as a criticism of officials, of officials' decisions, or of schools, coaches or athletes...it's better left unsent.
  - (18) Assume that your post will be seen by the two teams you will see in your next game and the teams you worked in your previous game as well as your partner(s) in those games.
  - (19) Do not post anything relating to the schools you have worked or will work. It calls your objectivity into question.
  - (20) Do not include anything in a post that makes reference to an upcoming assignment. If teams want to find out who is going to be working their game, they should do so through official channels, not your tweet.
  - (21) Do not post details about other people's assignments, to playoff games for instance, until that information has been officially released. Don't use your page as a news service.
  - (22) Do not use social media to criticize state or local association policies, assigning practices, etc. as there are better and more appropriate ways to express those concerns.
  - (23) Do not make posts regarding calls made by officials in other games, whatever the level.
  - (24) You and your friends might debate the call you saw on TV, but debating the call on Facebook, Twitter or other forums and social media is a no-no.
  - (25) Accountability and integrity should always be our guiding principles.
  - (26) Jeopardizing your impartiality or professionalism should never be a part of your actions or posts.
- g) It is also important for sports officials to realize that it is considered very unprofessional to carry a cell phone on the field or court, regardless of the reason.
- h) Officials are encouraged to refrain from the use of any type of electronic devices for any communication while the official has NFHS rule book jurisdiction, including texting or other forms of messaging or communication except in the case of an emergency.

#### Sec. 40) OFFICIALS UNIFORM COMPLIANCE

- a) Licensed officials are occasionally requested to support various charitable causes or recognition of events by making changes to the required official's uniform.
- b) These requests usually entail officials being asked to wear a variety of colored uniform items, such as whistles, beanbags, flags, hats, wristbands, lanyards, etc.
- c) These requests may also include the adding of special cause-related patches or other insignia to the uniform for special events.
- d) While many of these causes are highly worthy, officials must find ways to support those causes other than by granting these requests to wear these non-standard uniform items.
- e) Please be reminded that all KHSAA licensed officials must wear the standard uniform with no variation of colors, patches, or other changes in all sports and that there will be no exceptions.