



Wisconsin Interscholastic Athletic Association

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2020-21 Guide For Sport Officials

CRIMINAL BACKGROUND CHECKS

Background checks will be conducted on all new officials and every five years for individuals renewing their license. Background checks are not required for high school age officials.

After licensing application has been submitted, an email will be sent with the link to the background check authorization form. When you click on the link to access the form, complete instructions are given as to what information is needed and the steps you need to take to complete the process.

Conviction Status

A WIAA officiating license will not be issued to anyone:

1. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor or any sexual offense at any time; unless/until such offense has been reversed by proper authority having jurisdiction over the matter; or,
2. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by Federal or State law or regulation within the last 10 years; or,
3. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to a DWI or OWI felony offense within the last 10 years; or,
4. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to the use or threatened use of violence against a person within the last 10 years; or,
5. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to theft within the last 10 years; or,
6. currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than simple traffic violations.

Any previous convictions meeting the above criteria shall result in the denial of license. This denial may be waived by the WIAA in individual cases if it determines in its sole discretion that there exist circumstances justifying such a waiver or modification.

Currently Licensed Officials

1. When a currently licensed official is indicted or charged with any criminal offense or charged with a violation of any statute pertaining to minors, drugs or a controlled substance, such license will automatically be suspended, pending resolution of the indictment or charge. Conviction or adjudication of fault, guilt or a violation under any such indictment or charge shall result in immediate and automatic forfeiture of the officiating license.
2. Current licensed officials must inform the WIAA of any such indictment or charge immediately upon receipt of or upon having knowledge of such indictment or charge. Failure to notify the WIAA shall itself be a basis for immediate and automatic revocation of the officiating license.

Reinstatement/Reapplication of License

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

1. If suspension, revocation or forfeiture of a license is based upon conviction adjudication or finding as a result of a felony: The applicant may petition for a license one year after the completion of the parole/probation period; other than conviction of illegal illicit drugs, controlled substance where a 5 year probation period is used, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor or a sexual offense).

2. If suspension, revocation, forfeiture or denial results from a misdemeanor or other non-felony charge: The official/applicant may petition for a license immediately upon the completion of the parole/probation period (provided the offense was NOT involving a minor or a sexual offense).
3. If suspension, revocation, forfeiture or denial of a license is based upon any conviction, adjudication or finding involving a minor or sexual offense, reinstatement/reapplication will not be permitted, unless/until such offense has been reversed by proper authority having jurisdiction over the matter.

MILITARY INITIATIVE

The WIAA is offering current and former military personnel the opportunity to license as a WIAA sport official by waiving the basic license fee and the sport fee for two years. This offer is extended to those current and former military personnel who are licensing as a WIAA sport official for the first time. The current licensing fees are a \$35 basic fee and a \$15 per sport fee. Licensing in one sport would cost an individual \$50 but will be waived for military personnel licensing for the first time.

Our background check provider, InCheck, Inc., has partnered with us and will not be charging a background check fee for these individuals as well.

Regardless of the branch of service, the training, discipline and core values ingrained in military personnel are the same qualities demanded of sport officials. Because of these qualities, we believe that men and women with military experience would fit well in to interscholastic sport officiating and in this small way, the WIAA wants to acknowledge those who serve or who have served and say "thank you".

LICENSE PROCEDURES

1. You have two options to choose from to complete a licensing application.

Option 1: Complete the application online and pay with either a Visa or Mastercard. If you choose this option – do the following:

Under the OFFICIALS tab on the red menu bar, please choose Online Registration. You will select the option to renew your license, it will then ask you to login and you must login with your current login information. Proceed from there and follow the prompts. Your name and address must match that which is found on your credit card statement in order for the transaction to process properly.

Option 2: Print the application from our website and send via USPS with check. If you choose this option – do the following:

Under the OFFICIALS tab on the red menu bar, choose Become an Official, you will then be taken to a page where you can print the current licensing application.

2. Official's license is valid from August 1 through July 31. License applications for any particular sport will not be accepted after the first day of the WIAA tournament series in that sport. Exceptions will be made for officials wishing to work junior high/middle level contests.
3. Individuals in high school may apply for licensing and officiate contests up to and including the 9th grade level. High school students, classified as Limited/Restricted (L/R), are allowed to officiate subvarsity contests in all sports except hockey as long as they are assigned with a fully licensed, non-high school official. High school age officials are also able to be assigned as lines people for varsity contests in soccer. Note: After 2 years experience as a L/R official there is opportunity for advancement to L2 upon high school graduation with verification.

4. The basic fee for each licensed official (no fees charged to high school students) will be \$35. A \$15 sport fee will be assessed for each sport for which you elect to be licensed. A \$30 late fee will be assessed if you were licensed the previous year and did not renew by the deadline date.
5. Completion of your application will result in:
 - a. Your name being placed in the WIAA online Officials Directory.
 - b. Prior to each sport season for which you are licensed, you will receive appropriate rules books, case books and officials manuals (when published). Simplified and illustrated rules books are available from the WIAA at an additional charge.
 - c. Your 2020-21 license will expire on July 31, 2021.
6. By submitting an application for a license to officiate WIAA athletic contests, applicant acknowledges that he/she is performing duties as an independent contractor and not as an employee of the school or of the WIAA when officiating contests authorized by the issuance of this license.

INACTIVE STATUS

1. Inactive Status may be granted for a maximum of one year, and is available ONLY to L5 and Master officials who are unable to fulfill existing contracts due to a physical condition, or U.S. Military Obligation, that makes it impossible for them to officiate the number of contests necessary to maintain classification. Simply submit a written request explaining your injury/status to the WIAA.
2. All other classification requirements must be met -- sports meeting requirement, submit exam(s), score required percentage for your level on the exam and submitting your varsity schedule (if required).
3. An official requesting Inactive Status must submit, if requested, copies of originally signed contracts and medical documentation or military orders.
4. If Inactive Status is granted, present classification is maintained for one year.

RECIPROCITY

The states of Iowa, Michigan, Minnesota and Wisconsin have developed a Reciprocity agreement, allowing an official that lives in one state to be licensed to officiate in a neighboring state. For officials wishing to officiate in the neighboring states of Iowa, Michigan or Minnesota you need to do the following:

1. Hold a current license in Wisconsin.
2. Submit an application to a neighboring state association along with a check for \$10 to cover the reciprocity fee. You will be allowed to officiate those sports which you are licensed for in Wisconsin in the bordering states of Iowa, Michigan, or Minnesota.
3. The WIAA allows individuals licensed in Illinois to license as reciprocity officials. Illinois does not allow Wisconsin officials reciprocity licensing.

Iowa High School Athletic Association
P.O. Box 10
Boone, IA 50036
515-432-2011

Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, MI 48823
517-332-5046

Minnesota State High School League
2100 Freeway Blvd.
Brooklyn Center, MN 55430-1735
763-560-2262

EXPERIENCED OFFICIALS NEW TO WISCONSIN

1. Experienced officials new to Wisconsin should request a Classification Adjustment Form at the time they apply for a WIAA license or they will be treated the same as a person applying for the first time.
2. The Classification Adjustment Form must then be forwarded to the

official's former home state association office to be completed and returned to the WIAA.

3. An official's previous experience must be continuous. A break in service will result in the official being placed at the L1 (entry) level.

HOW TO GET GAME ASSIGNMENTS

1. Game assignments are made by each school athletic director and/or conference commissioner.
2. Contact your local high school athletic director and let him/her know you are licensed and ready for assignments.
3. If there is an Officials Association in your area, it is highly recommended that you join the association. Association membership is beneficial in that it can help individuals receive mentoring, game assignments, additional training, etc. A listing of Wisconsin Official's Associations can be found on the WIAA website under Officials then under Become an Official.

OFFICIALS' CONTRACTS

1. Officials, when completing contest contracts, are reminded of the following:
 - a. An official acts as an independent contractor (not as an employee of the WIAA or its member schools) when entering into an agreement with the WIAA or a WIAA member school.
 - b. If a contest is rescheduled or cancelled because of situations beyond human control, the official(s) originally contracted must be given first chance to work the same contest at a later date.
 - c. Each official should request a contract from the commissioner or school for every contest regardless of the level of competition.
 - d. Replacement officials should request a contract from the commissioner or school prior to working the contest.
 - e. A WIAA official's license may be withdrawn or denied for inappropriate behavior, i.e. double booking, not showing for a contracted contest, officiating a WIAA contest prior to being licensed in that sport, officiating a contest with less than the required number of licensed officials, etc.
2. If an official has been reported to have double booked or dumped a contest without receiving approval of the conference/school, that official will not be tournament eligible for the current season.
3. Contracts are regarded as null and void if the official's license is revoked.
4. All schools and officials are expected to adhere to contract provisions. Officials that violate contract provisions may be subject to WIAA disciplinary action. Schools which violate contract provisions are expected to pay the official according to the financial terms of the contract.

UNIFORM & EQUIPMENT

1. Clean, pressed, not overworn clothing and polished shoes are required of officials in all sports.
2. The "clean shirt" policy is in effect. No patches or embroidery of any kind on the officiating uniform are allowed. It is permissible for officials to wear association patches on their jackets and/or an American flag, not to exceed 2x3 inches. If you choose to place the flag on your officiating uniform, it is required the flag be sewn on the left sleeve (3 to 4 inches above the elbow). The size of the flag is not to exceed 2x3 inches. Officials that officiate together (i.e. football crew, basketball partners, etc.) must display the flag in the same manner. Note: Soccer officials must wear a patch (provided by the WIAA) on their shirt.
3. Rules and case books, Wisconsin Adaptations, etc., should be taken to all contests.
4. Officials often carry an extra whistle, shoe laces, and uniform.
5. All members of a crew should dress alike.
6. Specific uniform requirements can be found in each individual sport rule book. Wisconsin has the following uniform adaptations:
 - Baseball - Shirt - Powder blue or navy blue. Slacks - Gray or heather gray. Undershirt (if visible under shirt) - Navy or black. Hat - Navy blue (plate and base hat). Jacket/sweater - Navy blue. Shoes/belt - Black

Football - (1) White or black officiating shorts (5-inch inseam) may be worn in place of the traditional knickers if entire crew wears shorts of the same color. If the shorts have loops, a black leather belt 1 1/4 to 2 inches wide with a plain buckle shall be worn. All game officials, in a given game, are to wear the same type shorts. (2) Full-length, lined black pants with a single 1 1/4 inch white stripe down each leg may be worn in place of the traditional knickers if worn by the entire crew. When these black pants are worn, the game official must wear black socks. (3) Black and white vertically striped, long or short-sleeved knit shirt shall be worn. The shirts shall have either 1-inch stripes or a state association adopted shirt with a maximum of 2 1/4-inch stripes, a black knit cuff and Byron collar. All games officials, in a given game, are to wear the same type shirt. The U.S. flag may be worn on the chest of the shirt. All crews members must wear it identical.

Gymnastics - Gray slacks/skirt and a navy blue blazer or navy blue long sleeve sweater or business casual attire.

Soccer - Officials are expected to wear matching uniforms. The choice of color shall be such that it does not match either school's uniform color.

Swimming/Diving - White shirt, slacks/shorts, socks and shoes. Khaki colored pants or shorts are allowed.

Track/Cross Country - Black and white striped shirt or jacket, black slacks or shorts, black shoes and socks.

Volleyball - A white collared, polo-style knit shirt is required, a white long-sleeved sweater is permitted. When conditions are too hot, black shorts are also permitted (white shoes and socks are permitted, but black shoes and socks are recommended). Both officials must have a set of yellow and red cards. Required to have line judge flags.

OFFICIALS ACCIDENT AND LIABILITY INSURANCE PROGRAM

Information on this insurance program is provided on the WIAA website.

EXAMS & SPORTS MEETING INFORMATION

To advance in classification officials must submit an exam yearly and meet the sports meeting requirement.

1. There will be an online rules video presentation available for officials to review. The entire video must be watched by the indicated deadline date in order to receive credit. Once the video quiz is completed, credit will be placed in the official's profile information.
2. Online exams must be completed by indicated deadline date each year and required score attained in order to advance in classification level. (see Classification Requirements on Pages 3-4 for score needed)
3. The sports meeting requirement is NOT waived for officials who may be traveling or vacationing out-of-state at the time sports meetings are available.

CULTURAL/GENDER SENSITIVITY REMINDER

Sport officials are reminded to always speak and act professionally when addressing student-athletes, coaches, school personnel and spectators. In the emotional setting of sport competition, use of informal nicknames or slang may convey an attitude of disrespect or bias.

Complaints have been filed with the WIAA on officials who have used terms such as: "sweetie," "honey," "babe," "big boy," "stud," "bubba," "chief," etc. Use of terms such as these are never appropriate.

WIAA TOURNAMENT CONTESTS

In all WIAA tournament series contests, game officials shall ask coaches to verify that they have the correct number of players in uniform for this competition . . . in addition to being legally equipped.

Noncompliance with this regulation, (i.e., exceeding the number of allowed players in uniform) once competition has begun, shall be regarded as flagrant, unsportsmanlike conduct on the part of the head coach resulting in his/her immediate ejection (leave premises) when brought to the attention of the game officials.

Note: If no other coach or faculty member of that school is present to supervise the team, the game shall be forfeited and the team disqualified from further participation in the tournament series.

INDEPENDENT CONTRACTOR

As a WIAA licensed sport official, you have verified in your license application:

- You have an accurate and working knowledge of the rules and officiating mechanics of the sports you have requested licensing for.
- You will uphold WIAA's policies and rule interpretations/applications, including those of promoting wholesome amateur athletics in the member schools, and conducting them in an atmosphere of sportsmanship, free from gender and ethnic bias and/or harassment.
- You are acting as an independent contractor and not as an employee of the WIAA or its member schools when seeking and accepting officiating contracts.

CLASSIFICATION SYSTEM

1. Officials may advance one level in classification each year if all requirements for the next level are met.

Note: L0, L1, L2 and L3 officials will be allowed to advance two levels in classification per sport, per year, when credited for attending a WIAA approved officiating clinic or by completing a NFHS officials training video for the sport(s) official is licensed in. Official must meet all the criteria for the new level (maximum one clinic or video per sport/year). Note: Clinic attendance or training video viewing does not eliminate the WIAA rules video requirement. L4, L5 and Master officials attending a WIAA approved clinic, conducting a WIAA approved clinic or viewing a NFHS training video will be given credit for one varsity contest on their Schedule of Games.

2. Officials will maintain their current classification level for any of the following reasons (will not advance):
 - a. Miss the deadline for submitting Part I or Part II (if applicable) exam.
 - b. Did not achieve the required exam score for the next level, but did achieve the necessary score to maintain their current level.
 - c. Did not have the required number of regular season varsity contests for the next level, but did have the required number of regular season varsity contests to maintain their current level.
 - d. Submitted their varsity schedule late, but did achieve the necessary number of regular season varsity contests to maintain their current level.
3. Officials will drop in classification for any of the following reasons:
 - a. Did not watch WIAA rules video in the sport(s) in which he/she is licensed.
 - b. Did not submit Part I or Part II (if applicable) exam.
 - c. Did not work the required number of regular season varsity contests for the L5 or Master classification level.
 - d. A Master official did not achieve the required Part I and Part II (if applicable) exam score and/or did not have the required number of regular season varsity contests for the Master level.
 - e. Repetitive violation of requirements listed in No. 2.
4. An official's classification level will drop one level, in a given sport, for each year they are not licensed.

CLASSIFICATION REQUIREMENTS

Officials may advance one level in classification each year if all requirements for the next level are met by the due date.

L0 - Meet sport meeting requirement, write Part I exam.

L1 - Meet sport meeting requirement, write Part I exam.

L2 - Meet sport meeting requirement, score 70% on Part I exam.

L3 - Meet sport meeting requirement, score 75% on Part I exam.

L4 - Meet sport meeting requirement, score 80% on Part I exam.

L5 - Meet sport meeting requirement, score 85% on Part I exam, provide schedule of regular season varsity games worked during current school year. Note: Post-season contests (regionals, sectionals, state) do not count for the required number of varsity contests.

Baseball - 4 regular season varsity games

Basketball - 8 regular season varsity games

- Football - 3 regular season varsity games
- Gymnastics - 4 regular season varsity meets
- Hockey - 5 regular season varsity games
- Soccer - 7 regular season varsity games
- Softball - 4 regular season varsity games
- Swimming & Diving - 5 regular season varsity meets
- Track & Field/Cross Country - 3 regular season varsity meets
- Volleyball - 4 regular season varsity matches
- Wrestling - 4 regular season varsity matches

MASTER - Meet sport meeting requirement, score 90% on Part I and Part II exam (if applicable), provide schedule of regular season varsity games worked during current school year. Note: Post-season contests (regionals, sectionals, state) do not count for the required number of varsity contests.

- Baseball - 8 regular season varsity games
- Basketball - 16 regular season varsity games*
- Football - 5 regular season varsity games
- Gymnastics - 7 regular season varsity meets
- Hockey - 9 regular season varsity games
- Soccer - 14 regular season varsity games*
- Softball - 8 regular season varsity games

* Female officials who wish to work only girls contests in this sport, for affirmative action reasons, may submit a written request to the WIAA for a reduction in game requirements for classification purposes. A separate request must be submitted each year.

- Swimming & Diving - 10 regular season varsity meets*
- Track & Field/Cross Country - 6 regular season varsity meets
- Volleyball - 7 regular season varsity matches
- Wrestling - 7 regular season varsity matches

Note: Any competition conducted on a tournament (multi-school) basis will count as two of the required contests.

RANKING & TOURNAMENT AVAILABILITIES INFORMATION

All WIAA licensed officials need to enter their entire varsity game schedule on the WIAA website. In order to get ranked by coaches in any sport, this must be done. Coaches have to wait 12 hours after a contest to enter a ranking. Coaches are allowed to rank an official 1-6 using the following scale.

- 1 - would not hire this official again.
- 2 - needs improvement.
- 3 - would hire for a regular season contest.
- 4 - would hire for a regional contest.
- 5 - would hire for a sectional contest.
- 6 - clearly among the best, would hire for a state contest.

Ranking data used for the current year is from the previous season.

The following is the formula used in determining ranking average: Points will be added up and will include points for an official's current classification level (L1=1, L2=2, L3=3, L4=4, L5=5 and Master=6) divided by the total number of rankings plus one. In the sport of basketball, volleyball, swimming & diving and soccer for every 10 rankings received, one high and one low will be thrown out, with a maximum of two high and two low rankings being thrown out. In all other sports, for every five rankings, one high and one low will be thrown out, with a maximum of two high and two low rankings thrown out.

Note: If coaches are to be able to rank officials properly, it is important that they know who you are. Therefore, when signing the scorebooks officials need to write clearly.

Tournament availabilities will be posted on the WIAA site. Check for email notifications announcing the posting of the availability.

WIAA TOURNAMENT CONTRACTS

Once an official accepts a contract(s) and fails to meet the obligations associated with it, except for injury, family emergencies, or with WIAA approval, he/she may be subject to discipline. Penalties might be, but are not limited to, assigned partner being replaced, plus removal from some future tournament consideration.

Note: Pending disciplinary actions against an official may render a previously offered tournament contract null and void. (See Accepting and Turning Back Game Guidelines)

In all WIAA tournament series contests, game officials shall ask coaches to verify that they have the correct number of players in uniform for this competition . . . in addition to being legally equipped.

Noncompliance with this regulation, once competition has begun, shall be regarded as flagrant, unsportsmanlike conduct on the part of the head coach resulting in his/her immediate ejection (leave premises) when brought to the attention of the game officials.

Note: If no other coach or faculty member of that school is present to supervise the team, the game shall be forfeited and the team disqualified from further participation in the tournament series.

Baseball

1. Tournament availability forms are available online to all L1-Master baseball officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest rankings.
3. Coaches evaluations serve as a starting point in tournament selections. Experience, classification, prior WIAA tournament experience, number of varsity games worked during current season and other criteria are considered.
4. State tournament umpires are rotated in an attempt to contract deserving umpires from all areas of the state.

Basketball

1. Tournament availability forms are available online to all L4, L5 and master officials.
2. The WIAA contracts officials for all tournament games. The following information is used when determining contracts: a) on-time completion of availability form; b) feedback from assignors, officials associations and conference commissioners; c) results of coaches' rankings; d) varsity game minimum (12) met (may be gender specific); e) previous tournament experience; f) other criteria including but not limited to listed restrictions, continuing education and listed partners are considered.
3. During the WIAA tournament series, officials can only work one basketball game per day, and no more than three in one week.
4. The WIAA contracts the state officials from those working sectional games, taking into consideration a concern for a rotation of new officials and state representation. Three-person crews will be used for all WIAA basketball tournament games.

Cross Country

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master cross country officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest ranking and the geographical location of tournaments.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity meets worked during current season; c) total number of coaches who evaluated the official; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) requests from tournament managers.
4. The WIAA contracts the state officials from those working sectionals taking into consideration a concern for rotation of new officials and statewide representation.

Football

1. To be on the ranking list for football, a crew must meet the following criteria: a) at least two members of the crew must be L5 or Master;

b) if only two members of the crew are L5 or Master, one other member must be L4; and c) the aggregate years that the crew members have been licensed must be at least 25. Crews containing reciprocity officials are not eligible for playoff consideration.

Note: Crews meeting the above criteria must submit the appropriate form prior to September 30 so their names can be added to the list for tournament availability. (Form may be obtained from the WIAA website.)

2. Coaches evaluations serve as a starting point in tournament selections. Experience, classification, prior WIAA tournament experience, number of varsity games worked during current season and other criteria are considered.
3. Every attempt is made to use as many qualified crews as possible. Final contracts are issued on the basis of geography with first consideration given to crews who are ranked "above average" in comparison to statewide averages.

Gymnastics

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master gymnastics officials.
2. Contracts are dependent upon the following information: a) coaches rankings from last year; b) number of varsity contests worked during the current year; c) number of club/college contests worked during current year; d) previous tournament experience and total years of experience; e) requests from tournament managers; and f) input from athletic directors/commissioners.
3. Judges are contracted to work meets in their own region of the state, if possible. However, it is often necessary to send judges a considerable distance for tournaments.
4. The WIAA contracts the state tournament judges from those having the highest ranking taking into consideration concern for statewide representation.

Hockey

1. Tournament availability forms are available online to all L1-Master hockey officials.
2. The WIAA contracts officials for all tournament levels with preference given to those officials having the highest ranking, number of ranks received, classification level and geography.
3. The WIAA contracts the state tournament officials from those having the highest ranking taking into consideration concern for statewide representation.

Soccer

1. Tournament availability forms are available online to all L1-Master soccer officials.
2. The WIAA contracts officials for all tournament games. The following information is used when determining contracts: a) on-time completion of availability form; b) results of coaches' rankings; c) assignor feedback; d) officials' association recommendations; e) number of varsity games worked during the current season (may be gender specific); f) years of experience; g) previous tournament experience; and h) restrictions listed by official and/or member school.
3. The WIAA contracts the state tournament officials from those having the highest ranking taking into consideration concern for statewide representation.

Softball

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master softball umpires.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest rankings.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity games worked during current season; c) total number of coaches who evaluated the officials; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) input from athletic directors/commissioners.

4. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of new officials and statewide representation.

Swimming & Diving

1. Tournament availability forms are available online to all L1-Master officials. (L1 officials will be considered for stroke/turn swim only positions.)
2. The WIAA contracts officials for all tournament levels with preference given to officials having the highest ranking.
3. Contracts are dependent upon coaches rankings from last year, classification level, geography and rotation between the girls and boys program.
4. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of officials and statewide representation.

Track & Field

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master track & field officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest ranking and the geographical location of tournaments.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity meets worked during current season; c) total number of coaches who evaluated the official; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) requests from tournament managers.
4. The WIAA contracts the state tournament officials from those working regionals or sectionals taking into consideration concern for rotation of new officials and statewide representation.

Volleyball

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master volleyball officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest rankings.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity matches worked during current season; c) total number of coaches who evaluated the officials; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) input from athletic directors/commissioners.
4. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of new officials and statewide representation.

Wrestling

1. Tournament availability forms are available online to all L1-Master wrestling officials.
2. The WIAA contracts officials for all tournament levels. The following information will be used in determining contracts: a) coaches rankings from last year; b) the number of varsity matches worked during current season; c) total number of coaches who evaluated the official; d) previous tournament experience and total years of experience; e) dates available; and f) restrictions an official or school have listed.
3. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of new officials and statewide representation.

REQUIRED NUMBER OF OFFICIALS

Member schools of this Association are required to use only WIAA licensed sport officials as stipulated under Article IX - Officials Qualifications in the BYLAWS as follows:

A school shall use only persons licensed with the Association for purposes of officiating interscholastic contests – varsity, junior varsity, sophomore, freshman and junior high/middle level school (Grades 6-8). The following

number of licensed officials (as noted in parenthesis) are required for each sport.

Baseball (2) – Umpires (Three-person crews are acceptable. Three-person crews will be used at sectionals. Four-person crews are used at State.) For junior high/middle level one licensed official is required but two are recommended. Note: Schools cannot use unlicensed individuals as their second official.

Basketball (2) – Referee and Umpire (Three-person crews are acceptable. Three-person crews will be used at regionals, sectionals and State tournament games.)

Cross Country (1) – Referee-Starter (Two are recommended for all interscholastic competition.)

Football – Regular Season (4): Referee, Umpire, Linesman, and Line Judge. Playoffs (5): Referee, Umpire, Linesman, Line Judge, and Back Judge. Note: For interscholastic competition other than senior high varsity games, only three officials are required (four are recommended). Five-person crews are acceptable.

Gymnastics – Judges (2): Per event - Varsity. Judges (1): Per event - Junior Varsity

Hockey (3) – Referee, Assistant Referee, and Linesman - at all levels of competition.

Soccer (3) – Head Referee and Assistant Referee (2) required for all varsity (nonconference and conference) duals. Note: Two officials are acceptable for varsity multi-school tournaments and subvarsity contests. In emergency situations, one licensed WIAA official and two volunteers may be used to officiate subvarsity games. The volunteers would not need to be licensed and would not be required to be in a uniform. The volunteer official would only indicate when the ball is out-of-bounds and which team would get the throw in. The volunteer will not call offsides.

Softball (2) – Umpires - (Three-person crews are acceptable. Three-person crews will be used at the state tournament and sectional championship.) For junior high/middle level one licensed official is required but two are recommended. Note: Schools cannot use unlicensed individuals as their second official.

Swimming and Diving (2) – Referee and Starter. Diving - Championship Meets (2). Diving - Non-Championship Meets (1).

Track and Field (2) – Field Referee and Starter

Volleyball (2) – R1 and R2 - Note: For interscholastic competition other than senior high varsity games, only one licensed official is required (two are recommended).

Wrestling (1) – Referee

Middle level/junior high members are required to use the number of game officials as noted above in all competitions unless otherwise noted.

Contracts engaging services of officials (available on WIAA website) must be executed by officially designated representative of the schools for ALL interscholastic competition at ALL levels of competition. Contracts are required for Association sponsored tournament competition as well as all other types of interscholastic activity.

WIAA member schools and officials are reminded that games/meets should not be started at any level of competition without the required number of officials. Schools and officials expose themselves to potential problems as well as WIAA disciplinary action if a game/meet starts with less than the number of officials required. If an official becomes incapacitated after a game/meet begins, the school is expected to attempt to fill the position with another licensed official.

EJECTIONS/UNSPORTSMANLIKE CONDUCT

1. An official has discretionary power from the time he/she enters the area of competition to caution any player or coach guilty of misconduct or unsportsmanlike conduct and, if this persists, to disqualify the coach or player from further participation in that contest.
2. If an official finds it necessary to eject a coach, the official should determine at that time if there is an assistant coach or other faculty member present to assume the coaching duties. If the coach cannot identify someone to assume these responsibilities, the contest must be terminated. The contest would then be ruled a forfeit. The

ejected coach shall leave the competition area and go to the locker room (indoor sports) or the bus or other area. An ejected coach may not be allowed to become a spectator.

3. Every coach, player, and fan ejection, regardless of the severity of the situation, must be reported to the WIAA on the Officials Report Form found on the WIAA website. Ejection reports need to be completed and submitted immediately after the contest in which they happened. The WIAA and Board of Control, if necessary, will deal with the misconduct problem. This requirement applies to all sports at all levels (varsity, junior varsity, etc.) of competition.
4. Officials should NOT deem it unnecessary to make a report just because either they assume or they have been told that the school will "handle the situation" by itself.
5. The referee or other contest official may warn and, if necessary thereafter, order forfeiture by the offending team or school if the conduct and control of any parties involved, including spectators, interrupts or adversely affects the normal procedure and progress of a contest.

SPORTSMANSHIP

In an effort to promote and maintain the high ideals of sportsmanship at interscholastic events, the WIAA Sportsmanship Committee recognizes the important perspective contest officials have during interscholastic events.

The WIAA and the Sportsmanship Committee extends a request to all contest officials to assist us in providing positive experiences and cultivating the high ideals of sportsmanship.

We ask your cooperation and action in taking the time to complete and submit the online-submittable Poor Sportsmanship form on the WIAA website when you experience a lack of appropriate sportsmanship behavior by fans, players, coaches or school administration overlooking unsporting behavior.

With your help, we can maintain interscholastic athletics as an extension of the classroom where lifelong lessons and benefits are taught and learned.

EJECTION PROTOCOL

Whenever an official is required to eject an athlete or coach from a contest there is a protocol that is required.

1. Within the rules of the sport, announce the ejection by making eye contact with the ejected player or coach. Do not make physical contact with the individual. Eye contact can be made from a distance of twenty feet, but should not require an official to be closer than six to ten feet from the individual.
2. Request the player to go immediately to the bench and to the head coach.
3. One contest official will go to the sidelines, make eye contact with head coach and announce that the player (identify by number or lane or some accepted method) has been ejected from the remainder of this contest and state the reason.
4. Unless players create a disturbance, they must remain under the supervision of the coach. They should not be sent to a locker room or bus without supervision.
5. The ejection of a head coach requires that the official approach the coach, announce the ejection to the coach and request that they leave the competition area. In addition, the official must ask which assistant coach or school representative will function as the head coach in the ejected coaches absence.
6. Officials are reminded that only assistant coaches or school representatives may act in place of the coach.
7. The ejected coach must leave the competition area and go to the locker room (indoor sports) or the bus or other area. An ejected coach may not be allowed to become a spectator.
8. Immediately following the contest, an official shall file an Officials Report Form with the WIAA. It is not necessary for the official to contact the involved school.
9. Only one official needs to report the incident. Keep a copy of the report in your files.
10. Ejections should be reported using the forms on the WIAA website.

OFFICIALS' REPORTS

Officials are required to complete the following reports as necessary after a contest: Coach Ejection; Player & Fan Ejection; Abuse of Contest Official; Loss of Coaching Box; Sportsmanship PLUS; Bad Sportsmanship; Injury Report; Equipment & Facility; Soccer Yellow Card; Soccer Red Card. All these online report forms can be found on the Officials tab in the drop down menu under Forms & Publications then under Reports.

DISCIPLINARY ACTION AGAINST OFFICIALS

Officials that fail to adhere to the rules and regulations set forth in this GUIDE FOR SPORT OFFICIALS, fail to comply with requests of the WIAA, falsify information on the license application or fail to adhere to ethical standards may be subject to disciplinary action by the WIAA. Penalties might be, but are not limited to, a reduction in classification, removal from tournament consideration, license revocation. If an official finds the WIAA executive office action unacceptable, the "Appeal Process" is available.

1. Tobacco, including chewing tobacco, and alcoholic beverages cannot be used by officials during their period of jurisdiction.
2. Alcohol should never be ingested by an official prior to a contest, no matter what the circumstance, including in the form of cough/cold medicine (or post contest – on site in uniform).
3. Officials who knowingly do not enforce rules of the game or ignore safety concerns will be subject to the following progressive disciplinary action:
 - a) Notification to the official that a report has been received.
 - b) Removal from tournament eligibility lists.
 - c) Revoke license.

The WIAA reserves the right to move directly to penalty c) based on the severity of the incident.

APPEAL PROCESS

- A. Aggrieved Parties May Appeal Decision - If a game official is dissatisfied with a decision or with a ruling or interpretation of the Executive Director relative to the provisions of the GUIDE FOR SPORT OFFICIALS and such game official is an aggrieved and affected party, such party may within 15 days of receipt of the decision submit to the WIAA a notice of appeal of the decision and a request for a formal hearing before the Board of Control. Any aggrieved parties appealing a decision or a ruling or interpretation of the Executive Director relative to the provisions of the GUIDE FOR SPORT OFFICIALS must cite the provision of the GUIDE FOR SPORT OFFICIALS allegedly violated and must state the waiver sought or the relief desired.
- B. Application/Status - The WIAA Appeals Procedures do not apply to the Executive Director's rulings, interpretations or decisions relating to sport regulations, National Federation rules or regulations, WIAA adopted National Federation rules or regulations as amended or any other determinations not specifically set forth in paragraph A above. The decision of the Executive Director and any penalty or penalties imposed shall remain in effect until such time as a contrary decision is made by the Board of Control pursuant to the procedures set forth herein. If there is an event or competition which is scheduled to take place prior to the time a determination is made by the Board of Control, the Executive Director's decision will remain in effect until such time as a determination is made by the Board of Control.
- C. Notice - The Executive Director shall notify the appealing party of the time and place set for a hearing on the appeal. The hearing shall be conducted in conjunction with a regularly scheduled meeting of the Board or the matter may be heard at a special meeting of the Board at the discretion of the Board.
- D. Attendance at the Hearing - Game official who is appealing party is entitled to attend hearings. Any person entitled to be in attendance at such hearing may represent themselves. Such persons are also entitled to be represented by counsel.
- E. Board of Control to Hear Appeals - The Board of Control of the Association shall hear and decide all appeals brought under the provision of these rules. The President of the Board of Control may appoint a hearing officer to preside over the hearing or he/she may

act as the hearing officer. The hearing officer may, at the beginning of the hearing, ask for statements clarifying the issues involved or factual matters to which the appealing party will stipulate and agree. The appealing party shall present its defense and proofs. The parties may offer such evidence, including the testimony of witnesses, as they desire and which shall be relevant to the proceedings. Each party shall have the right to cross examine witnesses of the adverse party. All parties shall be afforded the opportunity to examine all documents introduced.

- F. Closing of Hearing - The hearing officer shall specifically inquire of all parties whether they have further evidence. Upon receiving negative replies, the hearing officer shall declare the hearing closed.
- G. Hearing in Absence of any Party - The hearing may proceed in the absence of any party who, after it is shown has received due notice thereof, fails to be present or fails to request an adjournment. A majority of the members shall constitute a quorum for any meeting. Adjournments may be considered by the hearing officer upon the request of a party or upon the initiative of the hearing officer. However, a decision shall not be made solely upon the default of a party, but shall be based upon the evidence in the matter before the Board.
- H. Decision of the Board - The decision of the Board of Control shall be made by a majority of the voting members at the hearing no later than the next regularly scheduled meeting following the hearing. The decision shall be in writing, signed by the Board of Control President or Executive Director and shall state the conclusions of the Board. It shall be mailed to the appealing party. All decisions of the Board shall be final and nonappealable except as provided by these rules.

OFFICIATING GUIDELINES

Accepting and Turning Back Games

When officials get together, the conversation often revolves around "getting games." When conference commissioners gather, the conversation often revolves around officials "turning back games." No matter what side of the business you're on, the gentle art of accepting and turning back games is a hot topic.

At a Wisconsin conference commissioners' workshop, those issues were thoroughly examined. A committee of conference commissioners was formed to develop the following guidelines for officials.

Accepting Games

1. **Learn the timing.** The time of the year an assignor schedules officials varies by conference. Find out when a particular assignor schedules officials by contacting the assignor or talking to other officials. Veteran referees generally know the lay of the land. Most conference commissioners statewide are attempting to formalize the timing of assignments.
Commissioners are to assign no earlier than the end of a sport season for the following school year. For example, for fall sports, Dec. 1, 2013 is the earliest contracting date for the 2015-16 school year. That is less than the two-year ahead schedule many assignors have been following.
2. **Send your information.** Once you know roughly when a commissioner assigns officials, send your officiating information about two months prior to those assignments. That information should include:
 - A cover letter. The brief letter should express your interest in officiating in the conference.
 - An officiating resume. Similar to applying for any job, send an information sheet that includes: your contact information; years of officiating experience; sports licensed; officiating camps, clinics or workshops attended; the levels (middle school, junior varsity, varsity, small college, etc.) you currently officiate; officiating highlights (post-season play assignments, etc.); and local association affiliation, plus any board or committee positions held.
 - A closed date form. Send a document that indicates the dates

you cannot officiate. Consider all the reasons you may not be able to work on a particular day, including previously accepted games in other conferences, holidays, birthdays, work meetings, vacations, etc. After sending the original closed date form, it's a good idea to send an update periodically when new conflicts arise. That way, when an assignor is looking at your closed date form to match it up with available games, the assignor has the most current information. Also list schools that you would not like to work because of conflicts of interest (relatives work at the schools, etc.), travel or any other legitimate reason.

- 3. Be patient.** Those that call commissioners numerous times do not get preferential treatment. Commissioners have families, full-time jobs, social outings and vacations, just like you do.
- 4. Return contracts in a timely fashion.** Most contracts allow a 10-day window; technically, the contract offer is no longer valid after 10 days. Don't give an assignor a reason to give your game to someone else.

Turning Back Games

If you've got an assignment and need to get out of it, there are things you can do to help the process. Commissioners realize that with current assigning practices that procure officials a year or more in advance, things can and do come up. Taking the following steps will ensure your business relationship with that commissioner will continue.

- 1. Call immediately.** If a change in your plans means you can't officiate an assigned game, call the commissioner as soon as you know of the conflict. Do not wait until the start of the season (or worse, a week or so before the game) when you've known about the conflict for months.
- 2. Remember "Packer tickets."** Some assignors would like you to offer suggested replacement officials when you turn back a game. Others have a pool of officials to draw from and do not need you to help find a sub. Find out what your assignors' expectations are before you make the call to get out of a game.

If you're expected to offer replacement suggestions, use the "Packer tickets" theory. At Lambeau Field, season tickets are obviously precious. When a season ticket holder can't attend a Packer game, that season ticket holder is accountable for the behavior of the people to whom he or she gave the tickets. Season tickets have been revoked because unruly "substitute" fans acted irresponsibly. You have similar accountability when offering a replacement. Be sure that your replacement suggestions are capable of handling the game.

- 3. Don't make "horizontal" changes.** Most assignors are willing to help you advance in your officiating career from one level to the next if it's handled properly. An official that strives to achieve is a better-prepared official. "Horizontal" changes, however, are unacceptable in almost all cases. A horizontal change occurs when an official moves from one game at a certain level to another game at the same level, for example, from one varsity game to another varsity game. If you've got a game scheduled and then get a call to work "the big game" in another conference, you're risking alienating both conference commissioners if you try to make a switch. If you get caught being dishonest about assignments, you're going to burn both bridges. The assignor you lied to won't call. The assignor you lied for won't call either because that assignor is smart enough to know that if you did it to someone else, you'll likely do it again. You gain more credibility by keeping your original assignment. If you think a horizontal change has merit, ask the two assignors to talk to each other. Many of them work together formally or informally anyway. If it's OK between the two assignors, you may be able to make the horizontal change.
- 4. Ask to make a "vertical" change.** Find out before accepting an assignment if that particular assignor allows turn backs related to moving up a level. Most do if it can be done in a reasonable amount of time and the replacement official is capable of doing the job. When you get the call to take a high school game and you also work another level (i.e., small college), ask before returning the contract what the policy is. That way, there's no misunderstanding later when the opportunity arises.

Be up front about it. In almost all cases, college assignments come out much later than high school assignments. If you know your primary focus is college ball, when you get the call from the high school assignors, let them know that before you accept the game. Say something like, "Yes, I'm currently open on that date. However, my college assignments aren't out yet. If I get a college game on that date, I'd like the opportunity to accept it and turn back the high school game." Some commissioners will respond in a way that makes you happy; others may not. For that particular conference, you may have to make a decision between high school and college assignments. In most cases, however, a reasonable approach by both parties means that situation can be handled effectively.

If you've been assigned to officiate a high school contest and later get a call from a college assignor, your first responsibility is to inform the college assignor that you already have a high school game. If you've done your homework, you know if that particular high school commissioner is open to making a "vertical" change, one that moves you up vertically from one level to the next.

Your process and tone is critical to making sure the switch is handled professionally. Here's what you should do:

- Tell the college assignor that you've got a high school game, but you'd like some time to call the high school assignor to work out a turn-back. If the college assignor can't wait that long for whatever reason, stick with the high school game.
- When you contact the high school assignor, ask, don't tell. It's an important concept. Say something like, "I've just received a call to officiate a college game. I am contracted to work for you on that date. Is it possible to work something out so that I can work the college game?" Have replacement suggestions ready if that conference commissioner expects it. Once you've asked to get off the game, accept the answer. Most commissioners are willing to work with you. There will be times, however, that the high school assignor does not want you to switch. If you've got the ability to work college ball, you're likely considered among the better prep officials in that conference. The assignor may have put you on a particular game because you're one of the top officials (a tough cross-town rivalry, a game that would decide the conference title, etc.). The high school assignor may need you to work that game and will not want you to turn it back. If that's the case, accept it and work the high school game to the best of your ability. Never tell a commissioner that you're making a switch. Leaving a switch on a commissioner's voice mail without prior approval is grounds for not being offered future contracts. Your approach to the vertical change makes all the difference.
- If you can't turn the high school game back, contact the college assignor and do not accept the college game. In most cases, you gain just as much credibility with the college assignor by keeping your high school game. After all, if you're worthy of a chance to move up, other assignments will come your way.

Treat Officiating Like a Business

Approach your officiating like a business because it is. You are an independent contractor and as such you have responsibilities and obligations. It's no different than, say, a school that hires an independent contractor to paint the gym. If the painter doesn't handle things professionally, the painter is not re-hired for another project.

Commissioners respect those that handle the delicate art of accepting and turning back games honestly and professionally. Commissioners often talk to each other and even interact with the college assignors. We want you to succeed as an official and want you to achieve any officiating goals you have. Help your officiating business by taking care of things the right way. These guidelines will help.

(Written and approved by the conference commissioner's "Guidelines" committee: Dave Collins, Marinette & Oconto Conference; Mark Lacke, Marawood Conference; and Bill Topp, Midwest Classic Conference.)