

Officials Manual



2024-25



Illinois High School Association
2715 McGraw Drive / Bloomington, IL 61704
Tel 309.663.6377 / Fax 309.663.7479/ www.ihsa.org



2024-25 Officials Manual

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IHSA OFFICIALS DEPARTMENT

The IHSA is committed to continually reviewing its processes and procedures in all its operational facets and believes in creating the most comprehensive systems aimed at allowing the association’s diverse membership an opportunity to work with high school students outside the traditional classroom to develop skills that will hopefully create contributing members of society after high school graduation. A complete list of IHSA Beliefs and Strategies can be found [here](#).

We are continuing to improve our efficiency and accuracy in dealing with you, your records, and your concerns. Please understand that we are dealing with over 14,500 officials and applicants and several phone calls per day. We strongly encourage all officials to refer to the areas of responsibility listed below when calling the IHSA office so that we may better serve you. In addition, we highly recommend that you familiarize yourself with the information included in the Officials Center and in your personal site. The majority of the information will be online at www.ihsa.org.

Best methods for officials to communicate with the IHSA:

- 1) (IHSA Web Site and E-mail:) All officials have been issued a password for access to our interactive web site. Officials are able to change personal contact information, take Part I examinations, view rules meetings, access rating information, and update availability information. This is the best and most efficient way to access your information and communicate with the IHSA. E-mail the Officials Department directly at officials@ihsa.org. Please be sure to include your name and ID number in your message.
- 2) (Address Change:) If you have an address change, you will need to make that change in your personal site. If you have not notified our office of an address change and do not receive your materials, we will only resend them one time.
- 3) (Phone:) (309)-663-6377. Please ask for the Officials Department and have your ID number available.



Meet the IHSA Administrative Staff

OUR MISSION: The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.



Craig Anderson
Executive Director



Kraig Garber
Assistant Executive
Director



Tracie Henry
Assistant Executive
Director



Susan Knoblauch
Assistant Executive
Director



Sam Knox
Assistant Executive
Director



Stacey Lambert
Assistant Executive
Director



Dan Le
Assistant Executive
Director



Beth Sauser
Assistant Executive
Director



Matt Troha
Assistant Executive
Director



Chris Schwarz
Assistant Executive
Director

You may reach us by...

Writing: IHSA Office
2715 McGraw
Drive
Bloomington, IL.
61704

Calling: (309) 663-6377

Web: www.ihsa.org

Email: officials@ihsa.org



IHSA® is a registered trademark of the Illinois High School Association, a voluntary organization composed of member secondary schools

Dear Official:

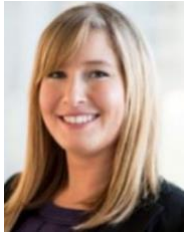
I hope you are having a great year. Please take the time to review the following:

- Rules Interpretation meetings and exams for all sports, in the 2024-25 school year, will be conducted online in your personal site.
- Complimentary Rule books will be sent out in the following sports this year: Soccer, Competitive Cheer, Competitive Dance, Girls Gymnastics, Basketball, and Water Polo. All other sports should use the 2023-24 rules book and print out the rule changes from the case situation and notice page for that sport. You may purchase books for any sport when renewing your license.
- Your membership card will be available for you to print from your personal site on the IHSA web site. www.ihsa.org



Kurt Gibson – Director of Officiating Services

Meet the Officials Advisory Committee



Linnea Mason
Competitive Dance
Official
Chicago
Term Expires 2027
Division 1



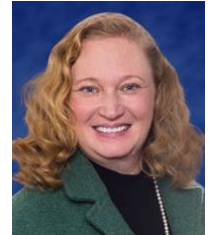
Leah Morgan
Gymnastics Official
South Elgin
Term Expires 2026
Division 2



Noreen Rodriguez
Girls Lacrosse Official
Arlington Heights
Term Expires 2025
Division 2



Nicholas Cargola
Water Polo Official
Elk Grove Village
Term Expires 2026
Division 2



Patricia Flesher
Swimming Official
Waukegan
Term Expires 2025
Division 2



Kenneth Watkins
Wrestling Official
Maywood
Term Expires 2026
Division 2



Nitin Rao
Boys Lacrosse Official
Northbrook (Glenbrook
North)
Term Expires 2027
Division 2



Hollice Clark III
Football Official
Kankakee
Term Expires 2027
Division 3



Donna Mobley
Basketball Official
Maywood
Term Expires 2025
Division 3



Hanah Shehaiber
Soccer Official
Chicago Ridge
Term Expires 2026
Division 3



Scott Maupin
Principal
Wilmington
Term Expires 2025
Division 3



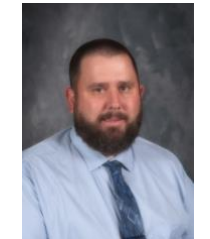
Connie Scott
Volleyball Official
Winnebago
Term Expires 2025
Division 4



Benny Phillips
Athletic Director
Decatur
Term Expires 2025
Division 5



Christina Butterbrodt
Track & Field Official
Dwight
Term Expires 2027
Division 5



Alan McCormick
Baseball Official
Belvidere
Term Expires 2026
Division 6



Jerry (Jay) Miller
Softball Official
Centralia
Term Expires 2025
Division 7



Cindy Rueter
Competitive Cheer
Official
Columbia
Term Expires 2027



Rick Karhliker
NFOA Liason
Springfield



Important Dates and Information

1. All officials must have their personal information & state series availability updated by the following dates:

Fal sports_____ September 7, 2024
 Winter sports_____ December 7, 2024
 Spring sports_____ April 7, 2025

2. Complete list (updated weekly) of certified clinics go to our web site: [Clinics for Officials](#)

3. Promotion: see pages 10-12

4. IHSA LICENSED OFFICIALS PUBLICITY POLICY

IHSA Licensed Officials acknowledge that athletic contest and interscholastic competitions take place in the public. As such, there is no expectation of privacy in the images of officials at such events. The IHSA and/or its agents or designees may take, distribute, and use photographs at athletic contests and interscholastic competitions, which may include images of officials, at such events and use the same for publicity, marketing, and other appropriate purposes, including event programs.

5. Mailing dates for individual sports

Volleyball: July

Football: July

Soccer: July

Girls Gymnastics: July

Competitive Cheer: July

Competitive Dance: July

Swimming: July

Basketball: October

Wrestling: October

Water Polo: October

Track & Field: November

Baseball: January

Softball: January

Boys Lacrosse: January

Girls Lacrosse: January

6. Assignors Top 15 list due online by:

Fall Sports_____ September 7, 2024
 Winter Sports_____ December 7, 2024
 Spring Sports_____ April 7, 2025

7. Frequently Asked Questions: [Click Here](#)

7. Officials Conference for:

2025 - 26 school year: July 11 - 12, 2025

8. Directions for printing the officials directory off the web site is available as a link on your Official Center site.



Officials Center Online Instructions

Complete the following steps to log into your Officials center web page:

1. Visit: [IHSA.org](https://www.ihsa.org)
2. In the upper right-hand corner, click Schools & Officials Center Login
3. Upper left-hand code: Enter your official's ID number (contact the IHSA Officials Department if you do not have this information)
4. Enter your password (request the password from your site if you do not have this information)
5. You are on your personal site.

Once you've logged into the IHSA Officials Center, you will notice your name and ID Number in the upper left corner. The interactive links will be directly below under your Officials ID Number. Some of the online tasks you will see on that page are listed below. Please take a moment to familiarize yourself with those tasks. Any announcements or messages for officials will be posted to the right of the interactive links. Just click on the underlined link to access the information.

The following links will be on the left-hand column on your personal site:

PERSONAL DATA

Personal information
 Membership card
 Association memberships
 Affiliated schools
 Daily availability calendar
 Licensing center
 License & promotion details
 Officials insurance (PDF)
 & Incident Report Form (PDF)

FORMS AND REPORTS

Reports index
 Special Report
 SAWA Report
 Advisory committee survey
 Official Evaluation Form (PDF)
 Official Evaluation Recording Form
 IESA Sportsmanship Rating
 IESA Special Report
 IESA Availability
 Cross Country Bulletin (PDF)
 2023 Officials Survey Results

MEETINGS & CLINICS & EDUCATION

Officials Handbook (HTML)
 Officials Education Center
 Rules meetings
 Clinics
 Clinicians
 Case situations

ONLINE RESOURCES

Find an official
 Officials directory
 Password
 Officials Calendar (PDF)
 Frequently Asked Questions

EXTERNAL LINKS

School directory
 Officials Associations
 NASO
 NFHS
 IESA-NFHS Exceptions



I. IHSA LICENSING REQUIREMENTS

All officiating licenses with the Illinois High School Association are one-year in length (July 1st - June 30th). An individual needs to apply on an annual basis to not only be eligible to officiate in Illinois, but also to maintain years of service. Individuals who maintain consecutive years of service become eligible for service awards after various periods of time. Individuals who fail to annually apply will lose years of service, unless they choose to buy those back, and that process is explained later in this handbook.

A) Obtaining a New IHSA Officiating License:

To acquire a fully licensed IHSA Officials License, prospective officials must:

- 1) be at least seventeen (17) years of age;
- 2) properly complete an IHSA application online;
- 3) pay the required licensing fee online;
- 4) not have been convicted of a sexual offense, a crime against a minor, or a crime involving illegal drugs, or murder, homicide, or manslaughter of any degree; and
- 5) be in compliance with the IHSA conviction policy.

B) Obtaining A New IHSA Provisional License:

A Provisional License allows 15 -16-year-old to work high school contest through the 9th level, provided the individual is working the contest with a fully licensed IHSA Official in good standing for any 9th grade contest.

To Acquire a Provisional License, prospective provisional officials must:

- 1) be 15 or 16 years old.
- 2) properly complete the IHSA Provisional License Application;
- 3) pay the required fee.
- 4) successfully complete the part 1 exam and watch the online rules Interpretation meeting video for all sports in which you licensed for.
- 5) successfully complete the IHSA Concussion Training Program (required by state law).

Once an applicant has completed the above, the individual needs to complete or be current with the following requirements in order to be 'in compliance' and eligible to officiate in Illinois:

- Concussion Training
- Hate Speech and Harassment Training
- View the pre-season rules video for any sport in which the individual is licensing
- Successfully complete the Part 1 rules exam with at least an 80% score for any sport in which the individual is licensing
- Be in compliance with the IHSA certified clinic requirement (waived for 1st year officials only)
- Receive a background check that indicates the individual is not in violation of the Illinois High School Association Conviction Policy.

Until the applicant has completed all the above requirements, he/she/they are NOT eligible to officiate an interscholastic high school contest in Illinois. Doing so renders a member school in violation of By-law 2.080 and subjects the member school to penalties.

During any school year, which, for the purposes of official's licensing, runs from July 1st through June 30th, officials who are 'in compliance' to officiate are expected to:

- be in compliance with the IHSA conviction policy;
- inform the IHSA of an indictment for any crime;
- wear National Federation/IHSA required uniforms/patches when officiating contests;
- adhere to and be in full compliance with National Federation/IHSA rules, policies and procedures;



- fulfill contractual agreements;
- properly complete and submit required special report forms; and
- maintain high standards of conduct.

C) Licensing, Going Inactive, or Dropping a License Without Going Inactive

The renewal process occurs every year beginning in May. All currently licensed officials will need to go online and complete the application and submit the applicable fees online.

A late fee of \$30 will be assessed to any application or fees received/paid online after established deadlines. Deadlines are established and late fees assessed to encourage individuals to apply in a timely manner to get the necessary requirements completed.

Any official who was licensed and has dropped out without going inactive can buy back the years of service they previously had at a cost of the yearly fee plus a \$75 fee to buy back years of service and level of certification. This can only be done with IHSA Administrator approval (See page 11 for more information on having an Inactive license).

D) Part I Examinations

Part I examinations must be taken online by the dates below:

2023-24 Exam Deadlines

Fall Sports:

Football	September 17, 2024
Flag Football	September 17, 2024
Soccer	September 17, 2024
Swimming & Diving	September 17, 2024
Volleyball	September 17, 2024

Winter Sports:

Basketball	December 3, 2024
Competitive Cheerleading	December 3, 2024
Competitive Dance	December 3, 2024
Girls Gymnastics	December 3, 2024
Wrestling	December 3, 2024

Spring Sports:

Baseball	March 25, 2025
Boys Lacrosse	March 25, 2025
Girls Lacrosse	March 25, 2025
Softball	March 25, 2025
Track & Field	March 25, 2025
Water Polo	March 25, 2025

E) Rules Meetings

As a condition of being 'in compliance' to officiate, all IHSA Licensed Officials must view the annual online rules meeting or attend a traditional rules meeting.

F) Clinic Requirement

Each licensed official is required to attend an IHSA Certified Clinic within three calendar years of the previous clinic in order to avoid losing their 'in compliance' status (i.e., if the official attended a Certified Clinic on July 28, 2020, he/she/they would be



required to attend another clinic by July 28, 2023). All new officials must attend a clinic or complete the online Level 0 clinic by the end of their second year in which they are licensed. Any official who loses 'in compliance' status for not meeting the clinic requirement will lose their consecutive years of service (if any had been accrued).

Certified Clinics can be conducted by the IHSA, local officials' associations, or other interested parties, as long as an IHSA certified clinician conducts the training program. Information regarding certified clinics and clinicians can be found on the IHSA website and in the Officials Center.

All sports have a Level 1 and Level 2 clinic. Check the web site for dates of upcoming clinics and the level of clinic being offered. Level 1 clinics will focus more on beginning topics. Level 2 clinics focus more on advanced mechanics and topics. It is recommended that new officials attend a Level 1 clinic.

The online Level 0 clinic is available for one time only and is geared toward the first-year official. Information in the Level 0 clinic is valuable to all officials in all sports. The online Level 0 clinic will satisfy the clinic requirement for one year. The link for the Level 0 clinic is available from the Officials Center and requires a fee.

Clinic credit is the responsibility of the clinician conducting the clinic. He/she/they will submit to the IHSA office a list of those who attended the clinic by name and ID number within 48 hours of the clinic. Officials will be able to see the credit in their Officials' Center portal within seven days of receipt of the list. It is the responsibility of the attendee to make sure the clinician gets his/her/their name and ID number for reporting purposes.

If the official fails to meet this requirement, the official will lose their 'in compliance' status and not be eligible to officiate in Illinois.

G) Conviction Policy (Revised 7/1/24)

The IHSA will conduct formal background checks on all officials.

1) New License Application or Renewal

An IHSA Officiating License will not be awarded to or renewed for anyone:

- a. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor, any sexual offense, capital murder, first degree murder, felony murder, deliberate or intentional homicide, aggravated murder, arson murder, second degree murder, depraved hearth murder, voluntary manslaughter, reckless homicide, involuntary manslaughter, negligent homicide, attempted murder or aggravated DUI/DWI causing death; unless/until such offense has been reversed by proper authority having jurisdiction over the matter; or 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, prior to five (5) years following the completion of any sentence/parole/probation period imposed for the offense; or,
- b. 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.

2) Currently Licensed Officials

- a. 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.
- b. Currently licensed officials must inform the IHSA of any such indictment or charge immediately upon receipt of or upon having knowledge of such indictment or charge. Failure to notify the IHSA shall itself be a basis for immediate and automatic forfeiture of the officiating license.

3) 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:

- a. If suspension, revocation or forfeiture of a license is based upon conviction, adjudication or finding as a result of a felony: The official/applicant may petition for a license one year after the completion of the parole/probation period; other than conviction of illegal, illicit drugs, or 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, a sexual offense, or murder, homicide or manslaughter of any degree).
- b. 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, a sexual offense, or murder, homicide, or manslaughter of any degree).
- c. If suspension, revocation, forfeiture or denial of a license is based upon any conviction, adjudication or finding involving a minor, sexual offense, or murder, homicide or manslaughter of any degree, reinstatement/reapplication will not be permitted, unless/until such offense has been reversed by the proper authority having jurisdiction over the matter.

H) Disciplinary Probation

An IHSA licensed official may be placed on disciplinary probation for the following reasons, which reasons may be amended from time to time, but applied prospectively:

- 1) report of failure to meet a contractual agreement;
- 2) failure to properly complete and submit required special report forms.
- 3) Reports of an official displaying a lack of proficiency, knowledge or understanding of the rules of the contest.
- 4) reports of an official displaying a lack of professionalism or misconduct.
- 5) report of physical or emotional limitations that prevent, restrict, or disqualify the person from performing the normal functions and duties of an official in that sport; and for which no reasonable accommodation can be made.

If an official is placed on disciplinary probation, he/she is ineligible for promotion in the current licensing year and may be ineligible for an IHSA post-season assignment; The individual must meet all requirements for an active license the subsequent year to avoid suspension.

An official who is found to have violated any of these provisions may have his/her license revoked.

I) Disciplinary Suspension

An IHSA officiating license may be suspended for the following disciplinary reasons, which reasons may be amended from time to time, but applied prospectively:

- 1) reports of the official failing to meet more than two contractual agreements.
- 2) failure to properly complete and submit required special report forms on more than three occasions.
- 3) report of abusive physical contact (including striking or shoving) or verbal abuse of a contestant, coach, or fan, immediately before, during, or after an IHSA contest at which the official is officiating.
- 4) reports of the official displaying a lack of proficiency, knowledge or understanding of the rules of the contest on more than three occasions.
- 5) reports of the official displaying gross acts of misconduct or unprofessional behavior.
- 6) indictment or charge for a felony or other crime.
- 7) failure to meet requirements of the IHSA conviction policy.
- 8) report of physical or emotional limitations that prevent, restrict, or disqualify the person from performing the normal functions and duties of an official in that sport; and for which no reasonable accommodation can be made; and
- 9) knowingly providing false, incomplete, or inaccurate information on an IHSA application, renewal form, special report form, or officials web site information page.

If an officiating license is disciplinary suspended, the official is ineligible to officiate for IHSA member schools during the time of disciplinary suspension.



A disciplinary suspended official may apply for a new active license upon completion of the period of disciplinary suspension, subject to all of the other terms and conditions set forth in the Licensing Requirements. Promotion and credit for years of service are not earned and shall be lost during the period of disciplinary suspension. If the reasons for the disciplinary suspension have been reversed by the proper authority having jurisdiction over the matter, all credit for years of service and promotion status will be reinstated and credit given for the period of the disciplinary suspension.

Member schools will be notified of all officials whose licenses have been disciplinary suspended.

II. GENERAL OFFICIATING INFORMATION

A) Adding A Sport

Individuals may add a sport during the dates listed below. To add a sport, go online, complete the application, and pay the fee of \$0 for the first added sport, and \$15 for each additional sport. Materials are available and packets will be sent out.

Upon receiving your packet, you will have until the deadline date listed in your Officials Center site to take the online Part I examination and online rules video for all sports in which you are trying to license. You must score at least an 80% on the exam.

NOTE: YOU ARE NOT A LICENSED OFFICIAL IN ANY SPORT UNTIL YOUR PERSONAL SITE SHOWS THAT YOU ARE LICENSED IN THE SPORT. YOU WILL NOT BE CONSDEREED 'in compliance' AND ELIGIBLE TO UNTIL YOU HAVE SATISFIED THE REQUIREMENTS.

B) Inactive License

An official may apply for an Inactive License; an official may be inactive in one sport and active in another sport. An official on inactive status:

- 1) is ineligible to officiate IHSA regular-season and post-season contests;
- 2) accumulates years of service;
- 3) may maintain current promotional status;
- 4) may recommend other officials for promotional purposes ("certified" inactive officials only);
- 5) is not listed in the officials' directory;
- 6) may not change to active status in an inactive sport until the next licensing cycle (July 1 of the next year);
- 7) must notify the IHSA in writing by the following dates:
 - Fall sports:.....September 7
 - Winter sports:December 7
 - Spring sports:April 7
- 8) When an official resumes active status, he/she/they must attend a certified clinic if he/she/they have not met the clinic requirement prior to inactive status;
- 9) No printed materials are sent out to an official whose sport is on inactive status; and,
- 10) Inactive officials do not have to take the exam or view the online rules interpretation video, unless the individual chooses to do so by the published deadlines.

C) IHSA Officials Contracted in Other States

Officials who are licensed and reside in Illinois, and wish to officiate in another state, must meet the licensing requirements of that state. Many other border states grant reciprocal licenses at a reduced rate.

Note: Some bordering state associations have by-laws similar to the IHSA's, which penalize their member schools (with forfeiture, for example) for using non-licensed officials. This is particularly possible in the summer months when school is not in session, and the Illinois official intends to become licensed the next school year in a bordering state (or states) in a sport (or sports) that the official works in Illinois.



Example: Officials licensed in Boys Baseball with the IHSA, but not with the Iowa High School Athletic Association, should not accept a contract or umpire interscholastic baseball games with Iowa High Schools. The use of non-licensed officials in the State of Iowa is cause for automatic forfeiture of the contest.

D) IHSA Reciprocal Licensing for Bordering States included: Kentucky, Indiana, Iowa, Missouri, Wisconsin.

Officials licensed in another state that shares a border with Illinois can obtain an officiating license in Illinois in one of the following manners:

- 1) If official wants to be eligible to work in the state series, the following criteria must be met:
 - a. Verification of license in border state
 - b. Successful completion of initial rules exam (equivalent of Part 1 exam in Illinois) in home state (yearly requirement)
 - c. Attend the pre-season rules meeting in Illinois for any sport in which the individual is licensing
 - d. Complete Concussion and HSHP training in IHSA Official Center
 - e. Background check conducted by IHSA
 - f. Enter at one level below the individual's current status in home state (official can advance like other officials in Illinois following the established manner in Illinois)
 - g. Required training (min. of 4 hours, i.e., attend a clinic or other approved training) within 2 school years of first licensing.
 - h. Registration cost: \$40.00 (approximately ½ full license fee)

- 2) If official does not want to work in state series, the following criteria must be met:
 - a. Verification of license in border state
 - b. Successful completion of initial rules exam (equivalent of Part 1 exam in Illinois) in home state (yearly requirement)
 - c. Attend the pre-season rules meeting in Illinois for any sport in which the individual is licensing
 - d. Complete Concussion and HSHP training in IHSA Officials Center
 - e. Background check conducted by IHSA
 - f. Enter at one level below the individual's current status in home state (officials can advance like other officials in Illinois following the established manner in Illinois)
 - g. Registration cost: \$20 (approximately ¼ of full license fee)

E) Transfer from Non-Bordering State Association to the IHSA

All requirements must be met in the state of Illinois. The IHSA does not accept the transfer of exam scores, rules meetings, and clinics for officials from non-bordering states. The official may have the previous state association send years of experience and status level to be approved by the IHSA Administrator. An official coming from another state can be brought in at one level below their previous state status.

F) Appeals

An official who has had his/her license suspended, revoked or forfeited may petition for an appeal to the Board of Directors. It is the policy of the IHSA that conviction, adjudication or a finding of a sexual offense, any offense involving a minor, or murder, homicide or manslaughter of any degree, is contrary to the interest of the IHSA and no appeal is permitted.

III. PROMOTION

General

There are three levels of status for officials registered with the IHSA. They are Registered (X), Recognized (R), and Certified (C). First time Licensed officials are considered Registered, and these officials can apply to become Recognized after being licensed for three consecutive years. Recognized officials can apply to become Certified officials after two years of being a Recognized official. An official wishing to apply for promotion from one level to another whose registration 'anniversary date' falls during the sport season when



he/she/they could be eligible for promotion may apply for promotion that sport season. Officials new to Illinois with comparable (High School or National Federation) experience from other states may have a maximum of one year waived for the initial promotion in Illinois. An official coming from another state will be brought into the Illinois system at one level below their current state status. If an official returns to Illinois, they may be reinstated at the promotional level they left Illinois, provided they have continued to officiate in other states. It is the official's responsibility to contact the former state association, and request that the appropriate information be sent to the IHSA. All information must be completed by the end of that sports season.

IT IS THE RESPONSIBILITY OF THE OFFICIAL TO KNOW IF HE/SHE IS ELIGIBLE FOR PROMOTION.

A) Registered to Recognized

Active officials must satisfy the following to be considered for promotion to the Recognized level:

- 1) Application: Complete the online application for promotion found in the Officials Center by the deadlines listed below in section C. This application process is an online process and should be submitted electronically through the Officials Center.
- 2) Rules Meeting Requirement: View the Rules Interpretation Meeting on your personal site during the current sport season prior to the promotion test date.
- 3) Examination(s):
 - a. Submit the online Part I Rules Exam by the deadline and achieve an 84% on the test.
 - b. Achieve an 84% on the online Part II exam.
 - c. The Part II exam will be given online on the dates listed below. There will be a two-hour window to take the exam online. The two-hour time limit begins once you open and begin taking the exam. Once the two-hour period is over, the exam site will shut down. You will be graded on the questions you have answered. You will not be able to retake the exam. Your results will be posted immediately once you submit your exam.
- 4) Recommendations: You will need three (3) recommendations to be included with your online application for promotion. You will need one (1) from an IHSA member school Principal/A.D./Head Coach in sport applied for, one (1) from a certified official in the sport being applied for (excluding relatives) and the last one (1) can be from either an IHSA member school Principal/A.D./Head Coach in sport applied for or a certified official in the sport being applied for (excluding relatives). These individuals must log in to the Schools Center or Officials Center to affirm their opinion that an official possesses the rule knowledge and game management skills to deserve promotion.
- 5) An Official's IHSA officiating license cannot be on probation at the time the Part II test is administered.
- 6) The Official must have attended a Level 2 clinic within the previous calendar year prior to the start of the promotion exam.

B) Recognized to Certified

Active officials must satisfy the following to be considered for promotion to the Certified level:

- 1) Application: Complete the online application for promotion found in the Officials Center by the deadlines listed below in section C. This application process is an online process and should be submitted electronically through the Officials Center.
- 2) Rules Meeting Requirement: View the Rules Interpretation Meeting on your personal site during the current sport season prior to the promotion test date.
- 3) Examination(s):
 - a. Submit the online Part I Rules Exam by the deadline and achieve an 88% on the test.
 - b. Achieve an 88% on the online Part II exam.
 - c. The Part II exam will be given online on the dates listed below. There will be a two-hour window to take the exam online. The two-hour time limit begins once you open and begin taking the exam. Once the two-hour period is over, the exam site will shut down. You will be graded on the questions you have answered. You will not be able to retake the exam. Your results will be posted immediately once you submit your exam.
- 4) Recommendations: You will need three (3) recommendations to be included with your online application for promotion. You will need one (1) from an IHSA member school Principal/A.D./Head Coach in sport applied for, one (1) from a certified official in the sport being applied for (excluding relatives) and the last one (1) can be from either an IHSA member school Principal/A.D./Head Coach in sport applied for or a certified official in the sport being applied for (excluding relatives). These individuals must log in to the Schools Center or Officials Center to affirm their opinion that an official possesses the rule knowledge and game management skills to deserve promotion.
- 5) An Official's IHSA officiating license cannot be on probation at the time the Part II test is administered.



6) The Official must have attended a Level 2 clinic within the previous calendar year prior to the start of the promotion exam.

C) Promotion Application Deadlines

2024-25 Promotion Application Deadlines

Fall Sports:

Football	September 6, 2024
Flag Football.....	September 6, 2024
Soccer	September 6, 2024
Swimming & Diving	September 6, 2024
Volleyball	September 6, 2024

Winter Sports:

Basketball	November 22, 2024
Competitive Cheerleading	November 22, 2024
Competitive Dance.....	November 22, 2024
Girls Gymnastics	November 22, 2024
Wrestling.....	November 22, 2024

Spring Sports:

Baseball	March 14, 2025
Boys Lacrosse	March 14, 2025
Girls Lacrosse	March 14, 2025
Softball	March 14, 2025
Track & Field	March 14, 2025
Water Polo	March 14, 2025

D) Part II Test Dates.

The Part 2 test will be given online for one week - Tuesday to Tuesday - of the dates specified below. There will be a two-hour window to take the test online. The two-hour time limit begins once you open and begin taking the test. Once the two-hour period is over, the test site will shut down. You will be graded on the questions you have answered. You will not be able to retake the test. Your results will be posted immediately once you submit your exam.

2024-25 Testing Dates

Football, Girls Flag Football, Volleyball,
Swimming & Diving, and Soccer September 10 – 17, 2024

Basketball, Wrestling, Girls Gymnastics,
Competitive Cheerleading, and Dance November 26 – December 3, 2024

Baseball, Softball, Track & Field,
Boys Lacrosse, Girls
Lacrosse, and Water Polo March 18 - 25, 2025

IV. CONTEST ASSIGNMENTS, CONTRACTS & FEES

A) Availability of Officials for Post Season Contests

IHSA officials must use the Officials Center to up-date all information concerning state series assignments. Officials are responsible for ensuring that their availability for state series assignments is correct by the established deadline. Failure to do so will impact an official's receipt of a state series assignment.

Fall sports September 7, 2024



Winter sports December 7, 2024
Spring sports April 7, 2025

B) Schools Hiring Non-Licensed Officials

It is important for the integrity and advancement of the officiating profession that only those qualified and trained actually officiate IHSA contests. If you are aware that an IHSA member school is hiring non-licensed officials or officials not 'in compliance', please inform the IHSA Officials Department. The IHSA will investigate these allegations with your name remaining anonymous, if so desired. Officials not 'in compliance' are not eligible to officiate any interscholastic high school contest in Illinois. Member schools are ultimately responsible to ensure only officials 'in compliance' work contests. Schools who allow such to happen are in violation of IHSA By-law 2.080 and subject to penalties.

C) Independent Contractor Status

IHSA licensed officials are considered independent contractors and not employees of the IHSA or member schools. As an independent contractor, the official is entitled to payment for services rendered, but has no entitlements which may be available to an employee of the IHSA or member schools. The IHSA does not assign officials except to state series contests. To find an assignor in your area, you will need to either contact a local high school Athletic Director or a local officials association.

D) Contracts

The IHSA strongly encourages all officials to enter into contractual agreements for all contests. Do not rely on verbal agreements. Although assignments may come from another source, contracts should be made with member schools. Refer to the sample in this handbook for specific language and information contained in a recommended IHSA contract. (Pgs. 33-35)

E) Regular Season Assignments

Regular season contests may be assigned by school personnel, local officials associations or a conference/ school assignor. Any concerns or questions regarding these assignments should be directed to the assigning source or the member school. **ONLY OFFICIALS 'IN COMPLIANCE' ARE ELIGIBLE TO OFFICIATE ANY INTERSCHOLASTIC HIGH SCHOOL CONTEST IN ILLINOIS.**

F) Post-Season Assignments.

The IHSA will assign officials to post season tournaments. There is no limit to the number of State Finals assignments for any official in any sport. Assignments are based on a number of factors, but not limited to the following:

- 1) Power Rating: 35 points possible. An official's power rating is a composite score that factors in seven (7) different categories. Each category has a maximum of five points an official can earn. The categories include:
 - a. Promotional level: X - R - C, C - 5 pts., R - 3 pts., X - 1 pt.
 - b. Part 1 exam score: 96 - 5 pts., 92 - 4 pts., 88 - 3 pts., 84 - 2 pts, 80 - 1 pt.
 - c. Previous tournament experience: State Final - 5 pts., Super or Semi Final - 4 pts., Sec/Quart. Final 3-pts., Football second round - 2 pt., Regional - 1 pt. (Officials earn previous tournament experience points based on their farthest advancement in the state series within the past five school years)
 - d. All ratings (use percentile based on average rating divided by the number of ratings)
90% - 5 pts. 80% - 4 pts. 70% - 3 pts. 60% - 2 pts. 50% - 1 pt.
 - e. Number of High School varsity games worked (this number is entered by the official through their Officials Center site)
70% - 5 pts., 60% - 4 pts., 50% - 3 pts., 40% - 2 pts., 30% - 1 pt.
(based on number of games allowed in the regular season for each sport by the IHSA by-laws)
 - f. 15 List from Assignors and Schools (based on percentile of average rating divide by the number of ratings)
90% - 5 pts., 80% - 4 pts., 70% - 3 pts. 60% - 2 pts., 50% - 1 pt.
 - g. Clinic frequency: First year 5 pts; Second year 3 pts.; Third year 1 pt. (attendance at any clinic)
- 2) Must have a current certified clinic;
- 3) Must have viewed a rules interpretation meeting online during the current year;
- 4) Completed Officials availability;
- 5) Geographic consideration of officials assigned;



- 6) Preference is given to Certified Officials with high power ratings - than Recognized Officials with high power ratings. High power ratings may move a Registered Official over a Certified Official in early rounds of the post season tournament.
- 7) Information that the IHSA has on each official in our database that is reviewed to determine post season assignments:
 - a. Power rating (maximum 35 pts.)
 - b. Percentile rating of the official
 - c. Average rating of the official
 - d. Percentile rating of the Top 15 List
 - e. Promotion level (X, R, C)
 - f. Previous tournament experience
 - g. Contests the official has officiated broken down by Class 1A/2A - Class 3A/4A and boys or girls contests
 - h. Level of clinic-1 or 2
 - i. Geographic location
 - j. Years of experience
 - k. Last certified clinic date & level of the clinic
 - l. Last rules interpretation date
 - m. Probation/Suspension status

Officials need to make sure all data is correct on their own personal site.

The information used to determine the Power Rating is only the last two full years (and the current year) of data collected. The information updates weekly, so that coaches and officials ratings and Top 15 Lists are a combination of the last two "plus" years on each official.

G) Fees

Fees are determined locally. The IHSA only establishes fees for IHSA State Series contests All information regarding IHSA state series fees, etc., can be found in the Terms and Conditions of each sport. (The IHSA office will pay all postseason officials through ArbitrPay).

H) Schools Hiring Non-Licensed Officials

It is important for the integrity and advancement of the officiating profession that only those qualified and trained actually officiate IHSA contests. If you are aware that an IHSA member school is hiring non-licensed officials, please inform the IHSA Officials Department. The IHSA will investigate these allegations with your name remaining anonymous, if so desired. Officials not 'in compliance' are not eligible to officiate any interscholastic high school contest in Illinois. Member schools are ultimately responsible to ensure no 'non-compliant' officials work contests. Schools who allow such to happen are in violation of IHSA By-law 2.080 and subject to penalties.

V. OFFICIALS RATINGS

A) Procedures

Coaches are required to rate every official who works a varsity contest. Information that will be obtained will be a composite rating, win or loss information from coaches, and the number of contests worked. Individual ratings from coaches and schools will remain confidential. These ratings will be used to help determine postseason assignments. Officials will be able to view the percentile rating only. Schools have until the end of the state tournament series to rate an official.

B) Levels:

State Final Official

- Must be good enough to be assigned to the State Final Tournament.
- Must be in the top 10% of all officials in the following categories: rule knowledge, physical appearance, mechanics and signals, positioning, game management, attitude/professionalism, consistency, judgment, and reaction to pressure. (#1 Rating)

Sectional Level Official

- Must be good enough to be assigned to a Sectional tournament.



- Must be in the top 25% of all officials in the following categories: rule knowledge, physical appearance, mechanics and signals, positioning, game management, attitude/professionalism, consistency, judgment, and reaction to pressure. (#2 Rating)

Regional Level Official

- Must be good enough to be assigned to a regional tournament.
- Must be in the top 50% of all officials in the following categories: rule knowledge, physical appearance, mechanics and signals, positioning, game management, attitude/professionalism, consistency, judgment, and reaction to pressure. (#3 Rating)

Varsity Level Official

- This official is good enough to be assigned to varsity contests but needs more game experience to become a regional level official. (#4 Rating)

Lower-Level Contest Only

- This official should be assigned to lower-level contests to gain more game experience to become a Varsity level official. (#5 Rating)

C) Average Rating

Each official who officiates a varsity contest should be rated by both schools. All the ratings are added together and divided by the number of ratings for the final rating. The percentile ranking of your rating is the most important component of the rating process.

The percentile ranking informs the official as to what percentile their rating falls according to all the other officials in that sport. If you have a 90% ranking this means that only 10% of the officials in that sport have a better average rating than you. The percentile ranking is found by dividing the average rating by the number of ratings and then ranking that decimal according to all other officials in that sport.

Beginning with the 2024-25 school year, officials will also receive an average rating of their ratings over the previous two full years and the current year. This average is NOT a part of an official's Power Rating computation. It is simply an added piece of information that allows an official to gauge their performance without regard to their standing against other officials.

Each school is responsible to meet a minimum number of ratings in each sport. Coaches who fail to meet the minimum number of ratings are subject to penalties, which could include being unable to coach in the state series. Member schools will be notified if coaches fail to meet the minimum number of ratings. IHSA policy 41 outlines these requirements.

VI. IHSA LICENSED OFFICIALS PUBLICITY POLICY

IHSA Licensed Officials acknowledge that athletic contests and interscholastic competitions take place in the public. As such, there is no expectation of privacy in the images of officials at such events. The IHSA and/ or its agents or designees may take, distribute, and use photographs at athletic contests and interscholastic competitions, which may include images of officials at such events and use the same for publicity, marketing and other appropriate purposes, including event programs.

VII. OFFICIALS UNIFORMS

Appearance should be of prime importance to any official. There is no substitute for being neat and clean, on and off the court. In certain sports, officials may dress at the contest site. When off the court, officials should not wear uniforms. Officials should be neatly dressed. A professionally attired official will receive respect on and off the court. Uniforms prescribed in the rules publication in each sport shall be worn by IHSA officials.

A) Patches



The IHSAA only supplies first time officials with one shoulder emblem/patch. This item is a mandatory part of an official's uniform and must be worn by all officials. Our licensed vendors will embroider, upon request, the IHSAA Officials logo to the uniform. (See list of vendors at: www.ihsaa.org).

Officials may request additional patches in writing from the IHSAA Office. Patches cost \$1 each. Please specify the official's name, address, and ID #, as well as the quantity desired. When a request containing the proper information and payment is received, the requested patches will be mailed. State Final officials may request additional state final patches at a cost of \$2 per patch.

The IHSAA requires that all officials wear the IHSAA Member Official patch.

- The IHSAA Member Official patch should be worn on the left sleeve approximately 2 to 3 inches below the shoulder line.
- Patches on coats should be worn just below the shoulder line of the coat sleeve.
- Patches worn on a baseball or softball cap should be properly centered in the front of the cap above the bill.
- State Final Official Patches will be worn 1/2" below the IHSAA Member Official patch.
- The flag (2" x 3") may be worn on the right sleeve approximately 2" below the shoulder line. The stars should point forward on the right sleeve. (This is not mandatory.)
- The IHSAA logo on the left front chest is optional. Licensed vendors can provide the state final embroidery for those officials earning that recognition.
- U.S. Military Veterans Patch. IHSAA Licensed officials have the opportunity to send in a copy of their DD214 form to the IHSAA in order to receive a complimentary U.S. Veterans patch. The patch will be worn on the right arm sleeve by officials, just below the area designated for the display of the United States flag.

B) Baseball (CREWS MUST MATCH)

- Heather gray or charcoal gray pants;
- Navy blue coat/jacket/sweater/shirt;
- Navy blue pullover;
- Navy blue windbreaker;
- Navy blue or black socks;
- Black belt if applicable;
- Proper umpire's cap (navy or black). Cap of plate umpire should have a 1 1/2" or 2 1/8" visor. Cap of base umpire should have 2 1/2" or 3" visor;
- Black polished shoes with black laces. The shoes of the plate umpire should be of the safety variety. The base umpire should wear the molded or studded sole shoe;
- Plate umpire needs:
 - ball and strike indicator,
 - small whisk broom,
 - protective supporter and cup,
 - chest protector,
 - sturdy mask,
 - shin guards,
 - navy blue or gray ball bag.
- Sunglasses may be worn by plate and base umpires, but should be removed when conferring with coaches. Frames must be dark color or black, navy or brown
- Baseball officials should not wear watches or jewelry.

C) Basketball (G & B)

- Standard black and white vertically striped knit shirt with short sleeves. Byron collared or V-neck shirts are recommended (no turtle necks);
- Black trousers (no flares);
- Entirely black shoes with black shoelaces, all black socks;
- Belt-should be entirely black;
- Jackets-should be entirely black;



- Whistle should have a neck cord and should be such that it may be heard. A second whistle should be carried for emergency.
- Required IHSA patches must be properly worn.
- Basketball officials should not wear watches or jewelry.

D) Competitive Cheerleading

- Black pants or black skirt
- White collared shirt
- Required IHSA patches must be properly worn.
- Black jacket with IHSA officials patch worn over the left breast pocket or sleeve.
- Black Shoes.

E) Competitive Dance

- Black pants or black skirt
- White shirt
- Required IHSA patches must be properly worn.
- Black jacket with IHSA officials patch worn over the left breast pocket or sleeve.
- Black Shoes.

F) Football

- Black and white vertically striped, long or short sleeved knit shirt. The shirt shall have 1 inch stripes, black knit cuffs and Byron collar. All officials in a given game are to wear the same type shirt;
- Standard, all white tapered knickers shall be worn with a short overflap below the knee (not more than 4 inches) or black pants with the white stripe down the leg (Note: The crew must be in the same pants); Black socks must be worn with black pants.
- Stocking-black stockings (stirrup maximum 5") with a modified Northwestern stripe (1/2" white, 1/2" black, 1" white, 1/2" black, 1/2" white). White socks worn inside with low cut shoes or worn outside, 3" above the top of stirrup;
- Shoes will be black with black shoelaces;
- Black baseball cap with white piping. The referee will wear a white cap;
- Black leather belt 1 1/4 to 2 inches wide;
- Black jacket (not to be worn during game);
- The uniforms should fit properly and be clean and neat. Shoes should be shined before each game.
- Required IHSA patches must be properly worn.
- Crew must match in shirt and pants worn.
- Football officials should not wear watches or jewelry.

G) Flag Football

- Black and white vertically striped, long or short sleeved knit shirt. The shirt shall have 1-inch stripes, black knit cuffs, and Byron collar. All officials in a given game are to wear the same type shirt.
- Standard black pants with the white stripe down the leg (Note: The crew must be in the same pants); Black socks must be worn with black pants or the official Smitty-style football short can be worn for regular season games but shorts cannot be worn for post-season (regionals, sectionals, state).
- Shoes will be black with black shoelaces. or a turf style shoes or cleats that may be black with white markings and soles.
- Black baseball cap with white piping. The referee will wear a white cap.
- Black leather belt 1 1/4 to 2 inches wide.
- Optional Black warm-up jacket (not to be worn during game).
- The uniforms should fit properly and be clean and neat. Shoes should be shined before each game.
- Required IHSA patches must be properly worn.
- Crew must match in shirt and pants worn.
- Football officials should not wear watches or jewelry but are allowed a referee style watch, wrist down marker, wrist bands.

H) Gymnastics (Girls)



- Navy blue jacket with IHSA officials patch worn over the left breast pocket.
- (Women) dress slacks or skirt and top that coordinates with the jacket.
- (Men) coordinating slacks, shirt, and tie.

I) Lacrosse (BOYS)

- SHIRT: Black and white striped shirts: short or long sleeved, black collar and cuffs, pocket on front. Both officials to wear same length.
- PANTS: Black with 4 pockets and belt loops. Minimum 6" inseam. If compression shorts, must be black and may not extend below hem of shorts,
- LONG PANTS: Solid black nylon pants with zipper leg closures. NO sweat pants.
- BELT: Black leather, 1-2 inches thick, plain silver buckle
- UNDERSHIRTS: solid black
- SOCKS: Black "ankle" socks. No- show or crew socks are prohibited.
- SHOES: all black with black laces
- JACKET: solid all black jacket.
- HAT: must be black with 1/8th inch white piping
- WHISTLES: black in color. A black FOX 40 FINGER whistle is required
- PENALTY FLAGS: solid gold; 2 flags carried in the front and tucked into the waistband of shorts.
- TIMER: 20 second timer
- GLOVES: black, optional when cold
- Tape measure
- Boys Lacrosse officials should not wear watches or jewelry.

J) Lacrosse (GIRLS)

- SHIRT: one inch vertically striped black and white shirt (short or long sleeves). Both officials to wear same length.
- PANTS: black kilt, shorts, or slacks
- JACKET: one inch vertically striped jacket or solid black jacket, if called for because of the weather;
- ACCESSORIES: All must be black: visor, hat, turtleneck, shoes, whistle, lanyard, sunglasses.
- Girls Lacrosse officials should not wear watches or jewelry.

K) Soccer (G & B)

- Yellow or black IHSA-approved shirt
- Black shorts – Officials may wear black pants in inclement weather.
- Black shoes
- Black socks with two or three white horizontal stripes
- Whistles, yellow card, red card, watch, coin, writing instrument, scorecard
- If officials choose to wear a cap, it shall be a solid black cap or a black cap with an IHSA logo.
- Soccer officials are allowed to wear a watch as a timekeeping device.
- Soccer officials should not wear other jewelry.

NOTE: Only the official IHSA Jersey may be worn for ALL games during the 2023-2024 seasons.

L) Softball (CREWS MUST MATCH)

- Heather gray/navy/charcoal gray pants (heather gray will be worn in state series)
- Navy blue coat/jacket/sweater; coats and jackets may contain powder blue shoulder inserts (crews need to match for State Series). Jackets may be short or long sleeve.;
- Button pullover mesh with navy and white stripes in color and sleeve ends. Powder blue/navy blue shirt, short or long sleeved (white/navy T-shirt underneath is required);
- All officials will wear the light (powdered) blue embroidered blue shirt in all post-season contests. The IHSA Officials patch should be placed on the left hand sleeve of the shirt as well.
- Navy blue or black socks;
- Navy or black belt, no "large" belt buckle. Patent is allowable.;



- Proper umpire's cap. Cap of plate umpire should have 1 1/2 " or 2 1/8 visor with 4-6 stitches. Cap of base umpire should have 2 1/2" or 3" visor with 6-8 stitches; crew should be alike either solid navy blue or with IHSA logo;
- Solid black polished or patent black shoes with black laces. The shoes of the plate umpire should be of the safety variety. The base umpire should wear the ripple or sudden style sole;
- Plate umpire needs:
 - ball and strike indicator
 - small whisk broom
 - protective supporter and cup (male only)
 - chest protector
 - sturdy mask, with throat extender or protector. Umpires wearing hockey style mask must carry hat in pocket/ball bag to wear between innings and when conferring with coaches/ umpires
 - the frame of all sturdy masks should be black or nickel and the outer padding must be black
 - shin guards, hat must be worn
 - two navy blue ball bags
- Sunglasses may be worn by plate and base umpires but should be removed when conferring with coaches. Frames must be dark color or black, navy or brown
- Softball officials should not wear watches or jewelry.

M) Swimming & Diving (B & G)

- White slacks or long white shorts;
- White collared shirt (front pocket recommended);
- White socks and white tennis shoes with minimum accent colors.

NOTE: Whenever possible, officials in a given contest should wear the same attire.

N) Track & Field (B & G)

- Starter's sleeve must be a solid color: red, yellow or orange.
- White collared shirts, short or long sleeved.
- Blue, black, khaki or gray pants or shorts, no jeans or sweat pants/shorts.
- Blue jacket with a red, yellow, or orange sleeve customized to the coat, or a plain blue jacket with a separate starter's sleeve.
- Blue or red sports coat may be worn, tie is optional.
- If not acting as the starter or referee, wear apparel provided by the meet management or white shirt with pants as described above.

O) Volleyball (B & G)

- An all-white, cyan blue, or light gray short-sleeved, collared polo shirt with 2 or 3 buttons that match the color of the shirt. The shirt may or may not have a pocket. The shirt must be tucked in.
- A long sleeve white shirt worn under the short sleeve polo may be worn on cold days.
- If officials wear a sweater or jacket before the match, it should match the Uniform.
- All Black Slacks. (Warm ups, corduroy or denim jeans are prohibited)
- Solid black shoes and solid black socks
- The IHSA official patch must be worn on the left sleeve 2-3 inches below the shoulder line. State final officials patches must be worn below the IHSA official patch. The 2x3 American flag, if worn, must be on the Right sleeve 2 inches below the shoulder line.
- Whistle: clear tone.
- Line-Up Cards/Pen/Pencil
- Set of Yellow & Red Cards
- Coin
- Watch

P) Water Polo (B & G)



- White slacks or long white shorts;
- White collared shirt (front pocket recommended);
- White socks and white tennis shoes with minimum accent colors.

NOTE: Whenever possible, officials in a given contest should wear the same attire.

Q) Wrestling

- Standard black and white short-sleeved knit shirt or a gray shirt with black pinstripes;
- Black full-length trousers and black belt;
- Black gym shoes and socks;
- Coin, colored disk and a black whistle;
- Red and green arm bands.
- Wrestling officials should not wear watches or jewelry.

VIII. SPORTSMANSHIP ILLUSTRATIONS

REPORT FORMS AND

A) Special Report Forms.

Completion of a Special Report form is required when:

- 1) There has been a player ejection and violation of by-law 6.011;
- 2) There has been a coach ejection and violation of by-law 6.012.
- 3) An official has sent a player out of competition due to signs and/or symptoms of a concussion.
- 4) All reports are available online and are sent directly to the member school and the IHSA on-line.

By-laws 6.011 and 6.012

6.011 Players Ejected for Unsportsmanlike Conduct

Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

6.012 Coaches Ejected for Unsportsmanlike Conduct

Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

It is NOT the responsibility of the official to enforce By-laws 6.011 and 6.012. If an official believes a coach or player participated when he/she/they should not have due to an ejection from a previous contest, the official should simply complete a special report after the contest to report the concern to the IHSA Office.

B) SAWA Reports.

The IHSA strongly recommends that officials take the time to fill out a SAWA form when outstanding sportsmanship is observed. Athletes, coaches, fans and school personnel should be recognized for their outstanding ability to Sport A Winning Attitude. This form is available on-line and is sent directly to the IHSA online.

Sportsmanship Mission Statement:



Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of IHSAA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

Improving sportsmanship remains one of our highest priorities. By-laws 6.011 and 6.012 are a part of the continuing efforts of IHSAA member schools to improve sportsmanship.

Instructions

For the purpose of by-laws 6.011 and 6.012, "Unsportsmanlike Conduct" will include the following: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, profanity or obscene gestures, flagrant or violent fouls, taunting, trash-talking, or baiting, cheating, throwing or abusing equipment, physical intimidation or abuse of an official or opponent, and unauthorized leaving of the team bench area.

When a player or coach is ejected from a contest, he/she may not play or coach the rest of that contest. In addition, the ejected player or coach may not play or coach in the next interscholastic contest at that level of competition, whether held the same day or a subsequent day, and all other interscholastic contests at any level in the interim. If a coach or athlete is ejected from the last contest of a season, he/she may not coach or play in the first contest of the next interscholastic sport/activity in which the coach or player participates.

During a suspension for unsportsmanlike conduct coaches may not attend contests or travel with the team to and from contests for which they have been suspended.

A full written description of the incident, utilizing the IHSAA Special Report Form, must be submitted online by the official to the principal of the ejected player or coach and the IHSAA within 48 hours of the incident by using the online special report form.

Schools are to set up administrative procedures to ensure proper enforcement of the by-law. Failure to enforce the by-law will result in automatic forfeiture of all contests which the player or coach participates in until the required suspension is carried out. Ejections for unsportsmanlike conduct are considered decisions of contest officials and will not be subject to appeal (by-law 6.033). Schools and the IHSAA may assess additional penalties for unsportsmanlike conduct of players and coaches.

Officials must be completely certain and confident that a player's or coach's actions/language warrant an ejection. When a player or coach is ejected, an official cannot change his/her decision either during or after the contest.

Officials — Keys to Good Sportsmanship

One of the goals of interscholastic competition is to teach important values while enriching the educational experience of the young men and women who participate. Good sportsmanship is certainly one of those important values, and as a result, promoting good sportsmanship is clearly a high priority.

The IHSAA believes officials play key roles in teaching and promoting good sportsmanship. The following information contains a brief summary of sportsmanship expectations for officials. By following these guidelines, officials can enhance the lifelong lessons that are being taught in the interscholastic classroom. Please review these carefully and remember to SPORT A WINNING ATTITUDE when officiating interscholastic contests for IHSAA member schools:

- Accept your role in an unassuming manner. Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling the contest from start to finish.
- Know the rules of the game thoroughly and abide by the established Code of Ethics.
- Publicly shake hands with coaches of both teams before the contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.
- When watching a game as a spectator, give the officials the same respect you expect to receive when working a contest.

IX. OFFICIALS INSURANCE



The IHSA will provide insurance for all licensed officials. An explanation of the insurance and contact person for the insurance company is located in the Officials Center.

X. GROWING AS AN OFFICIAL

The day you stop learning as an official is the day you start to deteriorate. High school sports programs in the State of Illinois are improving every year, and it is part of the job of the officials to grow with the games. Always remember that in order to improve, you have to be open to criticism from others. Use each contest as a learning experience. Even the best officials make mistakes.

Here are some tips for both new and veteran officials on how to keep sharp and ahead of the game:

- A) KNOW THE RULES in order to avoid problems.
 - Review the rule book and note the changes.
 - Converse with other, more experienced officials about rules or game situations.
 - Observe other officials work. Watch your counterparts during contests paying specific attention to his/her rule application, positioning, and mechanics.
- B) Do not pass up the opportunity to work scrimmages or inter-squad events. These provide invaluable experience and a great pre-season warm-up.
- C) MECHANICS and POSITIONING are an extremely important dimension to officiating any sport
 - Be in the right place at the right time. Try not to put yourself in a situation where it is difficult to make the best call because you are not hustling, and as a result, are out of position.
 - If you are working with a partner, always be aware of where your partner is and what area he/she/they is covering.
 - Be vocal and confident when making a call. Proper mechanics not only look cleaner but increase the credibility of the official.
 - Attending Officials Clinics is a great way to find the areas in which you can improve in order to be a better official.
- D) Physical Fitness
 - It is strongly recommended by the IHSA that all member officials submit themselves to a thorough physical examination by a competent physician before officiating.
 - Officials need to meet the physical demands of the job; this means conditioning is necessary before the season begins. Physical fitness is proven preventative medicine.
- E) Pre-Game Preparation
 - Like an athlete, an official must have some kind of pre-game warm-up to allow his/her/their body time to physically adjust to the start of the game and its stresses.
 - Pre-game should be used to put yourself into the mental aspect of the game. Prepare yourself for what will happen, what could happen, and what has happened before. Focus is key.
 - Pre-game should also be used to communicate with your partner/s (when applicable). It is imperative that you communicate when working with a partner. Communication makes for a smoother game.
- F) Goal Setting
 - Setting attainable goals for each season is a way to focus on working hard to be the best official that you can possibly be.

XI. IHSA BY-LAWS THAT APPLY TO OFFICIALS AND CONTRACTS

1.000 CONSTITUTION

1.450 STATEWIDE INTERSCHOLASTIC ACTIVITIES

The Board of Directors shall have complete authority, subject to the provisions of the Constitution and By-laws, to organize and conduct such statewide interscholastic activities as may or may not lead to state championships and to establish Terms and Conditions for these activities. Whenever it is deemed advisable, the Board shall call upon specialists from the high school field for such technical or other advice and assistance as may seem necessary. The expenses of such specialists incurred in activities ordered by the Board of Directors shall be paid by the Association. In addition, the Board of Directors shall establish and publish criteria to be followed in the selection of schools to host state tournament series events.



2.000 BY-LAWS, SCHOOLS

2.020 RESPONSIBILITY OF THE PRINCIPAL

The principals, as defined in Section 1.200 of the Constitution, or their designates, shall be responsible to this Association for matters pertaining to all athletic as well as non-athletic activities of their school. In addition, they shall be responsible to insure that their school is properly represented at all interscholastic events and be responsible for the conduct of their team and other persons from their school.

2.040 SPOR TSMANSHIP OF SCHOOL REPRESENTATIVES

2.041 Students, school staff, boards of education, spectators and all other persons connected directly or indirectly with a member school shall practice and promote the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships. The Executive Director shall have authority to investigate allegations and incidents of unsportsmanlike conduct or conduct which adversely affects the ethics of competition in connection with interscholastic contests. The Executive Director shall also have full authority to invoke penalties, in the context of the provisions of Division 6.000 of these by-laws, against a member school and/or individuals whose conduct in connection with an interscholastic contest violates these principles or ethics.

2.042 Member schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics for all interscholastic activities. The Executive Director shall have authority to investigate reported incidents of unsportsmanlike conduct or conduct which adversely affects the ethics of competition in connection with interscholastic contests and shall have full authority to invoke penalties, in the context of Division 6.000 of these by-laws, against a member school which fails to fulfill its obligations as provided in this section.

2.080 SELECTION AND USE OF REGISTERED OFFICIALS

All major officials for athletic contests must be licensed with the IHSA in the sport the individual is to officiate, except that in the event contracted officials do not appear for a contest below varsity level, and with mutual consent by all competing schools, members of the coaching staff, faculty, and/or administrative staff of any of the competing schools may officiate the contest. The Board of Directors shall be responsible to establish policies and procedures governing the licensing process.

The names of game officials for each interscholastic athletic contest must be submitted by the host school to the visiting school not later than five school days before such contest and must be mutually agreed upon not later than the night preceding the contest.

2.090 SEASON LIMITATION IN ATHLETIC ACTIVITIES

No school belonging to this Association shall organize its teams, practice, scrimmage or participate in any interscholastic sport outside of the season limitations as prescribed in Section 5.000 of these by-laws; nor shall any person who coaches any sport at a member school coach or supervise a non-school team in any interscholastic sport comprised of students from that school, except within the guidelines promulgated by the IHSA Board of Directors.

2.100 ALL-STAR TEAMS AND GAMES

No athletic team from any member school may compete against an "all-star" team. No school official from a member school shall assist, either directly or indirectly, with any contest by an all-star team during the school year, unless the contest is approved by the Board of Directors.

2.110 OFFICIALS' ATTENDANCE AT RULES INTERPRETATION MEETINGS

Attendance at the annual Association sponsored sport rules interpretation meetings shall be required for all registered athletic officials, provided rules meetings are conducted in the sport. Failure to comply with this requirement may be penalized by probation, restriction on assignments or suspension of the official's registration.

Rules Meeting Questions

- Q. What is to be the penalty for officials who do not attend or view the online rules interpretation meeting as required by this rule?
- A. Failure by an official to attend the rules meeting in a particular sport or view the online rules presentation will prevent the official from becoming 'in compliance' with the requirements to officiate an interscholastic high school contest in Illinois.



Q. May an official who fails to attend or view an online rules meeting the first year officiate regular season contests for pay?

A. No.

3.000 BY-LAWS, ATHLETIC

3.100 INDEPENDENT TEAM PARTICIPATION

3.101 During the school season for a given sport, in a school which maintains a school team in that sport, a student shall not participate on any non-school team, nor as an individual unattached in non-school competition, in that given sport. Violation shall cause ineligibility for a period not to exceed one semester. An exception may be made by the Board of Directors if the participant is trying out for or competing as a representative of the United States in recognized national or international events.

3.140 MISBEHAVIOR DURING CONTESTS

3.141 Students participating in interscholastic athletic contests in violation of the By-laws, or other persons found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred by the Board of Directors from interscholastic contests.

6.000 BY-LAWS, PROTESTS PENALTIES AND HEARING PROCEDURES

6.011 Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

6.012 Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

6.030 PROTEST PROCEDURE

6.033 The decisions of game officials shall be final; protests against the decision of a game official shall not be reviewed by the Board of Directors.

6.034 Principals should file with the Executive Director, on forms provided by the IHSA Office, reports of unsatisfactory performance on the part of game officials, which may be due to alleged lack of knowledge of the rules, errors in judgment, or improper conduct.

6.050 BREACH OF CONTRACT BETWEEN SCHOOL AND OFFICIAL

In case of breach of contract between a member school and official, either in total or in part, the Board of Directors shall have authority to assess as a penalty against the offending party the sum of \$10, in addition to the forfeit named in the contract.

6.051 All contracts between schools and officials shall be written on the Contract for Officials form supplied by the Board of Directors through the IHSA Office. The Terms and Conditions of these contracts should be scrupulously observed.

6.052 If, in the judgment of the Board of Directors, the contract has been broken by the school and no forfeit has been named in the contract, the penalty shall consist of an amount not to be in excess of the contractual sum to be paid the official, plus a breach fee of \$10.

6.053 If, in the judgment of the Board of Directors, the contract has been broken by the official, the penalty shall consist of an amount not to exceed the entire cost of employing a substitute official, plus a breach fee of \$10.

6.054 If, in the judgment of the school or official, there are extenuating conditions, a hearing may be held. Written request for such hearing must be submitted to the Executive Director, who shall be responsible for conducting an investigation and hearing.



6.055 If an official's contract is made during a given school year for a contest to be played during the next school year and if, in the meantime, there is a change in the school principalship, the contract is valid only if and when the incoming principal has been notified of the existing contract and has sanctioned it or has failed to inform the official of cancellation within one week after the notification.

XII. OFFICIAL'S FEE FOR SUSPENDED OR POSTPONED CONTEST

Officials will receive the fee listed in the Terms and Conditions for all State Tournament contests except for the following conditions:

- 1) An official is notified before arriving at the site — No compensation
- 2) An official arrives at the site, and the contest is suspended/cancelled before it begins:
 - A show up fee is provided to the official. A show up fee is one half of the full game fee.
 - Mileage reimbursement for miles over 70 round trip
- 3) Contest is started, and then is suspended until the next day:
 - Official gets full fee for the partial game and then a full fee for the completion of the game the next day.
 - Mileage reimbursement for miles over 70 round trip

Rule Interpreters Fee:

- \$50 per meeting plus mileage
- Note: any overnight must be approved by IHSA
- Mileage will be paid

Clinicians Fees:

- 1) IHSA Sponsored Free Clinics
 - \$125 per Free Clinic for the certified clinician
 - \$50 per Free Clinic for non-certified staff

Note: Any more than 2 paid instructors for each Level, and any overnight stays must be approved by the IHSA

 - Mileage will be paid
- 2) Any association that puts on a clinic will need to reimburse the clinician(s) working the clinic.

Coordinator of Officials at State Finals

- \$125 per day
- Mileage reimbursement
- Lodging as approved by Sport Administrator

XIII. ATHLETIC INJURY GUIDELINES

These guidelines are for your protection and the protection of the athlete.

Coaches and medical personnel must be aware that some sport rules will require officials to remove an injured player and/or charge the team with a time out.

Coaches and medical personnel should be allowed to enter the field/court and should be given unlimited time to evaluate an injury and give emergency care. Officials should not request that coaches move an injured athlete.

The official's only role in dealing with athletic injury is to stop play as soon as possible. Officials should not encourage an injured athlete to move nor should they offer medical advice or act in any way dictating injury management.

XIV. SEVERE WEATHER GUIDELINES



IHSAA Rule Interpreters

BASEBALL

Al Albert, Chicago (Head Clinician)
 Drew Fowler, Tinley Park
 Bill Olsen, Elk Grove Village
 Greg Pavloff, DuQuoin
 Rich Panovich, Palos Hills
 Brad Stearns, Springfield

BASKETBALL

Gary Gustafson, Troy (Head Clinician)
 Fred Allman, Addison
 Michael Bell, Charleston
 Alan Corl, Rockford
 Amanda Kocis, Kewanee
 Bill Leonard, Carrollton
 Ashley Logan, River Forest
 Mark Siekierski, Batavia
 Darrin Sortor, Sherman
 Deveon Stiff, Naperville
 James Teter, Okawville
 Chris White, Paxton

DANCE

Lynn Gelatka, Beecher (Head Clinician)
 Gina Dryden, Schaumburg
 Sara Flanigan, Crystal Lake
 Cyndi Kraemer, Decatur
 Cindy Albright, Antioch

FLAG FOOTBALL

Chris Hart, Rockford
 Thomas Ross, Chicago

FOOTBALL

Rick Karhliker, Sherman (Head Clinician)
 Bill Book, Barnhill
 Marv Dampeer, Decatur
 Jim Glueckert, Arlington Hts.
 Chris Hartbank, Mattoon
 Bill Laude, Frankfort

GIRLS GYMNASTICS

Kathy Krebs, Crete (Girls, Head Clinician)

BOYS/GIRLS LACROSSE

Tom Cummings, Arlington Hts (Boys,
 Head Clinician)
 CarolLynn Ellison, Batavia (Girls, Head
 Clinician)

SPIRIT

Sara Flanigan, Crystal Lake (Head
 Clinician)
 Shaunda Brown, Florissant, MO
 Amber Crusier, Waterloo
 Angela Wilmington, Chillicothe

SWIMMING/DIVING

Joe Plack, Deerfield (Head Clinician)
 Michael Hutton, Lake in The Hills
 Kevin Moss, Peoria
 Joe Plack, Deerfield (Head Clinician)
 Mark Anderson, Arlington Hts.

TRACK/FIELD & CROSS COUNTRY

Jamero Rainey, Edwards (Head Clinician)
 Kenric Bond, Lisle
 Christina Butterbrodt, Dwight
 Bill Derks, Rochester
 Jason Gray, Swansea
 David Stier, Sherman
 David Mitchell, Peoria

VOLLEYBALL

Karen McNaught, Chatham (Head
 Clinician)
 Julie Terstriep, Industry
 Barb Maue, Shiloh
 Nancy Nester, Gurnee
 Mark Trapp, Villa Park
 Ed Vesely, Aurora
 Pamela Young, Chicago

WATER POLO

Victor Rarau, Mt. Prospect (Head
 Clinician)
 Andrew Mattson, Madison
 Richard Marsh, Sugar Grove
 Joshua Schroeder, Schaumburg

WRESTLING

Tony Clarke, Zion (Head Clinician)
 Ray Eickelschulte, Fowler
 Dan Fulscher, Lincoln
 Bill Honeycutt, Woodridge
 Mike Hurckes, Ringwood
 Nate Kessen, Sugar Grove
 Shane Morgan, Oswego



Code Of Ethics

National Federation of State High School Associations

The NFIOA Board of Directors has developed and officially adopted the following Code of Ethics for high school officials.

Declaration of Policy:

Schools have entrusted us to assist them in the educational development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible to people they serve. In recognition of these expectations there is hereby established a Code of Ethics for all officials. The purpose of the code is to establish guidelines for ethical standards of conduct for all officials.

An Official must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.

An Official must work with fellow officials and the state association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.

An Official must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.

An Official must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the student-athletes, coaches, athletic directors, school administrators, colleagues, and the public, to be a worthy example to the athletes under one's jurisdiction.

An Official will be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting the importance of the game.

The Official shall avoid the use of tobacco products at the contest site.

An Official must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.

Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.



Social Media Policy

Guidelines for Officials

- 1) Consider social media communications as public at all times – even if created with private intentions. If you are going to use social media in any form, consider your communication may be read by anyone at any time.
- 2) You are representative of the officiating industry, your state association, your local association, your assignors, and your partners. Act accordingly.
- 3) Promote officiating in a positive light and with a general feeling of pride and professionalism. You are an ambassador for officiating.
- 4) You have a unique access to information. The same ethical restrictions that apply to any form of public speech also apply to social media. It is inappropriate to communicate specifics about your assignments, other officials, conferences/schools, coaches, players, or any related personnel.
- 5) 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.
- 6) Communications among officials for learning purposes should be done privately and not through the use of social media. Be mindful that email and other forms of direct communication can be made public.
- 7) Be very sparing in the sharing of your personal information, including photos. Adjust security settings accordingly. Report fake profiles or posts to the appropriate authorities/governing bodies in a timely fashion.
- 8) Follow specific conference, school and/or governing body social media policies.

(Adopted from the National Association of Sports Officials.)

Officials who violate these guidelines could face disciplinary consequences detailed in Section I of the IHSAA Officials Handbook.