

Official's Manual

2011-2012



NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

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BACKGROUND AND AUTHORITY

This 2011-2012 NSAA OFFICIALS' MANUAL has been prepared to provide information for officials concerning registration and certification, plus general rules and regulations concerning officials and their responsibilities toward the Nebraska School Activities Association and its member schools.

The NSAA was formed to regulate competition between schools. Rules and regulations have therefore been developed in the area of officials and officiating. NSAA bylaws stipulate that only NSAA registered officials may be used by member schools for varsity competition in: baseball, basketball, football, soccer, softball, track & field, volleyball, and wrestling. The NSAA recommends the use of registered swimming & diving officials and requires two registered swimming & diving officials for its championship meets. The NSAA staff has the responsibility of registering officials by providing member schools with a current roster of eligible game officials. All addresses, phone numbers, and e-mail addresses submitted will be provided in the form of an online directory to all member schools.

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

The rules of athletics are difficult to read, understand and interpret. To achieve officiating excellence, an official must combine knowledge of the rules and the game itself with proper officiating mechanics. It is the responsibility of the official to assure each participant in the contest a fair chance to succeed.

Officials performing their duties are expected to be fair and competent. The conduct of such officials shall be in accordance with the policies and procedures of the Nebraska School Activities Association.

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NSAA ATHLETIC BYLAWS - OFFICIALS

- 3.12.1 Approved Athletic Officials.** The Executive Director shall prepare a list of registered officials who shall be available for officiating games between the member high schools of the Association.
- 3.12.2 Officials for Varsity Contests.** Only those officials who are registered with the Association and are classified as registered, approved or certified may be used by member high schools to officiate varsity competition in football, baseball, basketball, wrestling, soccer, softball and volleyball competition and start track & field meets.
- 3.12.3 Competing Schools' Approval of Officials.** Officials for competitive contests shall not be chosen from cities and towns whose schools are represented without mutual consent. A list of officials agreed by consenting teams should be furnished to the visiting team(s) at least five days in advance of the scheduled contests.
- 3.12.3.1** Before the host school contracts officials for varsity contests, the visiting school must be given the opportunity to approve or disapprove the officials. If the visiting team disapproves the officials, they should not be contracted.
- 3.12.3.2** No penalty will be assessed against a school if it refuses to play a contest because it did not have the opportunity to approve the officials.
- 3.12.3.3** If the officials have been approved and accepted the contract, the contract cannot be voided unless there is an emergency or there is a mutual agreement between the officials and the contracting school.

3.12.4 Protests.

3.12.4.1 Protests based upon the eligibility of players will be considered by the Executive Director and Board of Control.

3.12.4.2 Protests based upon play situations and situations, which involve judgment on the part of game officials, will not be considered.

CONTRACTS

Once registered, a game official serves as an independent contractor. He/she is not an employee of the NSAA or member school when serving as an official and has no other benefits consistent with NSAA employment, while arranging for contests at member schools. The following rules and regulations shall be understood and followed:

1. All officials shall sign contracts.
2. **Substitution shall not be made unless consent is received from competing schools.**
3. Officials must honor contracts regardless of inconvenience or financial loss. Once an official has accepted a contract for a game, he/she should not ask to be released from that contract in order to accept a more lucrative assignment.
4. If an official has been convicted of any crime involving moral turpitude or has committed any act, which subjects the NSAA or its member schools to public embarrassment or ridicule, the contract is null and void. Officials shall comply with the NSAA regulations and NFHS Code of Ethics as presented in the 2011-2012 NSAA Officials' Manual (on back page).
5. Officials may join local associations that require membership fees and assign officials for contests. These dues/fees paid to associations and/or assigners are separate from the NSAA and not a requirement to work NSAA contests.
6. An official shall not provide unwarranted, derogatory news media releases or interviews regarding contests, schools, or other officials.
7. If any official fails to complete registration and does not notify schools with which he/she has contracts, the official shall not be allowed to register the following year.
8. In case of a broken contract, the amount of the fee, exclusive of mileage, shall be paid by the offending party to the offended party, except when a contract is broken because of reasons beyond the control of either party or by mutual consent.
9. Before the host school contracts officials for a varsity contest, the visiting school must be given the opportunity to approve or disapprove the officials. If the visiting school disapproves of the officials, they cannot be contracted. No penalty will be assessed against a school if it refuses to play a contest because it did not have the opportunity to approve the officials. If the officials have been approved and have accepted the contract, the contract cannot be voided unless there is an emergency or there is a mutual agreement between the game officials and the contracting schools.
10. A contract shall be null and void: (a) If either the school or the official becomes suspended from the NSAA; (b) If due to a merger, consolidation, school closing or cooperative sponsorship, the school ceases to have a program in the activity for which the contract was written; (c) If a high school cancels its entire schedule in the sport for which the contract was written prior to the date of first permitted contest.

An official accused by a member school of non-compliance with these regulations shall be granted a hearing as indicated under the NSAA Due Process Procedure of the Association's Constitution.

NSAA REGULATIONS GOVERNING OFFICIALS

Nebraska Residents: An official whose legal residence is in Nebraska must be registered with the NSAA in order to officiate high school varsity games in Nebraska.

In order to complete registration requirements, all officials must agree to abide by the following NSAA regulations:

1. Submit proper application fee and complete NSAA officials' application form.
2. View the online 2011-2012 NSAA-sponsored rules meetings held in the sport the official desires to officiate.
3. Submit open book test by proper date and receive a passing score of 80% or higher.
4. Only NSAA registered officials shall officiate varsity high school contests.

REGISTRATION PROCEDURES

In June of each year, the NSAA office sends to each official registered in any sport the previous year the registration information for the upcoming year. Registration materials are available to print from the NSAA website (nsaahome.org). Registration by credit card is available on the NSAA website.

APPLICATION DATES AND DEADLINES

Officials are urged to return the NSAA officials' application form and application fee as early as possible to ensure receiving the materials in sufficient time. Materials shall be sent as priority mail.

Sport	Registration Fee	Open Book Test, Rules Books, and Other Info Mailed	Registration Deadline for New Officials	Registration Deadline for Officials Previously Registered	Late Registration for Previously Registered Officials (Add \$5 Late Fee)	Open Book Test Due
Softball	\$40	July/Aug.	Aug. 12	July 31	Aug. 1-12	Aug. 12
Football	\$45	July/Aug.	Aug. 19	July 31	Aug. 1-19	Aug. 19
Volleyball	\$40	July/Aug.	Aug. 26	July 31	Aug. 1-26	Aug. 26
Basketball	\$45	Oct./Nov.	Nov. 18	Oct. 31	Nov. 1-18	Nov. 18
Wrestling	\$40	Oct./Nov.	Nov. 18	Oct. 31	Nov. 1-18	Nov. 18
Swim & Dive	\$40	Oct./Nov.	Nov. 18	Oct. 31	Nov. 1-18	Nov. 18
Baseball	\$40	Jan./Feb.	March 9	Feb. 29	March 1-9	March 9
Soccer	\$40	Jan./Feb.	March 9	Feb. 29	March 1-9	March 9
Track & Field	\$40	Jan./Feb.	March 9	Feb. 29	March 1-9	March 9

HOW TO BECOME REGISTERED

An official must make application, pay the application fee, view the online 2011-2012 NSAA sponsored rules interpretation meeting, and score the required percentage on the open book test **EACH YEAR** for each sport in which he/she wishes to officiate in order to officiate high school varsity football, volleyball, softball, basketball, wrestling, swimming & diving, baseball, soccer, or start a track & field meet in Nebraska.

The registration fee of \$40 for each sport (except for football and basketball, which will be \$45) covers the cost of rules books, open book test, supervised test, insurance coverage through the National Federation of High Schools Officials Association, NFHS online educational opportunities and other communications coming from the NSAA office. Once registration is completed, and the open book test deadline has passed, an official will receive a classification of registered, approved, or certified. Details of classification will be explained later in this manual.

OFFICIATING RULES MATERIALS

Officiating rules materials will be sent to individuals who complete application (including payment of the proper fee). Normally, football, volleyball, and softball materials will be mailed in **July/August**; basketball, wrestling, and swimming & diving in **October/November**; soccer, baseball, and track & field materials will be mailed in **January/February**. These materials generally include the open book test, NFHS official rules publications, and the 2011-2012 NSAA Officials' Manual.

NSAA RULES MEETINGS

Viewing the online rules meeting is mandatory for an official registering in a sport. Any official who does not view the online pre-season rules meeting shall not be allowed to complete registration.

NSAA rules meetings are offered just prior to the start of the sports seasons for the following sports: football, volleyball, softball, basketball, wrestling, swimming & diving, baseball, soccer, and track & field. Any official who does not view the online NSAA rules interpretation meetings in the sport he/she wishes to officiate shall not be eligible to officiate varsity contests.

The NSAA will offer free on-line rules meetings for a limited time period for 10 activities. During the two week “no charge” period, head coaches, judges and officials will be able to login to the NSAA web site by using a passcode to access the required rules meeting. Check the NSAA web site, nsaahome.org, for locations, dates, and times for traditional evening rules meetings.

Note: Failure to complete the online rules meeting will prevent officials from completing the registration process and thus, officiating varsity contests.

Head coaches in the above listed sports are also required to attend or view rules meeting.

NSAA TESTS FOR OFFICIALS

The NSAA sponsors two National Federation tests in each sport—the Part 1 and Part 2 tests. The exceptions to this are swimming & diving and track & field, which have only the Part 1 test. **All officials must complete the Part 1 test on-line.** After the NSAA has received payment for registration, each official will be issued a pass code that will be included with the officiating materials. This pass code will allow each official exclusive access to the officials section of the NSAA website. An official will be able to take the Part 1 test, enter their officiating schedule, read observations, apply for sub-district, district and state tournaments, and accept contracts for sub-district, district and state contests on-line.

PART 1 TEST

All officials are required to take the Part 1 test each year. The test must be completed on-line by the date due.

Sport	Due Date
Softball	August 12
Football	August 19
Volleyball	August 26
Basketball	November 18
Wrestling	November 18
Swimming & Diving	November 18
Baseball	March 9
Soccer	March 9
Track & Field	March 9

The Part 1 test must be completed by midnight of the due date. Upon receipt of the completed Part 1 examination with a score of at least **80% for registered, 85% for approved, and 90% for certified** classification, plus verification of viewing an NSAA rules meeting, the official will be eligible to work varsity contests. Registration is not complete and an official is not eligible to officiate unless the Part 1 test, with a passing score, is submitted at the proper time.

PART 2 TEST

Opportunities will be given to all officials to take the Part 2 test in football, volleyball, softball, basketball, wrestling, soccer, and baseball. Officials are encouraged to improve their knowledge of the rules by taking the test. Officials lacking sufficient number of years of experience to move up in classification at the present time may take the Part 2 test now, and grades received will remain on record to be used when higher classification is possible. The test is offered for 6 days and can be completed online at the officials' convenience. The Part 2 test has a 60 minute time limit.

Officials in the **Registered** classification are required to take the Part 2 test at least once every **five years** and score **65%** or better. If you were registered as an official in 2005, you must take the Part 2 test in your sport either in 2005, 2006, 2007, 2008, or 2009 and score **65%** or better so you have a passing Part 2 test score on your record prior to August 2010. If not, you cannot register in 2010.

Officials who hold the classification of **Approved** are required to take the Part 2 test at least once every **five years** and score **75%** or better, and **Certified** officials are required to take the Part 2 test at least once every **three years** and score **80%** or better.

CLASSIFICATIONS

Officials registered in football, volleyball, softball, basketball, wrestling, soccer, and baseball will be placed in one of three classifications. Swimming & diving and track & field officials will be placed in the registered classification.

1. **Registered.** An official enrolling for the first time will be placed in this classification. Requirements for the registered classification:
 - a. View the online NSAA-sponsored rules interpretation meeting.
 - b. Submit the Part 1 test for the current year and score 80% or higher.
 - c. Take the Part 2 test within five years and score 65% or higher.

2. **Approved.** The requirements for this class are:
 - a. Be an NSAA Registered official for two successive years.
 - b. View the NSAA-sponsored rules interpretation meeting.
 - c. Submit the Part 1 test for the current year and score 85% or higher.
 - d. Take the Part 2 test within the previous five years and score 75% or higher.
 - e. During the previous year, work at least four contests in football or volleyball, six matches in soccer, or eight contests in basketball, wrestling, softball or baseball. A wrestling tournament shall count as three contests. Only varsity high school contests shall be counted.

3. **Certified.** Requirements for the certified class are:
 - a. Be an NSAA Approved official for two successive years.
 - b. View the NSAA-sponsored rules interpretation meeting.
 - c. Submit the Part 1 test for the current year and score 90% or higher.
 - d. Take the Part 2 test within the previous three years and score 80% or higher.
 - e. During the previous year, work at least four contests in football or volleyball, six matches in soccer, or eight contests in basketball, wrestling, softball or baseball. A wrestling tournament shall count as three contests. Only varsity high school contests shall be counted.

NSAA Officials' Classification Chart

Minimum Years Officiating	Classification	Minimum Part 1 Test Score	
1	R	80	Take Part 2 test in 1 st or 2 nd year receive 75% or better.
2	R	80	
3	A	85	
4	A	85	Take Part 2 test in 3 rd or 4 th year receive 80% or better.
5	C	90	

An official must be aware of the Part 2 test requirement. Each official must take the Part 2 test every five years (or sooner). To continue as an official, an individual must score 65% or better on the Part 2 test within five years. Without a 65% or better in this five-year period, an official cannot register his/her sixth year. Such an official could take the Part 2 test, however, make the specified score, and register the following year.

An official may be lowered in classification because of failure to make the required grade on tests or for failure to work a sufficient number of contests the previous year.

1. The registered classification (requirements: each year 80% on the annual Part 1 test; 65% on the Part 2 test each five years after initial registration) is the lowest step, and, therefore, an official cannot be lowered from this classification. **Failure to meet the requirements of the registered class will prevent an official from working varsity games.**

2. An approved official must always score 85% or better on the annual Part 1 test, **score 75% or better on the Part 2 test within each five-year period after initial registration,** and meet the contest limitations of the sport. An official could remain in this classification indefinitely, assuming all requirements are met.

An approved official who scores between 80-84 percent on the Part 1 test and/or scores between 65-74 percent on the Part 2 test within the five-year period will be lowered to the registered classification. Approved status can be reached again by meeting the specified standards.

3. A certified official must always score 90% or better on the annual Part 1 test and score 80% or better on the Part 2 test within a three-year period.
A certified official who scores between 85-89% on the Part 1 test and/or without a score of 80% or better on the Part 2 test within the past three-year period shall be lowered to the approved classification. Certified classification can be achieved again by meeting the specified standards.

PROBATION

The Association's three basic classifications of officials are registered, approved and certified. A probation classification has been added for use by the NSAA Executive Director in cases where extenuating circumstances prevent an official from meeting the registration requirements for his/her classification. An official could be on probation for one year, and will be carried as such in the NSAA listing of officials, and then shall be restored to the original classification, providing all requirements are met. **Probation refers only to fulfilling registration requirements and is not to be used as a reflection on an official's game-situation competency.**

Probation status requests can apply only to situations beyond a person's control. An official must request probationary status by writing to the NSAA Supervisor of Officials and stating the circumstances causing the official to fail to meet the requirements.

The names, addresses, phone numbers, and classification of all officials registered in football, volleyball, and softball will be posted on-line in **September**; officials registered in wrestling, swimming & diving, and basketball in **December**; officials registered in soccer, baseball, and track & field in **April**. These rosters will provide schools an up-to-date list of all officials and their classifications. Access to on-line rosters is limited to member schools and registered officials.

NSAA Sports Officials' Patches

Each new official who completes the registration process will be sent two patches. These patches will be mailed to each official following the registration due date. The patch is to be worn on the front left side, approximately where a pocket would be. This patch is to be worn by all registered officials and is not sport or classification specific. The NSAA will continue to use its classification system for officials, but the classification will not be part of the patch. The patch may be used for **all sports** in which the official is registered.

Additional patches are available to order from the NSAA by filling out the form posted online for a fee of \$5.00 each.

NATIONAL FEDERATION (NFHS) AND NSAA RULES

Officials working high school contests shall follow the National Federation (NFHS) rules.

Protests based upon eligibility of players will be honored by the NSAA Board of Control, but protests based upon play situations and those which involve judgment on the part of game officials will not be accepted. Schools should mutually agree in advance on the officials to be used, and, after the contest has begun, the decisions of the officials are final.

The Association office has many discussions with officials and school personnel over play situations.

NSAA schools have been informed they should put in writing the specific details of any problems, grievances, etc.; they have with serious officiating situations. This works the other way, too. Officials with a serious complaint about a school or school conduct during a contest should write to the NSAA office.

NSAA OFFICIALS' UNIFORM

Officials have an obligation to the profession to dress appropriately. The first impression of an official's uniform should be impeccable. The uniform for all sports shall be clean, free of wrinkles, not faded or torn, and fit properly.

Baseball - Umpires shall wear heather gray slacks and a navy blue pullover shirt. (Collar and sleeve trim shall be red, white, and navy). All umpires on a crew **should be dressed alike**. When needed, a navy blue jacket or coat shall be worn. The hat is to be navy blue and a sized hat is recommended. A red turtleneck may be substituted for a shirt when wearing a coat. The trouser belt should be black or navy blue leather. Socks should be navy blue or black. The plate umpire should wear shoes designed for safety that include hard toes. The base umpire should wear the conventional oxford type baseball shoe. Primarily black shoes designed for umpiring should be worn and shined before each game.

Basketball - A short-sleeved, black and white striped "V" neck knit shirt, black pants, solid black shoes, black laces, black socks, shall be worn. The shirt shall be striped with 1-inch vertical stripes. A black nylon jacket may be worn during warm-ups. **The black nylon jacket must be without stripes on cuffs and collar and no logos.**

Football - Black and white vertically striped, long or short-sleeved knit shirt shall be worn. The shirts shall have 1-inch stripes, a black knit cuff and Byron collar. All officials, in a given game, are to wear the same type shirt. Standard, all-white knickers shall be worn with a short overlap below the knee (not more than 4 inches). One-piece stockings with a modified northwestern stripe 9 ½ inch white, ½ inch black, 1 inch white, ½ inch black, ½ inch white are required. The width of the black showing below the knickers should be the same as the wide black band below the striping pattern. All black football shoes with black laces are required. Black baseball-style cap with white piping is required. For the purpose of identification, the referee shall wear a solid, white baseball-style cap. A black leather belt 1¼ to 2 inches wide with a plain buckle shall be worn. A black and white vertically striped jacket may be worn by all crew members. Uniforms should fit properly and be clean and neat. Shoes should be shined before each game.

An additional, acceptable option for an entire crew is the black football officiating pants which may be worn with solid black socks. These cold weather pants must be worn with a long-sleeved shirt and both items must be worn by all crew members. Note that the only black pants that may be worn are the style made specifically for FB officiating and must have a one inch white stripe similar to the stripe shirt going down the outside of the pants.

Softball - Powder blue shirt, pullover or button style (but all crew members shall wear the same style shirt), heather gray slacks, jackets or sweaters and cap of navy blue are to be worn. Solid black shoes with no white or colored markings shall be required and should be shined before each game.

Soccer - Officials shall be dressed alike in the uniforms primarily consisting of yellow shirts with black stripes. In the event of a color conflict between the officials and either team, the officials are required to change to the co-alternate shirt of a color distinct from both teams. The co-alternate shirts are black with white pin stripes, red with black pin stripes or blue shirts. It is mandated that all officials working the contest wear the same color shirt. Officials shall wear black shorts, predominantly black shoes and black stockings with white stripes, and a solid black cap if worn.

Volleyball - Officials shall wear an all white, short sleeved, collared polo shirt. Officials will also wear black slacks, solid black athletic shoes, and black socks.

Wrestling – Wrestling officials shall wear gray short sleeved shirts with black pinstripes, black full length trousers, black socks, solid black gym shoes and black belt, if worn. Officials should also have a two-colored disk, a whistle, and red and green armbands. The red armband shall be worn on the left wrist and the green armband on the right wrist.

SPORTSMANSHIP BYLAWS AND APPROVED RULINGS

2.11 Penalties

2.11.3 Participant Ejections from Athletic Contests. Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.

Approved Ruling 2.11.3 Any participant ejected a second time during a season from a contest for unsportsmanlike conduct shall be ineligible for the next two contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. Any participant ejected a third time shall be ineligible for the next three contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. When schools have students or coaches with multiple ejections, the school shall submit to the NSAA a written management plan on how they plan to remediate the problem.

2.11.4 Coach Ejections from Athletic Contests. Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible to coach the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.

Approved Ruling 2.11.4 Coaches who are ejected will be required to successfully complete the NFHS Sportsmanship online course within 10 days of the ejection at the coaches' expense. Failure by an ejected coach to successfully complete the NFHS Sportsmanship online course within 10 days of the ejection will result in the coach being suspended from coaching in any further competition in that activity for the remainder of the season, including all NSAA end-of-season play (subdistricts, districts, playoffs, and state competition.) In those situations in which the ejection of the coach occurs near the end of the season or during the NSAA end-of-season play, the coach will be required to successfully complete the NFHS Sportsmanship online course before being able to coach the following season or year. Coaches who are ejected a second time will be required to sit-out the next two contests at that level, plus all other contests at other levels during the interim and successfully complete the NFHS Fundamentals of Coaching online course within 10 days of the ejection at the coaches' expense. Failure to successfully complete the NFHS Fundamentals of Coaching online course within 10 days of the ejection will result in the coach being suspended from coaching in any further competition in that activity for the remainder of the season, including all NSAA end-of-season play (subdistricts, districts, playoffs, and state competition.) In those situations in which the ejection of the coach occurs near the end of the season or during the NSAA end-of-season play, the coach will be required to successfully complete the NFHS Fundamentals of Coaching online course before being able to coach the following season or year.

3.3 General Regulations Governing Competition

3.3.11 Conduct and Sportsmanship. Member schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics during all interscholastic contests. Failure to fulfill this obligation shall subject the school to penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

3.3.11.1 Conduct of Coaches and Athletes. Coaches and athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

3.3.11.2 Definition of Unsportsmanlike Conduct. Unsportsmanlike conduct shall include the following: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

The NSAA and its member schools strongly believe that the major purpose of high school athletics is to be a part of the total educational program. A major part of this purpose is to stress to coaches, players, officials, and fans the vital importance of sportsmanship. It is important that everyone understand the role they play in developing good sportsmanship.

Unsportsmanlike conduct shall include the following: fighting, verbal abuse or dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

As a part of the NSAA sportsmanship legislation, any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and any other athletic contest at any level during the interim, in addition to other penalties the NSAA or school may assess. Likewise, any coach ejected from a contest for unsportsmanlike conduct is subject to those same sit-out rules.

Game officials play a key role in the sportsmanship process.

1. Accept your role in an unassuming manner. Avoid wondering about, showboating and over-officiating.
2. Maintain confidence and poise, controlling contests from start to finish.
3. Know rules thoroughly and abide by the National Federation Code of Ethics.
4. Do not allow the participant and coach ejection penalties to change the manner in which you officiate a contest.
5. Publicly shake hands with coaches of both teams before the contest, and initiate communication equally for all schools.
6. Never exhibit emotions or argue with participants and coaches when enforcing rules.
7. After the contest leave the field immediately and be a role model for the student/athletes you just officiated.

Reporting Ejections -- Expected of All Officials:

The following guidelines have been established for officials to report an ejection or unusual situation:

1. Officials shall file with the NSAA an electronic report for any ejection of a player or coach from a contest. Any unusual situation that occurs prior to, during, or after a contest should also be reported.
2. Prompt reporting to the NSAA office is necessary. **Officials shall submit their electronic report to the NSAA the day following the ejection.**
3. Officials registered with the NSAA are provided an on-line report form for an ejection and other unusual situations to be submitted. Use your log-in code to access this form.
4. Officials are asked to be specific in listing the reason(s) for an ejection.
5. Affiliated officials (officials registered from contiguous states) will also be required to perform this reporting function and will be issued a pass code to submit this on-line report.

SELECTION OF OFFICIALS FOR DISTRICT AND STATE CONTESTS

Officials for all district and state contests are selected by the NSAA. In general, the following selection criteria shall be used:

1. Observation of officials by NSAA staff and/or observers. Any official or crew interested in working subdistrict, district or state contests shall apply to the NSAA by submitting a completed on-line NSAA application form for each sport. A schedule of contests you are officiating during the season shall be submitted on-line as well. This shall include the names, position and classification of all members of a crew. Please keep your schedules up-to-date.
2. In basketball and volleyball, only certified officials will be considered for the state tournaments.
3. In wrestling, only approved and certified officials will be considered for the state tournament.

4. NSAA Officials' ballots submitted by coaches and athletic administrators on the online form will be part of the selection criteria.
5. Consideration will be given to experience and geographical location of officials.
6. In basketball the following criteria will be used for State Tournament selection:
 - a. You can only work 5 consecutive years in either gender, then you must sit out 2 years.
 - b. During the season you must work the gender in which you are assigned a district or state tournament.
 - c. You must work at least 20 high school games.
 - d. You will be selected as an individual not as a crew.
 - e. You must attend or work an NSAA approved officiating clinic one out of every 3 years.
 - f. Each school's recommendations will be considered.
7. Officiating fees for working postseason contests in football, basketball, soccer, softball, volleyball, baseball, and wrestling, shall be established by the NSAA Board of Control.

CONFLICT OF INTEREST

For the most part, officials tend to work any and all contests available to them. No one wants to turn down a contract. The contract offer is a compliment and the question of "Do I really have a conflict?" usually gets brushed aside.

Conflict of interest needs to be considered when accepting a contract. **If there is any doubt as to whether or not an official should work a game, he/she probably should avoid working it.** Even if there is only a perception that a conflict of interest exists, the official should excuse himself/herself from the contest. The first time you violate that trust you open the door to questionable motives.

What constitutes conflict of interest? Some examples are fairly clear: the official is working at a level beyond his/her expertise; a close family member is involved in the contest as a player or coach; or the official is an employee of the school. But there are "gray areas": the official has a friend who is a player; he/she attended one of the schools several years ago; he/she is a former player or coach; or, in a tournament situation, a family member's team will play the winner of the contest.

An official shall not knowingly accept assignment of a contest if any of the following conditions exist:

- a. If any official or the official's spouse is employed by any school involved in a contest.
- b. If the official is related by blood or marriage as follows: (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) to a person affiliated with a team involved in a contest.
- c. If the official and any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates, or close personal friends.

The above conflicts are not all-inclusive and do not cover all possible conflicts, but should be used by officials when filling out schedules. The perception of conflict should be avoided whenever possible.

AFFILIATE REGISTRATION IN OTHER STATES

Reciprocity Agreement. Officials registered (and living) in Nebraska and want to officiate in Iowa, Kansas, Missouri, South Dakota, Wyoming or Colorado should write directly to that state association office. Iowa's fee is \$20 per sport, Kansas and Colorado are \$15 per sport; Wyoming, South Dakota, and Missouri are \$10 per sport. These are special rates, set because of the reciprocal agreement with Nebraska.

If you are registered to work a given sport in Nebraska, then you are able to work that sport in these states after you have paid that state's registration fee as stated above. These states will send you any information they feel you need to work in their state and a registration card. The deadlines for Iowa, South Dakota and Wyoming are the same as Nebraska--late August for fall sports and late November for winter sports and mid-March for spring sports. In Missouri, the fall sports deadline is October 1, the winter sports deadline is January 15, and the spring sports deadline is April 15.

Officials living in and registered in Iowa, South Dakota, Kansas, Missouri, Wyoming and Colorado may register in Nebraska by paying a \$15 registration fee per sport to the NSAA.

This reciprocity agreement applies to these states in the following sports:

Colorado

Football
Volleyball
Softball
Basketball
Wrestling
Swim & Dive
Soccer
Baseball
Track & Field

Iowa Boys

Football
Basketball
Wrestling
Swim & Dive
Soccer
Baseball
Track & Field

Iowa Girls

Volleyball
Soccer
Basketball
Softball
Swim & Dive
Track & Field

Kansas

Football
Volleyball
Softball
Basketball
Wrestling
Soccer
Baseball
Track & Field

Missouri

Football
Volleyball
Softball
Basketball
Wrestling
Soccer
Baseball
Swim & Dive
Track & Field

South Dakota

Football
Volleyball
Basketball
Wrestling
Track & Field

Wyoming

Football
Volleyball
Basketball
Wrestling
Soccer
Swim & Dive
Track & Field

If an official's home state does not register officials in a particular sport, then an official must be registered in the state in which they are going to officiate.

Nebraska Residents: An official whose legal residence is in Nebraska must be registered with the NSAA in order to officiate high school varsity games in Nebraska.

ADDRESSES OF RECIPROCATING ASSOCIATIONS

Colorado High School Activities Association
14855 E. Second Ave.
Aurora, CO 80011
Phone: (303) 364-1337

Iowa High School Girls Athletic Association
Box 10348
Des Moines, IA 50306
Phone: (515) 288-9741

Missouri State High School Activities Association
1 N. Keene Street
Columbia, MO 65201
Phone: (573) 875-4880

Iowa High School Athletic Association
P.O. Box 10, 1605 S. Story
Boone, IA 50036
Phone: (515) 432-2011

Kansas State High School Activities Association
601 SW Commerce Place
P.O. Box 495
Topeka, KS 66601-0495
Phone: (785) 273-5329

South Dakota High School Activities Association
P.O. Box 1217, 204 N. Euclid
Pierre, SD 57501
Phone: (605) 224-9261

Wyoming High School Activities Association
731 E. 2nd St.
Casper, WY 82601
Phone: (307) 577-0614

NSAA DUE PROCESS PROCEDURE

The following due process procedure shall govern all alleged violations by a party of the Constitution, Bylaws, or Approved Rulings of the Nebraska School Activities Association as well as requests for hardship waivers of eligibility rules.

1.10.1 **Definitions**-As used herein, unless the context otherwise requires:

- a. Party may mean any of the following or a combination thereof:
 - (1) Any public or non-public school of Nebraska, which is a member of this Association;
 - (2) Any teacher, administrator or coach of a public or non-public school of Nebraska, which is a member of this Association;
 - (3) Any official, referee or judge who is registered by this Association, and;
 - (4) Any official, referee or judge who is serving at an activity or event, sponsored or authorized by this Association, in an official capacity.
- b. **Notice** when these rules require the giving of notice, the notice shall be in writing and shall be mailed, by first class United States mail, to the last known address of the party, or delivered personally.
- c. **Executive Director** shall mean the duly appointed and serving Executive Director of this Association.
- d. **Designate of the Executive Director** shall mean a person duly appointed by the Executive Director. Persons eligible to be a designate shall include employees of this Association and all administrators of public or non-public Nebraska schools, which are members of this Association.
- e. **Hearing officer** shall mean the person presiding at a hearing called pursuant to these rules. The hearing officer shall be selected by the Executive Director or Board of Control, and may be the Executive Director, his designate or any person who is not actively engaged in the investigation of the alleged violation. The hearing officer shall be charged with the duty of remaining impartial throughout the hearing process.
- f. **Board of Control** shall mean the Board of Control of this Association.
- g. **Violation** shall mean the breach of the rules and standards set forth in the Constitution, Bylaws or Approved Rulings of the Association.

1.10.2 Rules of Procedure for Alleged Violations

1.10.2.1 The Executive Director or his or her designate shall investigate alleged violations.

1.10.2.2 The Executive Director or his or her designate shall give notice to the party being investigated within a reasonable time after discovering the alleged violation or receiving a complaint.

1.10.2.3 If a designate conducts the investigation, the designate shall submit a written report to the Executive Director, which shall contain:

- a. Findings of fact;
- b. An opinion of whether a violation has been committed by the party;
- c. If the opinion is that a violation has been committed by the party, a recommended penalty for the alleged violation.

The written report and recommended penalty, however will not be binding on the Executive Director.

1.10.2.4 The Executive Director, after receiving the written report from his designate or after completing the investigation personally, shall prepare a preliminary determination, which shall contain the following:

- a. Statement of the alleged violation;
- b. Proposed findings of fact;
- c. A determination of whether a violation has been committed by the party; and,
- d. If it is determined that a violation has been committed by the party, a proposed penalty to be imposed by the Board of Control.

1.10.2.5 If the Executive Director determines a violation has occurred, notice of the preliminary determination shall be given to the party charged with the violation. The notice shall be in writing and shall contain the following:

- a. A copy of the preliminary determination;
- b. A statement of the party's right to a hearing before the Executive Director;
- c. A copy of the hearing procedure; and,
- d. A statement of the party's right of appeal to the Board of Control from the decision rendered after the hearing.

1.10.2.6 A written request by a party for a hearing must be postmarked or received by the Executive Director within 14 days after notice of the alleged violation is postmarked or personally delivered, whichever is later. The request for hearing must be addressed to the Executive Director.

- 1.10.2.7 If no request for hearing is received within the 14-day period the Executive Director shall enter an order pursuant to the preliminary determination and the notice, which was previously given to the party. Notice of the final order shall be given to the party within 5 days thereafter.
- 1.10.2.8 If a timely and valid request for a hearing is received, the Executive Director or his/her designate shall within a reasonable time give notice of a hearing to the party. The notice of hearing shall contain the following:
 - a. Time for the hearing;
 - b. Place of the hearing;
 - c. Statement of the alleged violation; and
 - d. Identification of the hearing officer.
- 1.10.2.9 At the hearing before the Executive Director, the party shall have the right to:
 - a. Be represented by counsel;
 - b. Confront and cross-examine witnesses; and
 - c. Submit documentary evidence and present witnesses.
- 1.10.2.10 The hearing shall be conducted by the hearing officer. A representative of the Association shall first present the evidence supporting the alleged violation. The party shall then be allowed to respond to the allegations.
- 1.10.2.11 In conducting the hearing, the hearing officer shall not be bound by formal rules of evidence. Evidence may be in the form of affidavits, written reports, or electronic recordings if the contents of the affidavits, written reports, or electronic recordings are disclosed to all interested parties within a reasonable time period prior to the hearing. The proceedings shall not be recorded and transcribed unless requested by a party. The party so requesting shall bear the cost of the recording and transcription.
- 1.10.2.12 Within a reasonable time after the close of the hearing, the hearing officer shall render a decision. The decision shall be in written form and shall contain:
 - a. Findings of fact;
 - b. A determination of whether a violation has been committed; and
 - c. The penalty to be imposed by the Board of Control if a violation is found to have been committed by the party.
- 1.10.2.13 Written notice of the Hearing Officer's decision shall be given to the party within a reasonable time. The notice shall contain the following:
 - a. A copy of the decision;
 - b. A statement of the party's right of appeal to the Board of Control; and
 - c. A copy of the appeal procedure.
- 1.10.2.14 A written notice of appeal by a party must be postmarked or received by the Executive Director within 14 days after notice of the Hearing Officer's decision is postmarked or personally delivered. The notice of appeal must be addressed to the Executive Director. If no timely notice of appeals received, the decision rendered by the Hearing Officer shall stand and be a final decision of the Association.
- 1.10.2.15 After receiving a timely and valid notice of appeal, the Executive Director or his or her designate shall give written notice to the party of the hearing on appeal. The hearing on appeal shall be before the Board of Control at its meeting, or if circumstances require, an earlier meeting may be held pursuant to the Constitution and Bylaws of the Association. The notice of hearing on appeal shall specify the time and place of hearing.
- 1.10.2.16 The hearing on appeal shall be conducted and heard de novo by the Board of Control. The hearing procedure shall be the same as the procedure followed at the initial hearing.
- 1.10.2.17 Within a reasonable time after the hearing on appeal, the Board of Control shall render a written decision setting forth the following:
 - a. Findings of fact;
 - b. A determination of whether a violation has been committed by the party; and
 - c. The penalty imposed if a violation is found to have occurred.
- 1.10.2.18 Notice of the decision shall be given to the party within a reasonable time. The decision of the Board of Control shall be final.

A CODE OF ETHICS FOR ATHLETIC OFFICIALS

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

- **Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.**
- **Officials shall work with each other and their state associations in a constructive and cooperative manner.**
- **Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.**
- **Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.**
- **Officials shall be punctual and professional in the fulfillment of all contractual obligations.**
- **Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches, and the public hold for the profession.**
- **Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.**
- **Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.**

--National Federation Officials Association (NFOA)