

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION
500 Charleston St., PO Box 85448
Lincoln, Nebraska 68501-5448
402-489-0386
Fax: 402-489-0934

Dear Official:

An official must fill out an application, pay the application fee, view a 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, and track and field in Nebraska.

INSTRUCTIONS FOR PAYING BY CREDIT CARD:

1. GO TO THE NSAA WEBSITE www.nsaahome.org
2. CHOOSE OFFICIALS or use your Login ID (if applicable)
3. CHOOSE "TO PAY FOR REGISTRATION ONLINE CLICK HERE"
4. COMPLETE ALL REQUIRED INFORMATION; YOUR REGISTRATION WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS ENTERED
5. PRINT SCREEN FOR YOUR RECORDS AND RECEIPT
6. IF YOU REGISTER ONLINE DO NOT MAIL THE FORM

APPLICATION DATES AND DEADLINES

Officials are urged to register online as early as possible to insure receiving the materials in sufficient time to complete the registration process.

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 \$5.00 Late Fee)	Open Book Test Due
Softball	\$40.00	July/August	August 12	July 31	Aug. 1-Aug. 12	August 12
Football	\$45.00	July/August	August 19	July 31	Aug. 1-Aug. 19	August 19
Volleyball	\$40.00	July/August	August 26	July 31	Aug. 1-Aug. 26	August 26
Basketball	\$45.00	Oct./Nov.	November 18	October 31	Nov. 1-Nov. 18	November 18
Wrestling	\$40.00	Oct./Nov.	November 18	October 31	Nov. 1-Nov. 18	November 18
Swimming/Diving	\$40.00	Oct./Nov.	November 18	October 31	Nov. 1-Nov. 18	November 18
Soccer	\$40.00	Jan./Feb.	March 9	February 29	Mar. 1-Mar. 9	March 9
Baseball	\$40.00	Jan./Feb.	March 9	February 29	Mar. 1-Mar. 9	March 9
Track Starter	\$40.00	Jan./Feb.	March 9	February 29	Mar. 1-Mar. 9	March 9

STEPS FOR COMPLETING THE OFFICIALS' REGISTRATION PROCESS

- Step 1: Pay registration on-line with a master card or visa credit/debit card or by mailing the registration form printed from the NSAA website.
- Step 2: Receive packet containing rulebook(s) and other materials in the mail. This information will be sent during the months indicated in the above table.
- Step 3: View NSAA rules meeting. The online rules meeting schedule is listed for all activities on NSAA web site.
- Step 4: The open book test must be completed by the test deadline. It must be completed on-line using your secure pass code. (You will receive instructions for on-line test taking in your packet).
- Step 5: After you take the test on-line you can view your corrected test three days following the due date. (If you are a 1st year official in any sport you will also receive two NSAA officials' patches for your officiating uniform.) All officials can purchase additional patches for \$5 each.

INSTRUCTIONS FOR COMPLETION OF NSAA OFFICIALS' APPLICATION FORM

** *Please complete ALL spaces on the application form. Please print and mark in the spaces provided so that it is legible.*

1. **Full Name:** Place your correct full name (First, Middle Initial, Last) on the application form.
2. **Social Security Number:** We will use your social security number as your official NSAA ID number. We must have your social security number to complete your registration. Your Social Security Number will not be released from the NSAA office. All documents containing social security numbers are shredded.
3. **Permanent Mailing Address:** This should be the address of your legal residence, and should be used consistently on all correspondence with the NSAA. All materials and correspondence will be sent to this address. **In case of a change of address, please update your address on line immediately.**
4. **Phone:** List the telephone number of your home, business, and cell phone and it is very important to include your area code.

5. **E-Mail Address:** Please provide an e-mail address that is checked regularly. The NSAA will use your e-mail address as a means of communication with you. Also, it will be listed in the NSAA Officials' Roster for each sport that is available on line for Athletic Directors of each member school in the state.
6. **Application Fees:** Check the sport or sports in which you wish to officiate. (If you plan to officiate in more than one sport, please complete an application and pay the proper fee for all sports at the same time.) The fee in 2011-2012 is \$40.00 per sport for all but football and basketball, which are \$45.00 each. *No refunds of registration fees will be made if an individual fails to complete registration.*
7. **Check the box** verifying that you have read the NSAA regulations governing officials and understand that officials are considered independent contractors and not employees of the NSAA.

OFFICIATING RULES MATERIALS

Officiating rules materials will be mailed to individuals who complete the application (including payment of the proper fee). Football, volleyball, and softball materials will be mailed in **July/August**; basketball, wrestling, and swimming/diving in **October/November**; soccer, baseball, and track and field materials will be mailed in **January/February**. These materials include NFHS official rules publications and other information pertinent to the individual sport.

2011-2012 NSAA RULES MEETINGS

****NEW -- All rules meetings shall be completed online.**** The dates of the 2011-2012 NSAA sponsored rules interpretation meetings are posted on the NSAA website. A meeting will last between 30 and 90 minutes and will include rules interpretations, mechanics, and techniques of officiating. **Any official who does not view one of the online NSAA rules interpretation meetings in the sport he/she wishes to officiate will not be eligible to officiate varsity contests.**

NSAA TESTS FOR OFFICIALS

Open Book Test

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 Starter	March 9

Note: Tests must be completed online by midnight on the due date. Upon receipt of the completed open book test with a score of at least **80% for registered, 85% for approved, and 90% for certified** classification, plus verification that the official has met the online rules meeting requirement, the official will become eligible to work varsity contests. Registration is not complete and an official is not eligible to officiate unless the open book test, with a passing score, is submitted at the proper time.

Supervised Test

Opportunities will be given to all officials to take the supervised 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 a sufficient number of years of previous experience to move up in classification at the present time may take the supervised test now, and grades received will remain on record to be used when higher classification is possible. **The supervised test schedule and locations 2011-2012 are posted on the NSAA website.** The tests are offered on two separate dates. Only one score will be recorded per year. If someone should take the test on both dates, only the first score will be recorded.

Officials in the **Registered** classification are required to take the supervised test at least once every **five years** and score **65%** or better. If you were registered as an official in 2006, you must have taken the supervised test in your sport either in 2007, 2008, 2009, 2010, or 2011 and score **65%** or better so you have a passing supervised test score on your record prior to August 2011. If not, registration in 2012 will not be accepted.

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

NSAA REGULATIONS GOVERNING OFFICIALS

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

1. Submit proper application fees and complete the NSAA officials' application form.
2. View a 2011-2012 NSAA online rules meeting for the sport the official desires to officiate.
3. Submit the online open book test by proper date and receive a passing score.
4. Only NSAA registered officials shall officiate varsity high school contests.
5. If any official fails to complete registration with the NSAA for 2011-2012 and does not notify schools with which he/she has varsity contracts, the official will not be allowed to register the following year.
6. Contracts.
 - a. Contracts shall be signed by all officials.
 - b. Substitutions shall not be made unless consent is received from competing schools.
 - c. In case of a broken contract, the amount of the fee, excluding 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.
 - d. If an official has been convicted of any crime involving moral turpitude or has committed any act that subjects the NSAA or its member schools to public embarrassment or ridicule, the contract is null and void.
7. Comply with the NSAA regulations and Code of Ethics as presented in the 2011-2012 NSAA Officials' Manual.

AFFILIATE REGISTRATION IN OTHER STATES

Reciprocity Agreement: Officials registered (and living) in Nebraska wishing to work in Iowa, Kansas, South Dakota, Missouri, Wyoming or Colorado are to write directly to that State Association office. The Colorado and Kansas registration fee is \$15.00 per sport; Wyoming, South Dakota, and Missouri are \$10.00 per sport; Iowa is \$20 per sport. These special rates are set because of the reciprocal agreement involving Nebraska.

Officials **living in** and **registered in** Kansas, Iowa, Missouri, South Dakota, Wyoming, and Colorado may register in Nebraska by paying a \$15.00 per sport registration fee to the NSAA office in Lincoln.

Addresses of Reciprocating Associations are:

Iowa High School Girls Athletic Association

P.O. Box 10348
Des Moines, Iowa 50306

Iowa High School Athletic Association

P.O. Box 10
Boone, Iowa 50036

Colorado High School Activities Association

14855 E. Second Ave.
Aurora, Colorado 80011

Kansas State High School Activities Association

601 SW Commerce Place., P.O. Box 495
Topeka, Kansas 66615

Missouri State High School Activities Association

1808 I-70 Drive, SW, P.O. Box 1328
Columbia, Missouri 65205

Wyoming High School Activities Association

731 E. 2nd St.
Casper, Wyoming 82601

South Dakota High School Activities Association

P.O. Box 1217, 204 N. Euclid
Pierre, South Dakota 57501

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

<u>Iowa</u>	<u>Iowa Girls</u>	<u>Missouri and Wyoming</u>	<u>Kansas, Colorado, South Dakota</u>
Football	Volleyball	Football, Volleyball	Football, Volleyball
Basketball	Softball	Basketball, Wrestling	Basketball Wrestling
Wrestling	Basketball	Soccer	Soccer (KS and CO)
Soccer	Soccer	Softball (MO)	Softball (KS and CO)
Swimming	Swimming	Baseball (MO)	Swimming (CO)
Baseball	Track	Swimming	Baseball (KS and CO)
Track		Track	Track (SD and CO)

If an official's home state does not register officials in a participating sport, then an official must be registered in the state in which he/she is going to officiate and pay that state's full registration fee.

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

ROSTER OF 2011-2012 NSAA REGISTERED OFFICIALS

The names, addresses, and classifications of all officials registered in football, volleyball, and softball will be posted online in **September**, officials registered in wrestling, swimming/diving, and basketball in **December**; officials registered in soccer, baseball, and track and field in **April**. These rosters will provide schools an up-to-date list of all officials and their classifications. Those individuals that have access to this listing are: officials, athletic directors, and some college athletic directors. The individual official can check his/her current classification on line using his/her pass code.