

Officials Registration Information



Thank you for your interest in high school sports! Being an official is a highly rewarding way to stay active with high schools sports and to earn some extra money doing something you love!

The following information is a guide to help you register as an official.

Registration

Applications are available online. You can completely register online using a Visa, MasterCard, American Express, Discover and even a check or you can mail it in. Applicants who wish to become an MHSAA official must be at least 18 and have completed high school.

- Legacy/Mentor program is for juniors or seniors in high school. You can read about the Legacy program by clicking here: <http://www.mhsaa.com/Officials/LegacyStudentOfficialProgram.aspx>
- Reciprocal officials are officials who live in Ohio, Minnesota, and Wisconsin hold a current officials registration in that state, and would like to officiate in Michigan, can register for a flat \$10.00 fee. You may be required to complete the MHSAA *Officials Guidebook exam* and we must have verification of registration from the state that you live in. We will register you for any and all sports for which you are currently registered in your home state.

Exam(s)

All new officials or those not registered to officiate during the 2010-11 year are required to complete the following exam(s):

- MHSAA *Officials Guidebook*-This 45 question exam is based on the policies and procedures of MHSAA officiating. This book is only available on our officials website.
- MHSAA *Football Mechanics*-This 50 question exam is required if you are registering for football and tests you on the mechanics of the sport. The manual for this exam is located on our officials website.
- MHSAA *Basketball Mechanics*-This 60 question exam is required if you are registering for basketball and tests you on the mechanics of the sport. The manual for this exam is located on our officials website.


All exams are to be completed online. Instructions to complete these exams will be emailed to you upon confirmation of your registration. You must register before you can complete the exam(s). They are true and false questions. A passing grade is 70%, and you have three (3) chances to complete and pass. All exams must be completed within three (3) weeks of your registration. Failure to complete any and all exams will result in your officials registration to be cancelled.


Completion Of Registration


You will not be registered in **any** sport until you complete and pass the required exam(s) and a criminal background check has been completed and approved. Please note that if you are registering in more than one sport, and a mechanics exam is required, you registration will not be processed until you have completed and passed the mechanics exam. *You may be required to complete three (3) exams if you are registering for football and basketball and were not registered in 2010-11 or if this is your first time registering.*

- Once your registration has been received and processed, we will mail to you confirmation of your official status. This includes your MHSAA officials emblem(s) and rule, case, and manuals (where applicable). Please see the officials website for the schedule of providing these publications.
- You shall not officiate any contest involving a MHSAA member school in any sport for grades 7-12 until your registration is complete.
- Never, under any circumstance, officiate in any sport for which you do not hold a current registration.
- If you are found working unregistered, you will be subject to penalty fees and/or probation.

General Official Information

 All officials are considered independent contractors and are responsible for contracting their own games, securing your own uniforms, ect. You may want to get in touch with a local officials association at: <http://www.mhsaa.com/Officials/LocalApprovedAssociations.aspx> or assignor: <http://www.mhsaa.com/Officials/RegisteredAssignors.aspx>. They can assign your games for the season and they also put on trainings and clinics.

 **MHSAA Tournament Opportunities:** To be eligible for post season tournament invitations, officials must have completed a current rules meeting, either on-line or in-person, for that sport and meet the specific requirements for each position or sport. To review the requirements are for each sport; please refer to the *MHSAA Officials Guidebook*.

 **Registration Deadlines:** Registration deadline for football is October 28, 2011. For all other sports, registrations will be accepted until April 30, 2012.

If you have any further questions regarding the officials registration process, please call the MHSAA office at (517)332-5046.



John E. Roberts, Executive Director | Mark Uyl, Assistant Director

1661 Ramblewood Drive • East Lansing, MI 48823-7329 • 517-332-5046 • Fax 517-332-4071 • Web mhsaa.com or mhsaa.net

Dear Official,

In keeping with the trend of utilizing technology and benefiting from the savings, please keep in mind the MHSAA has an online registration system at www.mhsaa.com in the user section for officials.

Online registration offers a \$5 savings in the processing fee (\$25 processing fee online compared to \$30 for paper registration). The online system accepts MasterCard, Visa, American Express, Discover, and check. Online registration increases the accuracy of your information as you review, edit and control the information submitted to our database.

Everything you need to become an MHSAA Registered Official is included in this section, if you wish to proceed with paper registration. Please follow the directions so your registration can be processed in a timely manner. **The instructions below are ONLY if you are registering by mail.**

If you are a **first time official** or **renewing official** and are registering by mail, please return the completed **MHSAA officials application** with the **correct fees TOGETHER**.

If you are required to complete an exam(s), instructions will be emailed to you after receiving your application. Please note that the MHSAA Officials Guidebook, Basketball and the Football Manual are only available online.

1. Read the application thoroughly before you begin to fill it out. If you have any questions regarding the application, please contact the MHSAA.
2. Please mail:
 - a. Completed application.
 - b. Check or money order for the correct amount.
 - c. *If you are a Legacy official, please make sure that you complete and send the Legacy/Mentor form with the application.*
 - d. *If you are a Reciprocal official, please make a copy of your current state card and send with the application.*
3. Upon receipt of your completed application form and fees; the MHSAA will *email* you the instructions on how to complete your required exam(s). **ALL EXAMS MUST BE COMPLETED ONLINE.**
 - a. **Do not ignore the mechanics exam (football/basketball).**
 - b. If you change your mind and no longer wish to register for football and/or basketball, you must **call** the MHSAA immediately.
4. Registration **will not** be confirmed in any sport until **all requirements** to register for **all** sports have been completed (*i.e. if you are registering for soccer, football and softball, we cannot register you until the football mechanics exam is completed*).
5. Double check the sports for which you are registering. Double check your math when figuring fees for your mailed registration.

As always, if you have any questions, feel free to contact the MHSAA staff at any time. It is a pleasure to serve you.

Cordially,

MARK UYL
Assistant Director

MU/lr

**MAIL COMPLETED APPLICATION AND CORRECT PAYMENT TO:
MHSAA, INC., 1661 Ramblewood Dr., East Lansing, MI 48823**

**During normal registration time, processing of applications may take up to 10 business days.
During the summer, processing may take up to four weeks.**

SIGNIFICANT DETAILS

(Refer to MHSAA *Officials Guidebook* "Registration Policies and Procedures.")

1. To assure prompt registration, forward completed registration application and check or money order to: MHSAA Inc., 1661 Ramblewood Dr., East Lansing, MI 48823. The late fee will not be waived for any reason. If an official fails to receive a renewal notification in May, it is his/her responsibility to contact the MHSAA and request a duplicate form before July 18, 2011. **The MHSAA is not responsible for mail or delivery delays or failures.**
2. MHSAA officials are independent contractors.
3. Make check or money order payable to MHSAA. Separate payment is required for each application if an examination is involved.
- 4. Your name and MHSAA ID, at minimum, will appear in the online MHSAA *Officials Directory*.**
5. First time applicants and those who did not register the previous year are required to take the MHSAA *Officials Guidebook* exam. (Please view the MHSAA *Officials Guidebook* at mhsaa.com)
6. Mechanics examinations are mandatory for officials applying for the first time in either football or basketball and for those who did not apply for these sports last year (2010-11). Manual are located online and exams must be completed online as well.
7. Emblems and confirmation certificate will not be sent and registration will not be confirmed in any sport until requirements are met in all sports for which you are registering. (e.g., Soccer application will not be processed until football exam is returned.) **Never, under any circumstances, officiate before your registration is complete and your MHSAA emblems and certificate have been received.**
8. Rules Books, Case Books, and Officiating Manuals (when applicable) will be sent prior to the sport season, based on the MHSAA schedule of providing these publications to officials. MHSAA *School Directories* are mailed in October, or when available.
- 9. LATE FEE -There is a late application fee of \$30 for officials who applied IN ANY SPORT last year (2010-11) and who apply after July 18, 2011. The late fee applies to ALL SPORTS.**
10. RECIPROCAL REGISTRATION --Those officials who register with the MHSAA and desire to be an affiliate official in Ohio, Wisconsin or Minnesota should contact the office of that State Association directly. Reciprocity officials can only register in those sports for which they are registered in their home state. A copy of the current ID card from their home state must accompany the registration. There will be no duplication of rules books. Out-of-state officials who are not from a state with reciprocity must fulfill all basic application requirements. Reciprocal officials who wish to add sports by amending their existing annual application may do so by submitting the reciprocal registration fee with an amended registration application.
11. By Representative Council Action: It is necessary for officials to attend rules meetings if they wish to be considered for tournament play in that sport. Beginning in 2005-06, in certain sports, it became necessary to be a member in good standing of a Local Approved Association as part of the qualifications for MHSAA postseason tournament assignments.
- 12. Officials who wish to add sports by amending their existing annual application may do so submitting the sport fee(s) for the added sports plus the processing fee and an amended registration application. The MHSAA will issue an amended certificate to complete the process.**
13. LEGACY PROGRAM – High school juniors/seniors who have applied for the Legacy program may officiate 7th and 8th grade and sub-varsity contests only, and must work with the mentor or the mentor must be present at each contest officiated by the Legacy student. High school students registered under Legacy Student Officials Program will have the processing fee waived for one year.
14. CRIMINAL HISTORY CHECKS - Your signature on this application indicates your awareness that all officials will be subject to criminal history checks. An official who is convicted of a criminal offense may have his/her registration denied or rescinded. The Executive Director or his/her designee will review any information submitted by an applicant or others, regarding criminal history and make an individual and confidential determination with regard to the official's status. The information provided must be truthful, complete and accurate or the application will be returned or the registration rescinded. Date of birth, gender, race, and drivers license information is required to obtain accurate retrieval of records and will only be used for criminal history background checks and cumulative data analysis (e.g., total number of male and female official). Once the initial criminal history check has been conducted, officials will be subject to on-going, random checks

Officials Registration Application For 2011-12



1661 Ramblewood Dr
East Lansing, MI 48823
517-332-5046

Effective August 2011 - June 2012

Incorrect or incomplete information can delay registration or result in loss of tournament invitations.

ID Number: _____

Name: _____
(FIRST) (MI) (LAST)

Address: _____

City, State, Zip: _____

County: _____

Maiden Name: _____

Home Phone: _____

Business Phone: _____

Cell Phone: _____

E-mail(Necessary): _____

Occupation: _____

Are you currently a high school student? Yes No

If so, what grade _____

FOR OFFICE USE ONLY

AMOUNT _____

__LG __RC __RF __O4K __BG __VO

____GB ____BB ____FB

**The following MUST be submitted for the purpose of conducting criminal history checks. Date of birth, gender and race are required information for this purpose and for cumulative data analysis only. The information provided must be truthful, complete and accurate or the application will be returned or the registration rescinded.*

Date of Birth : _____

Gender: __M __F

- Race:
- American Indian/Alaskan
 - Asian/Pacific Islander
 - Black
 - Hispanic
 - White
 - Other(Specify) _____

Have you ever been convicted of a criminal offense? (**Other than a minor traffic violation**) If yes, please submit a written explanation of the charge(s) and how it could relate to your role as an official.

YES NO

Drivers License Number: _____

**If you are a junior or senior in high school, please review and submit the completed Legacy-Mentor form with this application!*

IMPORTANT!

To be eligible for MHSAA tournaments, officials are required to complete MHSAA rules meetings and meet other criteria.

Be sure your payment includes the \$30 processing/liability insurance fee. All fees are nonrefundable.

****AVOID A \$30 LATE FEE****

Register on or before July 18, 2011

*The late fee does not apply to first-time registrants or officials who did not register in the 2010-11 season.

Officials registration applications for the 2011-12 season not accepted after this date:	Check the sport(s) for which you wish to register this year	Fee(s)
Football (**Additional Exam Required**)	Football <input type="checkbox"/>	\$12.00
Baseball	Baseball <input type="checkbox"/>	\$12.00
Boys & Girls Basketball (**Additional Exam Required**)	Basketball <input type="checkbox"/>	\$12.00
Competitive Cheer	Cheer <input type="checkbox"/>	\$12.00
Gymnastics	Gymnastics <input type="checkbox"/>	\$12.00
Ice Hockey	Ice Hockey <input type="checkbox"/>	\$12.00
Boys Lacrosse	B Lacrosse <input type="checkbox"/>	\$12.00
Girls Lacrosse	G Lacrosse <input type="checkbox"/>	\$12.00
Boys & Girls Soccer	Soccer <input type="checkbox"/>	\$12.00
Softball	Softball <input type="checkbox"/>	\$12.00
Boys & Girls Swimming & Diving	Swim & Dive <input type="checkbox"/>	\$12.00
Track & Cross Country	Track & XC <input type="checkbox"/>	\$12.00
Volleyball	Volleyball <input type="checkbox"/>	\$12.00
Wrestling	Wrestling <input type="checkbox"/>	\$12.00

PROCESSING FEE/LIABILITY INSURANCE: \$30.00

PRINTED SCHOOL DIRECTORY (Mailed October) \$10.00 \$ _____

ADDITIONAL EMBLEMS (\$1.00 each) \$ _____

"Officials for Kids" Tax-deductible contribution to the Children's Miracle Network \$ _____

***LATE REGISTRATION If you were registered in any sport during 2010-11 and are submitting your application after July 18, 2011 \$30.00**

A \$30 fee, by separate money order, will be required for all checks returned by a financial institution.

Total Due: \$

My signature indicates that I have read the "SIGNIFICANT DETAILS" included with this application and the current MHSAA *Officials Guidebook* and agree to abide by all codes, regulations, policies and procedures contained therein and that all information provided on this application form is truthful, complete and accurate. If in its discretion the MHSAA determines that it is unlikely the applicant meets or can comply with requirements set forth, the MHSAA reserves the right to reject and/or rescind the application.

I want my contact information to be in the online directory.

I want my name but NO street address or phone/email information listed in the online directory.

(Signature of Applying Official)

(Date)