

**WEST VIRGINIA  
SECONDARY SCHOOL  
ACTIVITIES COMMISSION  
2009-2010**

**OFFICIALS' HANDBOOK**



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# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION OFFICIALS' HANDBOOK

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An Officials' Advisory Committee was formed in the spring of 1978. This committee consists of the WVSSAC Executive Director, two principals, two coaches or athletic directors and fifteen active officials representing the various sports in the interscholastic program.

Article IV-Organization and Membership, Item 3. Each member shall be appointed to a four (4) year term.

**The committee members are as follows:**



**Harold Erwin**  
PO Box 121  
Eleanor, WV 25070  
**2012**



**Tom Kidd, Principal**  
John Adams Jr. High  
2002 Presidential Dr.  
Charleston, WV 25314  
**2009**



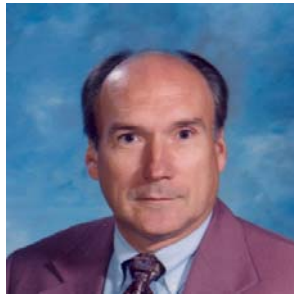
**Gary Nichols, Principal**  
Park Middle  
212 Park Ave.  
Beckley, WV 25801  
**2011**



**Karen King, Official**  
(New River - Softball)  
460 McKees Creek Rd.  
Summersville, WV 26651  
**2012**



**Mike Whitt, Official**  
(Tug Valley - Football)  
HCR 220  
Meador, WV 25682  
**2012**



**Richard R. Messenger, Official**  
(Athletes Track & Field - Track)  
530 Valley Chapel Rd.  
Weston, WV 26452  
**2010**



**William A. Welker, Official**  
(Ohio Valley - Wrestling)  
110 North Huron St.  
Wheeling, WV 26003  
**2010**



**Dean Shewbridge, Official**  
(Eastern Panhandle - Football)  
RR 2 Box 643  
Bunker Hill, WV 25413  
**2009**



**Pat C. Fragile, Official**  
(Southern Coalfield - Basketball)  
*Secretary*  
410 E. Washington St.  
Lewisburg, WV 24901  
**2011**



**Dianna Moore, Official**  
(Mid-Ohio Valley - Volleyball)  
2802 Earl Place  
Parkersburg, WV 26101  
**2011**



**Michael H. Webb, Official**  
(Ohio-WV - Football)  
*Vice-Chairman*  
175 Grape Island Lane  
St. Marys, WV 26170  
**2011**



**Dennis Brumfield, Official**  
(Kanawha Southern - Soccer)  
2904 Anniston Dr.  
Pt. Pleasant, WV 25550  
**2012**



**Charles Linch**, Official  
(Ohio-WV - Baseball)  
35 Pleasant View Dr.  
Mineral Wells, WV 26150  
**2012**



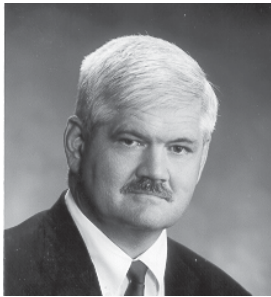
**Jay Carter**, Official  
(Ohio-WV-Tennis)  
1814 Worthington St.  
Parkersburg, WV 26101  
**2010**



**Scott Wilson**  
**North Central- Swim**  
25 Scenic Way  
Bridgeport, WV 26330  
**2012**



**Pat Gross**  
Cheerleading  
145 W High St.  
Waynesburg, PA 15370  
**2012**



**Mr. Gary Ray**  
*Chairman*  
**WVSSAC**  
2875 Staunton Turnpike  
Parkersburg, WV 26104

**TWO AT-LARGE MEMBERS**



**Pegi Bannan**, Official  
(WV-Ohio-Volleyball)  
702 Market St.  
Yorkville, OH 43971  
**2010**



**Ed Miller**, Official  
(River Cities - Baseball)  
5 Squire Valley Rd.  
Barboursville, WV 25504  
**2009**

## SECRETARY OF THE YEAR AWARD

The Officials' Advisory Committee voted in 1979 to establish a yearly award to a local board secretary who has performed his/her duties in a most proficient and outstanding manner.

We are happy to announce that the 2009-10 recipient is:

### **Bart Mazer**



“I grew up in Western Maryland competing against the same schools that I now referee. I work at Mountain Ridge High School in a program for at risk students. I have been a wrestling referee in Maryland and West Virginia for the last thirteen years. I became the President and Secretary of the Potomac Valley Wrestling Officials four years ago. I have refereed Regional Tournaments in Maryland and West Virginia and have refereed the Maryland State Tournament twice.”

## IMPORTANT NOTICE TO LOCAL OFFICIALS' BOARDS

- I. Each Local Officials' Board will be asked to submit to the WVSSAC office the following prior to the first local meeting or Training Program for each sport.
  - A. All local Board meetings for each sport
    1. Date
    2. Location
    3. Time
    4. Agenda
  - B. Training Program for each sport
    1. Dates
    2. Locations
    3. Times
    4. Agendas
    5. Name of Trainer
- II. Registered officials are listed on the WVSSAC web site [www.WVSSAC.ORG](http://www.WVSSAC.ORG). Please refer to this list to determine who is eligible to officiate.
- III. The following forms may now be downloaded (printed) by accessing our website. Officials/Local Boards should go to the Officials Category.
  - A. Registration Form. (Use only when a registration scan form is not available).
  - B. Official's Physical Form.
  - C. New Officials' Training Form.
  - D. Local Meeting and Part I Form.
  - E. New Officers' Form
  - F. Officials' Observer Form. (Submit only for Football, Basketball and Soccer).
  - G. Link to Referee Magazine.
  - H. Officials' Check List.
  - I. How to Become an Official.
  - J. School Code and Address List.

**NOTE TO ALL OFFICIALS: YOUR OFFICIALS PACKET FOR ALL SPORTS WILL BE SENT TO YOUR LOCAL BOARD SECRETARY. PLEASE CONTACT YOUR LOCAL BOARD TO OBTAIN YOUR PACKET.**

## FOREWORD

**The general management of the officiating program in West Virginia secondary schools is vested with the West Virginia Secondary School Activities Commission.**

The WVSSAC knows that quality officiating is an important part of the athletic program. For this reason, considerable time, effort, and money is spent on training programs, clinics, films, testing, promotional and classification systems and administrative details to increase the knowledge and improve the techniques of over 3,000 registered officials in our state officiating program.

Sportsmanship is an issue of extreme relevance today. It is an issue that is basic to the educational mission of interscholastic athletics. Without the lifetime values that come from exhibiting good sportsmanship, we lose the educational reason for sponsoring and supporting athletic activities.

Athletic environments which create positive experiences do not occur by chance, rather they are a result of the educational structure, the right perspective, the right leadership and true understanding of sportsmanship. All participants in an athletic contest must keep a proper educational perspective. This includes players, coaches, officials, administrators, media, parents and the community.

Rules and mechanics must be mastered by individual officials in order to conduct contests fairly and safely. Also, the mastery of rules knowledge and officiating mechanics permits officials to move to higher levels of participation in their chosen sport.

The National Federation of State High School Associations speaks directly to the role of the official: "Training programs for officials in each sport not only improve the quality of officiating but also have a great influence on the entire program of sportsmanship and on the healthy relationship among officials, coaches, administrators and schools. The officials' training program is inseparably linked to the total athletic program."

Image is a part of officiating! An official should look, feel and act the part of an authority figure. Role modeling is an important part of officiating. An official can earn respect by:

- (1) Being in good physical condition
- (2) Being neat, clean and dressed in the required uniform
- (3) Having a good attitude and
- (4) Being approachable but not too friendly.

Though often a solitary figure in the athletic arena, the game official is a beacon of fairness and sportsmanship and a symbol of everything right about sports. The sports official has a very important role to uphold and nurture - an authority to be respected and revered - **CAN YOU LIVE UP TO THESE EXPECTATIONS?**

**It is the official's responsibility to thoroughly read, understand, and follow all rules and regulations as set forth in this document.**

**To assist officials in understanding regulations, frequently asked questions and clarifications will be placed in appropriate sections throughout the Officials' Handbook.**

# CONSTITUTION

## ARTICLE I - NAME

The name of this organization shall be known as the WVSSAC OFFICIALS' ADVISORY COMMITTEE.

## ARTICLE II - OBJECTIVES

To provide adequate and well-trained officials for all interscholastic athletic contests as follows:

- A. To help maintain the highest possible standards in all interscholastic officiating.
- B. To discuss matters of mutual interest.
- C. To submit to the proper organization suggestions for the improvement of interscholastic officiating.
- D. To place sources of officiating information at the disposal of officials.
- E. To work together for the improvement of conditions in interscholastic officiating.
- F. To publish and disseminate information and ideas pertaining to interscholastic officiating.
- G. To promote professional ethics among interscholastic officials.
- H. To upgrade interscholastic officiating.
- I. To assist all officials in the development of a thorough understanding of the rules as related to the different sports and the mechanics of officiating as officially adopted and published by the National Federation of State High School Associations.
- J. To surround athletics with proper safeguards, to aid in the development of a spirit of real sportsmanship, honesty, and fair play in connection with interscholastic athletics, and to promote friendly discussion insofar as it pertains to the relations and association of officials with the general public, press, coaches, players, athletic directors, principals, and representatives of participating schools and other related organizations.

## ARTICLE III - OFFICERS

- A. The officers of the committee shall be:
  - a. Chairman
  - b. Vice Chairman
  - c. Secretary
- B. The Chairman shall be the Executive Director or the Assistant Executive Director of the WVSSAC as determined by the Executive Director of the WVSSAC and designated to this Committee in writing every two years.
- C. The Vice Chairman and the Secretary shall be elected for a two-year term each commencing with the fall meeting of each even year.

### DUTIES

**Chairman** - It shall be the duty of the chairman to preside at the meetings, to appoint committees and to call special meetings of the committee.

**Vice Chairman** - The vice-chairman shall act for the chairman in case of his absence.

**Secretary** - The secretary shall have the duties of keeping the records and minutes of the committee as well as all duties normally assigned to a secretarial post.

All vacancies shall be filled by the chairman immediately and the replacement will serve until the next time for appointing members to the committee.

## ARTICLE IV - ORGANIZATION AND MEMBERSHIP

The WVSSAC Officials' Advisory Committee shall be composed of:

- A. Principals (2) Coaches and/or Athletic Directors (2) Basketball Officials (1)  
Football Officials (1) Baseball Official (1) Softball Official (1)  
Track Official (1) Volleyball Official (1) Wrestling Official (1)  
Soccer Official (1) Swim Official (1) Tennis (1)  
Cheerleading (1) WVSSAC Representative (1) At-Large Officials (2)
- B. All appointments to this committee shall be made by the Chairman and/or the member representing the WVSSAC.
- C. Each member shall be appointed to a four (4) year term.

## ARTICLE V - MEETINGS

- A. This committee shall hold one regular business meeting per year. Members shall be notified thirty (30) days in advance of the meeting date.
- B. Additional or special meetings may be called by the chairman when deemed necessary or by written request signed by three (3) members of this committee.
- C. The time and place of all regular and special meetings of this committee shall be designated by the chairman.
- D. Five (5) members of this committee shall constitute a quorum for the purpose of conducting and transacting business of this committee.
- E. Voting shall be done by voice and/or by a show of hands if requested.
- F. An agenda shall be prepared by the chairman and/or secretary.
- G. All committees shall be appointed by the chairman.
- H. All regular business meetings of this committee shall be conducted in accordance with the best authorities on parliamentary procedure.
- I. Paying of mileage is not required but will remain optional with the representative of the WVSSAC.

## ARTICLE VI - AMENDMENTS

- A. This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members of the committee.
- B. A proposed amendment must be submitted in writing to chairman and/or secretary twenty (20) days before the next regular meeting. The chairman and/or secretary shall then send the proposed amendments to each member of this committee ten (10) days before the next scheduled meeting.

**Rule 127-3-9 Game Officials'** abstracted from the **West Virginia Secondary School Activities Commission Rules and Regulations Handbook** and the rules contained in this **Handbook** govern the officiating program in all WVSSAC member schools.

- 9.1** - To improve athletic officiating and to secure acceptance of standard interpretations of rules and application of officiating techniques, a game officials' registration plan shall be established by the Board of Directors. Officials used in interscholastic games and contests played in West Virginia must be registered with the West Virginia Secondary School Activities Commission. In an emergency situation, Section 9.4 may be invoked.
- 9.2** - Officials for interscholastic contests shall be mutually agreed upon by the competing schools at least two weeks before the scheduled date of contest. Coaches or other persons connected with competing schools shall not officiate at the contest unless the consent of all competing schools is given.

- 9.3 - The visiting school is responsible for selection of game officials to the extent that selection is made possible by mutual agreement. The initiative is placed upon the host school by the rules. However, if names are not submitted in accordance with the rules, the visiting school should take steps to secure agreement upon satisfactory officials.
- 9.4 - The Executive Director shall be empowered to authorize the use of non-registered officials for athletic contests where registered officials are not available and schools threaten the cancellation of said scheduled athletic contests.
- 9.5 - All officials registered with the West Virginia Secondary School Activities Commission are subject to and required to abide by the rules and regulations set forth in these bylaws and the West Virginia Secondary School Activities Commission Officials' Handbook which is revised and published yearly. Also, WVSSAC registered officials are provided the same opportunity for appeal of any decisions as set forth in these same bylaws.
- 9.6 - The Executive Director shall have the power to penalize for violations of these rules. Any official penalized under these rules shall have the right of appeal to the WVSSAC Board of Directors, and Executive Director shall inform the official of his appeal rights in writing.

## **I - NATIONAL FEDERATION CODE OF ETHICS FOR ATHLETIC OFFICIALS**

### **Officials Code of Ethics**

- A. Officials at interscholastic athletic events 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.
- B. 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.
- C. Officials shall work with each other and their state associations in a constructive and cooperative manner.
- D. 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.
- E. 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.
- F. Officials shall be punctual and professional in the fulfillment of all contractual obligations.
- G. Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.
- H. 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.
- I. Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

## **II - PURPOSE**

The purpose of the West Virginia Secondary School Activities Commission officiating program is to further the best interest of secondary school athletic programs in West Virginia by:

- A. Aiding coaches, officials and players in acquiring a thorough knowledge of the rules.
- B. Establishing certain standards of conduct for student participants and coaches at all interscholastic athletic events of member schools.
- C. Fostering the spirit of sportsmanship and fair play.
- D. Encouraging capable people to enter the officiating program.
- E. Promoting uniformity of mechanics and interpretation of rules throughout the State.

- F. Providing a classification and promotional system for active officials.
- G. Providing general management and administration of the officiating program.

### III - HOW TO BECOME AN OFFICIAL

Inquiries from people interested in becoming a sports official shall be referred to the Local Board Secretary. The local secretary and board should stand ready to immediately follow-up the request of the prospective new official.

All local boards should have an active program and approach for the recruitment and retention of new officials.

- A. **First year officials are required to complete a training program in one of the following:**
  1. College Course (Under the direction of a WVSSAC registered official)
  2. Adult Education Program
  3. In-Board Training Program
  4. Combination of any of these programs

*Question: Is there a required number of hours for a training program?*

*Answer: Regardless of the type of course, a minimum of thirty (30) hours of training is required. 20 hours of classroom and 10 hours of practicum. Refer to the course study guide.*

*Question: Must a College Course or an Adult Education Training Course be approved by the WVSSAC?*

*Answer: Yes.*

- B. A training program can take place anytime during the year, but preference should be given to time immediately preceding and during the season.
- C. Instructor may obtain or purchase training materials from WVSSAC. (i.e. rule books, films, etc.)
- D. **PROCEDURES FOR NEW OFFICIALS:**
  1. New officials must join a local board in their geographical area. All new officials must attend a training class with their local board.
  2. New officials must submit a registration form, payment, and physical to the instructor of the training class.
  3. Upon completion of the training class, the training instructor will submit New Officials Training Program Form 0-8, registration forms, payments, and physical forms to the WVSSAC. These materials must be submitted within ten (10) days after the end of the training class.
  4. First year officials will be given credit for one year's experience during the year in which they are enrolled in the training class provided they successfully complete such class.
  5. **New officials must not be assigned or accept any assignments until registration can be verified by the WVSSAC.**

*Question: May a new official officiate before the WVSSAC receives the Physical Examination Form?*

*Answer: NO! Refer to #D. Procedures for New Officials.*

**Question:** *Do first year officials have to attend a WVSSAC Rules Clinic?*  
**Answer:** *No, but it is highly recommended and may be a requirement of the local Board.*

**Question:** *Do first year officials have to take the Part II Test?*  
**Answer:** *No, but it is highly recommended and may be a requirement of the local Board.*

**Question:** *May a local Board offer more than one In-Board Training Program?*  
**Answer:** *Yes. Frequently, after a sport season has begun, the local Board recognizes the need to train more officials.*

**Question:** *What will happen if a new official officiates an Interscholastic contest and is not registered with the WVSSAC?*  
**Answer:** *The Executive Director may impose sanctions including but not limited to - probation - suspension - and fines.*

**Question:** *Does an official have to join a local Board and pay dues each year?*  
**Answer:** *Yes.*

**Question:** *May a local Board refuse to accept a new official who meets the geographic location requirements.*  
**Answer:** *No, unless extenuating circumstances are considered by the Executive Director.*

#### **IV - GENERAL REQUIREMENTS**

##### **A. Local Board**

*All officials who register with the West Virginia Secondary School Activities Commission shall be required to **join a local Board in the geographic area of their work or residence.** If there is no local Board for a particular sport, registration in those sports shall be handled individually through the West Virginia Secondary School Activities Commission office. **No official may officiate until registration is complete.** All officials will register with the WVSSAC. Please note the following procedure:*

1. Completed Form 0-1 (Registration Form) must accompany all registrations. A separate Form 0-1 must be completed for each sport.
2. Registration will not be accepted after date listed on 0-1. (Exception - See Late Fee)
3. Enclose only fees as listed on this registration form. Local Board dues will be paid by each official to his/her local secretary.
4. Officials registering in more than one sport may so indicate by checking the appropriate sports and enclosing the appropriate fee for each sport on the Form 0-1.
5. If you want confirmation of receipt of registration and fees, an unstamped card will be made available to you. A receipt date will be sent to you if the card is stamped

and your address is placed on the card. This card should accompany Form 0-1 and fees. Otherwise, proof of registration must be provided by the applicant.

**Question:** *Since a separate Registration Form 0-1 must be used for each sport, does the official need to send a separate check/money order for each sport?*

**Answer:** *No. One check or money order for the total amount is acceptable.*

**Question:** *May an official send cash?*

**Answer:** *No.*

**Question:** *What is the registration due date?*

**Answer:** *On or before June 15 of each year.*

**B. Age**

Applicant must be 18 years of age or older.

**C. Character**

Applicant shall be of good moral character and shall not have been previously convicted of a felony or a crime of moral turpitude.

**D. Date of Registration with WVSSAC Office**

**Registrations shall be postmarked for all sports on or before June 15.**

**E. WVSSAC Fees for Registration**

With each registration, the WVSSAC will pay the majority of the NFOA fee.

**F. Late Fee**

There shall be a \$25.00 late registration fee (in addition to the regular fee) assessed to any registration received after the due date of June 15th, active or inactive, and this late fee must be submitted as follows:

1. The late fee, regular fee and registration form must be submitted to the WVSSAC.
2. Late registration must take place before the WVSSAC sponsored rules make-up clinic.  
**THIS IS STRICTLY ENFORCED.**

**Question:** *What happens if an official does not register by the WVSSAC Rules Make-up Clinic?*

**Answer:** *The official is suspended for one year.*

**Question:** *Does a suspended official have to take the Part I and II Test?*

**Answer:** *No.*

**Question:** *Does a suspended official have to attend four local Board meetings?*

**Answer:** *No.*

**Question:** *If an official forgot to register, may he/she request "Inactive" status?*

**Answer:** *Yes, but only until the date of the WVSSAC Rules Make-up Clinic for that particular sport.*

**G. Physical Examination**

First-year officials are required to submit a completed physical examination upon application for membership. Registration will not be accepted until registration form, payment, physical examination and proof of training class (Form 0-8) is submitted by the training instructor. Physical examinations are required in all sports except **track and swimming**.

**H. Leave of Absence and Inactive Registration**

*Officials should read this section very carefully. If you have any questions about inactive status, contact the WVSSAC office prior to any action.*

Must request Leave of Absence in writing, with payment of inactive fee/s for each year inactive. Must be in good standing with local association and with WVSSAC at time of request. Receive rules book/s for inactive sport/s. Inactive officials shall not work any WV Interscholastic contest, High School/JV/Middle School games while in inactive status. Inactive officials will not receive credit for an inactive year.

1. Classification retained if registered inactive for 1 to 3 years. *(Provided officials have maintained inactive status by paying the \$10 inactive fee each year)*
  - a. Return with classification at time of inactive status request. *(Inactive 1-3 years. Officials do not gain years of experience while registered inactive. Once registered, must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official. Refer to Item J)*
  - b. Resigned or not registered; return one-step below classification when last active on WVSSAC registration roll. *(Not registered 1-3 years. Once registered, must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official Refer to Item J.)*
2. Registered inactive status resigned or retired for over 3 years but not more than 5 years; return to active status with classification one-step below classification when inactive status began. *(Must register as active on the fifth year)* Then classification reinstated after one-year active service in good standing. *(Provided that years and points warrant change in class). (Once registered, must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official Refer to Item J.)*
3. Removed from active rolls (not registered with WVSSAC) for more than 5 years;
  - a. Return as Class III for one year *(Must provide physical and once registered , must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official. Refer to Item J)*
  - b. Or take a training class and return as Class II for one year. *(Provided that official was a Class I or II when last registered. Must provide physical and once registered, must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official. Refer to Item J)*
4. If inactive for military duty for deployment may return to previous classification. *(Provided official provides copy of their military orders. Contact this office, each case is decided on an individual basis. Once registered, must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official Refer to Item J.)*
5. If inactive for medical or other reasons determined applicable by the Executive Director: For 1 to 3 years - return with previous classification. *(Must provide written letter/documentation to the Executive Director. Must also have medical doctor provide written letter/documentation. Once registered, must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official. Refer to Item J)*

For more than 3 years but no more than 5 years - return with classification one-step below when he or she left. (*Must provide written letter/documentation to the Executive Director. Must also have medical doctor provide written letter/documentation. Once registered, must take the Part 1 & 2 tests, attend state rules clinic, do everything required as an official. Refer to Item J*)  
*If over 5 years refer to Section III above.*

## **I. Transfer of Membership**

Transfer of membership to another officiating board within the state resulting from geographic relocation may be effected by mutual agreement of the Boards concerned. Any other transfer within the State must be approved by the WVSSAC. Any official transferring to another state may request records to be forwarded to that state office by the WVSSAC. An official moving into West Virginia or an official who has officiated in West Virginia and is returning to West Virginia must also have all available records forwarded to the WVSSAC office and the local Board he or she plans to join. An official transferring into West Virginia or returning to West Virginia from another state shall be assigned a classification by the Executive Director of the WVSSAC consistent with years of experience, attendance at local meetings, games worked during previous year, test results and coaches' rating where applicable.

*Question: May a local Board refuse membership to an individual who relocates into the Board's geographic area?*

*Answer: Not if the official is in good standing with his/her prior Board and WVSSAC.*

## **J. Rules for Officials - WVSSAC Rule 127-3-9**

The Executive Director shall have the power to penalize for violations of these rules. Any official penalized under these rules shall have the right to appeal to the WVSSAC Board of Directors. The Executive Director shall inform fully a penalized official of the appeal process.

1. **\*Attend a WVSSAC sponsored clinic in the sport for which he or she is registered. Failure to attend the state clinic will cause you to forfeit registration fees.**
2. **\*\* Attend a minimum four (4) local Board meetings.**
3. **\*\* Take Part I and Part II National Federation Rules Examinations in the sports where specified.**
4. Abstain from intoxicating beverages on the day of the contest. This is to include prior to, during and after, in the vicinity of the playing area of the contest.
5. Abstain from the use of illegal drugs.
6. Abstain from the use of smokeless or any other forms of tobacco in the vicinity of the playing area of the contest.
7. Be fair, impartial, unbiased, professional and competent in officiating.
8. Be in and maintain proper physical and mental condition; dress and appearance must be appropriate.
9. Be at the site of the contest in adequate time to perform necessary pre-contest duties or as specified in the National Federation Rules.
10. Maintain self-control under all conditions.
11. Refrain from commenting upon or discussing a team, play, game situation or fellow official.
12. Conduct the game so as to enlist the cooperation of players, coaches and spectators in the interest of good sportsmanship.

13. Comply with any WVSSAC rule, regulation, constitution or directive, and particularly those regulations pertaining to filing Special Reports and Officials' Rating of Schools.
14. Honor all existing officiating contracts with member schools unless a valid reason is presented and accepted by the involved school. Accepting a game involving a higher level of competition is not a valid reason.
15. Comply with local Board rules as set forth in Board constitution.
  - \* **1 Suspension will be for current year.**
  - \*\* **2-3 Suspension will be the following year.**

**Suspended officials are not to officiate a member school contest during the year(s) of their suspension.**

***Question:** If an official signs a contract with a member school and then breaks the contract to officiate a contest at a higher level of competition, what is the penalty?*

***Answer:** The Executive Director has the latitude to impose penalties including, but not limited to, fines, probation or suspension.*

***Question:** Does WV honor reciprocity of other States' Board meetings?*

***Answer:** No. This only occurs if your local Board has established the agreement between both States.*

#### **K. Reinstatement After Suspension**

Officials suspended for reasons 1, 2 or 3 in section J will be reinstated upon proper registration the following year at one class below his or her former classification. Officials suspended for reasons other than 1, 2 or 3 must have their application for reinstatement approved by both the local Board and the WVSSAC.

***Question:** After reinstatement at one class below the former classification, will the official automatically return to the former classification after one year?*

***Answer:** No. Only if the official has enough years and points acquired during the first year back.*

#### **L. Clinic Attendance**

The WVSSAC conducts a series of rules clinics each year throughout the State. Each official is required to attend this yearly clinic in the sport he or she is registered. Officials registration will not be valid if the official fails to attend a WVSSAC sponsored rules clinic for the current year in the sport of registration.

Any person arriving more than ten minutes late from the scheduled start time shall be given a card that will be stamped with "Appeal." This person shall set forth the reasons for his/her late arrival at the clinic, and within five (5) days from the date of the clinic, a decision will be rendered by the WVSSAC as to whether this official will be given credit for the clinic. If the reason for tardiness is not accepted, then this official will be required to attend another clinic of this sport.

## Additional Option For Clinic Attendance

The rules for officials currently provide that if an official fails to attend a WVSSAC sponsored rules clinic for the sport for which he or she is registered, the official will be suspended for the current year. The Board of Directors has also approved the following:

If an official fails to attend a regularly scheduled clinic or the scheduled make-up clinic for the sport for which he or she is registered, the official will be suspended for the current year. However, the official may be reinstated for the current year upon paying a fee of \$50.00 and attending a special videotaped make-up clinic at the WVSSAC office in Parkersburg. Clinic attendance for a given year must be accomplished on or before the first playing date in that sport to have credit for attending the clinic and to be eligible to officiate during that year.

**Question:** *Does WV honor reciprocity of other States' rules clinics?*

**Answer:** *No. WV registered officials must attend WVSSAC Rules Clinics*

**Question:** *If an official is also a military personnel and is under military obligations for all dates of the State Rules Clinics, what is the procedure for compliance?*

**Answer:** *The official must notify the WVSSAC prior to the State Rules Clinics and must submit a copy of military orders which verify military service for all dates of the Rules Clinic. The WVSSAC will then make arrangements for the officials to fulfill the Rules Clinic obligation.*

### M. Testing

1. **Part I Test:** This is an online National Federation test that will be taken on the National Federation website. Refer to your officials' packet for instructions and test dates for your individual sport. The Part I exam will be taken by all registered officials. Each individual will be required to take the part I test.
2. **Part II Test** is a closed book examination and will be supervised at designated testing sites on the following dates:

☛VOLLEYBALL .....	AUG. 17, 2009
☛SOCCER .....	AUG. 17, 2009
☛FOOTBALL .....	AUG. 17, 2009
☛BASKETBALL .....	NOV. 30, 2009
☛WRESTLING .....	NOV. 30, 2009
☛BASEBALL .....	MAR. 22, 2010
☛SOFTBALL .....	MAR. 22, 2010

There shall be a late fee of \$10.00 for anyone taking the test on dates other than the scheduled date and the make-up test must be accomplished within 10 days of the original date. It is the official's responsibility to contact the test administrator to arrange make-up testing.

### N. Rules for Officiating -

**NOTE: IT IS THE RESPONSIBILITY OF EVERY OFFICIAL TO KNOW THE RULES SET FORTH BY THIS OFFICE THAT ARE CONTAINED IN THE OFFICIALS' HANDBOOK, AND TO ABIDE BY THOSE RULES.** *Class III officials and non-registered officials are not permitted to officiate varsity football or varsity girls' and*

boys' basketball games. Any Class III official or unregistered official who violates this provision shall be suspended in the corresponding sport for a period of 365 days from the date that such violation is discovered.

**O. Tournaments and Play-Offs**

The criteria for WVSSAC (Sectional, Regional, State) tournament officials are based on the following:

1. Must be Class I or II. The selection process will start with Class I officials.
2. Must have at least the following varsity contests submitted the previous year:  
**Football: (8) Basketball: Girls and Boys (10) Wrestling: (15) Soccer: (10) Volleyball: (10) Baseball: (10) Softball: (10)**
3. **Must** have worked at least the following number of high school varsity games or matches in West Virginia High School in the current season and be in acceptable physical condition.  
Football: (a minimum of 8 games, at least 2 in WV)  
Basketball: Girls (10); Boys (10) (at least 4 in WV)  
**All other sports: (10)**  
**Exception:** If an official experiences an illness, injury or other special circumstances which prevents the official from working during a season, he or she may apply to the Executive Director of the West Virginia Secondary School Activities Commission for a waiver of the requirement for working games during the year when the official was ill or injured; in the discretion of the Executive Director, waivers may be granted on a case by case basis.
4. Officials must submit **the Application to Officiate State Tournaments** by the date designated by the West Virginia Secondary School Activities Commission.
5. Must have prior regional experience to be eligible for state tournaments in those sports so structured.
6. Pairing of officials will be made from the same local Board in most cases. Consequently, other eligible officials from the same Board must be available.
7. If a local Board does not send a representative to the Rules Interpreters' meeting, the members of that Board for that particular sport shall be ineligible for assignment to regional or state tournaments.

**P. Uniform**

The WVSSAC subscribes to the uniform recommended by the National Federation of State High School Associations:

**NOTE 1: Officials may only wear the patch adopted by the WVSSAC Officials' Advisory Committee, and said patch must be worn on the left breast of jackets of solid color. If the patch is worn, it must be worn by all officials in the contest.**

**NOTE 2: Officials are not permitted to wear jewelry; however; officials may wear a wedding band or ring but it is not recommended.**

1. **FOOTBALL:** Black and white striped shirt. Long or short sleeves are permitted. However, all officials in the same contest must wear the same type. White knickers, black stockings (stirrup maximum 5") with a modified Northwestern stripe; white socks shall be worn inside with low cut shoes and worn outside 3" above the top of high cut shoes; or one-piece stockings with a modified northwestern stripe as long as all crew members wear the same style. A black belt and black coaches or football shoes with black laces, a black hat with white piping will be worn. The referee will wear a white hat. Each official shall use a gold penalty marker and have a blue bean bag. Jackets are not mandatory but, if worn, shall be black and white striped like the officiating shirt.

- Junior varsity** or junior high school game officials may wear white shorts in place of the white knickers, provided that all officials wear the same combination of uniforms.
2. **BASKETBALL:** Black and white striped shirt, short sleeve V-neck. Provided however, that if a tee shirt is worn under the V-neck and any part of it is visible that it will be black in color and that all officials will either wear tee shirts black in color or they will wear the V-neck shirt so that no undershirt is visible. Black trousers, black shoes with black laces, black socks and black belt. Black Jackets: not mandatory, but if worn, all officials must wear the same style and color.
  3. **WRESTLING:** Black and white or black and gray striped shirt (short sleeve w/ collar), black trousers, black shoes with black laces, black socks and black belt. All officials shall be uniform in dress.
  4. **SOCCER:** Any jersey listed below in the NISOA, black shorts, black shoes and socks. The soccer cap may be a solid black, white, or black with white piping. Other accepted jerseys for officials are All NISOA jerseys or All USSF jerseys. All officials in the same contest should dress in the same uniform where options exist.
  5. **BASEBALL** All crew members are to be dressed alike in a neat-clean uniform. The standard uniform shirt is a navy blue short sleeve pullover shirt with a red and white stripe. The umpires assigned to a game may agree to wear a pullover style light blue, red, black, cream, or white shirt. All shirts will be of a non-satin finish. A navy, red, or black undershirt has been approved. Pleated or non-pleated heather gray pants must be worn. Black shoes with black laces, black socks, and a black belt. A plain fitted navy blue or black cap has been approved. The umpires may agree to wear either color of cap with the following lettering (WVSSAC).
  6. **SOFTBALL:** All standard uniforms must be a non-satin finish. The standard uniform shirt is a powder blue, short-sleeve pullover shirt (with a collar, button placket with navy and white trim on the collar and sleeves). **OPTIONS ON SHIRT** - Navy blue, (short or long sleeve) pullover shirt with red and white trim. Also, light blue shirt may be long sleeve. Remaining parts of the uniform are heather grey slacks (plain or pleated), black belt with small silver buckle, plain navy fitted cap, black socks, all black shoes and navy or grey ball bag (plate umpire only). A navy blue jacket may be worn. A navy blue turtleneck may be worn under the jacket and a navy or white t-shirt may be worn under the light or navy blue uniform shirt.
  7. **VOLLEYBALL:** White shirt (golf type), short sleeve with collar. The shirt must have 2 to 4 buttons at the neck, and the material of the shirt must be non-see-through. Black slacks or black shorts (of mid-thigh or longer length), black or white shoes with socks of a corresponding color to the shoes. **Shorts are permitted only for regular season.** The official's shirt may have the lettering "Certified Official" on the left sleeve. The lettering must be black and the height of the letters may be no higher than 1/2 (one-half) inch in size. The volleyball official's shirt manufactured by the National Federation is also allowed in West Virginia. All officials in a given contest must be uniform in their dress.
  8. **TRACK:** White shirts with khaki slacks, skirts or walking shorts, khaki belts, white socks and white shoes. During inclement weather officials may wear a navy sweater or navy blazer. Starters may wear a red blazer.
  9. **SWIM:** White Apparel. The officials' shirt shall be a golf/polo style white shirt, short sleeve with collar. The shirt must have 2 to 4 buttons at the neck, and the material of the shirt must be non-see-through. White long pants; shorts, culottes or skirts, with white socks and white shoes, are permitted during regular season, regional meets and state prelims. In State Tournament finals, all officials shall wear long pants or skirts. In State Tournament finals, the Meet Referee and Starter(s) shall also

- wear navy blue blazers, white dress shirts and ties.
10. **EMBLEMS:** Emblems are not to be used on the uniform of WVSSAC officials, except track officials may wear one local emblem and one national emblem.

**Question:** *May members of a local Board wear jackets (while officiating a contest) or caps which display the Board patch or name?*

**Answer:** *No.*

## CLASSIFICATION AND PROMOTIONAL SCALE OF OFFICIALS IN FOOTBALL, SOCCER, BASKETBALL, WRESTLING, VOLLEYBALL, BASEBALL AND SOFTBALL

### I. Classification

Class I - 100-90 Points - Minimum of 4 Years Experience

Class II - 89-50 Points - Minimum of 2 Years Experience

Class III - Any of the following five items:

A. Less than 50 points

B. Less than 2 Years Experience

C. Less than 55% on Supervised Examination (Part II)

D. Taking Part II Test in another state.

(Verification of test score must be sent to WVSSAC office by out-of-state office).

E. Attends clinic in another state.

(must view tape of WV clinic)

### II. Point System

#### A. Experience (Maximum 15 Points)

1 Year ..... 2 Point

2 Years 6 Points

3 Years 10 Points

4 Years 11 Points

5 Years 12 Points

6 Years 13 Points

7 Years 14 Points

8 or more years ..... 15 Points

#### B. Meeting Attendance (Maximum 20 Points)

Four (4) Required Meetings - Eight (8) Points - Two (2) points each ☞

Each local meeting above Four (4) and up to Eight (8) - Maximum Twelve (12) points - Three (3) points each ☞

Each local meeting shall consist of at least one (1) hour of rules interpretation and/or mechanics.

#### C. Games or Matches worked (Maximum 20 Points)

*Football - Varsity Games*

*\*Varsity Games - Basketball,*

*Baseball, Softball, Wrestling, Volleyball, Soccer*

10 or over - 20 Points

20 or over - 20 Points

9 - 18 Points

18 - 19 - 18 Points

8 - 16 Points

16 - 17 - 16 Points

7 - 14 Points

14 - 15 - 14 Points

6	- 12 Points	12 - 13	- 12 Points
5	- 10 Points	10 - 11	- 10 Points
4	- 8 Points	8 - 9	- 8 Points
3	- 6 Points	6 - 7	- 6 Points
2	- 4 Points	4 - 5	- 4 Points
1	- 2 Points	2 - 3	- 2 Points
		1 -	- 1 Point

***\*JV or lower - Football, 1 point each - ALL OTHER SPORTS, 1/2 POINT EACH***

\*Volleyball and Wrestling - Dual matches equivalent to 1 contest; Triangular equivalent to 2 contests; Quadrangular and tournaments equivalent to 3 contests.

\*\*\* Points for Item C (above) will be taken from Game Reports (Form 0-4) provided the report is timely filed. The report must be postmarked on or before the following dates of the same season or no points will be given for games or matches worked: ***Football (December 1); Soccer (December 1); Volleyball (December 1); Basketball (April 1); Wrestling (April 1); Baseball (August 1); Softball (August 1). Game Report (Form 0-4) will be accepted and points credited if postmarked within 30 (thirty) days of the prescribed date and further provided, that the late Form 0-4 is accompanied by the payment of a late fee in the amount of \$25.00.***

***Question:*** *If a member school varsity team plays a member school junior varsity team, does it count as a Varsity Game Report?*

***Answer:*** *No. It counts only as a junior varsity game.*

***D. Coaches' Rating (Maximum 20 Points) 📌***

1.00 to 1.75	-	20 Points
1.76 to 2.35	-	15 Points
2.36 to 3.00	-	10 Points
3.01 to 4.00	-	5 Points
4.01 to 5.00	-	0 Points

**Class III officials in their second year** of service who submit a Form 0-4 will be given a coaches' rating of 3.00 for point calculation purposes. However, in those sports that have an Officials' Observers Program, the Class III official in the second year of service shall be rated by an observer and upon the submission of the observer's report, the official will be given that rating in lieu of a coaches' rating for point calculation purposes.

***Question:*** *If an official wants to receive a school by school Coaches' Rating, what is the procedure?*

***Answer:*** *The official must submit a written request to the WVSSAC office. Upon receipt of the written request, a detailed summary of Coaches' Ratings will be mailed to the official.*

***E. Part II (National Federation) Supervised Examination (Maximum 25 Pts) 📌***

100 - 90	-	25 Points
89 - 80	-	20 Points
79 - 70	-	15 Points
69 - 60	-	10 Points
59 - 50	-	5 Points

- F. Officials in sports not included in the classification and promotional scale will be listed as Registered (R).

## V - REPORTS TO BE FILED BY OFFICIALS

- A. **Officials are required to file a Special Report.** All Reports should be filed on line, to the WVSSAC office concerning unsportsmanlike conduct on the part of players, coaches or spectators at all contests involving member schools. The report shall be filed within 24 hours of the incident. **All ejections shall be reported. All bench decorum violations will be reported. All technical fouls in basketball will be reported.** If it involves a player, his or her **name** and/or **number** must be listed.

If a player is ejected from a contest, it is the responsibility of the official making the call to clearly inform the player and then the coach concerning the violation.

The above policy involves **varsity, junior varsity, junior high school and middle school** competition. (See Item J-13)

*If an ejection or other serious incidents occur, the official shall call the appropriate WVSSAC administrator (485-5494) by 8:00 a.m. on the following day. If it occurs over the weekend, then call by 8:00 a.m. Monday morning.*

- B. **Officials will submit only the red scan forms to report games worked. If an official needs to report a problem with a school he/she may do so by using a special report form or by sending a detailed letter to the WVSSAC office.**

### C. **Officials' Rating by Coaches**

It is very important that one official (where more than one is involved) be designated to give each head coach an introductory card. This card will contain **official's last name, first name** and middle initial, position working, and **registration number. Varsity basketball, volleyball, baseball, and softball officials will print name and registration numbers in both scorebooks.**

A composite Coaches' Rating will be sent to each official annually.

**Coaches shall rate officials as follows:**

1. Superior (Good enough to officiate in playoff or tournament).
2. Above Average (Qualified to work in most games or matches).
3. Average (Needs improvement but capable of officiating).
4. ***Below Average (needs more experience before varsity level - send a written explanation).*** 🗨️
5. Unsatisfactory (Send a written explanation).

### **Needs Improvement:**

1. Promptness (arriving at game site, field, floor, etc.)
2. Appearance (proper uniform, neatness, physical)
3. ***Pre-game Conference with Coaches and Captains*** 🗨️
4. Relationship With Players and Bench
5. ***Game Management*** 🗨️
6. Application of Rules
7. Signals-Coverage-Position
8. Reaction Under Pressure

9. Fosters Fan Sportsmanship (technique, mechanics)
10. Works Well With Other Officials
11. Hustle

## **VI - GAME CONTRACTS**

All officials working athletic contests should have written contracts with the host school. In case of disagreement, only written contracts shall be recognized. In regions and conferences using a commissioner or assigner of contests, contracts are also recommended.

Officials for interscholastic contests shall be mutually agreed upon by the competing schools at least two weeks before the scheduled date of the contest. However, if names of the officials are not submitted in accordance with the rules, the visiting school should take steps to secure agreement upon satisfactory officials.

It is the policy of the WVSSAC that upon mutual agreement of the officials, the jurisdiction of the contest, as mandated by the rules of the game, places the officials in complete control.

It is recommended that contracts be returned to the home school within a ten (10) day period from date of receipt.

***Question:** Must officials' contracts be used in all sports and at all grade/team levels?*

***Answer:** NO. However it is Highly Recommended!*

***Question:** May local Boards or commissioners use "blanket" contracts?*

***Answer:** Yes. However each official should be issued an individual contract.*

***Question:** May schools give the official the contract when he/she arrives at the site?*

***Answer:** Yes. However contracts should be issued a minimum of two weeks prior to the contest.*

***Question:** May a school refuse to use an official?*

***Answer:** Yes, because officials are independent contractors.*

## **VII - OFFICIATING FEES**

The WVSSAC recommends that officials and school administrators work together to establish a fee structure. Final authority for establishing a fee structure rests with those who administer the school program.

Fees should be based on the ability of the school to pay fee commensurate with the services rendered.

## **VIII - NON-WVSSAC OFFICIALS' ORGANIZATIONS**

Any official who has met the provisions for West Virginia Secondary School Activities Commission registration in a given sport is eligible for membership in any local association chartered by the West Virginia Secondary School Activities Commission in that sport. Such membership cannot be denied by a local association because of the official's refusal to join a related organization or association.

## IX - FORMING A NEW OFFICIALS' BOARD

- A. Proposed name of Board
  - B. Name of sport(s) involved
  - C. Copy of constitution
  - D. List of officers
  - E. Proposed date, place and agenda for meeting
  - F. List of probable members (minimum 15 football and basketball - all other sports 5 or more)
- Final decision of the Board's charter will rest with the WVSSAC.

***Question:*** *May a Board change its constitution?*

***Answer:*** *Yes; however, the Board must follow its established rules for amending the constitution. A copy of the proposed change and revised constitution must be sent to the WVSSAC office.*

***The change is not official until it has been approved by the WVSSAC Executive Director.***

***Question:*** *Must a list of Board officers be submitted annually to the WVSSAC?*

***Answer:*** *Yes, if your Board has changes. This is important for mailing purposes.*

**STATE LAW 61-2-15a**  
**Assault, battery on athletic officials; penalties.**

- A. If any person commits an assault as defined in subsection (b) section nine of this article, to the person of an athletic official during the time the official is acting as an athletic official, the offender is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than fifty dollars nor more than one hundred dollars, and imprisoned in the county jail not less than twenty-four hours nor more than thirty days.
- B. If any person commits a battery, as defined in subsection (c), section nine of this article, against an athletic official during the time the official is acting as an athletic official, the offender is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than five hundred dollars, and imprisoned in the county jail not less than twenty-four hours nor more than thirty days.
- C. For the purpose of this section “athletic official” means a person at a sports event who enforces the rules of that event, such as an umpire or referee, or a person who supervises the participants, such as a coach. thereof, shall be fined not less than one hundred dollars nor more than five hundred dollars, and imprisoned in the county jail not less than twenty-four hours nor more than thirty days.
- D. For the purpose of this section “athletic official” means a person at a sports event who enforces the rules of that event, such as an umpire or referee, or a person who supervises the participants, such as a coach.

***Question:** Whose responsibility is it to file a complaint based upon State Law 61-2-15a?*

***Answer:** The “athletic official” who has been the victim of assault or battery.*