

**West Virginia  
Secondary School  
Activities Commission  
2019-2020**

**OFFICIALS' HANDBOOK**



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**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION  
OFFICIALS' HANDBOOK  
Index**

<b>OFFICIALS' ADVISORY COMMITTEE MEMBERS .....</b>	<b>3-4</b>
<b>SECRETARY OF THE YEAR AWARD .....</b>	<b>5</b>
<b>IMPORTANT NOTICE TO LOCAL OFFICIALS' BOARDS .....</b>	<b>6</b>
<b>FOREWORD .....</b>	<b>7</b>
<b>CONSTITUTION .....</b>	<b>8</b>
<b>WVSSAC RULE 127-3-9 ABSTRACTIONS .....</b>	<b>10</b>
<b>I. CODE OF ETHICS FOR ATHLETIC OFFICIALS .....</b>	<b>10</b>
<b>II. PURPOSE .....</b>	<b>11</b>
<b>III. HOW TO BECOME AN OFFICIAL .....</b>	<b>11</b>
Procedure for New Officials .....	12
<b>IV. GENERAL REQUIREMENTS .....</b>	<b>12</b>
Local Board/Registrations .....	12
Age .....	12
Character .....	12
WVSSAC Registration Date .....	12
Registration Fees .....	12
Late Fee .....	12
Physical Exam .....	12
Leave of Absence/Inactive .....	13
Inactive Registration .....	13
Medical Leave of Absence .....	13
Military Leave of Absence .....	14
Resigned or Failed to Register (Returning Official) .....	14
Transfer of Membership .....	15
Rules .....	15
Reinstatement .....	16
Clinic Attendance .....	16
Testing .....	17
Rules for Officials .....	17
Tournament and Play-offs .....	17
Uniform .....	18
Classification and Promotional Scale of Officials .....	20
<b>V. REPORTS TO BE FILED BY OFFICIALS .....</b>	<b>22</b>
Special Reports .....	22
Game Reports .....	22
Coaches Rating of Officials' .....	22
Needs Improvement .....	22
<b>VI. GAME CONTRACTS .....</b>	<b>23</b>
<b>VII. OFFICIATING FEES .....</b>	<b>23</b>
<b>VIII. NON-WVSSAC ORGANIZATIONS .....</b>	<b>23</b>
<b>IX. FORMING A NEW OFFICIALS' BOARD .....</b>	<b>23</b>
<b>STATE LAW / ASSAULT AND BATTERY .....</b>	<b>24</b>
<b>QUESTIONS AND ANSWERS .....</b>	<b>26</b>

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 thirteen 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:**



**Mr. Bernie Dolan, Chairman**  
WVSSAC  
2875 Staunton Turnpike  
Parkersburg, WV 26104



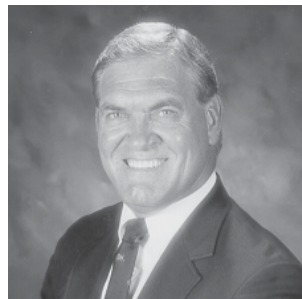
**Richard Summers, Principal**  
Jackson Middle School  
1601 34th Street  
Vienna, WV 26105



**Dottie Smith, Principal**  
Wirt County HS  
PO Box 219  
Elizabeth, WV 26143



**Karen Miller, Coach**  
PikeView High School  
3566 Eadsmill Road  
Princeton, WV 24739



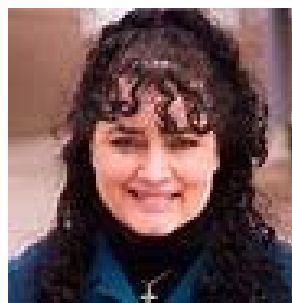
**Harold Erwin, AD**  
Retired  
PO Box 121  
Eleanore, WV 25070



**Bob Weiford, Official**  
(Kanawha Southern - Baseball)  
114 Shelly Lane  
Winfield, WV 25213



**Steve Gandee, Official**  
(Mon Valley - Basketball)  
532 Gaston Manor Rd.  
Jane Lew, WV 26378



**Kelly Stewart**  
(Rules Interpreter, Cheer)  
12 Allison Lane  
Fairview, WV 26570



**Larry McCloy, Official**  
(Ohio-WV - Football)  
Vice-Chairman  
922 33rd Street  
Parkersburg, WV 26104



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



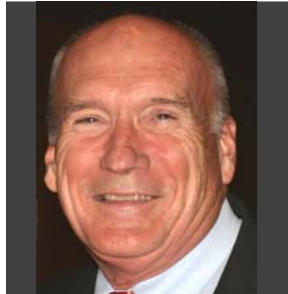
**Tom Bechtel**, Official  
(Ohio Valley- Softball)  
18 Austin Avenue  
Wheeling, WV 26003



**Scott Wilson**, Official  
(North Central- Swim)  
25 Scenic Way  
Bridgeport, WV 26330



**Joe Blankenship**, Official  
(Tennis Rules Interpreter)  
Concord University  
PO Box 1000  
Athens, WV 24712



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



**Tonya Kidder**, Official  
(Mid-Ohio Valley-Volleyball)  
110 Brant Dr.  
Marietta, OH 45750



**Jeremy Callen**, Official  
(Kanawha Southern - Wrestling)  
9 Barberry Lane  
Clendenin, WV 25045

## TWO AT-LARGE MEMBERS



**Sharon Hayes**, Official  
(Kanawha Southern- Basketball, Volleyball, Track)  
507 Ford Street  
South Charleston, WV 25309

## 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 2019-20 recipient is:



**Sandra Hughes, Official  
Cabell County Volleyball**

Sandy has been involved in the Cabell County Volleyball Officials Association for many years in many ways. She has been an official for 22 years. She has served as President, trainer, assistant assigner and for the last five years she has been our Secretary. She has worked at the state tournament and at many regional and sectional games.

Sandy is the glue that holds us together. She keeps us in line and is often sending texts to remind us of deadlines. She finds us places to meet, collects money and sends flowers as needed. She keeps track of our money, minutes and other documents.

She is our mentor: She leads by example, takes in new information and passes it on in a helpful way, not boastfully or proud but in a helping manner.

She is our friend: She is just a likable person. Happy, helping, laughing and enjoying her time on the court and even at meetings.

## 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
    5. Attendance
  - 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. Official's Physical Form.
  - B. New Officials' Training Form 0-8
  - C. Local Meeting and Form.
  - D. New Officers' Form
  - E. How to Become an Official.

**NOTE TO ALL OFFICIALS:** OFFICIALS PACKET FOR ALL SPORTS WILL BE AVAILABLE ON THE WVSSAC WEBSITE.

## 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 importance. 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. 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 proper 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 are located in the back of this 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. WVSSAC Representative (1)  
Principals (2)  
Coaches and/or Athletic Directors (2)  
Baseball Official (1)  
Basketball Official (1)  
Cheerleading (1)  
Football Official (1)  
Soccer Official (1)  
Softball Official (1)  
Swim Official (1)  
Tennis (1)  
Track Official (1)  
Volleyball Official (1)  
Wrestling Official (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's 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 board 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.

**Military Service and First Responders Program** - All Military Service and First Responders do not pay registration fees for the first year taking a local board training class. You must supply the WVSSAC any proof of your service and/or credentials for military service or a first responder. All other requirements for first year officials apply (see below).

- 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 - (30 hours)
  - 4. Combination of any of these programs
- B. A training program can take place anytime during the year, but preference should be given to the time immediately preceding and during the season.
- C. Instructors may obtain or purchase training materials from WVSSAC. (i.e. rule books, etc.)
- D. **Registration Process for New/First Year Officials**
  - 1. All New/First Year Officials must attend and complete a 30 training class. A training class consists of 20 hours of classroom and 10 hours of practicum.

2. New/First Year Officials must provide their training class instructor with a completed and signed physical examination form prior to the end of the training class (Training Instructor has these forms to provide to the training class)
3. Upon completion of the 30 hour training class (20 hours classroom & 10 hours practicum) the training instructor will submit to the WVSSAC Form 08 which includes the name of the new official and their email address along with their physical examination forms. This information can be mailed, faxed or scanned and emailed. Form 08 must include the new officials' name and email address written legibly and not left blank.
4. Once the WVSSAC has received this information we will send an email to the new official with the link required for Arbiter Sports and how register online to pay the registration and background check fees. The new official will then have five (5) calendar days from the date of the email to complete the online registration/background check process.
5. After the registration and background check process has been completed the WVSSAC will assign the new official a SSAC registration number and upload to the SSAC website as an active and currently registered official. The official and the local board will be emailed giving them their SSAC registration number.
6. Until the new official has been assigned an SSAC registration number no assignments are to be given with any of our member schools.
7. New/First Year Officials will receive credit for one year of experience **at the end of the current season** provided they have successfully completed all requirements

#### 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. All returning officials must register online with Arbiter
2. Registration will not be accepted after the make-up clinic date for that sport.
3. 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 paying the appropriate fee for each sport on Arbiter.
5. If you want confirmation of receipt of registration and fees, keep the receipt from ProPay. Otherwise, proof of registration must be provided by the applicant.

##### B. Age

Applicant must be 18 years of age or older.

##### C. Character / Background Checks

Applicant shall be of good moral character and shall not have been previously convicted of a felony or a crime of moral turpitude. **Beginning 2018-19, all officials will be subject to a background check through Arbiter Sports once every three (3) years at the officials expense. All New/First Year Officials/Transfer Officials will subject to a**

background check during registration process.

- D. **Registration Deadline**  
Registrations shall be completed for all sports on or before June 15. (See Late Fee) Exception: New/First Year Officials
- 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, either Active or Inactive.
  - 1. Late registration either Active or Inactive must take place before the WVSSAC rules make-up clinic for that sport. **THIS IS STRICTLY ENFORCED.**
- G. **Physical Examination**  
Physical examinations are required in all sports except track and swim. **Physical examinations are required before inactive officials who are inactive due to medical reasons can return to active status.**
- H. **Inactive Registration/Leave of Absence/Resigned or Failure to Register**

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

### **Inactive Registration**

Any official that wishes to go Inactive, call the WVSSAC office. Status; along with payment of the Inactive Fee each year an official is Inactive. The official must also be in good standing with their local Board and with WVSSAC at time of the request. Inactive officials shall not work any WV Interscholastic contest, High School/JV/Middle School games while inactive.

- A. Classification retained if registered as inactive for 1 to 4 years. *(Provided official has maintained inactive status by paying the \$10 inactive fee each year)*
- B. Officials do not gain years of experience while registered as inactive
- C. Must register as an active official for the fifth year
- D. Suspended officials cannot register inactive

### **Medical Leave of Absence**

Any official that wishes to request a Medical Leave of Absence must:

- A. Provide written letter/documentation to the Executive Director
- B. Must pay the inactive fee for each year of medical leave requested
- C. Must provide medical documentation to the Executive Director
- D. Do not gain years of experience while on leave of absence
- E. Will return one step below previous classification when leave of absence began

Any official that wishes to return to officiating after a Medical Leave of Absence of 1-3 years must:

- A. Provide written documentation and medical doctor documentation.
- B. Must register; attend a WV State Rules Clinic; take the Part I and Part II tests.
- C. Must abide by the registration deadline for that sport
- D. Must attend the required local board meetings
- E. Will return with previous classification when leave of absence began
- F. Do not gain years of experience for time on leave of absence

Any official that wishes to return to officiating after a Medical Leave of Absence of 4-5 years must:

- A. Provide written documentation and medical doctor documentation.
- B. Must register; attend a WV State Rules Clinic; take the Part I and Part II tests.
- C. Must abide by the registration deadline for that sport
- D. Must attend the required local board meetings
- E. Will return with previous classification when leave of absence began
- F. Do not gain years of experience for time on leave of absence
- G. Must register as active for 5th year

Any official that wishes to return to officiating after a Medical Leave of Absence of more than 5 years must:

- A. Must join a local board in their geographical area
- B. Must submit registration form and fee to the WVSSAC office
- C. Must submit a completed physical to the WVSSAC
- D. Must abide by the registration deadline for that sport
- E. Must attend a WV State Rules Clinic
- F. Must take the Part I and Part II tests
- G. Must attend the required local board meetings
- H. Will return as Class 3 for one year

### **Military Leave of Absence**

Any official that wishes to request a Military Leave of Absence must:

- A. Contact this office. Each case is decided on an individual basis
- B. Provide a copy of their military orders to the Executive Director
- C. Do not gain years of experience while on leave of absence

Any official that wishes to return to officiating after a Military Leave of Absence must:

- A. Contact this office
- B. Provide a copy of their military orders to the Executive Director
- C. Must register; attend a WV State Rules Clinic; take the Part I and Part II tests
- D. Must abide by the registration deadline for that sport
- E. Must attend the required local board meetings
- F. Do not gain years of experience for time on leave of absence
- G. Will return with previous classification when leave of absence began

### **Resigned or Failed to Register (Returning Official)**

I. Any official that wishes to return to officiating that resigned or failed to register for 1-4 years must:

- A. Must join a local board in their geographical area
- B. Call WVSSAC for registration process
- C. Must abide by the registration deadline for that sport
- D. Must attend a WV State Rules Clinic
- E. Must take the Part I and Part II tests
- F. Must attend the required local board meetings
- G. Will return one-class below classification when last active with WVSSAC

**OR**

- A. Take the local board training class and return to the original classification.
- B. Must join a local board in their geographical area
- C. Call WVSSAC for registration process

- D. Must abide by the registration deadline for that sport
  - E. Must attend a WV State Rules Clinic
  - F. Must take the Part I and Part II tests
  - G. Must attend the required local board meetings
- II. Any official that wishes to return to officiating that resigned or failed to register for 5 years or more must:
- A. Take a local board training class and return one class below former classification.
  - B. Must join a local board in their geographical area
  - C. Call WVSSAC for registration process
  - D. Must submit a completed physical to the Training Class instructor
  - E. Must abide by the registration deadline for that sport
  - F. Must attend a WV State Rules Clinic
  - G. Must take the Part I and Part II tests
  - H. Must attend the required local board meetings

### **Transfer of Membership**

**IN STATE:** In order to transfer membership to another officiating board within the state, an official must submit:

1. A detailed written request to the Executive Director
2. Submit a letter from your current board stating membership status at this time
3. Submit a letter from the prospective board granting your acceptance as a member
4. Submit all letters at the same time
5. All transfer of membership requests must be approved by the Executive Director

**OUT OF STATE:** If an official wants to register in West Virginia and has years from another state association, the official must:

1. Call our office
2. Get a transfer official registration and physical forms from our office.
3. Submit years of service from state association on their letterhead. Transfer of years is from state association to state association only.
4. Submit all materials (registration form, physical, fee and letter from state association) at one time.
5. Once registered, must join the local board, attend a WV Rules Clinic, take Part 1 and Part 2 tests.
6. Late transfers will be at the discretion of the Executive Director.
7. 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.

### **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. Suspension will be for current year.***
2. **Attend a minimum four (4) local Board meetings. (Additional meeting points may be added after fulfilling the 4 required local Board meetings.) Failure to attend the required local meetings will result in suspension the following year.**
3. **Take Part I National Federation Rules Examination in the sports where specified. Failure to take Part I will result in a 5 point deduction for purpose of classification at the end of that sport season. (Refer to Classification and Promotional Scale Item E - Part 1)**
4. **Take Part II National Federation Rules Examinations in the sports where specified.** If the Part 2 Test is not taken within the established testing schedule, the official may pay a \$50.00 fee and take a late test. This procedure must be completed within 14 calendar days after the Part 2 Exam has closed. **If the Part 2 exam is not taken, the official is suspended for the following year in that sport.**
5. 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.
6. Abstain from the use of illegal drugs.
7. Abstain from the use of smokeless or any other forms of tobacco in the vicinity of the playing area of the contest.
8. Be fair, impartial, unbiased, professional and competent in officiating.
9. Be in and maintain proper physical and mental condition; dress and appearance must be appropriate.
10. Be at the site of the contest in adequate time to perform necessary pre-contest duties or as specified in the National Federation Rules.
11. Maintain self-control under all conditions.
12. Refrain from commenting upon or discussing a team, play, game situation or fellow official.
13. Conduct the game so as to enlist the cooperation of players, coaches and spectators in the interest of good sportsmanship.
14. Comply with any WVSSAC rule, regulation, constitution or directive, and particularly those regulations pertaining to filing Special Reports.
15. 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.
16. Comply with local Board rules as set forth in Board constitution.

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

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

Officials suspended for reasons 1 or 2 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 or 2 must have their application for reinstatement approved by both the local Board and the WVSSAC.

#### **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. Failure to attend the required WVSSAC clinic will result in suspension the current season.

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 in 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.

#### **M. Testing**

1. **Part I Test:** This is an online National Federation test that will be taken on the Arbiter website. Instructions and test dates are in the officials packet available online. The Part I exam will be taken by all registered officials. **Failure to take the Part I exam will result in a 5 point deduction for purpose of classification at the end of that sport season. (Refer to Classification and Promotion Scale Item E - Part 1)**

#### **EXCEPTION:**

**Swim: All Swim Officials must make a score of 75 in order to officiate or be considered for the state tournament. If the Part 1 Test is not taken within the established testing schedule, the official may pay a \$50.00 fee and take a late test. This procedure must be completed within 14 calendar days after the Part 1 Exam has closed. Failure to take Part 1 and/or score below 75 may result in suspension for the current year.**

**Track: All Track Officials must take the Part 1 Exam to be considered for the State Tournament. If the Part 1 Test is not taken within the established testing schedule, the official may pay a \$50.00 fee and take a late test. This procedure must be completed within 14 calendar days after the Part 1 Exam has closed. Failure to take Part I will result in suspension for the current year.**

2. **Part II Test: All Officials must take a Part 2 Exam (The exception is Swim and Track Officials). If the Part 2 Test is not taken within the established**

**testing schedule, the official may pay a \$50.00 fee and take a late test. This procedure must be completed within 14 calendar days after the Part 2 Exam has closed. If the Part 2 exam is not taken, the official is suspended for the following year in that sport.**

**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. 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. All officials must take the Part I and Part II exams to be eligible for tournament/playoff selection in the current year.**
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 shirts adopted by the WVSSAC Officials' Advisory Committee. Said logo/sublimation must be worn on the left breast of the shirt. If the**

logo/sublimation is worn on the jacket, it will be located on the left breast of the jacket and must be worn by all officials in the contest. Striped shirt can have logo/sublimation. The official patch will be eliminated from all sports except swim and soccer by the fall of 2020.

**NOTE 2:** In the sports of track, swim and volleyball, the logo can be embroidery as long as it's placed on a white polo shirt and it must be done by Officials Call. The swim officials' shirt shall be a white golf/polo style 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 and shirt tails shall be tucked in at all times. Navy blue long pants, shorts, culottes or skirts 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 referee(s) and starter(s) shall wear white pants, navy blue blazers, white dress shirt, and tie. White athletic shoes (no sandals or crocs) and white socks are required for all meets. The officials' uniform may not display any emblems or badges except as otherwise designated by the WVSSAC.

**NOTE 3:** Officials are not permitted to wear jewelry; however; officials may wear a wedding band or ring but it is not recommended.

**NOTE 4:** Shirt tails shall be tucked in at all times.

1. **FOOTBALL:** Varsity level uniform: Black and white striped shirt (either 1" stripes or 2 ¼" stripes as long as every crew member wears the same striped shirt) with short or long sleeves are permitted. All 1" striped Football Jerseys will be phased out by fall of 2019. Black pants with 1 ¼-inch white stripe down the side of each leg and black crew socks. A black belt and predominantly black football shoes with black laces. Some white accents are allowed, 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 (a secondary white bean bag is permissible). Jackets are not mandatory but, if worn, shall be black and white striped like the officiating shirt. All officials in a given contest must be uniform in their dress.  
**Junior varsity, Ninth grade, or Middle school** game officials may wear white or black shorts with socks or ankle socks that match the color of the shoes. The varsity uniform is permissible. All officials in a given contest must be uniform in their dress.
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 are required. Black Jackets: not mandatory, but if worn, all officials must wear the same style and color. All officials in a given contest must be uniform in their dress.
3. **WRESTLING:** Black and white or black and gray striped shirt (short sleeve w/ collar), black trousers, black shoes with black laces, black socks, black belt and black whistle lanyard. All officials in a given contest must be uniform in their dress.
4. **SOCCER:** Any NISOA or USSF jersey as long as all the officials are dressed alike and not in conflict with field players of either team, black shorts or long trousers, predominantly black shoes and black socks with white stripes. A solid black.
5. **BASEBALL:** All shirts must be of a non-satin finish. The standard uniform for shirts is a Navy Blue shirt with a red and a white stripe(s), a Black shirt with a white stripe(s), and a light blue shirt. The shirt must be a pullover and can be short or long

sleeve. **OPTIONS ON SHIRTS-** a red, cream, or light blue with black trim shirt may also, be worn. **Beginning with the 2018 spring baseball season, the only shirts approved will be a Navy Blue shirt with a red and white stripe(s), or a black shirt with a white stripe(s) and a light blue shirt.** A navy, red, or black undershirt has been approved. A Navy Blue Jacket with Mid-Length or Wrist Length sleeves may be worn. **OPTIONS ON JACKETS-** Black Jacket with or without a white stripe(s) and Navy Blue Jacket red and white stripe(s) has been approved. These jackets can have a mid-length or wrist length sleeve. A coat that has been made to be worn when umpiring behind the plate has been approved. This coat must be Navy Blue or Black. Black shoes (some white accents allowed) with black laces, black socks, and a black belt are required. 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). All officials in a given contest must be uniform in their dress.

6. **SOFTBALL:** All standard uniforms must be a non-satin finish. The standard uniform shirt is a powder blue, short or long-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. Remaining parts of the uniform are grey or navy blue 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 solid navy blue or a navy blue jacket with navy blue, powder blue and white shoulder stripes. A navy blue or white 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. All officials in a given contest must be uniform in their dress.
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. Track officials may wear an additional board patch. The patch shall be located on the right breast of the shirt. All officials in a given contest must be uniform in their dress.
9. **SWIM:** 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. Navy 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, white pants and ties. All officials in a given contest must be uniform in their dress.

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

**I. Classification**

Class I - 100-90 Points - Minimum of 5 Years Experience

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

Class III - If any of the following five items apply:

A. Less than 50 points

B. Less than 2 Years Experience

C. Less than 60% on 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 20 Points)**

1 Year ..... 2 Points

6 Years ..... 12 Points

2 Years ..... 4 Points

7 Years ..... 14 Points

3 Years ..... 6 Points

8 Years ..... 16 Points

4 Years ..... 8 Points

9 Years ..... 18 Points

5 Years ..... 10 Points

10 Years ..... 20 Points

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

Local Meetings	Points
4	8
5	11
6	14
7	17
8	20

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

Additional points may be received for attending camps, sport specific clinics, etc., which have received WVSSAC approval. Cannot exceed maximum points allowed.

**C. All Game Reports will be completed online only. Games or Matches worked (Maximum 20 Points)**

<b>Football - Varsity Games</b>	<b>JV or Middle School - Football</b>
10 or over - 20 Points	1 point each
9 - 18 Points	
8 - 16 Points	
7 - 14 Points	
6 - 12 Points	
5 - 10 Points	
4 - 8 Points	
3 - 6 Points	
2 - 4 Points	
1 - 2 Points	
	21

<b>*Varsity Games - Basketball, Wrestling, Volleyball, Soccer</b>	<b>JV or Middle School - Basketball, Wrestling, Volleyball, Soccer</b>
20 or over - 20 Points 18 - 19 - 18 Points 16 - 17 - 16 Points 14 - 15 - 14 Points 12 - 13 - 12 Points 10 - 11 - 10 Points 8 - 9 - 8 Points 6 - 7 - 6 Points 4 - 5 - 4 Points 2 - 3 - 2 Points 1 - 1 Point	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.
<b>*Varsity Games - Baseball, Softball</b>	<b>JV or Middle School - Baseball, Softball</b>
15 - 20 Points 14 - 18 Points 13 - 16 Points 12 - 14 Points 11 - 12 Points 10 - 10 Points 9 - 9 Points 8 - 8 Points 7 - 7 Points 6 - 6 Points 5 - 5 Points 4 - 4 Points 3 - 3 Points 2 - 2 Points 1 - 1 Points 0 - 0 Points	1/2 point each

\*\*\* Points will be given for Game Reports provided they are timely posted. The report must be posted on or before the due date of **Football (December 1); Soccer (December 1); Volleyball (December 1); Basketball (April 1); Wrestling (April 1); Baseball (July 1); Softball (July 1)**. Late Game Reports will be accepted and points credited if posted within thirty (30) days from due date. Once you contact The WVSSAC office and you send in your late fee of \$25.00 and it is received, you will be contacted to let you know when you can post your Game Reports. You have 30 days to complete this. Credit for Game Reports will not be given after the deadline date.

**D. Coaches' Evaluation (Maximum 10 Points)**

- 1.00 to 1.50 - 10 Points
- 1.51 to 2.15 - 7 Points
- 2.16 to 3.00 - 5 Points
- 3.01 to 4.00 - 2 Points
- 4.01 to 5.00 - 0 Points

**Class III officials at the end of their second year of service who submit a game report**

online will be given a coaches' rating of 3.00 for point calculation purposes. Must send request to WVSSAC for approval. In those sports that have an Officials' Observers Program (Football, Basketball, Soccer), the Class III official in the second year of service may, upon the request of the official, 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.

**E. Part I (National Federation Exam) Maximum of 10 points**

<b>80 or higher</b>	-	<b>10 points</b>
<b>60-79</b>	-	<b>5 points</b>
<b>Below 60</b>	-	<b>0 points</b>
<b>No Part I Exam</b>	-	<b>-5 points</b>

**Part II (National Federation) (Maximum 20 Pts)**

<b>100 - 90</b>	-	<b>20 Points</b>
<b>89 - 80</b>	-	<b>15 Points</b>
<b>79 - 70</b>	-	<b>10 Points</b>
<b>69 - 60</b>	-	<b>5 Points</b>
<b>Below 60</b>	-	<b>0 Points</b>

F. Officials in swim and/or track do not receive classifications.

**V - REPORTS TO BE FILED BY OFFICIALS**

A. **If Officials are required to file a Special Report.** All reports should be filed **online**, 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 or by the next business day if the conflict occurs on a weekend. **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, and middle school** competition. (See Item J-14)

***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 Game Reports online only. If an official needs to report a problem with a school he/she may do so by using a special report form online or by sending a detailed letter to the WVSSAC office.**

**When you fill out your Game Reports:**

**A = Varsity**

**B = College (Which also counts as varsity); and**

**C = If for middle, JV, and other.**

For the points received, refer to Item 2, Point System - C.

**C. Coaches Evaluation of Officials**

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' Evaluation 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 Legend:**

- A. Promptness (arriving at game site, field, floor, etc.)
- B. Appearance (proper uniform, neatness, physical)
- C. *Pre-game Conference with Coaches and Captains***
- D. Relationship With Players and Bench
- E. *Game Management***
- F. Application of Rules
- G. Signals-Coverage-Position
- H. Reaction Under Pressure
- I. Fosters Fan Sportsmanship (technique, mechanics)
- J. Works Well With Other Officials
- K. 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.

## **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 a 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 and shall be required to join a local board in the geographic area of their work or residence. 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.

### 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.

## QUESTIONS AND ANSWERS

**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.*

**Question:** *May a new official officiate before the WVSSAC receives the Registration Materials?*

**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.*

**Question:** *If an official is registered in more than one sport, do they have to send a separate check for each sport?*

**Answer:** *All officials renewing their registration must do so on Arbiter. Officials can register for more than one sport on Arbiter.*

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

**Answer:** *No.*

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

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

**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.*

**Question:** *What paperwork do I need to submit to the SSAC in order to transfer my years from an out-of-state association to West Virginia?*

**Answer:** *Submit a Transfer Official Registration Form and fee, a physical, a letter from your current association stating years of service for each sport, current classification, membership standing at this time and a copy of your current registration card front and back, if applicable. Submit all materials at the same time.*

**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.*

**Question:** *I am transferring as an official and I have submitted the materials required to become an official in WV. After I submit these materials what else should I do?*

**Answer:** *Call the SSAC to find out which Local Board you need to join. You will also need to attend a WV State Rules Clinic, take the Part 1 and Part 2 tests, attend the required local meetings.*

**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.*

**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.*

**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.*

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

**Answer:** *No.*

**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.*

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

**Answer:** *Coaches Ratings are available on the WVSSAC Website after the end of the season.*

**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.*

**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.*

**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.*