

## **8.1 REGISTRATION REQUIREMENTS**

- 8.1.1** In order for a contest official to register with the LHSAA, the official shall meet the following registration requirements in the sports of baseball, basketball, football, soccer, softball, volleyball, and wrestling:
1. Be a high school graduate or at least 21 years old.
  2. Register through an LHSAA-sanctioned officials' association.
  3. Meet written registration requirements adopted by the Executive Committee.
  4. Pay a registration fee to the LHSAA through his/her local officials' association.
  5. Attend an LHSAA pre-season sports-rule clinic.
  6. Take and pass an LHSAA-administered sports-rules test.
  7. Agree to follow and enforce LHSAA rules and regulations when serving as a contest official.
  8. The LHSAA shall not allow a person to register with the LHSAA to officiate any athletic contest or event sponsored or sanctioned by the LHSAA if the official has been convicted of a felony under the laws of this state, any other state or the United States of America. The Executive Director may make an exception to this rule if the person desiring to register with the LHSAA as an official can show that there has been more than five years passed since his/her sentence has ended, and that he/she is rehabilitated and is currently of good moral character.
- 8.1.2** If a registered official is granted a one-year leave of absence by the LHSAA in an LHSAA sport and officiates in that same sport for another high school association during the year for which the leave was granted, his/her leave of absence shall be negated. If said official desires to register with an LHSAA-sanctioned officials' association in the same sport the following season, he/she shall be reinstated as a "registered" official.
- 8.1.3** Officials who have met all registration requirements with the LHSAA shall be issued an officials' identification card and shall be allowed to enter, at no charge, the LHSAA state championship event in the sport listed on the card upon presenting his/her official's card and his/her driver's license.
1. Official's cards shall be honored for the cardholder only.
  2. An official who allows his/her card to be misused shall be denied use of his/her card for one calendar year from the date of misuse. Cards are non-transferable.

## **8.2 COMPLIANCE WITH LHSAA RULES (OFFICIALS ASSOCIATION)**

- 8.2.1** LHSAA approved officials' associations shall be organized in order to be sanctioned by the Executive Committee. To be LHSAA-sanctioned an association shall:
1. Register, classify and train their officials.
  2. Submit an adopted written constitution and by-laws to the LHSAA.
  3. Form an Executive Council of officials consisting of a President, Vice President, Secretary Treasurer, and Assignment Secretary.
  4. Obtain an assignment secretary for each officials' association chosen by the LHSAA Director of Officials in consultation with the local principals' association in the area being served by that officials' association. The assignment secretary will serve as a liaison between the officials' association, the local principals' association, and the LHSAA. The assignment secretary shall be paid through the local principals' association.
  5. An LHSAA-sanctioned officials' association shall agree to comply with LHSAA rules and policies and member schools' contracts and agreements.
  6. Members of LHSAA-sanctioned officials' associations shall comply with LHSAA rules and policies.
  7. Officials shall comply with the uniform adopted by the Louisiana High School Officials Association (LHSA) in each sport.
  8. Neither LHSAA-sanctioned officials' associations nor individual members shall discriminate against a member school.

9. LHSAA-sanctioned officials' associations shall not refuse to service a member school without the LHSAA Executive Committee's approval.

- 8.2.2** No more than ten officials' associations shall be approved by the LHSAA for the sports of football, volleyball, boys' and girls' soccer, and wrestling.
- 8.2.3** No more than 13 officials' associations shall be approved by the LHSAA for the sport of basketball.
- 8.2.4** In the sports of baseball and softball, in addition to the officials' associations from the nine metropolitan areas, there may be one extra officials' association in each of the following areas:
1. Western part of the state, south of Shreveport and north of Lake Charles
  2. Northeastern part of the state, south of Monroe and north of Alexandria
  3. North central part of the state between Shreveport and Monroe
- 8.2.5** The LHSAA shall not sanction any contest officials' association that has as its assignment secretary the head coach or assistant coach that is serving as a coach at the school in the sport in which that association is applying for sanctioning.
- 8.2.6** An LHSAA-sanctioned officials' association and its individual members shall comply with such specific LHSAA rules and policies as:
1. Structured fees in baseball, basketball, football, soccer, softball, volleyball, and wrestling
  2. Travel pay rate
  3. Officials' rating systems in football, basketball, softball and baseball
  4. Established rules that allow a coach to screen officials through a "scratch" program
  5. Strict adherence to approved rules in the sport they officiate
- 8.2.7** Members of LHSAA-sanctioned officials' associations shall act professionally at all times.
1. Failure to comply with LHSAA rules and regulations may cause the officials' association to be held responsible for any LHSAA or member school's financial loss and to be penalized accordingly, including suspension.
  2. Failure by an individual official registered with an LHSAA-sanctioned association to comply with LHSAA rules and policies may result in the official being penalized to a degree in keeping with the seriousness of the infraction.
- 8.2.8** LHSAA registered contest official in violation of misconduct in his/her officiating capacity:
1. The LHSAA may reprimand the official through his/her association.
  2. The LHSAA may place the official on probation through his/her association.
  3. The LHSAA may suspend the official's registration not to exceed one calendar year.
  4. The LHSAA may deny the official the opportunity to officiate in state playoffs not to exceed one calendar year.
  5. The LHSAA may discipline the official through his/her association to a degree in keeping with the severity of the infraction.
- 8.3** **GUIDELINES FOR CERTIFICATION OF OFFICIALS**
- 8.3.1** **Registered Officials**
1. Must be registered with the LHSAA and a local association.
  2. Must make 70% or above on the LHSAA test to work varsity games.
  3. Must work at least 10 freshmen or junior varsity games before working varsity.
  4. Shall not work past the first week of playoffs in any sport.

## 8.3.2 Certified Officials

1. Must be registered with the LHSAA and a local association a minimum of two (2) years.
2. Must have worked at least five (5) varsity contests the prior season.
3. Must attend 70% of the local association meetings in prior season.
4. Must make 85% or above on the LHSAA test.
5. Must attend a LHSOA sponsored camp or an approved continuing education workshop once every two years.

## 8.4 SELECTION OF OFFICIALS - GENERAL

8.4.1 During regular season non-district, district, and playoff games schools shall be required to use the services of an LHSAA-sanctioned officials' association of its choice in all sports. The choice of a particular officials' association shall be left to the school. EXCEPTION: During the regular season, LHSAA wrestling officials' associations may use out-of-state officials if the assignment secretary finds it necessary due to a lack of LHSAA certified officials. Any officials used from out of state shall be certified in their home state and members in good standing with their home state high school athletic association. The out-of-state officials must comply with Louisiana High School Athletic Association rules and regulations in all aspects.

8.4.2 After a school enters into a written agreement with an officials' association in football, basketball, baseball, softball, volleyball, wrestling and/or soccer it shall fulfill the agreement for the remainder of the sports season unless the association agrees in writing to cancel the contract.

8.4.3 A host/sponsoring school shall ensure contest officials' security and welfare. It is highly recommended that the contest officials be paid before the contest or by Arbiter pay by the next business day.

8.4.4 A school shall not use any contest officials from an LHSAA-sanctioned or independent officials' association in any sport that does not comply with LHSAA rules.

8.4.5 In emergency situations, if necessary, schools may mutually agree to use any available official; otherwise a school shall not be allowed to use an official who has a direct relationship with either team in the following ways:

1. Faculty member or coach of either school
2. Parent of a player or coach of either school
3. Brother or sister of a player or coach of either school
4. Graduate of either school within the past seven years
5. Husband or wife of a coach of either school

8.4.6 If an emergency situation exists, the assignment secretary shall notify both schools' principal as soon as possible. If the principals are not available, the coaches shall be notified.

8.4.7 If both schools mutually agree to use the available officials, both coaches and the head referee shall sign a statement prior to the start of the contest which will be forwarded to the LHSAA by the referee.

8.4.8 If either school does not agree to use the available officials, the game must be rescheduled and played by mutual consent.

8.4.9 Except in emergency situations, in the sports of football and boys' and girls' basketball LHSAA schools shall not be allowed to use the services of any assignment secretary from any association to officiate in these sports in junior varsity and varsity contests. In the event a football or basketball assignment secretary officiates a contest at the varsity or junior varsity level in these sports for any reason, the home school shall not be allowed to pay him/her for his/her officiating services including travel fee.

8.4.10 If both schools mutually agree to play a contest in violation of any contest officiating rule(s), the results of the contest shall stand.

## 8.5 SELECTION OF OFFICIALS - REGULAR SEASON

8.5.1 A district shall not require a school to use a certain LHSAA officials' association in a particular sport.

8.5.2 District playoff schools shall mutually agree on the association that will service their games.

8.5.3 The Executive Director shall not assign officials to a regular-season contest, including invitational tournaments and district contests.

8.5.4 Prior to a basketball and/or football contest, the referee shall present to both head coaches an LHSAA official's information card which has the names and positions of the assigned officials. This evaluation form will be available on the LHSAA website.

## 8.6 SELECTION OF OFFICIALS - PLAYOFFS

8.6.1 Schools shall not use the services of officials assigned to playoff contests above the district level in any sport unless they are registered with the LHSAA and are members in good standing with their local officials' association in that sport.

8.6.2 Schools shall use the services of playoff contest officials from the same officials' association. This rule may be waived at LHSAA-conducted state championship tournaments when an official is injured or the tournament director chooses to assign additional contest officials. *EXCEPTION: This rule is not applicable in the sport of basketball beginning with the 2012 state finals.*

8.6.3 Competing schools shall mutually agree on an officials' association to service their contest. Once the assignment secretary of the agreed upon association has been contacted by the home team, there shall be no reversal of this decision.

8.6.4 Unless competing schools mutually agree, in all sports, schools shall use an officials' association that does not officiate the home contests of either school involved in the playoff contest. *EXCEPTION: In the sport of soccer, when officials from a neutral association are selected, the fourth official may be a member of the association that serves the home team by mutual agreement of the assignment secretaries of both associations.*

8.6.5 The LHSAA shall use the services of a neutral officials' association in football state championship final games, basketball state tournament games, volleyball state tournament matches, soccer state final games, baseball state tournament games and girls' softball state tournament games.

8.6.6 The LHSAA shall select officials for the state cross country meet, outdoor state track and field meet, wrestling state tournament, and soccer championship tournament.

8.6.7 It shall be the participating schools' responsibility not the LHSAA's to secure officials for playoff games in the following sports:

1. Soccer (all rounds, except applicable tournaments)
2. Track and field (district and regional meets)
3. Volleyball (all rounds, except applicable tournaments)

**8.6.8** If schools fail to agree on officials in sports for which the LHSAA does not make officials' assignments, and consequently, a contest is not played by the established deadline, the schools shall be eliminated from the state playoffs.

## **8.7 SCREENING**

**8.7.1** Prior to the first regular season contest in baseball, boys' basketball, girls' basketball, football, boys' soccer, girls' soccer, softball, volleyball and wrestling, the head coach of said sport may scratch a maximum of three officials without regard to the official's rating under the following conditions:

1. The head coach shall use a standard scratch form (devised by the Executive Director's office) to execute the scratch.
2. A scratch form shall be completed for each scratched official.
3. The coach shall state on the scratch form his/her reason(s) for scratching the official.
4. The scratch form shall be signed by both the head coach and his/her school principal.
5. The scratch form shall be sent by certified, return receipt mail to the assignment secretary postmarked no later than one week prior to the school's first playing date.
6. The scratch shall not apply to invitational tournament games unless the school that scratched the official is the host school.
7. Legal scratches shall apply to regular-season and district-playoff "home" and "away" games played by the school whose coach scratched the official(s).
8. Even in an emergency, a school shall not be required to use a scratched official. If the assignment secretary assigns the scratched official he/she shall give prior notice to the coach who scratched the official.
9. Confidentiality between the head coach and the assignment secretary concerning the scratched official shall not be required. The assignment secretary shall reserve the right to show the completed scratch form to the scratched official.

**8.7.2** After regular season play begins, any attempt to scratch an official shall be addressed on an individual basis, in writing, using the official scratch form. Additionally, a meeting of the head coach, the school principal and the assignment secretary shall be required.

## **8.8 FEES - PAY SCALE**

**8.8.1** The approved pay scales for all varsity contests in all sports are to be applied throughout the state. When contracting officiating services, schools shall not pay more than the approved fees.

**8.8.2** Each local association shall negotiate officials' fees with the local principals' association for all invitational tournaments, scrimmages, jamborees, and sub-varsity games. The negotiated fee shall not be more than the adopted game fee. Once an agreed upon fee is negotiated, all schools that are members of the local association shall abide by the contracted price and pay the negotiated fee.

**8.8.3 Baseball Officials’ Fees as adopted by the LHSAA in all classes:**

1. Regular Season
  - Certified Rated Official ..... \$75.00 per official, per game
  - Registered Rated Official ..... \$65.00 per official, per game
2. Playoff Games
  - Certified Rated Official ..... \$80.00 per official, per game
  - Registered Rated Official ..... \$70.00 per official, per game
3. State Tournament
  - Certified Rated Official ..... \$100.00 per official, per game
  - Registered Rated Official ..... N/A

4. For baseball games with a scheduled start of 3:30 p.m. or earlier on Monday through Friday, an additional \$15 will be added to each umpire’s fee.

5. In all instances where contest are cancelled, unless a notification is provided and acknowledged by the officiating association’s assignor at least three (3) hours in advance of the contest’s scheduled start (first pitch), officials who have departed for a contest shall be paid travel and one-half his/her regular fee.

6. In all instances when a contest has started, then is cancelled/suspended, officials shall be paid travel plus a full game fee. Officials who work any suspended contests resumed at a subsequent time shall be paid travel plus a half-game fee.

7. In instances where multi-game tournaments are scheduled, i.e., 2 out of 3 baseball playoff series, officials who travel less than 120 miles one way will be paid travel fees for each tournament day and NO overnight accommodations. Officials who travel 120 miles or more shall receive one travel fee and room accommodations to include two rooms based on double occupancy for the duration of the tournament. Lodging will be at a LHSAA partner hotel that has a trip advisor rating of 3.5 or higher. Accommodations should be made within close proximity of the playing site. In all instances, a per diem of \$40 per official will apply for the duration of the tournament.

**8.8.4 Basketball Officials’ Fees as adopted by the LHSAA in all classes:**

1. Regular Season - Varsity Game (2 person crew)
  - Certified Rated Official ..... \$60.00 per official, per game
  - Registered Rated Official ..... \$45.00 per official, per game
  - Electronic Clock Operator..... \$35.00 per official, per game
2. Regular Season - Varsity Game (3 person crew)
  - Certified Rated Official ..... \$50.00 per official, per game
  - Registered Rated Official ..... \$40.00 per official, per game
  - Electronic Clock Operator..... \$35.00 per official, per game
3. Playoff Games - Varsity Game (3 person crew)
  - Certified Rated Official ..... \$75.00 per official, per game
  - Registered Rated Official ..... N/A

4. The LHSAA shall pay each official \$100.00 per game in the Ladies’ Top 28 Tournament and Boys’ Top 28 Tournament, plus travel pay and each Electronic Clock Operator \$60.00 per game.

5. In all instances where contest are cancelled, unless a notification is provided and acknowledged by the officiating association’s assignor at least three (3) hours in advance of the contest’s scheduled start (tip off), officials who have departed for a contest shall be paid travel and one-half his/her regular fee.

**8.8.5 Football Officials’ Fees as adopted by LHSAA schools in all classes:**

1. Regular Season
  - Certified Rated Official ..... \$90.00 per official, per game
  - Registered Rated Official ..... \$65.00 per official, per game
  - Electronic Clock Operator ..... \$45.00 per official, per game
2. Playoff Games
  - Certified Rated Official ..... \$105.00 per official, per game
  - Registered Rated Official ..... \$75.00 per official, per game
  - Electronic Clock Operator ..... \$55.00 per official, per game
3. As adopted in all games, the crew referee’s fee shall be increased by \$15.00.
4. Officials working games in the Superdome Classic shall be paid \$115.00 per game and electronic clock operators shall be paid \$80.00 per game, plus travel pay.
5. In all instances where contest are cancelled, unless a notification is provided and acknowledged by the officiating association’s assignor at least three (3) hours in advance of the contest’s scheduled start (kickoff), officials who have departed for a contest shall be paid travel and one-half his/her regular fee.

**8.8.6 Soccer Officials’ Fees as adopted by the LHSAA schools in all classes:**

Division	No. Officials	Matches	Fee*	Playoff Games
All	1	1 Varsity	\$85.00 (per crew)	N/A
All	2	1 Varsity	\$120.00 (per crew)	N/A
All	3	1 Varsity	\$155.00 (per crew)	N/A
All	4	1 Varsity	\$220.00 (per crew)	\$220.00 (per crew)

Each official’s association shall determine the amount of pay each official shall receive based on the fee scales the association has adopted.

**8.8.7 Softball Officials’ Fees as adopted by LHSAA schools in all classes:**

1. Regular Season
  - Certified Rated Official .....\$65.00 per official, per game
  - Registered Rated Official ..... \$50.00 per official, per game
2. Playoff Games
  - Certified Rated Official .....\$80.00 per official, per game
  - Registered Rated Official .....N/A
3. State Tournament
  - Certified Rated Official .....\$85.00 per official, per game
  - Registered Rated Official ..... N/A
4. For softball games with a scheduled start of 3:30 p.m. or earlier on Monday through Friday, an additional \$15 will be added to each umpire’s fee.
5. In all instances where contest are cancelled, unless a notification is provided and acknowledged by the officiating association’s assignor at least three (3) hours in advance of the contest’s scheduled start (first pitch), officials who have departed for a contest shall be paid travel and one-half his/her regular fee.

**8.8.8 Volleyball Officials’ Fees as adopted by the LHSAA schools in all classes:**

1. Regular Season
  - Best 3 of 5 - \$45.00 per official
2. Playoffs
  - Best 3 of 5 - \$65.00 per official
3. In the event only one official is used the game shall count as played.

**8.8.9 Wrestling Officials’ Fees** as adopted by the LHSAA schools in all classes:

<u>Type Meet</u>	<u># of Officials</u>	<u>Fee Per Official</u>
Dual Meet	1	\$60.00
Tri-Meet	2	\$65.00

**2. Tournaments:**

One-day Tournament: \$125.00 per official (Refer to chart below to determine the required number of officials per tournament.)

Two-day Tournament: \$175.00 per official (Refer to chart)

Dual-meet Tournament: \$45/dual per official

<u>Min. No. of Mats</u>	<u>No. of Officials</u>
2	4
3	5
4	6
5	8
6	10
7	11
8	12

\*Tournament director may use more officials and/or more mats but not less than the above chart indicates.

**8.9 TRAVEL FEES**

**8.9.1** Each association shall negotiate travel pay for all regular season games with the local principals’ association. If the officials’ association and the principals’ association cannot agree, a school shall pay a maximum of the current IRS rate as of June 1 each year, one car, one way for officials’ travel expenses. (Rate for the 2017-18 school year is \$0.535 per mile round trip or \$1.15 per mile, one car, one way.) Exception: In the sport of football, regular season or playoffs, member schools shall pay two cars for officials’ travel expenses for each game the officials are contracted to officiate. When a four-man crew is used in a football game, the host school shall only pay one car.

**8.9.2** For playoff games, schools shall pay a maximum of the current IRS rate as approved by the Executive Committee one car, one way for officials’ travel expenses. The basis for determining the mileage (point of origin) to be used shall be the address of the city hall and /or the main post office in which the association is located to the address of the school serviced. The Map Quest program located at [www.mapquest.com](http://www.mapquest.com) shall be used to calculate the mileage using the best route.

**8.9.3** As adopted in all classes and for all games, schools shall pay each official \$5.00 extra when travel is over 100 miles (one way), \$10.00 extra for each official when travel is over 200 miles (one way) and \$15.00 extra for each official when travel is over 300 miles (one way).

**8.10 POSTPONEMENTS AND CANCELLATIONS - DEFINITIONS**

**8.10.1** A “completed contest” is a contest that is played to completion according to the rules of play.

**8.10.2** A “suspended contest” is a contest that is interrupted due to inclement weather, darkness or artificial light failure and is to be continued at a later date at the point of interruption as if it was never stopped.

**8.10.3** A “cancelled contest” is a contest that has not been played for some reason and is not to be rescheduled.



- 8.10.4** In all sports, if the assignment secretary or officials are not contacted within three hours prior to game time when a game/match is postponed or canceled for any reason and the officials travel to the game/match site, member schools shall pay one-half of the total fee plus travel expenses that would have been paid to the officials if the game had been played. In the sports of baseball and softball, if the game is postponed/canceled because of inclement weather before the first pitch, and the field is ruled unplayable by the head coach of the home team, only travel expenses shall be paid.
- 8.10.5** In all sports, in the case of a suspended game, if participating schools' principals or coaches cannot agree to call a suspended game/match a complete game, officials shall be paid the full fee plus mileage. If the game is completed at a later date (from the point of interruption), the officials shall be paid one-half the regular fee plus travel allowance. *Note: Assignment secretaries shall determine the division of fees to be paid to substitute officials for the rescheduled games.*
- 8.10.6** If a contest is suspended in any sport and must be continued because of a misinterpretation of an LHSAA rule by contest officials, the host school shall not be required to pay the officials additional fees when completing the contest.
- 8.11** **APPEALS** - The LHSAA shall not honor a school's protest regarding a contest official's decision made when officiating and applying playing rules in a sport.
- 8.12** **OFFICIALS' DRESSING ROOM** - If a separate dressing room is provided for officials, the host school shall assure that only officials are allowed in the dressing room before, at half-time, or after a contest.
- 8.13** **BASEBALL AND SOFTBALL**
- 8.13.1** The LHSAA shall not sanction a baseball/softball officials' association unless it services at least eight LHSAA member schools. An exception to this rule can be made by the Executive Director if the area served has a limited number of schools that participate in baseball/softball. Any exception must be approved in writing.
- 8.13.2** Schools shall use at least two umpires in a baseball/softball game, however; the host school may choose to employ three or more umpires.
- 8.14** **BASKETBALL**
- 8.14.1** To be sanctioned by the LHSAA, a basketball officials' association shall service eight or more member high schools.
- 8.14.2** A school shall not use the services of the same official in more than four home varsity district basketball games at the same school in a season.
- 8.14.3** In contests in which two officials are used, one official shall serve as referee and the other as umpire. In contests in which three officials are used, one official shall serve as referee, one as Umpire 1, and one as Umpire 2.
- 8.14.4** The decision to pay for the services of two or three officials for non-district and tournament games shall be made by the host school's principal, unless the District Guidelines state differently.
- 8.14.5** A three-man officiating crew shall be used in all district playoff contests and all state playoff contests. *Note: In the event only two officials are present at game time, the entire game shall be played using the services of only two officials and the outcome of the game shall count as played.*
- 8.14.6** Schools shall use an adult to serve as the clock operator at all varsity basketball games.

## **8.15 FOOTBALL**

- 8.15.1** The LHSAA shall affiliate with a football officials' organization known as the Louisiana High School Football Officials' Association.
- 8.15.2** To be sanctioned by the LHSAA, a football officials' association shall service ten or more member schools.
- 8.15.3** A school shall not use the services of the same official in more than three home varsity football games at the same school in a season.
- 8.15.4** It is recommended that each assignment secretary rotate all qualified officials among the five football classes during regular season game assignments.
- 8.15.5** A school shall use a football official as the official clock operator at varsity football games.
- 8.15.6** Each school may provide a properly trained adult to operate the 25-second clock at varsity football games.
- 8.15.7** In a football playoff game schools shall be required to use five on-the-field officials and a clock operator to service the game. Both schools may mutually agree to use six or seven on-the-field officials and a clock operator in football playoff games prior to quarterfinal round of play. Beginning with the quarterfinal round of play, schools shall be required to use six on-the-field officials and a clock operator. Both schools may mutually agree to use seven on-the-field officials and a clock operator in any round of play. The five crews selected to officiate the finals shall use seven on-the-field officials and a clock operator.

## **8.16 SOCCER**

- 8.16.1** The home team may request the system of officials to be used for all regular season contests, excluding district playoff matches.
- 8.16.2** In matches above district competition schools shall use four officials.

## **8.17 WRESTLING**

- 8.17.1** The National Federation Wrestling Official's Manual shall be the guidebook for officials.
- 8.17.2** An assistant referee may be used during competition and all procedures under Rule 3, Section 2 of the National Federation Wrestling Rules shall be strictly adhered to.