



2023-24 Officials Registration Information

Thank you for your interest in school sports! Being an official is a highly rewarding way to remain active in educational athletics and to earn some money doing something you love around your schedule. The following information is a guide to help you register as an official.

REGISTRATION DETAILS

Registration opens on June 1, 2023 and closes on:

October 30, 2023 – Football

March 13, 2024 – Competitive Cheer, Gymnastics and Ice Hockey

May 20, 2024 – All other sports

Registration is for the current school year only and runs from **June 1, 2023 to July 31, 2024**

Reciprocal registration can only be printed and submitted by mail (with a check or money order for the appropriate fees) to our office at:

MHSAA

1661 Ramblewood Dr.

East Lansing, MI 48823

Reciprocal Officials Registration

\$25.00 Flat Fee

THE MHSAA IS NOT RESPONSIBLE FOR MAIL OR DELIVERY DELAYS OR FAILURES

Applications for registration may also be submitted online with the fees being paid by credit card, or debit card. Registration Fees *(all fees are non-refundable and non-transferable so make certain you are applying for registration in the correct year)*

Preliminary Requirements

- Registration application submitted by the official and accepted by the MHSAA; **and**
- At least 18 years of age, graduated from high school or no longer attending a high school (see Student Legacy Program Requirements for an exception); **and**
- Submit to criminal history check; **and**
- Completion of the *Principles of Officiating* online course and quiz, achieving a minimum score of 70% in three (3) opportunities (for new registrants only); **and**
- Completion of the *Officials Guidebook* test with a minimum score of 70% (for new registrants only); **and, if applicable,**
- *Basketball and Football Only (not including Reciprocal Officials) – Completion of the mechanics exam with a minimum score of 70% (for first time registrants or for those not registered in the sport during the previous season)*
 - Mechanics manuals (where applicable) can be found on the sport's corresponding tab of the MHSAA's Officials page.

Unless the preliminary requirements, including any mandatory exams, have been completed, officials will not be eligible to officiate in **any** sport. Emblems/patches, rule books and case books will not be sent to officials until registration has been completed. Officials shall not officiate any contest(s) involving an MHSAA member school (grades 7-12) until all requirements of the registration have been completed, and no official may officiate a sport for which registration has not been approved. An official determined to have worked unregistered or in sports which registration has not been approved may be subject to denial/withdrawal of registration status in all sports, probation and/or financial penalties.

Student Legacy Program Requirements

- A currently-enrolled high school student (9th-12th grades) at least 14 years of age.
 - 9th and 10th grade students may officiate contests at the middle school/junior high school level only while working with a mentor official.
 - 11th and 12th grade students may officiate any sub-varsity contests while working with a mentor official.

Reciprocal Officials Requirements

- Live in Indiana, Minnesota, Ohio or Wisconsin and hold a current officials registration in the home state for the sports in which reciprocal registration in Michigan is being requested.

Officiating Regular Season Contests

MHSAA Registered officials are independent contractors and determine for themselves what schools and dates they work. Most MHSAA member schools utilize the services of third-party assigners for hiring officials to work their contests. Officials may contact Registered Assigners and Local Approved Associations through the MHSAA Officials page. These are the best resources for new officials to begin receiving games. For those schools that do not use an assigner, officials may inquire about receiving contests from the school's athletic administrator directly.

***Officials are required to complete the rules meeting in the sport before officiating any REGULAR SEASON high school contest (subvarsity or varsity)**

MHSAA Postseason Tournament Opportunities

At minimum, all officials desiring postseason assignment consideration must complete the current year online rules meeting (some sports may offer in-person opportunities to meet this requirement). Additional requirements specific to the sport and/or round of the tournament can be found in the *Officials Guidebook*. These requirements might include a minimum number of ratings (or rating score), a minimum number of games worked and the submission of a season schedule, the successful completion of a rules test and/or membership with a Local Approved Association.

Student Legacy officials are ineligible for postseason consideration, and reciprocal officials from other states are only eligible to officiate the first round of any sport's tournament as long as they meet all other requirements.

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

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

SIGNIFICANT DETAILS

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

1. To assure prompt registration, forward completed registration application and check or money order to: MHSAA Inc., 1661 Ramblewood Dr., East Lansing, MI 48823. If an official fails to receive a renewal notification, it is his/her responsibility to contact the MHSAA before the deadline date for the applicable sport. **THE MHSAA IS NOT RESPONSIBLE FOR MAIL DELIVERY DELAYS OR FAILURES**
2. MHSAA officials are independent contractors.
3. Make check or money order payable to MHSAA. Separate payment is required for each application if an examination is involved. **ALL FEES ARE NON REFUNDABLE AND NON TRANSFERABLE.**
4. **YOUR NAME AND MHSAA ID, AT MINIMUM, WILL APPEAR IN THE ONLINE MHSAA OFFICIALS DIRECTORY.**
5. First time applicants and those who did not register the previous year are required to take the MHSAA *Officials Guidebook* exam and the Principles of Officiating online course. (Please view these on MHSAA.com)
6. Mechanics examinations are mandatory for officials applying for the first time in either football or basketball and for those who did not apply for these sports last year (2022-23). Manual(s) are located online and exams must be completed online as well.
7. Emblems/patches and books will not be sent and registration will not be confirmed until requirements are met in the sports for which you are registering. Never under any circumstances, officiate before your registration is complete and your MHSAA emblems/patches and confirmation in that sport(s) have been received.
8. Rules Books, Case Books, and Officiating Manuals (when applicable) will be sent prior to the sport season, every year to officials.
9. **LATE FEE - THERE IS A LATE APPLICATION FEE OF \$30 FOR OFFICIALS WHO APPLIED IN ANY SPORT LAST YEAR (2022-23) AND WHO APPLY AFTER THE APPROPRIATE DATE FOR THAT SPORT. THE LATE FEE WILL NOT BE WAIVED FOR ANY REASON.**
10. **RECIPROCAL REGISTRATION** --Those officials who register with the MHSAA and desire to be an affiliate official in Indiana, Ohio, Wisconsin or Minnesota should contact the office of that State Association directly. Reciprocity officials can only register in those sports for which they are registered in their home state. A copy of the current ID card from their home state must accompany the registration. There will be no duplication of rules books. Out-of-state officials who are not from a state with reciprocity must fulfill all basic application requirements. Reciprocal officials who wish to add sports by amending their existing annual application may do so by submitting the reciprocal registration fee with an amended registration application.
11. By Representative Council Action: **OFFICIALS ARE REQUIRED TO COMPLETE THE RULES MEETING IN THE SPORT BEFORE OFFICIATING ANY REGULAR SEASON HIGH SCHOOL CONTEST (SUBVARSITY OR VARSITY).** For tournament consideration, this rules meeting must be completed by the specified deadline for that sport. Beginning in 2005-06, in certain sports, it became necessary to be a member in good standing of a Local Approved Association as part of the qualifications for MHSAA postseason tournament assignments.
12. **OFFICIALS MAY AMMEND THEIR EXISTING ANNUAL REGISTRATION BY SUBMITTING AN ADDITIONAL REGISTRATION AND SPORT FEE OF \$16 PER SPORT.**
13. **LEGACY PROGRAM** --Currently-enrolled high school student (9th - 12th) and at least 14 years of age who have applied for the Legacy program may officiate MHSAA contests, and must work with the mentor or the mentor must be present at each contest officiated by the Legacy student. High school students registered under Legacy Student Officials Program will have the processing fee waived.
14. **CRIMINAL HISTORY CHECKS** - All officials that apply for registration with the MHSAA are subject to criminal history background checks. The official's signature/approval on the registration form gives consent for the criminal history background check to take place. An official who has been convicted of a criminal offense may have his/her registration denied or rescinded. MHSAA staff will review any information submitted by an applicant or others, regarding criminal history and make an individual and confidential determination regarding the officials registration status. The information provided must be truthful, complete and accurate or the application will be returned or the registration rescinded. Date of birth, gender, race, and drivers license information is required to obtain accurate retrieval of records. This data will be kept **CONFIDENTIAL** and will only be used for criminal history background checks and cumulative data analysis (e.g., total number of male and female official). All officials will be subject to on-going, regular criminal history background checks



2023-24

FOR OFFICE USE ONLY

Amount: _____
_O_G_B_F_LG_RC_O4K_SD_EM_RF_

RECIPROCAL REGISTRATION APPLICATION

Registration year – June 1, 2023 through July 31, 2024

Reciprocal Officials

Officials who reside and are registered as officials in Indiana, Minnesota, Ohio and Wisconsin can apply for reciprocity.

Reciprocal registration with the MHSAA is only allowed for sports that you are currently registered for your home state, and a copy of your current registration must be received the MHSAA office before your registration will be approved.

The processing fee for reciprocal officials will be waived and only the flat fee of \$25 is required.

Reciprocal Applicant Information

Applicant Name: _____ FIRST M.I. _____ LAST SUFFIX _____
Maiden Name: _____ MHSAA ID: _____ Occupation: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____ Home Ph: _____ Cell: _____
MI County: [] Officials Directory Preference: All contact information Only my name and sports

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

Gender: Male Female Race: [] Date of Birth: [] Driver's License #: []
Have you ever been convicted of a criminal offense other than a minor traffic violation? If yes, please submit a written explanation of the charge(s) and how it could relate to your role as an official. Yes No

Sport (last date to register) – Except for Lacrosse, registration is for both genders' seasons when they exist.

- Baseball (May 20, 2024) Basketball (May 20, 2024) Competitive Cheer (March 13, 2024)
- Football (October 30, 2023) Gymnastics (March 13, 2024) Ice Hockey (March 13, 2024)
- Boys Lacrosse (May 20, 2024) Girls Lacrosse (May 20, 2024) Soccer (May 20, 2024)
- Swimming & Diving (May 20, 2024) Track & XC (May 20, 2024) Softball (May 20, 2024)
- Wrestling (May 20, 2024) Volleyball (May 20, 2024)

Reciprocal Fee @ \$25.00
MHSAA Flip Coin @\$5.00
Additional Emblems @ \$1.00 per Round Horizontal (ba, sb, sw, vb)
Tax Deductible "Officials for Kids" Children's Miracle Network Donation

Total Amount Due

My signature indicates that I have read the details included in this application and the current MHSAA *Officials Guidebook* and agree to abide by all codes, regulations, policies and procedures contained therein and that all information provided on this application form is truthful, complete and accurate. If in its discretion the MHSAA determines that it is unlikely the applicant meets or can comply with requirements set forth, the MHSAA reserves the right to reject and/or rescind the application. **All fees are nonrefundable and not transferable.** A \$30.00 fee, payable by separate money order, will be charged for all checks returned by a financial institution.

Applicant (Print Name) Signature Date