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Mark Uyl, Executive Director | Brent Rice, Assistant Director

Assigners and Association Leaders:

As we prepare for the start of the 2022-23 school year, the MHSAA remains focused on and committed to the recruitment and development of officials. Registration numbers have begun to return to pre-pandemic levels; but as most of you have experienced, this level of officials is not sustainable in any of our sports. That is why the MHSAA will now be offering registration in *up to two sports* for the registration fee. The hope is that even if we do not grow brand new officials at the level we'd prefer, we may be able to incentivize current single-sport officials to take on an additional sport in another season.

The MHSAA also convened a group of Recruiting and Mentorship Coordinators from around the state to develop a statewide recruiting campaign to be instituted by local associations. This year's theme is "Empty Sports Nesters" – primarily focusing on the recruitment of the parents of current high school athletes or recent graduates. Campaign initiatives include the use of targeted social media, pre-season parent meetings, PA scripts, posters, video vignettes and recruitment cards. The MHSAA will make available to associations several resources which can be customized and co-branded for local circumstances.

Included in this packet is your annual registration. You will see that some minor changes to the forms' layouts. This is in anticipation of moving to an online registration system for Registered Assigners and Local Approved Associations in the near future. Some additional changes in the Officials Program will be discussed further at the **July 16th meeting**. We also welcome any recommendations from you for topics to discuss. If you have a topic you'd like addressed, please email me at brent@mhsaa.com (Subject Line "AALM Topic") with your idea(s). I will do my best to consolidate topics and include your requests in the meeting agenda.

A reminder of important deadlines for Registered Assigners and Local Approved Associations:

- Registration deadline (without a late fee) for both assigners and associations – July 16, 2022
- Submission of Assigners and Association Leadership attendance confirmation sheet – August 1, 2022
- Tournament Recommendations and MIGS (Fall Sports) – September 15, 2022
- Tournament Recommendations and MIGS (Winter Sports) – December 15, 2022
- Tournament Recommendations and MIGS (Spring Sports) – April 15, 2023
- Submission of Association Recruitment Drive Information – May 31, 2023

I believe that we are positioned to reverse course of this decade-long slide, but it will require the steady contributions from MHSAA staff, schools, assigners, association leaders and officials. We didn't get to this position overnight, and we certainly won't get out of it overnight. Thank you for your part in promoting officiating for school sports. I look forward to working with you to recruit new officials and support our current officials. Good luck to you for the 2022-23 school year.

Sincerely,



Brent Rice



Have you ever heard spectators yell, “That pass is uncatchable!” in football, “Over the back!” in basketball or “That’s a double!” in volleyball?

9 Rules You Thought You Knew booklets are a great way to engage fans to help them understand the rules, stem unsporting behavior, and to recruit new officials from the crowd. Your association’s logo can be included, and these co-branded resources can be selectively handed out at sporting events in your area.

Booklets available in Baseball, Basketball, Football, Softball, Volleyball and Wrestling (Soccer coming soon). At only \$.75 per*, this is an affordable opportunity to promote officiating and stir interest in your communities. Contact brent@mhsaa.com to request your order today.

*Minimum order is 100 per sport requested

RESOLUTION

for recognition as an MHSAA

LOCAL APPROVED ASSOCIATION

Resolution year – August 1, 2022 through July 31, 2023

THIS RESOLUTION, ALL SUPPORTING DOCUMENTS AND REGISTRATION PAYMENT ARE DUE ON OR BEFORE JULY 16, 2022.

LOCAL APPROVED ASSOCIATION INFORMATION

(MHSAA communications will be sent to the Association Contact Person listed below.)

Full Name of Association: _____

Please do not use abbreviations. Many associations have similar names

MHSAA Association Listed City: _____ Association Zone: _____

Check all sports sponsored by the association:

- | | | |
|--------------------------------------------|-----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> BASEBALL | <input type="checkbox"/> ICE HOCKEY | <input type="checkbox"/> SWIMMING |
| <input type="checkbox"/> BASKETBALL | <input type="checkbox"/> BOYS LACROSSE | <input type="checkbox"/> TRACK / X-COUNTRY |
| <input type="checkbox"/> COMPETITIVE CHEER | <input type="checkbox"/> GIRLS LACROSSE | <input type="checkbox"/> VOLLEYBALL |
| <input type="checkbox"/> FOOTBALL | <input type="checkbox"/> SOCCER | <input type="checkbox"/> WRESTLING |
| <input type="checkbox"/> GYMNASTICS | <input type="checkbox"/> SOFTBALL | |

Association Contact Person:

Name: _____ MHSAA ID #: _____ Email: _____

*** The Association Contact Person is the primary individual with whom the MHSAA will list online, direct others to contact and be listed as the association's communication point person. This may be the same as another listed person.*

President:

Name: _____ MHSAA ID #: _____ Email: _____

Vice-President:

Name: _____ MHSAA ID #: _____ Email: _____

Secretary/Treasurer:

Name: _____ MHSAA ID #: _____ Email: _____

Recruiting and Mentorship Coordinator:

Name: _____ MHSAA ID #: _____ Email: _____

ASSOCIATION MEMBERSHIP DETAILS

ASSOCIATION CLASSIFICATION

Number of Association Members (including those not in good standing as of June 1, 2022:

Check the appropriate classification requirement for the association:

Zones 1-6 (Single-Sport Association in CC, GY, BL, GL, IH, SO and SW)

15 or More

Zones 1-6 (Multi-Sport Association or Single-Sport Association in BA, BB, FB, TR & XC, VB and WR)

30 or More

Zones 7-8

15 or More

DUES

Explain membership dues amounts and format for association. If you provide discounts for new members, multi-sports, Legacy officials, etc., please explain the variable amounts and reasons.

ROSTERS and MIGS

Associations must regularly manager their rosters online through the MHSAA website. This includes adding new members, removing former members and updating officials' MIGS statuses. Failure to do so in a timely manner may result in members of the association being ineligible for postseason tournament consideration. Members in Good Standing **DO NOT** carry over from one year to the next. Associations must update MIGS with the MHSAA annually before the specified deadlines.

Newly formed associations may submit a spreadsheet document via email to ryan@mhsaa.com that includes the following information for each association member: Full name, MHSAA ID# and email address used for their MHSAA registration. Only include officials already registered with the MHSAAA and considered Members in Good Standing with the association.

ASSOCIATION TRAINING MEETINGS SCHEDULE

Use a separate sheet if additional space is needed.

“ROOKIE” MEETINGS SCHEDULE

List tentative dates in advance, but “rookie” meetings are required only if new officials that have not previously attended a “rookie” training are part of the association during that season. Required “rookie” meeting are <i>not</i> designed for sport-specific rules and technical content. Rather, these meetings are intended to provide information on administrative, contest management and handling situation duties. The Recruiting and Mentorship Coordinator should be present.				
	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF MEETING	LOCATION (Must have a <i>specific</i> location listed)
FALL SEASON				
WINTER SEASON				
SPRING SEASON				

GENERAL MEMBERSHIP ASSOCIATION MEETINGS SCHEDULE

General association business to discuss strategies, hold elections, discuss general officiating topics, etc.				
MEETING TOPIC	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF MEETING	LOCATION (Must have a <i>specific</i> location listed)

SPORT-SPECIFIC EDUCATIONAL MEETINGS SCHEDULE

Associations are required to host at least three sport-specific educational meetings per year (June 1, 2022 – May 15, 2023) – Covering rules, interpretations, theory and philosophy. At least one meeting must be held before the start of the season (Fall Sports – August 25, 2022, Winter Sports – December 7, 2022, Spring Sports – March 22, 2023).					
SPORT	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF MEETING	LOCATION (Must have a <i>specific</i> location listed)	TRAINER

MECHANICS TRAINING SCHEDULE

Associations are required to host at least three accumulative hours of hands-on mechanics and techniques training per year (June 1, 2022 – May 15, 2023) – Only required for BA, BB, FB, IH, BL, GL, SO, SB, VB and WR.					
SPORT	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF TRAINING	LOCATION (Must have a <i>specific</i> location listed)	TRAINER

ASSOCIATION REGISTERED OBSERVER NOMINATION
(ONLY ONE NOMINATION FORM IS NEEDED FOR REGISTERED OBSERVERS OF MULTIPLE SPORTS)

Local Approved Associations must annually submit a Registered Observer Nomination form for each Registered Observer. MHSAA Registered Observers must attend scheduled Officiate Michigan Day (OMD) events to remain in compliance. OMD events are tentatively scheduled for July 15, 2023, July 19, 2025, July 25, 2026 and July 15, 2028. During all other "off years," Registered Observers that attended the previous OMD event, or those that commit to attending the next OMD event, are eligible to be nominated by the association and approved by the MHSAA. Approved Registered Observers that do not submit observation forms to the MHSAA are not eligible to serve as a Registered Observer the following school year.

Full Name of Association: _____
 Please do not use abbreviations. Many associations have similar names

recommends the nomination of:

Name: _____ MHSAA ID #: _____ Email: _____
 to serve as a Registered Observer for the association in the sport(s) of:

- | | | |
|--------------------------------------------|-----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> BASEBALL | <input type="checkbox"/> ICE HOCKEY | <input type="checkbox"/> SWIMMING |
| <input type="checkbox"/> BASKETBALL | <input type="checkbox"/> BOYS LACROSSE | <input type="checkbox"/> TRACK / X-COUNTRY |
| <input type="checkbox"/> COMPETITIVE CHEER | <input type="checkbox"/> GIRLS LACROSSE | <input type="checkbox"/> VOLLEYBALL |
| <input type="checkbox"/> FOOTBALL | <input type="checkbox"/> SOCCER | <input type="checkbox"/> WRESTLING |
| <input type="checkbox"/> GYMNASTICS | <input type="checkbox"/> SOFTBALL | |

 Association Representative (Print Name)

 Signature

 Date

REGISTERED OBSERVER RESOLUTION

I will participate in all Officiate Michigan Day training events, remain registered with the MHSAA and be an active Member in Good Standing in an MHSAA Local Approved Association, attend or complete the MHSAA current year rules meeting, complete the annual tournament exam in the sport for which I'm nominated (if applicable), support and advance the MHSAA philosophy of officiating, adhere to MHSAA regulations, policies and practices and attest that I have at least five years varsity experience in the sport(s) for which I will observe.

Further, I understand that my status as a Registered Observer is subject to review by the MHSAA and may be denied or revoked if it is determined to be in the best interest of the MHSAA.

 Observer Nominee (Print Name)

 Signature

 Date

ASSOCIATION AUXILIARY MEMBERSHIP DECLARATION

In order to improve consistency and uniformity of mechanics and rules enforcement in high school contests across the state, it is the goal of the MHSAA that all registered officials be members of Local Approved Associations. To this aim, established Local Approved Associations are encouraged to develop auxiliary membership opportunities that would provide MHSAA officials (that do not have the ability to attend traditional in-person trainings because of their proximity to associations for the sport(s) they officiate access to quality information, improved training and increased engagement with other officials.

To receive waiver of Member in Good Standing requirements, officials that do not have a Local Approved Association available to them for in-person attendance at association meetings may be required to have auxiliary membership of an association to receive postseason tournament consideration. For auxiliary members that meet all association attendance and dues payment requirements, they should be included on the association's membership roll and listed as a Member in Good Standing on the MHSAA website. Those that do not meet all minimum requirement should not be included on the Member in Good Standing list.

Full Name of Association: _____

Please do not use abbreviations. Many associations have similar names

Select One

- Has previously submitted a declaration and been approved to provide auxiliary membership opportunities.
- Seeks to offer auxiliary membership opportunities.

Auxiliary members in the association will receive (check all that apply):

- Regular electronic communications and online training opportunities. (REQUIRED)
- Access to live video conference sport-specific and general membership meetings. (REQUIRED)
- The opportunity to participate in elections and other votes (OPTIONAL)
- The opportunity to serve in elected or appointed positions of the association (OPTIONAL)
- Other _____ (OPTIONAL)

Regular membership dues \$ _____

Auxiliary membership dues \$ _____

Requirements for an official to receive auxiliary membership are determined by each individual association (*e.g., dues, attendance, voting, trainings, etc.*); however, auxiliary members **MAY NOT** serve as that association's Trainer, Registered Observer or Recruiting and Mentorship Coordinator in any sport.

Association Representative (Print Name)

Signature

Date

ASSOCIATION REGISTRATION PAYMENT AND CERTIFICATION

Annual Approved Association Registration:	\$15.00	\$15.00 _____
Late Fee (if submitted after July 16, 2022):	\$30.00	\$ _____
Total Amount Due		\$ _____

Registration for in-person Assigners and Association Leadership Meeting
 Details of in-person meeting (in-person attendance will be limited to the first 75 registrants. In-person attendance is not mandatory)
 MHSAA Office, East Lansing
 Saturday, July 16, 2022 – 9:30 a.m. to approximately 12:30 p.m.

Check if no one from the association is attending the meeting in person.

Names of those attending (Associations are limited to a maximum of three in-person attendees)

1. _____	Included	\$0.00 _____
2. _____	\$15.00	\$ _____
3. _____	\$15.00	\$ _____
Total Amount Due		\$ _____

Please make payment by check or money order made out to the **MHSAA** and submit to:
Michigan High School Athletic Association
 1661 Ramblewood Dr.
 East Lansing, MI 48823

LOCAL APPROVED ASSOCIATION RESOLUTION

I certify that all information contained in the Resolution and included in any attend documents is accurate and current for the **2022-23** school year. The association will regularly maintain membership roster information through the MHSAA website and ensure that individual Member in Good Standing statuses are current at the deadlines for each season. At least one member of the association’s leadership will attend this year’s Assigners and Association Leadership Meeting either in person, via simulcast or through recorded footage and submit an attendance confirmation form before August 1, 2023 or ten days after registration, whichever is later. The association will maintain good standing with the MHSAA annually by securing five attendance points as required in the previous school year and properly submitting recommendations for postseason consideration on behalf of its membership.

Association Representative (Print Name)	Signature	Date
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Recommended Association Due Process Best Practices

The MHSAA supports Local Approved Associations holding their member officials to high standards of conduct and professionalism. From time to time this may result in an association taking disciplinary action against a member for an alleged violation or infraction of its bylaws or the *MHSAA Officials Guidebook*.

While not mandated by the MHSAA, the steps in the list below are recommended for associations when they encounter conduct or behavior that they believe warrants potential disciplinary action.

1. Request written allegations from the aggrieved party and/or witnesses.
2. Determine whether written allegations of misconduct or unprofessionalism indicate a violation of association bylaws and/or *MHSAA Officials Guidebook* standards, policies or regulations.
3. Send a letter to the accused member laying out the allegations and requesting a written response within a specified timeframe.
4. Review the written response and determine what, if any, further action is required. Clarification may be needed via phone or in person.
5. If allegations are found to have merit, the board determines the appropriate disciplinary action to be taken.
6. Provide the affected member an explanation of the findings, decisions and any sanctions in a written determination letter.
7. Provide the affected member an opportunity to appeal the decision (to either an independent or full-membership body) in writing and within a specified timeframe.
8. Both sides present their cases before the appellate body for discussion and a final determination.
9. A final determination (and sanctions if applicable) is provided to the affected member in writing.
10. If the association recommends disciplinary action by the MHSAA for violations of *MHSAA Officials Guidebook* standards, policies or regulations, the recommendation should be sent to the MHSAA Assistant Director who oversees officials.