



NEW – LOCAL APPROVED ASSOCIATION

Your Checklist for Achieving Local Approved Association Status

(This form is for your records, it does not need to be returned to the MHSAA)

Due Date for Local Approved Association material is **JULY 1, 2018**

For your records only, this page does not need to be returned to the MHSAA.

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| 1 | Submit Resolution |
| 2 | Submit Trainer Nominations (1 trainer required for each sport) <i>(It is necessary to submit a nomination form for each sport that requires a trainer. Attendance at the train the trainer meeting is required every-other year. This is not a face-to-face meeting year). Please have them mark their calendar for August 4, 2018.</i> |
| 3 | Provide Membership Roster (Your Roster MUST Include ID Numbers) <i>(Updates to the roster will be done online once the Association is set up through MHSAA) (Online updates to members in good standing will need to be done throughout year)</i> |
| 4 | Submit Sport Meeting Schedules. <i>(one form for each sport that requires training)</i> Schedule and Conduct Rookie Training. <i>(6 hours per sport)</i> Schedule and Conduct Mechanics Training. <i>(3 hours per sport)</i> Schedule and Conduct General/Educational Training. <i>(3 hours per sport)</i> |
| 5 | Submit Association Constitution <i>(Please contact the MHSAA if you need a proto-type constitution to review, modify and use) The MHSAA recommends your board complete an annual review, make updates as necessary and annually distribute to your members.</i> |
| 6 | Attend Local Approved Association Meeting this year. <i>(Attendance required every other year with an online meeting requirement when face-to-face meetings not conducted) August 4, 2018 – Officiate Michigan Day II</i> |
| 7 | Update roster online during the year with Members in Good Standing (Baseball, Basketball, Football, Boys Lacrosse, Soccer, Softball, Volleyball and Wrestling) |
| 8 | Mark your calendar: August 4, 2018 – Officiate Michigan Day II |

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RESOLUTION

for recognition as an MHSAA

NEW – LOCAL APPROVED ASSOCIATION

Resolution year - August 1, 2018 through June 30, 2019

THIS RESOLUTION IS DUE ON OR BEFORE JULY 1, 2018

LOCAL APPROVED ASSOCIATION INFORMATION

(MHSAA mailings and communications will be sent to the Association Contact)

ASSOCIATION ZONE:

City in which you wish to have your association listed with the MHSAA: _____

FULL NAME OF ASSOCIATION: _____

****Please do not use abbreviations; we have many Associations with similar abbreviation letters, THANK YOU.****

ASSOCIATION PRESIDENT: _____ MHSAA ID # _____

E-MAIL ADDRESS: _____

ASSOCIATION CONTACT PERSON: _____ MHSAA ID # _____

E-MAIL ADDRESS: _____

*The Association contact person is the primary individual with whom the MHSAA will list on line, direct others to contact and have continual communications with.

CIRCLE THE SPORTS SPONSORED BY YOUR ASSOCIATION:

BASEBALL

GIRLS LACROSSE

TRACK/X-

BASKETBALL

GYMNASTICS

COUNTRY

BOYS LACROSSE

ICE HOCKEY

VOLLEYBALL

COMPETITIVE

SOCCER

WRESTLING

CHEER

SOFTBALL

FOOTBALL

SWIMMING

ROSTER OF TRAINERS OF OFFICIALS *(Must qualify according to published criteria)*

| SPORT | NAME | ID # | FIRST YEAR | MOST RECENT |
|-------|------|------|------------|-------------|
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MEMBERSHIP - MINIMUM REQUIREMENTS

15 or MORE (Zones 7 & 8: All Sports; *plus* All Zones: BL, GL, GYM, IH, SO & SW)

30 or MORE (Zones 1-6: BA, BB, CC, FB, SB, TR, VB, WR, XC)

Association Member Roster's will be managed online by the Association President or Contact person as listed on the first page. Sports with MIGS requirements must also be maintained online throughout the year.

Deadlines for MIGS are as follows:

Fall – September 1st, Winter – December 1st, Spring – April 1st

OTHER INFORMATION

ANNUAL BANQUET DATE: _____

ASSOCIATION SPONSORED CAMPS/CLINICS: *(Sport/Dates)*

If further information is provided to the MHSAA throughout the year, the MHSAA will assist in spreading the word via our webpage and emails announcing camps/clinics throughout the year.

ANNUAL ASSOCIATION DUES REQUIRED FROM MEMBERS:

LOCAL APPROVED ASSOCIATION "REGISTERED ASSIGNERS" THAT ARE MEMBERS:

Name: _____ Sports: _____

Name: _____ Sports: _____

It is expected that MHSAA Registered Assigners follow all published "Standards for Registered Assigners." Any violation of these standards will place the Registered Assigner at risk of losing his or her registered status after review by MHSAA staff. The full policy is online, Officials tab, Resources and Policies page: [Regulations and Standards for MHSAA Registered Assigners](#)

THIS RESOLUTION IS DUE ON OR BEFORE JULY 1, 2018

Duplicate as necessary



Duplicate as necessary

TRAINER NOMINATION FORM

(Submit one form per Trainer being nominated)

This form MUST be submitted and signed for all FIRST TIME Trainers

"First time" Trainer

THE OFFICIAL BELOW IS BEING NOMINATED AS A TRAINER IN THE SPORT OF: _____
(Please submit separate forms for a multi-sport trainer)

Name: _____ MHSAA ID#: _____

Email: _____

Local Approved Association: _____

Please do not use abbreviations; we have many Associations with similar abbreviation letters, THANK YOU.

EXPERIENCE ("First time" Trainers only)

FIRST YEAR OF REGISTRATION: _____ TOTAL YEARS OF REGISTRATION: _____

FIRST YEAR OF VARSITY EXPERIENCE: _____ TOTAL VARSITY EXPERIENCE: _____

EXPERIENCE TEACHING (CERTIFIED/NON-CERTIFIED)

| YEARS | DESCRIPTION |
|-------|-------------|
| | |
| | |

COMMUNICATION SKILLS (Provide Explanation)

EXPLAIN WHY CANDIDATE WILL BE A "QUALITY TRAINER"

TRAINER RESOLUTION

Trainer Name: _____

I will participate in all training requirements, be an active member in good standing in an MHSAA Local Approved Association, attend or complete the MHSAA rules meetings, support and advance the MHSAA philosophy of officiating, adhere to MHSAA Regulations, practices and procedures and commit to being an empathetic and sensitive mentor.

Further, I understand that my status as a trainer candidate 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.

Nominee Signature _____ Date _____



By checking this box, I am indicating that I WILL register for and attend Officiate Michigan Day II, August 4th at the Lansing Center from 9 am – 4 pm

Please make sure you have completed registration online for Officiate Michigan Day II.

MHSAA TRAINING for the sports of Baseball, Basketball, Competitive Cheer, Football, Gymnastics, Ice Hockey, Boys Lacrosse, Girls Lacrosse, Softball, Soccer, Volleyball and Wrestling will take place August 4th at the Lansing Center, 333 E. Michigan Avenue, Lansing, 48933 from 9 am – 4 pm

TRAINER ENDORSEMENT FROM LOCAL APPROVED ASSOCIATION

The official named is nominated to serve as a trainer of officials in the sport of _____ for our Local Approved Association as proclaimed by the full association membership.

Association Leader Signature/Title _____ Date _____

THIS FORM SHOULD BE USED FOR TRAINERS AND BE SIGNED BY BOTH THE NOMINATED TRAINER AND AN ASSOCIATION LEADER.

THIS FORM SHOULD BE RETURNED WITH YOUR LOCAL APPROVED ASSOCIATION MATERIALS.

Duplicate this form to list meetings for other sports.



Duplicate this form to list meetings for other sports.

REQUIRED LOCAL APPROVED ASSOCIATION MEETINGS

(For the Resolution year - August 1, 2018 through June 30, 2019). Meetings listed below are for the 2018-19 season. All meetings should be scheduled for dates **AFTER August 1, 2018**)

Due Date for Local Approved Association material is **JULY 1, 2018**

Association: _____

****Please do not use abbreviations; we have many Associations with similar abbreviation letters, THANK YOU.****

Meeting Schedule for the Sport of: _____

(Use one form per sport)

GENERAL/EDUCATIONAL MEETING SCHEDULE *(May not be a "Rookie" or "Mechanics" program)*

MEMBERS ARE REQUIRED TO PARTICIPATE IN **3 GENERAL/EDUCATION MEETINGS PER YEAR, PER SPORT** FOR WHICH THEY ARE REGISTERED, OR **1 MEETING PER MONTH DURING THE SPORT SEASON**

| TRAINER | DATES <i>(3 required)</i> | START TIMES <i>(Please indicate a.m. or p.m.)</i> | LENGTH OF TRAINING | LOCATION <i>(Must have <u>specific</u> locations)</i> |
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MECHANICS TRAINING SCHEDULE

A MECHANICS CLINIC OF AT LEAST **3 HOURS** IS REQUIRED ANNUALLY IN **EACH SPORT** FOR WHICH THE ASSOCIATION PROVIDES OFFICIALS

| TRAINER | DATES | START TIMES <i>(Please indicate a.m. or p.m.)</i> | LENGTH OF TRAINING | LOCATION <i>(Must have <u>specific</u> locations)</i> |
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ROOKIE TRAINING SCHEDULE

6 HOURS OF "ROOKIE" TRAINING **PER SPORT** IS REQUIRED ANNUALLY TO PREPARE NOVICE OFFICIALS FOR LOWER LEVEL REGULAR SEASON OFFICIATING

| TRAINER | DATES | START TIMES <i>(Please indicate a.m. or p.m.)</i> | LENGTH OF TRAINING | LOCATION <i>(Must have <u>specific</u> locations)</i> |
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2018-19 IMPORTANT DATES

For Approved Associations, Registered Assigners and Leagues/Conferences.

ALL FALL SPORTS RECOMMENDATIONS

- Recommendation forms due from Approved Associations, Leagues & Conferences Monday, Sept. 1, 2018
- Submission of member-in-good standing list (MIGS) Monday, Sept. 1, 2018
- Registered Assigner correspondence due Monday, Sept. 1, 2018

ALL WINTER SPORTS RECOMMENDATIONS*

- Recommendation forms due from Approved Associations, Leagues & Conferences Monday, Dec. 1, 2018
- Submission of member-in-good standing list (MIGS) Monday, Dec. 1, 2018
- Registered Assigner correspondence due Monday, Dec. 1, 2018

*Ice Hockey January 10, 2019

ALL SPRING SPORTS RECOMMENDATIONS

- Recommendation forms due from Approved Associations, Leagues & Conferences Wednesday, April 1, 2019
- Submission of member-in-good standing list (MIGS) Wednesday, April 1, 2019
- Registered Assigner correspondence due Wednesday, April 1, 2019

2018 SUMMER MEETINGS....August 4, 2018
Officiate Michigan Day II

2021 SUMMER MEETINGS: Dates TBA
Officiate Michigan Day III in conjunction with the National Association of Sports Officials (NASO) Sports Officiating Summit, Grand Rapids, MI