



RENEWAL - 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.*****

- | | |
|---|--|
| 1 | |
|---|--|

 Submit Resolution
- | | |
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| 2 | |
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 Submit Trainer Nominations (1 trainer required for each sport)
(It is necessary to submit a nomination form for each sport that requires a trainer. Attendance at the train the trainer meeting is required when face-to-face meeting offered.)
Please have them mark their calendar for August 4, 2018.
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| 3 | |
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 Update MHSAA Roster online - contact our office if you need assistance
(Online updates to members in good standing needs to be done throughout year)
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| 4 | |
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 Submit Sport Meeting Schedules. *(one form for each sport that requires training)*
Schedule and Conduct Rookie Training. *(6 hours per sport)*
Schedule and Conduct Mechanics Training. *(3 hours per sport)*
Schedule and Conduct General/Educational Training. *(3 hours per sport)*
- | | |
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| 5 | |
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 Submit Local Approved Association Re-cap.
- | | |
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| 6 | |
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 Submit your Association Constitution and/or recent amendments.
(Please make sure the MHSAA has the most up-to date information on file)
The MHSAA recommends your board complete an annual review, make updates as necessary and annually distribute to your members.
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|---|--|
| 7 | |
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 Submit Financial Review.
- | | |
|---|--|
| 8 | |
|---|--|

 Attend Local Approved Association Meeting this year
Attend Local Approved Association Meeting this year. (Attendance required every other year with an online meeting requirement when face-to-face meetings not conducted) **August 4, 2018 – Officiate Michigan Day II**
- | | |
|---|--|
| 9 | |
|---|--|

 Update roster online during the year with Members in Good Standing.
Baseball, Basketball, Football, Boys Lacrosse, Soccer, Softball, Volleyball and Wrestling)
- | | |
|----|--|
| 10 | |
|----|--|

 Mark your calendar: **August 4, 2018 – Officiate Michigan Day II**

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



RENEWAL RESOLUTION

for recognition as an
MHSAA 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

SWIMMING

BASKETBALL

GYMNASTICS

TRACK/X-COUNTRY

BOYS LACROSSE

ICE HOCKEY

VOLLEYBALL

COMPETITIVE CHEER

SOCCER

WRESTLING

FOOTBALL

SOFTBALL

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

SPORT	NAME	ID #	FIRST YEAR	MOST RECENT

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

RENEWAL TRAINER NOMINATION FORM

THIS FORM IS DUE BY JULY 1, 2018

Please complete and forward to your TRAINER ONLY if they are ATTENDING for renewal training, Saturday, August 4th, Officiate Michigan Day II which is being held at the Lansing Center, 333 E. Michigan Avenue, Lansing, 48933 from 9 am – 4 pm.

Trainer name: _____ MHSAA ID: _____

Sport: _____ (Please submit separate forms for multi-sport trainer)

Local Approved Association: _____

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

TRAINER RESOLUTION

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

 Local Approved Association endorsement and trainer attendance August 4th is required

FOR ASSOCIATION LEADERSHIP ▼

TRAINER ENDORSEMENT FROM LOCAL APPROVED ASSOCIATION

The official named above 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 _____

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

FORM IS DUE BY JULY 1, 2018

"First time" Trainer

(Please submit separate forms for a multi-sport trainer)

Please complete and forward to your **TRAINER ONLY** if they are **ATTENDING** for renewal training, Saturday, August 4th, Officiate Michigan Day II which is being held at the Lansing Center, 333 E. Michigan Avenue, Lansing, 48933 from 9 am – 4 pm.

Trainer name: _____ MHSAA ID: _____

Sport: _____ (Please submit separate forms for multi-sport trainer)

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

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

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FOR ASSOCIATION LEADERSHIP ▼

TRAINER ENDORSEMENT FROM LOCAL APPROVED ASSOCIATION

The official named above 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 FIRST TIME 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 2018-2019 season. All meetings should be scheduled for dates **AFTER August 1, 2018**)

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

Association: _____

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>

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>

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>



Local Approved Association Re-cap Report

(This report is required from those associations renewing for the 2018-2019 season)

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

Association Name: _____ ID# _____

Yes No

1. Our association conducted all meetings scheduled and posted on the MHSAA website. If no, attach an explanation.

2. A financial Audit Report is attached for 2017-2018 is attached.

3. Our association has established lines of communication with area leagues.

4. Our association has formally met with area Leagues to discuss mutual concerns.

5. Association members have participated in closed book testing. List sport(s) and date:

6. Number of resigned members during 2017-2018?

M F

- Name and/or MHSAA ID _____

8. Number of new members during 2017-2018?

How many specifically from an association recruitment event(s)?

9. Our association assisted in the recruitment effort at one or more local events. Please indicate date and description of event (Can attach a separate sheet if needed)

THIS FORM MUST ACCOMPANY YOUR LOCAL APPROVED ASSOCIATION MATERIAL.



Local Approved Association Financial Review

*****(For the Resolution year - August 1, 2017 through June 30, 2018)*****

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

Association: _____ Assn. # _____

Use this form to summarize the financial situation of the Local Approved Association for the school year identified. It is necessary that the Local Approved Association is in good financial standing and is following reasonable financial procedures.

CHECK ALL THAT APPLY:

- I reviewed the "books" of the above named Local Approved Association on _____
(Date)
- The accounting of funds of the above named Local Approved Association appears to be accurate, valid and up-to-date.
- The bookkeeping system utilized by this Local Approved Association follows standard bookkeeping procedures.
- The person(s) who handles the money for the Local Approved Association is bonded.
- The above named Local Approved Association published regular financial statements for its members.
- The above named Local Approved Association published an annual financial statement.

OTHER COMMENTS:

<i>Individual who conducted the Financial Review (Not Affiliated with the Local Approved Association)</i>	
Name: _____	Signature: _____
Address: _____	
City/State/Zip: _____	Date: _____

THIS FORM MUST ACCOMPANY YOUR LOCAL APPROVED ASSOCIATION MATERIAL.



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**