



# 2022-23 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, 2022 and closes on:

October 31, 2022 – Football

March 13, 2023 – Competitive Cheer, Gymnastics and Ice Hockey

May 15, 2023 – All other sports

- All fall sport registration applications (football and volleyball) received after **August 16, 2022** will incur a \$30.00 late fee.
- All winter sport registration applications (basketball, competitive cheer, gymnastics, ice hockey, swimming & diving, & wrestling) received after **November 11, 2022** will incur a \$30 late fee.
- All spring sport registration applications (baseball, lacrosse, softball, soccer, track/xc) received after **March 17, 2023** will incur a \$30 late fee.
- Registration is for the current school year only and runs from **June 1, 2022 to July 31, 2023**.

Hard copy applications can be found online. These may 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

## 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, debit card or by electronic check. Registration Fees (*all fees are non-refundable and non-transferable so make certain you are applying for registration in the correct year*):

### Standard Officials Registration

\$70.00 for two (2) sports (+\$5.00 if applying with a hard copy form) and \$16.00 per sport after that.

### Student Legacy Officials Registration

\$38.00 (for two sports) and \$16.00 per sport after that.

## 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 – 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 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 (9<sup>th</sup>-12<sup>th</sup> grades) at least 14 years of age.
  - 9<sup>th</sup> and 10<sup>th</sup> grade students may officiate contests at the middle school/junior high school level only while working with a mentor official.
  - 11<sup>th</sup> and 12<sup>th</sup> grade students may officiate any subvarsity contests while working with a mentor official.

## 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.

**NEW - 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 out-of-state 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 in May, it is his/her responsibility to contact the MHSAA before the deadline for the sport(s) officiated. **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 (2021-22). 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 IN ANY SPORT UNTIL REQUIREMENTS ARE MET IN SPORT(S) 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 - A REGISTRATION LATE FEE OF \$30 WILL APPLY TO ANY SPORT SEASON IN WHICH AN OFFICIAL REGISTERED IN ANY SPORT THE PREVIOUS YEAR (2021-22) FAILS TO REGISTER FOR THE FOLLOWING DEADLINES: AUGUST 16, 2022 - FOOTBALL AND VOLLEYBALL; NOVEMBER 11, 2022 - BASKETBALL, COMPETITIVE CHEER, GYMNASTICS, ICE HOCKEY, SWIMMING & DIVING OR WRESTLING; MARCH 17, 2023 - BASEBALL, BOYS LACROSSE, GIRLS LACROSSE, SOCCER, SOFTBALL, TRACK/CROSS COUNTRY. THE LATE FEE APPLIES TO ALL SPORTS AND WILL NOT BE WAIVED FOR ANY REASON.**
10. **OUT OF STATE OFFICIALS** - Officials from any state may register with the MHSAA as full-fledged MHSAA officials and will receive all the registration benefits included in registration, may officiate any regular season contest and may be eligible for postseason contest assignments.
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 ADDITIONAL SPORT FEE OF \$16 PER SPORT. A LATE FEE MAY APPLY IF ADDING THAT SPORT AFTER THE POSTED DEADLINE DATE FOR THAT 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 receive a discounted registration fee.
14. **CRIMINAL HISTORY CHECKS** - Your signature on this application indicates your awareness that all officials will be subject to criminal history checks. An official who is charged and/or convicted of a criminal offense may have his/her registration denied or rescinded. The Executive Director or his/her designee will review any information submitted by an applicant or others, regarding criminal history and make an individual and confidential determination with regard to the official's 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 and will only be used for criminal history background checks and cumulative data analysis (e.g., total number of male and female official). Once the initial criminal history check has been conducted, officials will be subject to on-going, random checks.



Amount: \_\_\_\_\_

O G B F LG RC O4K SD EM RF

2022-23

## OFFICIALS REGISTRATION APPLICATION

Registration year – June 1, 2022 through July 31, 2023

## 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 ☐

## Legacy Officials Only

I am applying as a Student Legacy Official for the 2022-23 school year and I attend \_\_\_\_\_ High School.

What is your 2022-23 grade? ☐ FR ☐ SO ☐ JR ☐ SR What is your graduating year? 

Legacy Officials must complete the required exams and mentor document before registration will be complete.

**Initial Registration is two (2) sports for \$70.00 and any additional sport is \$16 each**Fall Sports

Late fee applied after August 16

Football  
Soccer  
Swimming & Diving  
VolleyballWinter Sports

Late fee applied after November 11

Basketball  
Competitive Cheer  
Gymnastics  
Ice Hockey  
Swimming & Diving  
WrestlingSpring Sports

Late fee applied after March 17

Baseball  
Boys Lacrosse  
Girls Lacrosse  
Softball  
Soccer  
Track/Cross Country

Two (2) sports and Initial Processing Fee @ \$75.00

Additional sport Fee @ \$16.00 per sport selected

Late Fee @ \$30.00 if submitted after sport season deadline listed above *and* if registered in the previous year

Additional Emblems \$1.00 per Round Horizontal (ba, sb, sw, vb)

Tax Deductible "Officials for Kids" Children's Miracle Network Donation

Your registration include a digital subscription to Referee Magazine. For \$20 you can purchase a hard copy with your registration

Have too many emblems? If you have too many already, you can opt-out of receiving additional emblems this year. Remove free emblems from my order.

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