



# 2024-25 Guide For Sport Officials

## Wisconsin Interscholastic Athletic Association

5516 Vern Holmes Dr. – Stevens Point, WI 54482-8833

Phone 715-344-8580 • Fax 715-344-4241 • email [refs@wiaawi.org](mailto:refs@wiaawi.org) • website [www.wiaawi.org](http://www.wiaawi.org)

## CRIMINAL BACKGROUND CHECKS

All officials who apply for registration with the WIAA will be to be subject to criminal history background checks. New officials will be required to complete the background check, and renewing officials will be checked every five years. High school age licensed officials will not be required to complete a background check.

After the licensing application has been submitted, an email will be sent with the link to the background check authorization form. Click on the link to access the form. Instructions are included.

### Conviction Status

A WIAA officiating license will not be issued to someone:

1. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor or any sexual offense at any time; unless/until such offense has been reversed by proper authority having jurisdiction over the matter; or,
2. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by Federal or State law or regulation within the last 10 years; or,
3. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to a DWI or OWI felony offense within the last 10 years; or,
4. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to the use or threatened use of violence against a person within the last 10 years; or,
5. convicted, or adjudicated with a finding of fault, guilt or violation, in regard to theft within the last 10 years; or,
6. currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than simple traffic violations.

Any previous conviction(s) meeting the above criteria shall result in the denial of license. This denial may be waived by the WIAA in individual cases if it determines in its sole discretion that there exist circumstances justifying such a waiver or modification.

### Currently Licensed Officials

1. When a currently licensed official is indicted or charged with any criminal offense or charged with a violation of any statute pertaining to minors, drugs or a controlled substance, such license will automatically be suspended, pending resolution of the indictment or charge. Conviction or adjudication of fault, guilt or a violation under any such indictment or charge shall result in immediate and automatic forfeiture of the officiating license.
2. Current licensed officials must inform the WIAA of any such indictment or charge immediately upon receipt of or upon having knowledge of such indictment or charge. Failure to notify the WIAA shall itself be a basis for immediate and automatic revocation of the officiating license.

### Reinstatement/Reapplication of License

An official whose license has been forfeited, suspended or revoked or an applicant who is denied a license, under the provisions of this policy, may petition for reinstatement/reapplication based on the following:

1. If suspension, revocation or forfeiture of a license is based upon conviction adjudication or finding as a result of a felony: The applicant may petition for a license one year after the completion of the parole/probation period; other than conviction of illegal illicit drugs, controlled substance where a 5 year probation period is used, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor or a sexual offense).
2. If suspension, revocation, forfeiture or denial results from a misdemeanor or other non-felony charge: The official/applicant may petition for a license immediately upon the completion of the parole/probation period (provided the offense was NOT involving a minor or a sexual offense).
3. If suspension, revocation, forfeiture or denial of a license is based upon any conviction, adjudication or finding involving a minor or sexual offense, reinstatement/reapplication will not be permitted, unless/until such offense has been reversed by proper authority having jurisdiction over the matter.

## MILITARY INITIATIVE

The WIAA offers current and former military personnel the opportunity to license as a WIAA sport official by waiving the basic license fee and the sport fee. This offer is extended to current and former military personnel who provide military documentation at the time of registration.

The training and discipline required of military personnel transfers well to sports officiating. By waiving the fees for these individuals, the WIAA hopes to acknowledge those who serve or have served and say THANK YOU.

## LICENSE PROCEDURES

1. Options for completing licensing application are as follows:

**Option 1:** Online licensing

Under the OFFICIALS tab on the red menu bar, please choose Online Registration. Select the option to renew your license, it will then ask you to **login with your current login information**. Proceed from there and follow the prompts. Your name and address must match that which is found on your credit card statement in order for the transaction to process properly.

**Option 2:** Call the WIAA office and license over the phone 715-344-8580.

2. Officiating license is valid from August 1 through July 31.

3. Individuals in high school may apply for licensing and officiate contests up to and including the 9th grade level. High school students, classified as Limited/Restricted (L/R), are allowed to officiate:

- a. WIAA contests up to and including the 9th grade level.
- b. Subvarsity contest in all sports except hockey, as long as they are assigned with a fully licensed non-high school student official.
- c. In soccer, may work varsity contests as an AR.

Note: After two years' experience as a L/R official there is opportunity for advancement to L2 upon high school graduation with verification.

4. The basic fee for each licensed official (no fees charged to high school students) will be \$35. A \$15 sport fee will be assessed for each sport for which you elect to be licensed.

5. Registration windows for sports officials are:

- a. May 1 – June 30
- b. September 15-30
- c. January 1-15

Registration completed outside of the listed windows will incur a \$30 processing fee. **Officials are highly encouraged to register during the May 1 - June 30 window each year.** The majority of competitions are contracted by the AD's and assignors during the summer months. More opportunities will be available for those who register during this window.

6. Completion of your application will result in:

- a. Your name being placed in the WIAA online Officials Directory.
- b. Prior to each sport season for which you are licensed, you will receive appropriate rules books, case books, and officials manuals (when published). Simplified and illustrated books are included in a few sports, and they may be purchased from the WIAA at an additional charge.
- c. Officials licenses expire on July 31.

7. By applying for a license to officiate WIAA athletic contests, the applicant acknowledges that he/she is performing duties as an independent contractor and not as an employee of the school or of the WIAA when officiating contests authorized by the issuance of this license.

## INACTIVE STATUS

1. Inactive Status may be granted for a maximum of one year, and is available ONLY to L5 and Master officials who are unable to fulfill existing contracts due to a physical condition, or U.S. Military Obligation, that makes it impossible for them to officiate the number of contests necessary to maintain classification. Simply submit a written request explaining your injury/status to the WIAA.

2. All other classification requirements must be met -- sports meeting requirement, submit exam(s), score required percentage for your level on the exam and submitting your varsity schedule (if required).

3. An official requesting Inactive Status must submit, if requested, copies of originally signed contracts and medical documentation or military orders.

4. If Inactive Status is granted, current classification is maintained for one year.

## RECIPROCITY

Reciprocity Options – The WIAA has agreements with Iowa, Michigan, and Minnesota

1. Wisconsin residents must be licensed in Wisconsin in order to utilize the reciprocity options.
2. Wisconsin residents may only license in Wisconsin as a fully licensed official.

3. For WIAA licensed officials who wish to also officiate in Iowa, Michigan and Minnesota, follow these steps:
  - a. Hold a current license in Wisconsin.
  - b. Submit an online application to a neighboring state association, and pay at minimum, the reciprocity fee. This will allow you to officiate those sports which you are licensed for in Wisconsin.  
  
Note: The WIAA allows individuals licensed in Illinois to license as reciprocity officials. Illinois does not allow Wisconsin officials reciprocity licensing.
4. Iowa, Illinois, Michigan, and Minnesota residents who wish to officiate in Wisconsin may choose the reciprocity option during online registration. Provide documentation and \$10 for registration. Reciprocity officials must stay current with rules exams and meetings in their home state.

## EXPERIENCED OFFICIALS NEW TO WISCONSIN

1. As a new official in Wisconsin, officials would normally be classified as a L1. Experienced officials, new to Wisconsin, can request an adjustment to their classification. This is an opportunity to receive credit for the experience gained in another state.
2. The WIAA must receive confirmation from the official's former home state association office. This may be via email, phone or mail.
3. The WIAA office has the final determination of classification level.

## HOW TO GET GAME ASSIGNMENTS

1. Game assignments are made by each school's athletic director and/or conference commissioner/assignor.
2. Contact your local high school athletic director and let him/her know you are licensed and ready for assignments.
3. If there is an Officials Association in your area, it is highly recommended that you join. Association membership is beneficial in that it can help individuals receive mentoring, game assignments, additional training, etc. A listing of Wisconsin Official's Associations can be found on the WIAA website under Officials then Become an Official.
4. The WIAA partners with rSchool, which offers a platform for hiring officials. Most athletic directors use this platform to hire officials. If you want your officiating profile to be viewable by AD's through rSchool, be sure to make the proper selection while registering.

## OFFICIALS' CONTRACTS

1. Officials, when completing contest contracts, are reminded of the following:
  - a. An official acts as an independent contractor (not as an employee of the WIAA or its member schools) when entering into an agreement with the WIAA or a WIAA member school.
  - b. If a contest is rescheduled or cancelled because of situations beyond human control, the official(s) originally contracted must be given first right of refusal for the same contest at a later date.
  - c. Each official should request a contract from the commissioner/assignor or school for every contest regardless of the level of competition.
  - d. Replacement officials should request a contract from the commissioner/assignor or school prior to working the contest.
  - e. A WIAA official's license may be withdrawn or denied for inappropriate behavior, double booking, not showing for a contracted contest, officiating a WIAA contest prior to being licensed in that sport, officiating a contest with less than the required number of licensed officials, etc.
2. If an official has been reported to have double booked or dropped a contest without receiving approval of the conference/school, that official will not be tournament eligible for the current season.
3. Contracts are regarded as null and void if the official's license is revoked.
4. All schools and officials are expected to adhere to contract provisions. Officials that violate contract provisions may be subject to WIAA disciplinary action. Schools which violate contract provisions are expected to pay the official according to the financial terms of the contract.

## EJECTIONS/UNSPORTSMANLIKE CONDUCT

1. An official has discretionary power from the time he/she enters the area of competition to caution any player or coach guilty of misconduct or unsportsmanlike conduct and, if this persists, to disqualify the coach or player from further participation in that contest.
2. If an official finds it necessary to eject a coach, the official should determine at that time if there is an assistant coach or other faculty member present to assume the coaching duties. If the coach cannot identify someone to assume these responsibilities, the contest must be terminated. The contest would then be ruled a forfeit. The ejected coach shall leave the competition area and go to the locker room (indoor sports) or the bus or other area. An ejected coach may not be allowed to become a spectator.

3. Every coach, player, and fan ejection, regardless of the severity of the situation, must be reported to the WIAA on the Officials Report Form found on the WIAA website. Ejection reports need to be completed and submitted immediately after the contest in which they happened. The WIAA and Board of Control, if necessary, will report to the school deal with the misconduct problem. This requirement applies to all sports at all levels (varsity, junior varsity, etc.) of competition.
4. Officials should NOT deem it unnecessary to make a report just because either they assume or they have been told that the school will "handle the situation" by itself.
5. The referee or other contest official may warn and, if necessary thereafter, order forfeiture by the offending team or school if the conduct and control of any parties involved, including spectators, interrupts or adversely affects the normal procedure and progress of a contest.

## EJECTION PROTOCOL

When an official ejects an athlete, coach or fan from a contest there is a protocol that is required.

1. Within the rules of the sport, announce the ejection by making eye contact with the ejected player or coach. Do not make physical contact with the individual. Eye contact can be made from a distance of twenty feet, but should not require an official to be closer than six to ten feet from the individual.
2. Request the player to go immediately to the bench and to the head coach.
3. One contest official will go to the sidelines, make eye contact with head coach and announce that the player (identify by number or lane or some accepted method) has been ejected from the remainder of this contest and state the reason.
4. Unless players create a disturbance, they must remain under the supervision of the coach. They should not be sent to a locker room or bus without supervision.
5. The ejection of a head coach requires that the official approach the coach, announce the ejection to the coach and request that they leave the competition area. In addition, the official must ask which assistant coach or school representative will function as the head coach in the ejected coaches absence.
6. Officials are reminded that only assistant coaches or school representatives may act in place of the coach.
7. The ejected coach must leave the competition area and go to the locker room (indoor sports) or the bus or other area. An ejected coach may not be allowed to become a spectator.
8. Immediately following the contest, an official shall file an Officials Report Form with the WIAA. It is not necessary for the official to contact the involved school.
9. Only one official needs to report the incident. Keep a copy of the report in your files.
10. Ejections should be reported using the forms on the WIAA website.

## OFFICIALS' REPORTS

Officials are required to complete the following reports as necessary after a contest: Coach Ejection; Player & Fan Ejection; Abuse of Contest Official; Loss of Coaching Box; Sportsmanship PLUS; Bad Sportsmanship; Injury Report; Equipment & Facility; Soccer Yellow Card; Soccer Red Card. All these online report forms can be found on the Officials tab in the drop down menu under Forms & Publications then Reports.

## OFFICIALS ACCIDENT AND LIABILITY INSURANCE PROGRAM

Information on this insurance program is provided on the WIAA website <https://www.wiaawi.org/officials/forms-publications>.

## CULTURAL/GENDER SENSITIVITY REMINDER

Sport officials are reminded to always act professionally when addressing student-athletes, coaches, school personnel and spectators. In the emotional setting of sport competition, use of informal nicknames or slang may convey an attitude of disrespect or bias.

## WIAA TOURNAMENT CONTESTS

In all WIAA tournament series contests, game officials shall ask coaches to verify that they have the correct number of players in uniform for this competition, in addition to being legally equipped.

Noncompliance with this regulation, (i.e., exceeding the number of allowed players in uniform) once competition has begun, shall be regarded as flagrant, unsportsmanlike conduct on the part of the head coach resulting in his/her immediate ejection (leave premises) when brought to the attention of the game officials.

Note: If no other coach or faculty member of that school is present to supervise the team, the game shall be forfeited and the team disqualified from further participation in the tournament series.

## INDEPENDENT CONTRACTOR

As a WIAA licensed sport official, the following was verified in your license application:

1. You have an accurate and working knowledge of the rules and officiating mechanics of the sports you have requested licensing.
2. You will uphold WIAA's policies and rule interpretations/ applications, including those of promoting wholesome amateur athletics in the member schools, and conducting them in an atmosphere of sportsmanship, free from gender and ethnic bias and/or harassment.
3. You are acting as an independent contractor and not as an employee of the WIAA or its member schools when seeking and accepting officiating contracts.

## CLASSIFICATION SYSTEM

1. Officials have two requirements each year. The completion of these requirements will have a positive effect on an official's classification.

Requirements:

- a. Watch the rules video by the listed deadline
- b. Complete the rules exam by the listed deadline.

The online rules video is posted prior to the sports season, and contains information on WIAA rules and regulations, as well as covers all new NFHS rules. Officials must watch the entire video each year by the deadline, in order to receive credit. Once the video is completed, credit will be placed on the official's profile.

The online rules exams should be taken AFTER watching the rules video, and must be completed by the indicated deadline each year. As classification levels rise, the required score on the rules exam increases. (See below for specific information on required test scores for each classification.)

2. Officials may advance one level in classification each year if all requirements for the next level are met.

Note: L0, L1, L2 and L3 officials will be allowed to advance two levels in classification per sport, per year, when credited for attending a WIAA approved officiating clinic or by completing a NFHS officials training video for the sport(s) official is licensed in. Official must meet all the criteria for the new level (maximum one clinic or video per sport/year). Note: Clinic attendance or training video viewing does not eliminate the WIAA rules video requirement. L4, L5 and Master officials attending a WIAA approved clinic, conducting a WIAA approved clinic or viewing a NFHS training video will be given credit for one varsity contest on their Schedule of Games.

3. Officials will maintain their current classification level for any of the following reasons (will not advance):

- a. Miss the deadline for submitting Part I or Part II (if applicable) exam.
- b. Did not achieve the required exam score for the next level but did achieve the necessary score to maintain their current level.
- c. Did not have the required number of regular season varsity contests for the next level but did have the required number of regular season varsity contests to maintain their current level.
- d. Submitted their varsity schedule late but did achieve the necessary number of regular season varsity contests to maintain their current level.

4. Officials will drop in classification for any of the following reasons:

- a. Did not watch WIAA rules video in the sport(s) in which he/she is licensed.
- b. Did not submit Part I or Part II (if applicable) exam.
- c. Did not work the required number of regular season varsity contests for the L5 or Master classification level.
- d. A Master official did not achieve the required Part I and Part II (if applicable) exam score and/or did not have the required number of regular season varsity contests for the Master level.
- e. Repetitive violation of requirements listed in No. 3.

5. An official's classification level will drop one level, in a given sport, for each year they are not licensed.

## CLASSIFICATION REQUIREMENTS

Officials may advance one level in classification each year if all requirements for the next level are met by the due date.

L0 - Meet sport meeting requirement, write Part I exam.

L1 - Meet sport meeting requirement, write Part I exam.

L2 - Meet sport meeting requirement, score 70% on Part I exam.

L3 - Meet sport meeting requirement, score 75% on Part I exam.

L4 - Meet sport meeting requirement, score 80% on Part I exam.

L5 - Meet sport meeting requirement, score 85% on Part I exam, provide schedule of regular season varsity games worked during current school year. Note: Post-season contests (regionals, sectionals, state) do not count for the required number of varsity contests.

Baseball - 4 regular season varsity games

Basketball - 8 regular season varsity games

Football - 3 regular season varsity games

Gymnastics - 4 regular season varsity meets

Hockey - 5 regular season varsity games

Lacrosse - 6 regular season varsity games

Soccer - 7 regular season varsity games

Softball - 4 regular season varsity games

Swimming & Diving - 5 regular season varsity meets

Track & Field/Cross Country - 3 regular season varsity meets

Volleyball - 4 regular season varsity matches

Wrestling - 4 regular season varsity matches

MASTER - Meet sport meeting requirement, score 90% on Part I and Part II exam (if applicable), provide schedule of regular season varsity games worked during current school year. Note: Post-season contests (regionals, sectionals, state) do not count for the required number of varsity contests.

Baseball - 8 regular season varsity games

Basketball - 16 regular season varsity games\*

Football - 5 regular season varsity games

Gymnastics - 7 regular season varsity meets

Hockey - 9 regular season varsity games

Lacrosse - 12 regular varsity games

Soccer - 14 regular season varsity games\*

Softball - 8 regular season varsity games

Swimming & Diving - 10 regular season varsity meets\*

Track & Field/Cross Country - 6 regular season varsity meets

Volleyball - 7 regular season varsity matches

Wrestling - 7 regular season varsity matches

\* Female officials who wish to work only girls contests in this sport, for affirmative action reasons, may submit a written request to the WIAA for a reduction in game requirements for classification purposes. A separate request must be submitted each year.

Note: Any competition conducted on a tournament (multi-school) basis will count as two of the required contests.

## **RANKING & TOURNAMENT AVAILABILITIES INFORMATION**

All WIAA licensed officials need to enter their entire varsity game schedule on the WIAA website, in order to get ranked by coaches in any sport. Coaches are allowed to rank an official 1-6 after a game using the following scale.

1 - would not hire this official again.

2 - needs improvement.

3 - would hire for a regular season contest.

4 - would hire for a regional contest.

5 - would hire for a sectional contest.

6 - clearly among the best, would hire for a state contest.

Ranking data used for the current year is from the previous season.

The following is the formula used in determining ranking average: Points will be added up and will include points for an official's current classification level (L1=1, L2=2, L3=3, L4=4, L5=5 and Master=6) divided by the total number of rankings plus one. In the sport of basketball, volleyball, swimming & diving and soccer for every 10 rankings received, one high and one low will be thrown out, with a maximum of two high and two low rankings being thrown out. In all other sports, for every five rankings, one high and one low will be thrown out, with a maximum of two high and two low rankings thrown out.

Note: If coaches are to be able to rank officials properly, it is important that they know who you are. Therefore, when signing the scorebooks officials need to write clearly. Additionally, a profile picture should be added.

Tournament availabilities will be posted on the WIAA site. Check for email notifications announcing the posting of the availability.

## WIAA TOURNAMENT CONTRACTS

Once an official accepts a contract(s) and fails to meet the obligations associated with it, except for injury, family emergencies, or with WIAA approval, he/she may be subject to discipline. Penalties might be, but are not limited to, assigned partner being replaced, plus removal from some future tournament consideration.

Note: Pending disciplinary actions against an official may render a previously offered tournament contract null and void. (See Accepting and Turning Back Game Guidelines)

### Baseball

1. Tournament availability forms are available online to all L1-Master baseball officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest rankings.
3. The following information will be used in determining contracts: a) coaches rankings from last year; b) the number of varsity contests worked during current season; c) total number of coaches who ranked the official; d) previous tournament experience and total years of experience; e) dates available; and f) restrictions an official or school have listed.
4. State tournament umpires are rotated in an attempt to contract deserving umpires from all areas of the state.

### Basketball

1. Tournament availability forms are available online to all L4, L5 and master officials.
2. The WIAA contracts officials for all tournament games. The following information is used when determining contracts: a) on-time completion of availability form; b) feedback from assignors, officials associations and conference commissioners; c) results of coaches' rankings; d) varsity game minimum (12) met (may be gender specific); e) previous tournament experience; f) other criteria including but not limited to listed restrictions, continuing education and listed partners are considered.
3. During the WIAA tournament series, officials can only work one basketball game per day, and no more than three in one week.
4. The WIAA contracts the state officials from those working sectional games, taking into consideration a concern for a rotation of new officials and state representation. Three-person crews will be used for all WIAA basketball tournament games.
5. View the document "How State Tournament Officials Are Chosen" on the WIAA basketball website.

### Cross Country

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master cross country officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest ranking and the geographical location of tournaments.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity meets worked during current season; c) total number of coaches who evaluated the official; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) requests from tournament managers.
4. The WIAA contracts the state officials from those working sectionals taking into consideration a concern for rotation of new officials and statewide representation.

### Football

1. To be on the ranking list for football, a crew must meet the following criteria: a) at least two members of the crew must be L5 or Master; b) if only two members of the crew are L5 or Master, one other member must be L4; and c) the aggregate years that the crew members have been licensed must be at least 25. Crews containing reciprocity officials are not eligible for playoff consideration.

Note: Crews meeting the above criteria must submit the appropriate form prior to September 30 so their names can be added to the list for tournament availability. (Form may be obtained from the WIAA website.)



2. Coaches evaluations serve as a starting point in tournament selections. Experience, classification, prior WIAA tournament experience, number of varsity games worked during current season and other criteria are considered.
3. Every attempt is made to use as many qualified crews as possible. Final contracts are issued on the basis of geography with first consideration given to crews who are ranked "above average" in comparison to statewide averages.

### **Gymnastics**

1. Tournament availability forms are available online, with the exception of LO and LR, to all L1-Master gymnastics officials.
2. Contracts are dependent upon the following information: a) coaches rankings from last year; b) number of club/college contests worked during current year; c) previous tournament experience and total years of experience; d) requests from tournament managers; and e) input from athletic directors/commissioners.
3. Judges are contracted to work meets in their own region of the state, if possible. However, it is often necessary to send judges a considerable distance for tournaments.
4. The WIAA contracts the state tournament judges from those having the highest ranking taking into consideration concern for statewide representation.

### **Hockey**

1. Tournament availability forms are available online with the exception of LO and LR, to all L1-Master hockey officials.
2. The WIAA contracts officials for all tournament levels with preference given to those officials having the highest ranking, number of ranks received, classification level and geography.
3. The WIAA contracts the state tournament officials from those having the highest ranking taking into consideration concern for statewide representation.

### **Lacrosse**

1. Tournament availability forms are available online for all L1-Master Boys and Girls Lacrosse officials.
2. The WIAA contracts officials for all tournament games. The following information is used when determining contracts:
  - a. On-time completion of availability form
  - b. Results of coaches' rankings
  - c. Assignor and official's association recommendations
  - d. Number of varsity games worked during the current season
  - e. Years of experience
  - f. Restrictions listed by official and/or member schools
3. The WIAA contracts the state tournament officials from those having the highest ranking, taking into consideration concern for statewide representation.

### **Soccer**

1. Tournament availability forms are available online with the exception of LO and LR, to all L1-Master soccer officials.
2. The WIAA contracts officials for all tournament games. The following information is used when determining contracts: a) on-time completion of availability form; b) results of coaches' rankings; c) assignor feedback; d) officials' association recommendations; e) number of varsity games worked during the current season (may be gender specific); f) years of experience; g) previous tournament experience; and h) restrictions listed by official and/or member school.
3. The WIAA contracts the state tournament officials from those having the highest ranking taking into consideration concern for statewide representation.

### **Softball**

1. Tournament availability forms are available online, with the exception of LO and LR, to all L1-Master softball umpires.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest rankings.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity games worked during



current season; c) total number of coaches who evaluated the officials; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) input from athletic directors/commissioners.

4. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of new officials and statewide representation.

### **Swimming & Diving**

1. Tournament availability forms are available online to all L1-Master officials. (L1 officials will be considered for stroke/turn swim only positions.)
2. The WIAA contracts officials for all tournament levels with preference given to officials having the highest ranking.
3. Contracts are dependent upon coaches rankings from last year, classification level, diving officials will need to have geography and rotation between the girls and boys program.
4. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of officials and statewide representation.

### **Track & Field**

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master track & field officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest ranking and the geographical location of tournaments.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity meets worked during current season; c) total number of coaches who evaluated the official; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) requests from tournament managers.
4. The WIAA contracts the state tournament officials from those working regionals or sectionals taking into consideration concern for rotation of new officials and statewide representation.

### **Volleyball**

1. Tournament availability forms are available online, with the exception of L0 and LR, to all L1-Master volleyball officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest rankings.
3. Contracts are dependent upon the following information: a) coaches rankings from last year; b) the number of varsity matches worked during current season; c) total number of coaches who evaluated the officials; d) previous tournament experience and total years of experience; e) dates available; f) restrictions an official or school have listed; and g) input from athletic directors/commissioners.
4. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of new officials and statewide representation.

### **Wrestling**

1. Tournament availability forms are available online to all L1-Master wrestling officials.
2. The WIAA contracts officials for all tournament levels with preference given to L5 and Master officials having the highest rankings.
3. The following information will be used in determining contracts: a) coaches rankings from last year; b) the number of varsity contests worked during current season; c) total number of coaches who ranked the official; d) previous tournament experience and total years of experience; e) dates available; and f) restrictions an official or school have listed.
4. The WIAA contracts the state tournament officials from those working sectionals taking into consideration concern for rotation of new officials and statewide representation.

## **REQUIRED NUMBER OF OFFICIALS**

Member schools of this Association are required to use only WIAA licensed sport officials as stipulated under Article IX - Officials Qualifications in the BYLAWS as follows:

A school shall use only persons licensed with the Association for purposes of officiating interscholastic contests – varsity, junior varsity, sophomore, freshman and junior high/middle level school (Grades 6-8). The following number of licensed officials (as noted in parenthesis) are required for each sport.

**Baseball (2)** – Umpires (Three-person crews are acceptable. Three-person crews will be used at sectionals. Four-person crews are used at State.) For junior high/middle level one licensed official is required but two are recommended. Note: Schools cannot use unlicensed individuals as their second official.

**Basketball (2)** – Referee and Umpire (Three-person crews are acceptable. Three-person crews will be used at regionals, sectionals and State tournament games.)

**Cross Country (1)** – Referee-Starter (Two are recommended for all interscholastic competition.)

**Football** – Regular Season (4): Referee, Umpire, Linesman, and Line Judge. Playoffs (5): Referee, Umpire, Linesman, Line Judge, and Back Judge. Note: For interscholastic competition other than senior high varsity games, only three officials are required (four are recommended). Five-person crews are acceptable.

**Gymnastics** – Judges (2): Per event - Varsity. Judges (1): Per event - Junior Varsity

**Hockey (3)** – Referee, Assistant Referee, and Linesman - at all levels of competition.

**Lacrosse (2)** – Two licensed officials are required for all levels. (Boys – Referee and Umpire/Girls – Officials). Three licensed officials are recommended for varsity competitions (Boys – Referee, Umpire and Field Judge/Girls – Officials). Three person crews will be used at the State Tournament.

**Soccer (3)** – Head Referee and Assistant Referee (2) required for all varsity (nonconference and conference) duals. Note: Two officials are acceptable for varsity multi-school tournaments and subvarsity contests. In emergency situations, one licensed WIAA official and two volunteers may be used to officiate subvarsity games. The volunteers would not need to be licensed and would not be required to be in a uniform. The volunteer official would only indicate when the ball is out-of-bounds and which team would get the throw in. The volunteer will not call offsides.

**Softball (2)** – Umpires - (Three-person crews are acceptable. Three-person crews will be used at the state tournament and sectional semifinal and championship games.) For junior high/middle level one licensed official is required but two are recommended. Note: Schools cannot use unlicensed individuals as their second official.

**Swimming and Diving (2)** – Referee and Starter. Diving - Championship Meets (2). Diving - Non-Championship Meets (1).

**Track and Field (2)** – Field Referee and Starter

**Volleyball (2)** – R1 and R2 - Note: For interscholastic competition other than senior high varsity games, only one licensed official is required (two are recommended).

**Wrestling (1)** – Referee

Middle level/junior high members are required to use the number of game officials as noted above in all competitions unless otherwise noted.

Contracts engaging services of officials (available on WIAA website) must be executed by officially designated representative of the schools for ALL interscholastic competition at ALL levels of competition. Contracts are required for Association sponsored tournament competition as well as all other types of interscholastic activity.

WIAA member schools and officials are reminded that games/meets should not be started at any level of competition without the required number of officials. Schools and officials expose themselves to potential problems as well as WIAA disciplinary action if a game/meet starts with less than the number of officials required. If an official becomes incapacitated after a game/meet begins, the school is expected to attempt to fill the position with another licensed official.

## SPORTSMANSHIP

In an effort to promote and maintain the high ideals of sportsmanship at interscholastic events, the WIAA Sportsmanship Committee recognizes the important perspective contest officials have during interscholastic events.

The WIAA and the Sportsmanship Committee extends a request to all contest officials to assist in providing positive experiences and cultivating the high ideals of sportsmanship.

The committee asks your cooperation and action in taking the time to complete and submit the online-submittable Poor Sportsmanship form on the WIAA website when you experience a lack of appropriate sportsmanship behavior by fans, players, coaches or school administration overlooking unsporting behavior.

With your help, we can maintain interscholastic athletics as an extension of the classroom where lifelong lessons and benefits are taught and learned.

## DISCIPLINARY ACTION AGAINST OFFICIALS

Officials that fail to adhere to the rules and regulations set forth in this GUIDE FOR SPORT OFFICIALS, fail to comply with requests of the WIAA, falsify information on the license application or fail to adhere to ethical standards may be subject to disciplinary action by the WIAA. Penalties might be, but are not limited to, a reduction in classification, removal from tournament consideration, license revocation. If an official finds the WIAA executive office action unacceptable, an "Appeal Process" is available.

1. Tobacco, including chewing tobacco, and alcoholic beverages cannot be used by officials during their period of jurisdiction.
2. Alcohol should never be ingested by an official prior to a contest, no matter what the circumstance, including in the form of cough/cold medicine (or post contest – on site in uniform).

3. Officials who knowingly do not enforce rules of the game or ignore safety concerns will be subject to the following progressive disciplinary action:
  - a. Notification to the official that a report has been received.
  - b. Removal from tournament eligibility lists.
  - c. Revoke license.

The WIAA reserves the right to move directly to penalty c. based on the severity of the incident.

## APPEAL PROCESS

1. **Aggrieved Parties May Appeal Decision** – If a sports official is dissatisfied with a decision or with a ruling or interpretation of the provisions of the GUIDE FOR SPORT OFFICIALS, and such game official is an aggrieved and affected party, such party may, within 15 days of receipt of the decision, submit to the WIAA a notice of appeal of the decision. The first level of appeal will be to the Executive Director and WIAA Staff. If the decision is unsatisfactory to the official, there is a second level of appeal. This involves the official requesting a formal hearing before the Board of Control. Any aggrieved parties appealing a decision or a ruling or interpretation of the Executive Director relative to the provisions of the GUIDE FOR SPORT OFFICIALS must cite the provision of the GUIDE FOR SPORT OFFICIALS allegedly violated and must state the waiver sought or relief desired.
2. **Application/Status** - The WIAA Appeals Procedures do not apply to the Executive Director’s rulings, interpretations or decisions relating to sport regulations, National Federation rules or regulations, WIAA adopted National Federation rules or regulations as amended or any other determinations not specifically set forth in paragraph A above. The decision of the Executive Director and any penalty or penalties imposed shall remain in effect until such time as a contrary decision is made by the Board of Control pursuant to the procedures set forth herein. If there is an event or competition which is scheduled to take place prior to the time a determination is made by the Board of Control, the Executive Director’s decision will remain in effect until such time as a determination is made by the Board of Control.
3. **Notice** - The Executive Director shall notify the appealing party of the time and place set for a hearing on the appeal. The hearing shall be conducted in conjunction with a regularly scheduled meeting of the Board.
4. **Attendance at the Hearing** - Game official who is appealing party is entitled to attend hearings. Any person entitled to be in attendance at such hearing may represent themselves. Such persons are also entitled to be represented by counsel.
5. **Board of Control to Hear Appeals** - The Board of Control of the Association shall hear and decide all appeals brought under the provision of these rules. The President of the Board of Control may appoint a hearing officer to preside over the hearing or he/she may act as the hearing officer. The hearing officer may, at the beginning of the hearing, ask for statements clarifying the issues involved or factual matters to which the appealing party will stipulate and agree. The appealing party shall present its defense and proofs. The parties may offer such evidence, including the testimony of witnesses, as they desire and which shall be relevant to the proceedings. Each party shall have the right to cross examine witnesses of the adverse party. All parties shall be afforded the opportunity to examine all documents introduced.
6. **Closing of Hearing** - The hearing officer shall specifically inquire of all parties whether they have further evidence. Upon receiving negative replies, the hearing officer shall declare the hearing closed.
7. **Hearing in Absence of any Party** - The hearing may proceed in the absence of any party who, after it is shown has received due notice thereof, fails to be present or fails to request an adjournment. A majority of the members shall constitute a quorum for any meeting. Adjournments may be considered by the hearing officer upon the request of a party or upon the initiative of the hearing officer. However, a decision shall not be made solely upon the default of a party, but shall be based upon the evidence in the matter before the Board.
8. **Decision of the Board** - The decision of the Board of Control shall be made by a majority of the voting members at the hearing. The decision shall be in writing, signed by the Board of Control President or Executive Director and shall state the conclusions of the Board. All decisions of the Board shall be final and nonappealable except as provided by these rules.

## OFFICIATING GUIDELINES

### Tips on Accepting and Turning Back Games

#### Accepting Games

1. **Timing** – Assignors and Conference Commissioners have developed a timeline of when they schedule their officials for each sport. This can vary greatly from conference to conference. Learn the timing by speaking to your local assignors and Conference Commissioners. Currently, some assignments are being contracted 2-3 years in advance. This is detrimental to the recruitment and retention of officials.
2. **Connect** – Contact your local assignors and Conference Commissioners prior to their assignments. Express your interest in being assigned contests and provide them with any information that will speak to your experience. That information can include years of experience, sports, continuing education (camps/clinics), levels officiated (middle school, JV, Varsity, Collegiate, etc.), honors, association affiliation, etc. Provide your availability information, and any schools that you should not be assigned to.
3. **Professionalism** – Treat the process with professionalism. Interact with the assignors and Conference Commissioners as you would in a job interview.

4. **Punctuality** – Return offered contracts in a timely fashion. Most contracts allow 10 days to sign, some less. If a contract remains unsigned, it may be offered to someone else.

### Turning Back Games

The communication between an official wishing to turn back a game and the assignor/Conference Commissioner is essential. Professionalism must be used. Officials need to understand the perspective of assignors and assignors need to be reasonable about potential turn-backs.

1. **Communicate** – Officials who have committed to work a game, but now find that they are unable to fulfill the contract must contact the assignor/Conference Commissioner as soon as possible. Assigning officials is an enormous task and changes can be very difficult, especially at the last minute.
2. **Be Responsible and Respectful** – Officials who turn back games can be seen as unreliable. As an independent contractor, professionalism and consistency, when dealing with officiating contracts, will create opportunities. A lack of reliability will likely diminish opportunities. Handle all contracts with respect and limit changes.
3. **Replacements** – Some assignors and Conference Commissioners prefer that a replacement official is offered, when turning back an assignment. Make sure that the chosen replacement is a quality fit for the game being turned back. A poor replacement official reflects badly on the originally contracted official. Other assignors and Conference Commissioners choose to fill a turnback on their own. Offering a suggestion would be welcomed.
4. **Considerations** – Turn-backs are viewed in different categories. The reputation of an official can be tarnished if contracts are broken for reasons that are viewed as unacceptable.
  - a. Horizontal changes – when an official turns-back a game to accept another one of the same level it is considered a horizontal change. Moving from one varsity game to another would be considered a horizontal change. Conference Commissioners and assignors communicate with one another, so turning back a game in one conference to take one in another conference is detrimental to the work relationship in both.
  - b. Vertical changes – Most assignors and Conference Commissioners are willing to assist in the advancement of your career – especially if you have had a strong and positive relationship. If an official has a contracted game, and is offered one at a higher level, a conversation with the assignor should ensue. Assignors will consider the timing and options for replacement before allowing a contract to be broken. It is a good idea to have a conversation about policies and procedures, relating to the possibility of better opportunities arising.

### Business Mentality

As independent contractors, officials are building their business and reputation by the work they do and the professionalism with which it is done. Interactions when seeking job opportunities, as well as when working on the court/field will determine the success of their officiating.

In high school, athletics are education-based. The goal of the WIAA is to provide an environment for students, schools, and their communities to grow and learn through their experiences in sports. Officials are an important part of that experience.

## UNIFORM & EQUIPMENT

1. Clean, pressed, not overworn clothing and polished shoes are required of officials in all sports.
2. Specific uniform requirements can be found in each individual sport NFHS rule book.
3. The “clean shirt” policy is in effect. No patches or embroidery of any kind on the officiating uniform are allowed. It is permissible for officials to wear association patches on their jackets and/or an American flag, not to exceed 2x3 inches. If you choose to place the flag on your officiating uniform, it is required the flag be sewn on the left sleeve (3 to 4 inches above the elbow). Officials who officiate together (i.e. football crew, basketball partners, etc.) must display the flag in the same manner. Note: Soccer officials must wear a patch (provided by the WIAA) on their shirt.
4. Rules and case books, Wisconsin Adaptations, etc., should be taken to all contests. Electronic version is allowed.
5. Officials often carry an extra whistle, shoe laces, and uniform.
6. All members of a crew should dress alike.

### BASEBALL

#### ***Required Uniform:***

- a. Shirt: Navy blue pullover shirt. (See Wisconsin Adaptations for additional colors)
- b. Pants: Grey or heather grey

- c. Hat: Navy blue  
Sized hat is recommended
- d. Sweater: Navy blue (worn on bases only)  
Blazer, windbreaker, or windshirt worn over the appropriate shirt is acceptable.
- e. Belt: lack Leather.
- f. Socks: Black

\*Umpires working the same game should be dressed alike.

***Wisconsin Adaptations:***

- a. Shirt may be powder blue, navy or black.

***Other Items:***

- a. Plate umpire should wear shoes designed for safety that include hard toes.
- b. Plate umpire must have:
  - (1) Ball and strike indicator
  - (2) Small plate brush
  - (3) Protective supporter and cup
  - (4) Ball bag
  - (5) Lineup cards
  - (6) Pen or pencil for lineup changes
  - (7) Chest protector
  - (8) Sturdy mask with throat protector
  - (9) Shin guards

**BASKETBALL**

***Required Uniform:***

- a. Belt: If worn, shall be black.
- b. Jacket: Black, if worn. Recommended for wear prior to game.
- c. Shirt: Standard black/white vertically striped
  - (1) Short sleeves – approximately 8 inches in length; with black cuffs.
  - (2) V-neck shirt shall be worn and an undershirt should not be visible
  - (3) Shirt shall be tucked inside pants
  - (4) Entire crew shall wear the same design and style.
- d. Shoes: Predominantly black with black laces.
- e. Socks: Predominantly black
- f. Pants: Entirely black slacks.
- g. Whistle: Recommended black, pealess plastic whistle. Carry a spare.
  - (1) Lanyard – Black

\*Officials shall not wear jewelry, fitness bands or other items that are not necessary for performing their duties. Religious and medical-alert medals are not considered jewelry. A religious medal must be taped and worn under the uniform. A medical-alert medal must be taped and may be visible. Wedding rings are permitted.

All game officials, in a given game, are to wear the same type shirt. The U.S. flag may be worn on the chest of the shirt. All crew members must wear it identical.

***Wisconsin Adaptations:***

None at this time.

## **CROSS COUNTRY/TRACK & FIELD**

### ***Required Uniform:***

- a. Jacket: Black and white, if worn.
- b. Shirt: Black and white striped.
- c. Pants: Black. May wear black shorts.
- d. Shoes: Black (polished) with black socks
- e. Arm Sleeve: Brightly colored (example, hunter's orange)
- f. Whistle: Black, on a black lanyard

### ***Wisconsin Adaptations:***

None at this time.

### ***Other Items:***

- a. Closed-barrel starting pistol with holster (.32 caliber and/or .22 caliber)
- b. Ear protection
- c. Flash shield
- d. Hat (optional). All officials working the same meet should wear the same colored hat.

## **FOOTBALL**

### ***Required Uniform:***

- a. Black and white vertically striped, long or short-sleeved knit shirt shall be worn.
  - (1) The shirts shall have either 1-inch stripes or a state association adopted shirt with a maximum of 2 ¼-inch stripes, a black knit cuff and Byron collar.
  - (2) All game officials, in a given game, are to wear the same type shirt. The U.S. flag may be worn on the chest of the shirt. All crew members must wear it identical.
- b. Black football shoes, which may include some white accents, with black laces are required. Shoes should be shined before each game.
- c. Black baseball-style cap with white piping is required. For the purpose of identification, the referee shall wear a solid white baseball-style cap.
- d. A plain, black leather belt 1½ to 2 inches wide with a plain buckle shall be worn.

### ***Wisconsin Adaptations:***

- a. Full-length, lined black pants with a single 1 ¼ inch white stripe down each leg may be worn in place of the traditional knickers if worn by the entire crew. When these black pants are worn, the game official must wear black socks.
- b. White or black officiating shorts (5-inch seam) may be worn in place of the traditional knickers if entire crew wears shorts of the same color. If the shorts have loops, a black leather belt 1 ¼ to 2 inches wide with a plain buckle shall be worn. All game officials, in a given game, are to wear the same type shorts.

### ***Other Items:***

- a. Whistle
- b. Penalty marker and bean bag (all members of the crew should use the same color) to mark non-penalty sports. (Back judge shall carry two different colored bean bags; one for marking the end of the kick and one for marking first touching).
  - (1) Penalty marker shall be a light gold flag (15x15 inches) with a middle pouch weighter with sand or beans, etc.
- c. Clipping device for use in measuring first downs. Use of a second clip is recommended.
- d. Game card
- e. Pencil
- f. Rubber bands or some device to keep track of the down number.

## **GYMNASTICS**

### ***Required Uniform:***

- a. Shirt: Navy-blue blazer or navy-blue long sleeve sweater
  - (1) Or business casual attire
- b. Pants: Gray slacks/skirt

### ***Wisconsin Adaptations:***

None at this time.

## **HOCKEY**

### ***Required Uniform:***

- a. Sweater: Official's sweater
- b. Pants: Full-length black trousers
- c. Helmet: Black HECC-certified ice hockey helmet
  - (1) With chin strap-fastened.
  - (2) Half face shield which meets HECC certification at the time of manufacture.
- d. Arm band (for referees in the three-official or four-official system)

### ***Wisconsin Adaptations:***

None at this time.

### ***Other Items:***

- a. Whistle

## **LACROSSE**

### ***Required Uniform:***

- a. Black baseball-style cap with white piping.
- b. Black and white, 1-inch vertically striped, long or short-sleeved shirt with byron color.
  - (1) Any undergarments, if visible, should be black
- c. Black or white shorts (minimum 6-inch seam) or full-length solid black pants
- d. Black belt (1½ to 2 inches in width).
- e. Black stirrup socks with white over-the-calf crew socks on top, knee-length one-piece white with 4-inch black-top socks or short black socks that cover the ankle.
- f. Solid black shoes, with black laces.
- g. Jacket (if worn) – black and white 1 inch vertically striped.
- h. Gloves (if worn) solid black.

### ***Wisconsin Adaptations:***

None at this time.

## **SOCCER**

### ***Required Uniform:***

- a. Shirt: Color Approved by the state association – see Wisconsin Adaptations. In the event of a color conflict between the officials crew and the field players of either team, the officials shall change to a jersey of a color distinct from the field players of both teams.
- b. Pants: Black, shorts or trousers.
- c. Shoes: Predominantly black with black laces.
- d. Socks: Black, knee length, with white horizontal stripes



- e. Whistle: Recommended black. Carry a spare.
- f. Hat/Cap: Solid black (if worn)

***Wisconsin Adaptations:***

- a. Shirt: Color choice is up to officials but must match as a crew. Shirt color must be distinctly contrasting from both teams and both goalies.
- b. Electronic communication devices may be used by officials to communicate.

***Other Items:***

- a. Two whistles
- b. Yellow card
- c. Red card
- d. Stop watch
- e. Flipping coin
- f. Pencil and scorecard

**SOFTBALL**

***Required Uniform:***

- a. Shirt: Powder blue pullover shirt.
  - (1) If an undershirt is worn it shall be white and short sleeved.
  - (2) If a long-sleeve undershirt or turtleneck is worn, it shall not be exposed.
- b. Pants: Heather grey or navy blue slacks
- c. Hat: Navy blue – fitted.
- d. Pullover or sweater: Navy blue
- e. Belt: Black with small buckle
- f. Shoes: Solid black with no white or colored markings
- g. Socks: Black – at least mid-calf length.

\*Umpires working the same game must wear identical color combinations.

\*Jewelry, except for medical-alert bracelets and necklaces shall not be worn.

***Wisconsin Adaptations:***

- a. Shirt may be powder blue, navy or black.

***Other Items:***

- a. Plate umpire should wear shoes designed for safety that include hard toes.
- b. Plate umpire must have:
  - (1) Ball and strike indicator
  - (2) Small plate brush
  - (3) Protective supporter and cup (male officials)
  - (4) Ball bag (same color as the slacks)
  - (5) Chest protector
  - (6) Sturdy mask with throat protector
  - (7) Shin guards

**SWIMMING & DIVING**

***Required Uniform:***

- a. Officials shall dress uniformly as specified by the state association

**Wisconsin Adaptations:**

- a. Shirt: White
- b. Pants: White slacks or shorts
  - (1) Khaki colored pants or shorts are allowed.
- c. Shoes: White
- d. Socks: White

**VOLLEYBALL****Required Uniform:**

- a. Shirt: A collared polo-style shirt. Short or long sleeved
  - (1) May be white, bright blue (cyan), or gray.
  - (2) Officials must dress in like colors.
- b. Pants: Black slacks
- c. Socks: Black
- d. Shoes: Solid black
- e. Whistle

**Wisconsin Adaptations:**

- a. Shirts may have the authentic WIAA logo.
- b. When necessary due to temperatures, officials may wear black shorts or a plain, white, bright blue (cyan) or gray sweater-crew sweatshirt.

**Other Items:**

- a. Whistle
- b. Set of yellow and red cards
- c. Coin
- d. Watch
- e. Lineup card
- f. Pen/Pencil

**WRESTLING****Required Uniform:**

- a. Shirt: Short-sleeved knit, with alternating black and white 1-inch stripes; or gray with black pinstripes, or an event provided shirt common to all referees at that event.
- b. Pants: Full-length black trousers
- c. Belt: Black, if trousers have belt loops
- d. Socks: Black
- e. Shoes: Black wrestling/gym shoes without colored highlights.

**Wisconsin Adaptations:**

None at this time.

**Other Items:**

- a. Colored disk
- b. Black lanyard
- c. Black whistle
- d. Red (left wrist) and green armbands (right wrist)
- e. A kit to conduct the random draw