

Manual For Athletic Officials



2019-2020

Minnesota State High School League
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What's NEW in the Official's Program

Contact the MSHSL via: www.mshsl.org or officials@mshsl.org

Registration: The MSHSL is now using Arbiter Sports as the management system for our officials. All registrations are through Arbiter as well as the eligibility portion for officials. There is a link to Arbiter via our MSHSL website. The Arbiter support phone number is 800-311-4060.

Recruiting and Retaining Initiative: This initiative calls on officials, officials associations and our member schools to actively recruit individuals and to guide them along the path to become quality officials. There are permanent reduced fees for new officials, schools are helping to provide a better atmosphere for officials, and improved mentoring programs for less experienced officials.

Phase I: Registration fees for new officials are permanently set at \$15 for the first year and will be \$30 in the second year.

Phase II: The "Thank a Ref" campaign. There will be continued emphasis on hosting officials and showing appreciation for their efforts. There will also be an emphasis on the sportsmanship of coaches and fans.

Find someone you know – relative, friend, neighbor, co-worker, etc.; encourage them to join us as an official and then help them to get started. **Now is the time** for you to give back, replace yourself, and pay it forward!

Registration Fees for Veteran Officials: \$55 for the first sport and \$16 for each additional sport.

Background Checks: Background re-checks will be conducted on approximately 20% of currently registered officials each year. This will be done through the MSHSL Office. Officials who have issues on their background checks will be contacted.

Promotional level program is now fully implemented – for most sports. Level 1 – eligible to work regular season varsity games and first round section games in team sports; Level 2 – eligible to work any section event; Level 3 – eligible to work any sectional event and the State Tournament.

- **Application for Advancement:** You must apply in order to advance to the next level. That can be done once per 12-month period. To apply, please email your request to officials@mshsl.org. Please list your experience and a reference in your email. We ask that you do this just prior to or after the start of your season.

Training Requirement: ALL officials must attend a training clinic at least once every three years (except for Adapted Sports, Dance Team, Lacrosse and Synchronized Swimming). Those who have attended a clinic in the past three years have been given credit for that attendance. Those who have not attended a clinic will be moved to probationary status and will not be eligible for Section or State Tournaments.

REMINDER: All officials must have their picture on their Arbiter Central Hub Profile.

Directory of MSHSL Charter/Legacy Associations

Directory of Charter Associations is posted on the League website and will not be part of the MSHSL Manual for Athletic Officials. Assignment secretaries, clinicians, and main contacts will be listed. Any changes made by an association will be changed upon notification to the League office.



Contacts in the MSHSL Office for Officials

Jason Nickleby-----	(763) 392-5551 -----	Coordinator of Officials
Pam Inniger-----	(763) 569-0496 -----	Official's Assistant
Rich Matter-----	(763) 569-0497 -----	Insurance program and claims for registered officials
Melody Michelson -----	(763) 560-2262 -----	Athlete Ejections

The online rules meeting schedule/official's deadlines chart is posted separately on Arbiter Central Hub.



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Manual for Officials

This MSHSL Manual for Athletic Officials is an annual publication of the Minnesota State High School League. It is designed to serve as a resource for all individuals registered to officiate high school athletic contests sponsored by member schools of the League. The manual is on the League website under the Officials/Judges section. As an official you are responsible for all information contained in this manual.

Information on officials is also included in the MSHSL Official Handbook which is distributed to all member schools and on the League Web site: www.mshsl.org.



Welcome to the MSHSL Officials Program

Welcome to the MSHSL Officials Program. We are glad to have you as an official in our program and appreciate your willingness to contribute to the educational experience of our student-athletes. Your efforts are very important. Thanks for being an official.

You are also reminded to do what you can to recruit new officials. We need more officials in every sport and have some serious shortages in certain parts of the state. Think what would happen if every official would recruit one official. You know the great thrill there can be in working contests and contributing to high school athletic programs. Share your enthusiasm and information with your friends and families!

We welcome your questions and your input. We encourage you to contact the League Office for guidance and direction, and to give us feedback on how we can make our official's program better and how we can help you become a better official.



The Team Is Counting on You!

Officials strive to learn and improve by observing veteran officials and by *studying effective strategies of officials like you*.

Use your rules book for the detailed technical description and application of the rules. This book should become worn with use and filled with notes and references from your discussions with your peers. Your review of the case book of situations and rulings can put the rules into practical situations as well as the unusual events that can happen during competition.

Minnesota uses an open book examination. It is the philosophy of the MSHSL that rules tests should be a learning experience. Officials are encouraged to use all of their rules book and publications for rules references. Officials may gather to discuss the test questions. Such gatherings are not discouraged, as the end result must be an official who knows the rules during the heat of competition and can apply the rules in a fraction of a second.

You are encouraged to join a local official's association. These voluntary organizations of independent contractors can provide the opportunity to discuss rules and contest situations. These discussions can be extremely important to both new and veteran officials. Active associations will provide mechanics clinics for their members, recruit and train new officials, and provide critiques.

Beginning officials can learn from experienced officials, analyzing their rule applications, mechanics and management of the environment of coaches, athletes and spectators. Veteran officials should work with the new officials, sharing contests, and offering positive, constructive recommendations. It is imperative that new officials be brought into the fold with their peers, supported, and provided with assistance.

The next generation of officials is deciding whether they want to become an official by watching you and your peers.

Give them every reason to join!



Information for New Officials

What Do I Need to Qualify as a Varsity High School Official?

- An enjoyment of high school activities and a desire to give something back to others who are following in your footsteps.
- Be a high school graduate or 18 years of age.
- Have a thorough understanding of the activity and the ability to interpret and apply the rules.

What Are the Benefits of Officiating?

- Staying involved in your favorite activity.
- Meeting and working with high school students and a lot of nice people.
- Learning how to make fair and firm decisions and to accept criticism.
- Maintaining physical fitness and enthusiasm.
- Earning some extra money.
- Giving back to your favorite activity and today's athletes.

What Must I Do to Become an MSHSL Official?

- Complete your registration on-line at www.mshsl.org → Become an Official
- Annually complete the online rules meeting, which is available prior to each activity season.
- Score 80 percent or better on an open book/on-line examination in each of your registered activities. Exam results are available on-line after exam due dates have passed
- Complete background check
- Complete concussion training every three years
- Attend an in-person training clinic as soon as possible and no later than third year registered (if applicable)

How Do I Get Contracts?

- Officials can directly contact the athletic directors at area schools for game contracts.
- As an MSHSL eligible official you are encouraged to become an active member of a local association where you can receive mentoring and assistance in obtaining contracts. A listing of charter/legacy official's associations is available on the web site.
- Be patient. Officials work many years to advance to varsity level contests. Establish your ability and credibility by working junior high and/or sub-varsity contests. You'll be noticed by what you do and your willingness to gain experience through a variety of assignments.
- MSHSL does not secure contracts or assignments for officials during the season. Schools issue contracts to officials or their association during the season. If you are selected for section events your contract will come from the region committee. If you are selected for state events, your contract will come from the MSHSL.
- Member schools set officiating fees based on the level of competition; distance to and from the contest; number of contests officiated; number of officials needed. Fees vary by sport and area of the state.
- You are an independent contractor and subject to the appropriate IRS requirements.

Where and How Do I Get:

- Rules books – rules books are included in your packet of registration materials sent from the League Office. Rules books are mailed to returning officials every other year.
- Insurance - the cost of insurance coverage is included in your registration fee. Specific coverage is in the Officials Insurance Program section of this manual.
- Uniforms - official's uniforms may be purchased at a sporting goods store or ordered from a company which provides officials uniforms.
- Refer to the National Federation Rules book or a mentor for your activity to determine your needs.

What about Physical Examinations?

- Officials are urged to have a thorough physical and eye examination before undertaking officiating duties.

How to Grow and Improve as an Official.

- Read and study your rules book and case book.
- Keep in top physical and mental condition for the demands of your activity. A physical examination should be a priority.
- Read the MSHSL Connect and check the League Web site (www.mshsl.org) to be current with rules changes, situational rulings, and activities of the League.
- The National Federation has a Web site (www.nfhs.org) for rules changes, situational rulings, and official's information.
- You are encouraged to join a local official's association; attend all meetings and clinics. An official should maintain membership in one primary association in the same activity.
- Keep a schedule of contracts. Write down each date to avoid accepting two contracts for the same date. Return contracts promptly.
- Purchase the appropriate uniform and contest equipment and keep all in good condition.
- Return telephone calls and email correspondence promptly. Keep a copy of your correspondence for your files.
- Report all incidents to the League Office promptly and provide all written reports as requested.
- Remember that the contest you are working is the most important contest in the eyes of the athletes, coaches and fans. It must also be your priority.
- Use gender neutral inclusive language. Avoid "girls", "boys", "ladies", "gentlemen", "son", and replace with reference to the player; i.e. "number 11", "teams", "captains" etc.



Recruiting New Officials

As an official, you are encouraged to contact high schools in your area and volunteer a portion of your time to meet with student officials and provide information and support as requested by the school.

Student Officials Program

High school students are the future source of officials for the interscholastic program and a current resource for junior high and elementary level contests. Through a Student Officials Program, they can learn the basics of officiating with your assistance and the support of their school.

Schools are encouraged to develop a student officials' program. The school could provide the student officials with a rules interpretation meeting conducted by a registered MSHSL official. You, as the registered official, would explain the rules, the role of officials and the personal benefits and responsibilities of being an official. Expanding a student's understanding of officiating may also lead to a positive relationship between athletes and officials.

MSHSL Student Official's Program:

Beginning in 2017-18, the MSHSL began providing a Student Officials Program. Officials who register under this program must be under the age of 18. Student Officials who complete the requirements on Arbiter Central Hub (payment, concussion module, online meeting, exam) will receive the same benefits that fully registered officials receive. Student officials will receive a pre-season packet, supplemental insurance and access to training and mentorship. Student officials will not complete a background check and thus, are not eligible to officiate at the Varsity level. The fee schedule is the same for Student Officials as it is for Registered Officials. Student Officials can carry their Arbiter Central Hub information forward to Regular registration after the official reaches the age of 18. This program is designed to give younger officials a good start to their officiating careers prior to working at the varsity level.

Recruiting New Officials

We need your help! We must recruit quality young people to become MSHSL officials. Schools are facing potential shortages as veteran officials retire and must be replaced. The recruitment of quality individuals as officials is a responsibility that we all must share.

2019-20 Registration Fees for New Officials

New officials pay a registration fee of \$15 for the first sport and \$15 for each additional sport. Those same officials will be charged \$30 for the first sport and \$15 for each additional sport for their second year.

College and University Classes, Community Education Classes:

Model curriculum guides and other information to support instructors of officiating classes for specific sports are being developed by the League office.



Requirements of Member Schools

Status of Officials as Independent Contractors

Individuals who are independent contractors with no employees are not covered by worker's compensation insurance unless the entity contracting with the independent contractor elects to purchase insurance for that individual. The workers' compensation statute does not contain a definition of "independent contractor." When a question arises as to whether a particular relationship is that of employer-employee or that of two entities contracting independently, a five-factor test has developed through case law that generally allows an employer or employee to make some judgments concerning the appropriate characterization.

This test involves analyzing the following five factors:

1. The right to control the means and manner of performance;
2. The mode of payment;
3. The furnishing of tools and materials;
4. Control over the premises where the work was done;
5. The right of discharge.

Generally, state unemployment and workers' compensation departments are using two major tests to determine the status of officials:

1. Whether the individual is free from control and direction in the performance of service, both under his/her contract for performance of service and in fact
2. Whether such individual is customarily engaged in an independent trade, occupation or business related to the service provided.

Stat Auth: MS 176.041 subd 1; 176.83 subd 11 HIST: 10SR 1852; 5224.0310 Sports Officials

Subpart 1:

Definition: A sports official is an individual engaged to referee games of sports such as basketball, hockey, or football where the level of competition requires the sports official to be a member of or certified by an organization whose purpose is to maintain minimum standards and qualifications of sports officials.

Subpart 2:

Independent contractor: A sports official is an independent contractor if all the following conditions are substantially met.

- A. There is written contract between the sports official and the party or association engaging the services of the sports official that states specifically that the sports official is an independent contractor.
- B. Payment to the sports official is for a set fee for each game officiated.
- C. The official is free under the terms of the contract to accept or reject assignments of any game.
- D. The sports official is not limited to exclusively officiating with the party engaging the services as a sports official.

Subpart 3:

Employee: A sports official is an employee if all of the following criteria are substantially met.

- A. The official is paid on an hourly, weekly, or similar time basis.
- B. The official must work at the times and places designated by the purchaser of the official's services and are not free to reject the assignments.
- C. The official is not free to sell his or her services to other parties while working for the purchaser.
- D. The relationship is terminable at will without any liability to the official.



Registered Officials Required for Varsity ("A") Squad Contests

A function of the Minnesota State High School League is the registration of contest officials for interscholastic competition. Member schools of the League only hire registered officials for varsity level contests as defined below. (MSHSL Official Handbook, Bylaw 413).

When registered officials are not available for a contest, the Board of Directors may, in case of emergency, grant any member school a limited number of waivers. (MSHSL Official Handbook, Bylaw 413). Unless a waiver is granted, only registered officials may work in a varsity contest.

Minimum number of registered officials for varsity level contests:

Baseball	Minimum: Umpire-in-chief (1) and one (1) field umpire. Optional: Umpire-in-chief (1) and two (2) or three (3) field umpires.
Basketball	Minimum: Referee (1) and an umpire (1). Recommended: Referee (1) and two (2) umpires.
Dance Team	Routines in dual or triangular competitions must be judged by a minimum of two (2) judges, with one (1) serving as the superior judge. Routines in competitions where there are four (4) teams or competitions with four (4) teams or less, where teams perform multiple times must have three (3) to five (5) judges, with one (1) serving as the superior judge. In competitions where there are five (5) or more teams/routines, there shall be a minimum of five (5) judges, with seven (7) or more recommended. One (1) judge shall serve as the superior judge.
Football	Minimum: Four (4) official crew – referee, umpire, linesman and line judge. Recommended: Five (5) official crew – referee, umpire, linesman, line judge and back judge.
Gymnastics, Girls	Minimum: Two (2) judges per event, one (1) a superior judge. During non-conference non MSHSL qualifying meets or tournaments and with the consent of all participating coaches, one (1) judge per event may be used.
Hockey, Adapted Floor	Minimum: Referee (1). Recommended: Two (2) referees. Optional: Two (2) referees and one (1) linesman.
Hockey	Minimum: Two (2) official system consisting of two (2) referees. Recommended: Three (3) official system consisting of one (1) referee and two (2) assistant referees, two (2) referees and one (1) linesman, or one (1) referee and two (2) linesman. Optional: Four (4) official system consisting of two (2) referees and two (2) linesman.
Lacrosse, Boys	Minimum: Two (2) officials. Recommended: Three (3) official system.
Lacrosse, Girls	Minimum: Two (2) officials. Recommended: Three (3) official system.
Soccer, Adapted	Minimum: Referee (1). Recommended: Two (2) referees.
Soccer	Minimum: Two (2) official system – one (1) head referee and one (1) referee. Recommended: Three (3) official system – one (1) referee and two (2) assistant referees or the three (3) whistle system.
Softball, Adapted	Minimum: Umpire (1). Recommended: Two (2) umpires.
Softball, Girls	Minimum: Umpire-in-chief (1). Recommended: Umpire-in-chief (1) and one (1) field umpire. Optional: Umpire-in-chief (1) and two (2) or three (3) field umpires.
Swimming and Diving	Minimum: Referee/starter (1), may serve as diving referee. Recommended: Referee (1) and starter (1), either may serve as diving referee.
Synchronized Swimming, Girls	Minimum: Three (3) competitive judges, one (1) of whom must be a referee.
Track and Field	Minimum: One (1) official (either the referee or starter). Recommended: Two (2) officials – referee (1) and starter (1).
Volleyball, Girls	Minimum: First referee (1) and second referee (1).
Wrestling	Minimum: Referee (1). Optional: Referee (1) and one (1) assistant referee.

Registered Officials Not Required for Varsity ("A") Squad Contests:

- ◆ Badminton, Girls
- ◆ Cross Country Running, Boys and Girls
- ◆ Golf, Boys and Girls
- ◆ Nordic Skiing, Boys and Girls
- ◆ Alpine Skiing, Boys and Girls
- ◆ Tennis, Boys and Girls

Note: While registered officials are not required for the above activities, schools are encouraged to secure individuals with a thorough knowledge of the activity's rules.



Employment of Women as Officials

State Statute:

M.S. 128C.02 Duties, Policies, Criteria, Rules of Board. (For text of subds 1 to 6, see M.S. 1992)

Subd. 7. Women referees. The league shall adopt league rules and policy requiring, to the extent possible, the equal employment of women as referees for high school activities and sports contests, from game level to tournament level. History: 1993 c 224 art 9 s 40.

Board of Directors Policy:

Women in Officiating: Employment. It is the policy of the MSHSL to work affirmatively to encourage, promote and ensure fair and equitable treatment in the employment of women as officials for high school activities and sports contests at the local level through MSHSL tournaments.



Registration and Administration Policies

Change of Address (Street and E-mail) is Responsibility of Official

Officials are responsible for making any changes to mailing or email addresses by logging in to their Arbiter account. The MSHSL will not assume any responsibility for late, lost or misdirected mail or email. League mailings include bulk mailings and are not forwarded by the Postal Service.

Eligibility Badge and Arbiter Profile Page

Your Profile Page in your Arbiter account will list the sports/activities you are eligible for as badges. These badges will change colors as you move through the eligibility process for each activity. Once you have completed all the requirements please either print your profile page in color or screen shot that page. It is recommended that you email this page to the Activities Director prior to your arrival for the assigned contest.

Someone representing the home team must ask the officials to show their Eligibility Badges/Profile Page prior to working a varsity contest, however, if a site manager does not ask you for your card, please take the initiative and show it to the home team Athletic Director, site manager, or coach. A contest shall not start until all officials have proven that they are currently eligible to officiate at the varsity level in that sport; or a waiver to use a non-registered official has been granted by the MSHSL.

This process is explained in the online rules meeting.

Background Checks

Persons who apply to become a registered sports official with the Minnesota State High School League, may not have engaged in any action, which within the discretion of the MSHSL Board of Directors, or their representative, gives rise to a concern over the safety of minors or others involved in MSHSL sponsored programs; indicates that the applicant cannot objectively perform an official's duties; or otherwise is inconsistent with the MSHSL's responsibilities to its member schools, the student participants, or the parents/guardians of participants.

All officials who apply to become a registered Minnesota State High School League official must submit to a background check. Background checks will be conducted on all officials prior to their completed registration for the 2009-10 school year; and thereafter, annually on all new officials. This background check will verify the applicant's social security number and address history and screen their criminal conviction history. In order to become or continue as a registered official for the MSHSL, the applicant may not have been convicted of a felony crime involving:

- a) A minor at any time
- b) The use, possession, or sale of a controlled substance within the last ten years
- c) The use or threatened use of violence against a person within the last ten years
- d) A sexual offense within the last ten years
- e) Gambling within the last ten years

Any previous convictions meeting the above criteria shall result in the denial of registration. This denial may be waived by the MSHSL Board of Directors Executive Committee in individual cases if it determines in its sole discretion that there exist circumstances justifying such a waiver or modification.

Upon receipt of information that indicates that an applicant will be denied registration, a pre-adverse action letter will be sent to the applicant, along with a copy of the screening report. The applicant will have ten days in which to contest any information that is inaccurate or incomplete. After ten days the information will be deemed to be accurate, and an adverse action letter will be sent, notifying the applicant that their request to be a MSHSL registered official has been denied.

Random background checks on officials may be run at any time.

Note: Background checks will be re-conducted on approximately 1/5 of currently registered officials each year. This will be done through the MSHSL Office. Officials who have issues on their background checks will be contacted.

Concussion Training-Required by Law

Concussion training is now required of ALL officials (and coaches) – it's a Minnesota State Law. Training will be a 20-minute online program that can be accessed through Arbiter Central Hub and can be completed at any time. This is required once every three years.

You will not have access to the online rules meeting or test until this training has been completed. The law also stipulates that any athlete who displays the signs or symptoms of a concussion **MUST** be removed from play and may not return until released by an "appropriate health care professional."

Online Rules Meeting Instructions

The process for taking meetings online is easy! Login to Arbiter Central Hub. Look under the Eligibility tab, go to your sport, click on requirements, go the Rules Meeting heading and click on the link. The meeting will automatically start and will be in a PowerPoint format with narration. You may stop and start the meeting at any time from the same computer, if you have "cookies" enabled on your computer. Periodically throughout the meeting you may have to take a short quiz.

There will be a separate module for general information. Officials only need to complete this module one time each year.

On-Line Testing Instructions

Under the Rules Examination heading, click on the link with the name of the sport. You are allowed to start and come back to the test as many times as you want until the deadline.

1. Test questions have been posted Arbiter – you **will not** receive a printed version of the test.
2. All tests will be taken online with each test containing 60 questions. (Adapted sports contain 40 questions; Hockey & Diving contain 50).
3. The questions will be randomly selected from the 100 test questions that are posted in Arbiter, so that each test will have a different set of 60 questions.
4. The order of the questions will be randomized.
5. The test will consist of True or False and Multiple-Choice questions.
6. You are required to attain a score of at least 80%. If you do not reach 80% you will be allowed one re-take, but you will have different questions in a different order.
7. If you do not pass the test on the second try, you will have failed and will drop to "Probationary" status or to "Not Qualified."
8. NO EXCEPTIONS will be made for those who can't pass the test on the second try.
9. Re-takes **must** be completed by the test deadline – plan ahead so you can have time for a re-take.
10. Tests are "open book" and you are encouraged to use your rules book to make sure that you get the right answers. One of the purposes of the test is for you to "get into the rules book" to review the rules and prepare for the upcoming season.

Tests may not be taken until all other requirements have been met:

- Register and pay fee
- Complete Background Check (if it has not already been completed)
- Complete Concussion Training
- Complete Online Rules Meeting

Officials Contracts

It is the responsibility of each registered official to contract for their own contests with member schools. The MSHSL Office does not assign officials to contests during the regular season. The League Office and its region committees contract with officials for post-season tournaments.

1. The official acts as an independent contractor when entering into an agreement with a MSHSL member school or the MSHSL.
2. Contracts shall be regarded as null and void if either the sender or the official is suspended from membership and registration with the MSHSL.
3. If a contest is rescheduled or canceled because of situations beyond human control, the official(s), originally contracted should be provided the first invitation to officiate the same contest at a later date.
4. A school that violates contract provisions is expected to pay the official(s) according to the financial terms of the contract.
5. Contracts may be canceled by either party giving one (1) week notice.

An official is expected to fulfill game/meet contracts when agreed to by the official and the school/conference. It shall be cause for suspension for an official to accept more than one contract for the same date/time then secure a replacement without agreement by the school and/or cancel one of the two contracts.

Officials Working Scrimmages

Officials may work scrimmages and/or jamborees either voluntarily or for pay. Whether or not officials are paid does not determine if the event is a game or a scrimmage.

Reporting Unsportsmanlike Conduct and Incidents

It shall be the responsibility and duty of an official to report, in writing, to the League Office each ejection, unsportsmanlike conduct or incident on the part of school personnel, or student athletes no later than noon on the first business day following the contest.

Go on-line to Arbiter Central Hub and follow the posted link to report incidents. This is extremely important in order to enforce League rules and to document these incidents.

Due Process

The Board of Directors may suspend the registration of an official for a violation of the standards prescribed by the League or for conduct unbecoming of high school officials. (MSHSL Official Handbook, Bylaw 413)

An official may be suspended for actions or conduct which include, but are not limited to:

- Failure to honor a contract without written consent or release from the contract.
- Unethical conduct or failure to abide by the rules and regulations of the MSHSL.
- Officiating high school "A" squad contests, meets, games or tournaments while not classified as a Temporary, Registered or Probationary official with the MSHSL.
- Being charged with a felony, pending the outcome of the court proceedings.
- Working a sub-section or section tournament game while not classified as a registered official.
- Falsifying information on registration form.
- Working without valid concussion training.
- Working without an approved background check.

See the MSHSL Code of Ethics for Officials as printed in this manual – p. 40.

The privilege of registering as an athletic official with the MSHSL and officiating interscholastic athletic contests is attained by meeting all standards and policies cooperatively set by the MSHSL Board of Directors and member schools. An official's conduct in all settings must be moral, ethical, responsible and a worthy example for the participants.

Pursuant to MSHSL Bylaw 413, the Board of Directors has the authority to suspend the registration of an official who has violated the standards prescribed by the MSHSL and/or for conduct unbecoming of a high school official. If an official or prospective official is reported to the MSHSL for a violation of the standards prescribed by the MSHSL or for conduct unbecoming of a high school official, he/she will be informed of this in writing by the MSHSL. The official or prospective official will be given the opportunity to provide a response to the MSHSL, in writing, to the Executive Director or his/her designee. Based upon the information provided, the Executive Director or his/her designee may determine whether the official shall be permitted to register or continue as a eligible/registered official. The official may appeal the Executive Director's determination to the Board of Directors, in writing, to be reviewed at the next regularly scheduled meeting of the Board of Directors.



Promotional Level Program – 2019-20

Officials are responsible for the following information:

- The Promotional Level Program is in effect for all sports except Adapted Sports and Synchronized Swimming.
- State Tournament Officials must be Level III officials.
- Section semifinal or final officials must be Level II or Level III officials (in most cases).
- Officials must be in good standing with the MSHSL, including being up to date on the training clinic requirement, a printed Profile page and non-probationary status.

ALL officials must attend a training clinic at least once every three years (except for Adapted Sports, Dance Team, Lacrosse and Synchronized Swimming). Those who have attended a clinic in the past three years have been given credit for that attendance. Those who have not attended a clinic will be moved to probationary status for the year and will be ineligible for Section semifinals or finals or for the State Tournament.

Officials must apply in order to advance to a higher level. There is not a deadline but must be done early in the season in order to advance and be eligible for section and state tournaments.

Officials will remain at their current level as long as they complete the training clinic requirement at least once every three years, in addition to the normal requirements of registration fee, rules meeting and rules test and maintenance of concussion module every three years.

Promotional Level Program:

Level I

- Meet all initial requirements (register, pay, online rules meeting, pass test, background check, concussion course)
- Complete Beginners level MSHSL sport specific training – within first 3 years
 - In some sports, this requirement may be met through other organizations
- Eligible for regular season varsity contests and first round of section events
- Can stay at this level by completing training once every 3 years
- Complete mentorship program

Level II

- Meet all requirements of Level I
- Attend MSHSL advanced clinic or equivalent once every 3 years
 - Drop back to “P” if this requirement is not met
- Eligible for regular season and all section contests.

Level III

- Meet all requirements of Level II
- Complete advanced training or equivalent every three years
 - Drop to “P” if this requirement is not met
- Eligible for all regular season, section and state tournament contests

Please provide detailed experience and references in your application.

******An observation rating of 5.3 by a MSHSL Trained Observer will count as five ratings and raise your score by 3 tenths of one point. A rating of 6.0 or above will raise your score by 5 tenths of a point. Only one observation may be used in this manner.



Years of Service Awards

A recognition program for officials has been established to acknowledge the years of service provided to MSHSL member schools. Each year the League will provide officials with the award for which they qualify.

- 10 years - Pin
- 20 years - Plaque and pin
- 30 years - Plaque and pin
- 40 years - Plaque and pin
- 50 years - Watch
- 60 years - Ring



Official's Awards Program

In addition to the years of service awards, the MSHSL has implemented additional awards for Associations and for individual officials as described below. Nominations are made through Charter/Legacy Associations in November of each year. A committee selects those who will receive the awards. The individual awards are presented during a state tournament in March of each year, and the association awards are awarded biennially.

MSHSL Official's Association of Excellence Award: This award is designed to recognize and reward one association for the overall quality of their association and the service that they provide to MSHSL member schools. Associations who would qualify for this award would have programs in most if not all of the following: training, recruiting, mentoring, retaining, service to schools and/or conferences; sportsmanship, community service or other special programs.

MSHSL Official's Association Citation Award: This award is designed to recognize and reward associations for a specific program that they have enacted which has had a significant impact on the Association or the schools, student athletes, or communities that they serve. The program could be a new and innovative program, or one that the Association has been involved with for a longer period of time. Programs could involve one or more of the following: training, recruiting, retaining, mentoring, or other programs which impact the administration of the Association and/or the customers that they serve.

MSHSL Official's Association Distinguished Service Award: This award is designed to recognize and reward those individuals who go above and beyond in service to their association. This does not require but could involve service to the MSHSL. This award is not based on the person's ability or skill as an official, but instead is dependent upon the leadership and service provided. This award should go to officials who have made a difference in an association through long term service and commitment. To qualify for this award an official must have been a member of the association and a MSHSL registered official for at least ten years. Service to the association may include current and/or past service.



Transfer of Registration for Officials Registered in Other States and Transfer to Other States

Officials who have registered in other states prior to moving to Minnesota may request that they retain a comparable classification.

Officials shall provide the League Office with documentation from their home state to verify their previous classification via an application for advancement.



Reciprocity

The following policy includes the five (5) states of Illinois, Michigan, Wisconsin, North Dakota and South Dakota who have developed a reciprocity agreement allowing an official who lives in one state to be registered/eligible to officiate in a neighboring state. The basic requirements of this agreement are:

1. Officials must register with their home state association, contact the state association of the state in which reciprocity is desired and provide a photocopy of their current registration documents.
2. Each association will send the official whatever material is pertinent to their state, avoiding duplication of rules books, rules examinations or interpretation meetings.
3. The reciprocity fee will be \$15.00 and will include all sports for which the official is registered in the home state. The fee is to be paid directly to the state in which reciprocity is requested.
4. Officials must complete a background check and concussion training with the MSHSL.
5. Any individual who officiates a contest in a neighboring state without reciprocity will be subject to consequences as determined by both associations.
6. An individual must be eligible and in good standing with their home state association to receive reciprocity in another state.
7. **Note:** Reciprocity officials are not eligible for post season contests.

Associations to Contact for Reciprocity

Illinois High School Assn.

2715 McGraw Drive
P.O. Box 2715
Bloomington, IL 61702-2715
309-663-6377
www.ihsa.org

Michigan High School Athletic Assn.

1661 Ramblewood Drive
East Lansing, MI 48823
517-332-5046
www.mhsaa.com

South Dakota H.S. Activities Assn.

PO Box 1217
804 North Euclid, Suite 102
Pierre, SD 57501-1217
605-224-9261
www.sdhsaa.com

Iowa High School Athletic Assn.

Iowa High School Athletic Association
PO Box 10
Boone, IA 50036
http://www.iahsaa.org/

North Dakota H.S. Activities Assn.

134 NE Third St.
P.O. Box 817
Valley City, ND 58072
701-845-3953
www.ndhsaa.com

Wisconsin Interscholastic Athletic Assn.

5516 Vern Holmes Drive
Stevens Point, WI 54481
715-344-8580
email: info@wiaawi.org



2019-2020 Official's Insurance Program

National Federation of High School Associations - Coaches and Officials Coverages

General Liability Insurance

Carrier: Scottsdale Insurance Company

Effective Date: July 1, 2019 – July 1, 2020

- General Aggregate Limit: \$5,000,000
- Products-Completed Operations Aggregate Limit: \$5,000,000
- Each Occurrence Limit: \$2,000,000
- Personal and Advertising Injury Limit: \$1,000,000
- Damage to Premises Rented to You: \$300,000
- Premises Medical Payments: \$5,000
- Sexual Abuse & Molestation – Each Occurrence: \$1,000,000
- Sexual Abuse & Molestation – Aggregate: \$2,000,000
- Participant Legal Liability: \$1,000,000 Coverage Endorsement
- Crisis Response – Each Event/Aggregate: \$25,000
- Deductible: \$0 (zero)



Excess Liability Insurance

Carrier: HDI Global Specialty SE

Effective Date: July 1, 2019 – July 1, 2020

- Each Occurrence Limit: \$1,000,000
- General Aggregate Limit: \$1,000,000

***Only those officials in good standing with the MSHSL are covered by the insurance program. ***



Blanket Accident Program

Carrier: Hartford Fire Insurance Company

Effective Date: July 1, 2019 – July 1, 2020

Benefits: Accident Medical Expense Benefit	
Maximum Benefit	\$50,000
Deductible (Disappearing)	\$250
Accidental Death and Dismemberment Maximum Benefit	\$10,000
Heart & Circulatory Malfunction Maximum Benefit	\$10,000
Physical Therapy – per Visit	Up to \$50 Per Day
Physical Therapy – Maximum per Injury	40 Days, Limited to One Treatment Per Day
Durable Medical Equipment – Maximum per Injury	Up To \$1,000 per Covered Accident
Prescription Drug – Maximums per Injury	Up To \$1,000 per Covered Accident
Benefit Period	52 Weeks
Concussion	\$100
Treatment by a Physician	Within 26 Hours
Concussion – Maximum	3

Claim, Certificate of Insurance and Detailed Coverage Information Contact:

Dissinger Reed
 8700 Indian Creek Parkway
 Suite 320
 Overland Park, KS 66210
 Phone: 800-386-9183
 or 913-491-6385;
 Fax: 913-491-0527;
 email: info@dissingerreed.com

<http://www.dissingerreed.com/nfhs>



Covered Activities:

Insured persons are covered for injury resulting from an accident which occurs directly from:

- Activities that are scheduled, sponsored, or supervised by the policyholder;
- Premises owned, leased or borrowed by the policyholder;
- Travel scheduled, sponsored or supervised by the policyholder. (accident medical coverage only)
- For officials/referees, coverage shall apply only while the member is engaging in officiating activities during regularly scheduled sports or activities competition, which includes assigning, chain crew, and attending or operating officiating camps, clinics or meetings.
- Coaches – coverage is only afforded to those members of the National Federation Coaches Association who are certified by the NFHS as having completed the National Federation Coaches Education Program.



Standards and Classifications

The following standards and classification will govern the eligibility of officials in Minnesota:

- T----- TEMPORARY
- P----- PROBATIONARY
- NQ ----- NOT QUALIFIED
- R----- REGISTERED
- S----- STUDENT

TEMPORARY: One-year classification - CONTINGENT on completion of requirements.

1. All NEW officials will be classified as TEMPORARY.
2. All officials classified as temporary must:
 - a. Complete the MSHSL sport specific online rules meeting
 - b. Attain a score of 80% or higher on the required rules examination
 - c. Complete a background check
 - d. Complete the concussion training module

Officials who successfully complete these requirements will be rated as "R" officials. Failure to do so will result in a "NQ" rating. The individual may not officiate varsity contests during that season.

REGISTERED: All officials classified as REGISTERED must:

1. Annually complete the MSHSL sport specific online rules meeting
2. Annually attain a score of 80% or higher on the required rules examination

Failure to do so will result in a lower rating of "P" during that season.

PROBATION: One-year classification.

Probationary officials are not eligible for section or state assignments. Officials who successfully complete the meeting and test requirements the following year will be reinstated as "R" officials. Failure to do so will result in a lower rating of "NQ". "NQ" officials may not officiate varsity contests during that season.

NOT QUALIFIED:

NOT QUALIFIED officials will not be listed in the Officials Directory, and will not be eligible to officiate varsity contests until the following requirements have been met:

1. Complete the MSHSL sport specific online rules meeting
2. Attain a score of 80% or higher on the required rules examination
3. Upon successful completion of the requirements listed, NQ officials will be reinstated and classified as "REGISTERED"

STUDENT

Student officials are those officials under the age of 18. They are only eligible to work at the sub-varsity level. They are required to complete all items on Arbiter Central Hub, with the exception of the background check.



Registration Fees

Membership year will be from July 1, 2019 to the following June 30, 2020. All registrations expire annually on June 30. It is renewable for one year.

Currently registered officials will receive renewal registration information after May 1.

Officials are informed of requirements and the deadline date through the MSHSL Connect and the Manual for Athletic Officials and will not be exempt from the late fee for registering after July 15, 2019.

1. Officials Renewing Registration:
 - a. For one activity **prior to July 1, 2019** (includes Insurance Plan): \$55.00 for the first activity; \$16.00 for each additional activity.
 - b. For one activity **after July 1, 2019** (late fee of \$30.00 included): \$85.00.
2. New officials: \$15.00 for the first activity, and \$15.00 for each additional activity for the first year; \$30.00 for the first activity, and \$15 for each additional activity in the second year.
3. Registration fees are **not refundable**.



Registration Materials

Each official will receive the following information approximately three weeks prior to the start of practice for each activity:

1. Rules Book (every other year for renewing officials)
2. Case Book (if published for that activity; every other year for renewing officials)
3. Pre-Season Guide for your activity or "Leadership Officiating"



Final Examination Dates

Officials are required to complete an annual MSHSL online rules meeting in each of the activities they are registered for. The exam must be completed online in Official's Corner by the date listed below. Test answers will be posted after the deadline has passed.

Activity	Exam Due Date
Adapted Floor Hockey	December 19, 2019
Adapted Soccer	September 11, 2019
Adapted Softball	April 8, 2020
Baseball	March 25, 2020
Basketball	November 20, 2019
Dance Team	October 30, 2019
Football	August 28, 2019
Gymnastics	November 26, 2019
Hockey	November 6, 2019
Lacrosse, Boys & Girls	April 8, 2020
Soccer	August 21, 2019
Softball	March 18, 2020
Swimming & Diving, Girls-Fall Deadline	August 21, 2019
Swimming & Diving, Boys-Winter Deadline	December 4, 2019
Synchronized Swimming	March 11, 2020
Track and Field	March 18, 2020
Volleyball	August 21, 2019
Wrestling	November 26, 2019



Registered Officials-don't have 18-19 data

Activity	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Adapted Floor Hockey	38	51	47	48	41	42	39	39	39	38	39
Adapted Soccer	31	32	34	31	28	28	30	28	30	31	29
Adapted Softball	23	32	30	27	30	22	22	20	23	23	24
Baseball	1045	1156	1194	1182	1187	1168	1090	1056	1049	1054	1008
Basketball	1774	1840	1910	1928	1921	1861	1853	1834	1833	1829	1887
Dance Team, girls'	105	114	143	143	176	156	145	133	147	154	153
Football	1275	1282	1323	1339	1358	1331	1333	1325	1314	1309	1319
Gymnastics, girls'	202	196	201	200	201	174	168	167	171	177	167
Hockey	603	614	671	695	682	675	678	650	662	671	667
Lacrosse, boys'	131	92	103	109	96	107	119	137	132	139	141
Lacrosse, girls'	128	86	80	94	85	76	81	86	108	111	116
Soccer	599	606	663	680	654	627	628	585	621	652	649
Softball, girls'	929	992	997	999	986	984	906	886	871	870	859
Swimming and Diving	185	191	191	196	202	199	180	192	183	185	196
Synch. Swimming, girls'	66	73	73	73	75	71	65	63	73	70	68
Track and Field	190	193	182	187	191	182	168	164	165	175	170
Volleyball, girls'	630	612	659	659	659	652	620	596	581	592	599
Wrestling	235	247	257	257	256	264	241	240	240	232	243
TOTALS	8189	8409	8758	8847	8828	8619	8366	8201	8242	8312	8334



Officials Advisory Committee

Adapted Athletics	Tony Ruiz	Mendota Heights
Athletic Director, Class A	Emmett Keenan	St. Cloud Cathedral
Athletic Director, Class AA	Beth Clark	Hermantown
Baseball	Ed Bova	St. Paul
Basketball	Kevin Britt	Rosemount
Dance Team, Girls	Laura Harding	Plymouth
Football	Scott Hill	Monticello
Gymnastics, Girls	Jennifer Smith	Woodbury
Hockey	Mike Elam	Lake Elmo
Lacrosse	Tony Lancette	Burnsville
Recruitment of Female Officials	Carolyn Derksen	Bloomington
Recruitment of Minority Officials	Kenan Moore	Richfield
Soccer	Adalberto Villalobos	St. Cloud
Softball, Girls	TBD	
Swimming & Diving	Samarah Hadley	Orono
Track & Field	Brian Hoff	Wykoff
Volleyball, Girls	Mark Schleisman	Slayton
Wrestling	Steve Graff	Owatonna
Young Official	Phil Ayeni	Minneapolis

NOTE: Officials are encouraged to contact their activity representative on the committee to provide recommendations for their consideration. The committee meets twice each year, October 8, 2019 and April 8, 2020.



MSHSL 2019-2020 Calendar

	Activity	Start Dates Conditioning/Practice	Dates of Tournament
Fall	Adapted Soccer	September 2	November 22-23
	Cross Country	August 12	November 2
	Football	August 12*/August 19	Nov. 7-9; 14-16; 29-30
	Soccer	August 12	October 22-24; 28, 29, 31
	Swimming, Girls'	August 12	November 14-16
	Tennis, Girls'	August 12	October 22-25
	Volleyball, Girls'	August 12	November 7-9
Winter	Adapted Floor Hockey	November 18	March 13-14
	Basketball, Boys'	November 18	March 18-21
	Basketball, Girls'	November 11	March 11-14
	Dance Team, Girls'	October 21	February 14-15
	Gymnastics, Girls'	November 11	February 21-22
	Hockey, Boys'	November 11	March 4-7
	Hockey, Girls'	October 28	February 19-22
	Skiing-Alpine	November 11	February 12
	Skiing-Nordic	November 11	February 13
	Swimming-Boys'	November 25	February 27-29
Wrestling	November 18	February 27-29	
Spring	Adapted Bowling	March 2	May 15
	Adapted Softball	March 2	May 29-30
	Badminton, Girls'	March 2	May 15 Last Date
	Baseball	March 16	June 11-12**
	Golf	March 16	June 9-10
	Lacrosse, Boys'	March 30	June 9, 11, 13
	Lacrosse, Girls'	March 30	June 9, 11, 13
	Softball, Girls'	March 9	June 4-5
	Swimming-Synchronized, -Girls'	March 2	June 5 Last Date
	Tennis, Boys'	March 23	June 2-5
	Track & Field	March 9	June 5-6

* = 1 week of conditioning followed by two weeks of practice.

** = Prep Championship Series date dependent on availability of Target Field



MSHSL State & Regional Coordinators

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ALPINE SKIING

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BASEBALL/SOFTBALL

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BASKETBALL

***Robinson, Jim (Metro Area)**

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MSHSL State & Regional Coordinators

BASKETBALL, continued

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GIRLS VOLLEYBALL

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***State Coordinator**



Official's Rules Books for Minnesota Contests

Sponsored Competitive Activities		
Fall	Winter	Spring
Cross Country Running	Alpine Skiing	Badminton, Girls
Football	Basketball	Baseball
Soccer, Adapted	Dance Team	Bowling, Adapted
Soccer	Gymnastics, Girls	Golf
Swimming & Diving, Girls	Hockey, Adapted	Lacrosse, Boys
Tennis, Girls	Hockey	Lacrosse, Girls
Volleyball, Girls	Nordic Skiing	Softball, Adapted
	Swimming & Diving, Boys	Softball, Girls
	Wrestling	Synchronized Swimming, Girls
		Tennis, Boys
		Track & Field

Contest Rules for Competitive Activities

Except as modified by the League, the rules adopted by the National Federation of State High School Associations shall be the official contest rules for all interscholastic athletic activities sponsored by the League. If National Federation rules are not established for an activity, current rules as adopted in the Official Handbook shall prevail.

The following rules, except as modified by the League, shall govern all interscholastic competition in the respective activity. MSHSL rule modifications are listed on the following pages.

National Federation Rules Books

Baseball	Hockey	Swimming & Diving
Basketball	Lacrosse, Boys	Track & Field
Cross Country Running	Lacrosse, Girls	Soccer
Football	Softball	Wrestling
Gymnastics	Volleyball	

Minnesota State High School League Rules Book

Dance Team

Sport Association Rules Books

Alpine Skiing: -----	F.I.S.
Golf: -----	U.S. Golf Association
Tennis: -----	U.S. Tennis Association
Nordic Skiing: -----	National Collegiate Athletic Association
Synchronized Swimming: -----	U.S. Synchronized Swimming

Adapted Athletics – Supplemental Rules to National Federation Rules Book

Floor Hockey, Soccer, Softball, Bowling



Rule Modifications for Minnesota Schools

Authenticating Mark Program: Minnesota has accepted the NFHS Rulebook provision and will not penalize schools who do not use the marked equipment.

The rulebook where the "mark" is required will state that, "In the event a properly marked ball or puck is not available for use in a given contest, the NFHS recommends the contest be played and that the game officials send a report to the applicable state association for action, if any, that the state association deems appropriate."

Adapted Floor Hockey

A. Time of Match

- a. (MSHSL Rule) There shall be 3 periods. The first 2 periods are to be 15 minutes, *running time. The third period will be 15 minutes, stop time. If a 6-goal differential exists, the clock will not stop even after a goal is scored. The clock will be stopped only if there is a time-out or an official asks for stoppage. (CI Division) At five-minute intervals the timekeeper shall whistle play to a halt to permit substitutions three-minute intermission will be used.

***Running time:** The game clock shall be stopped after a goal is scored, otherwise it shall not be stopped unless it is directed by the official due to injury, facility problems, equipment problems, intentional delay by either team or a called time-out.

- b. Each team will be permitted to take two time-outs of 1-minute duration each during the game, but no more than one per period. The time-outs must be taken during normal stoppage of play. No time-outs are permitted in over-times. Only captains, alternate captains or a coach may call a time-out.

B. Tied Games

- a. (MSHSL Rule) In the case of a tie score at the end of the third period, after a three-minute intermission, ends shall not be changed, and play will be continued for a five-minute stop-time period. The team that scores first wins and the game is ended. If no score is made in these five minutes, the game shall be declared a draw.
- b. (MSHSL Rule) In tournament play, if a tie score exists at the end of the third period, three-minute intermissions will be alternated with five-minute stop-time periods until a goal is scored and a winner is determined. At the MSHSL State Tournament, in the Consolation Championship or the third-place game, if a tie exists after the second over-time, a tie will be declared, and the duplicate awards will be given.

Baseball

The game ends when the visiting team completes its half of the 7th inning provided their runs are fewer than the number scored by the home team in 6 innings, or, or game will end when, after five (5) innings of a 7-inning game, a team is ten (10) or more runs behind and has completed its term at bat.

- A. **Regulation Game:** It is a regulation game if: (a) 5 full innings have been played; or if the team second at bat has scored an equal or greater number of runs in 4 or 4 and a fraction terms at bat than the opponent has scored in 5 terms at bat; or (b) play has gone beyond 5 full innings.
- B. In (b), if the game is called when the teams have not had an equal number of completed terms at bat, the score shall be the same as it was at the end of the last completed inning; unless the home team, in their half of the incomplete inning, scores a run (or runs) which equals or exceeds the opponent's score, in which case, the final score shall be as recorded when the game is called.
- C. **Suspended Games (Regular Season and Post Season):** A suspended game is any game that is ended **before** it becomes a regulation game, or a regulation game that has a tie score when ended. If darkness, rain or other cause interference's with play so that the game is called (ended) by the umpire before it is a regulation game, such game shall be declared a suspended game.

If a regulation called game has a tie score when ended, it shall be declared a suspended game and must be continued from the point of suspension at a later time. The lineup and batting order of each team shall be exactly the same as the lineup and batting order at the moment of suspension, subject to the rules governing the game.

- D. **Player Participation Limitation:** In any game the starting pitcher may return to the mound once in relief; however, if the pitcher is not a starter, he may make two relief appearances. This does not modify Rule 3-1-2, National Federation Rule book. If there is a violation of this rule, a full report of the violation must be made to the MSHSL office by the school officials of the school violating the rule. The Board of Directors will determine the responsibility and penalize the responsible school official or officials. **THE GAME MUST BE AUTOMATICALLY FORFEITED.**
- E. **Umpire Uniform:** The uniform for MSHSL baseball umpires is; gray slacks (heather or charcoal-charcoal is preferred), navy blue pullover style shirt with red, white, navy blue trim on sleeves and collar, black shoes, black belt, navy blue sized hat, navy blue windbreaker or jacket with same trim as shirts, or no trim (either is

acceptable) No emblems, printing, or markings on uniform is acceptable. A gray or navy blue ball bag is acceptable.

- F. Ties, Regulation Season Games (Conferences may adopt this special rule.):** Each year during regular season play some conference games, after going five full innings or more are called because of rain, darkness or other cause while the score is tied. According to the rule, this is a tie game. Batting and fielding records are counted but the game is not counted in computing percentages of games won and lost.

There is, however, the choice, by conference adoption, that a regulation called game with a tie score shall be counted as half-game won and a half-game lost for each team.

G. Baseball Courtesy Runner/Speed up Rule

- a. The team at bat may use courtesy runners for the pitcher and/or catcher. The same runner may not be used for both positions. Neither the pitcher nor the catcher will be required to leave the game under such circumstances.
- b. Players who have participated in the game in any other capacity are ineligible to serve as courtesy runners.
- c. A player may not run as a courtesy runner for the pitcher or the catcher and then substitute for another player in that inning.

Basketball

- A. All varsity basketball games will be played as two eighteen (18) minute halves. Three full time outs and two thirty second time outs per game.
- B. In Minnesota home wears dark uniform and visitors wear white uniforms.
- C. Games below the varsity level must also be played in halves with a maximum time of sixteen (16) minutes.
- D. A 35-second shot clock may be used in non-conference games if both schools agree and teams and officials are notified at least one week prior to the game. Coaches and officials must file a report with the League office after any game that uses a shot clock. The form can be found on the League website.
- E. **Mercy Rule:** When the point differential reaches 35 points or more, with less than nine minutes to play, the clock will go to running time. The clock will only be stopped for time-outs (team or official). Regular timing rules will be used if the point differential drops back to less than 30 points.
- F. **Restricted Arc:** The restricted arc area is now required for all MN levels of play. Note: 9th grade is optional. Instructions for placing the arc on the floor are found on the MSHSL website on the basketball activity page, under News.

Football

- A. A visible 25/40 second play clock may be used when available at the discretion of the home team. There must be a clock operator and the clock must be available to both teams.
- B. Modification of the football distance penalty in 9-Man football. All penalties that require a loss of 15 yards in 11-man football, will be penalized a loss of 10 yards, if played on an 80-yard field. All 15-yard penalties on a 100-yard field will be penalized as a loss of 15 yards.
- C. When facilities permit, nine-man football should be played on a 100-yard field. If space does not allow for 100 yards, game can be played on an 80-yard field. In either case the width of the field is 40 yards. Distance from sidelines to hash marks is 48 feet, 4 inches.
- D. **Mercy Rule:** When the point differential reaches 35 points or more in the fourth quarter, the clock will go to running time. The clock will be stopped for any time-outs (team or official); and after scoring plays, until the ensuing kickoff. Regular timing rules will be used if the point differential drops back to less than 30 points. **Note:** Rule 3-1-3 remains in effect – this allows the game to be shortened or terminated at any time, by mutual agreement of the opposing coaches and the referee.
- E. Both 9 and 11 man: If at the end of the fourth period the teams have identical scores, the tie will be resolved using the “10-yard” overtime procedure as outlined in the NFHS rule book.

Gymnastics, Girls

- A. National Federation Girls Gymnastics Rules book provides that: **Rule 2-1-1**, it is recommended all of the optional exercises be evaluated by at least four judges, one of whom shall be a chief judge.
 - a. **Rule 2-1-2** - "if it is not possible to have four (4) acting judges at an event, a minimum of two (2) judges shall be used with one judge serving as the chief judge." A waiver may be granted to a member school for specific dual meets where two (2) judges cannot be secured for the varsity meet. A school shall contact the League Office to request a waiver for such a meet(s).
 - b. During non-conference, non-MSHSL qualifying meets or tournaments and with the consent of all participating coaches, one judge may be assigned at an event.
- B. **Rule 4-2-2** - The rule shall read: "A team's event score is determined by totaling the best four (4) individual scores for each team in each event. In the event of a team tie, the five (5) individual scores per event shall be added together for the team score."

Hockey, Girls and Boys

- A. Game Misconduct Penalty:** A game misconduct penalty is an ejection under League policies. The player or coach will be removed from that game for its duration and is ejected for the next game(s) according to the MSHSL Policy for Student/Coach Ejection from a contest (see bylaw 206).
- B. Game Disqualification:** A game disqualification penalty is an ejection under League policies. The MSHSL ejection policy is not applied twice in the event a player receives a game misconduct and game disqualification in the same game.

C. Overtime Periods:

Overtime Periods for Regular Season Play

In case of a tie at the end of regular play, follow the procedures outlined below.

1. Teams must remain in the bench area
2. 3-minute rest period
3. Teams switch ends
4. One 8-minute sudden death overtime period will be played

Overtime Periods in School-Sponsored Tournament Play During the Regular Season

This procedure shall be used for regular season tournament games where a winner must be declared to advance in the tournament bracket.

In case of a tie at the end of regular play during school sponsored tournament play follow the procedures outlined below.

1. Teams must remain in the bench area
2. 3-minute rest period
3. Teams switch ends
4. One 8-minute sudden death overtime period will be played
5. If still tied after the 8-minute period, the tournament manager will conduct a shootout to determine the winner
6. In all cases where a shootout is used to determine a winner the game will be officially recorded as a tie
7. The score at the end of the 8-minute overtime period will be the official score for the contest

Overtime Periods for Post Season Tournament Play

This procedure will be used for all Section and State Tournament games.

In case of a tie at the end of regular play, follow the procedures outlined below.

1. Teams must remain in the bench area
2. 3-minute rest period
3. Teams switch ends prior to the start of each overtime period
4. 8-minute sudden death overtime period will be played
5. Make ice with a 15-minute rest period
6. 17-minute overtime period will be played
7. If a tie remains, repeat procedures as indicated in 1-6 above

- D. Shortened Games:** All high school games, including all rounds of the state tournament, will be shortened after two periods or during the third period by using running time when a team leads an opposing team by six or more goals.
- E.** Additional rules modifications updates for girls' and boys' hockey will be updated prior to the season.

Lacrosse, Boys

- A. Suspended Games: Regular Season and Section Tournaments** - Once a contest has begun either the officials or Tournament Manager may suspend a contest and cannot be overruled by the other party. When in doubt err on the side of safety. If it is determined that play cannot be resumed at the end of the suspension, and three (3) periods of play have been completed, it shall be considered a complete game with a winner determined. If a game is suspended before the completion of the first three (3) periods, or if it is tied at the point of suspension, the game shall be continued from the point of interruption.

**REGULATION GAMES IN STATE TOURNAMENT CHAMPIONSHIP ROUND GAMES
(Quarterfinals, Semifinals, and Championship)**

Duration of Play: 48 minutes (4 periods of 12 minutes) of play must be completed unless:

1. The twelve (12) goal rule is in effect (Running Time)
2. Overtime procedure is in effect because of a tie score

If 48 minutes of play cannot be completed due to darkness, weather or other causes, the game will be suspended/interrupted, as defined in the NFHS Boys' Lacrosse Rule Book. A suspended/interrupted game will be restarted from the point of interruption. The Tournament Director, with agreement of the Faculty Representatives

from each school (as identified in Bylaw 409.1), may terminate a regulation game (as identified in the most current NFHS Boys' Lacrosse Rule Book as modified by the MSHSL Board of Directors).

- B. Doubleheaders:** It is conceivable that under some conditions, such as power failure, the first game of a doubleheader may be suspended with a winner determined and, if conditions change, the second game of the doubleheader may be played in its entirety. Every effort should be made to play each game in its entirety. If lightning, game must be suspended. See Rules and Policies Manual-Lightning/Threatening Weather.

Lacrosse, Girls

- A. Suspended Games: Regular Season and Section Tournaments** Girls' Lacrosse will use the NFHS Rule Book. In addition, the Tournament Manager may suspend a contest, and cannot be overruled by the officials. If 80% of the playing time has elapsed and the game is tied, the game shall be continued from the point of interruption.

REGULATION GAMES IN STATE TOURNAMENT CHAMPIONSHIP ROUND GAMES (Quarterfinals, Semifinals, and Championship)

Duration of Play: 50 minutes of play must be completed unless:

1. The ten-goal rule is in effect (Running Time)
2. Overtime procedure is in effect because of a tie score

If 50 minutes of play cannot be completed due to darkness, weather or other causes, the game will be suspended/interrupted, as defined in the NFHS Girls' Lacrosse Rule Book. A suspended/interrupted game will be restarted from the point of interruption. The Tournament Director, with agreement of the Faculty Representatives from each school (as identified in Bylaw 409.1), may terminate a regulation game (as identified in the most current NFHS Girls' Lacrosse Rule Book).

- B. Doubleheaders:** It is conceivable that under some conditions, such as power failure, the first game of a doubleheader may be suspended with a winner determined and, if conditions change, the second game of the doubleheader may be played in its entirety. Every effort should be made to play each game in its entirety. If lightning, game must be suspended. See Rules and Policies Manual-Lightning/Threatening Weather.

Soccer, Girls and Boys

- A. Jewelry (Rule 4-2-4a):** A religious medal or other religious items must be taped to the body and worn under the uniform if possible. Note: this is for religious purposes as stated in Rule 4-2-4 and is not meant as an opportunity to tape or cover jewelry worn for adornment.
- B. Number of Officials (Rule 5-1):** No varsity game will start with only one official. It is not a legal game unless there are at least two officials. Schools may not agree to play with one official.
- C. Officials Uniform (Rule 5-1-3):**
The officials shall be dressed alike in uniforms primarily consisting of:
- a. The official shirt of the MSHSL shall be yellow with black pin stripes. The "back-up" shirt will be black with white pin stripes;
 - b. Predominantly black shoes and black stockings with white stripes;
 - c. Two whistles, yellow card, red card, stopwatch, flipping coin, pencil and scorecard;
 - d. A solid black cap
- D. Official Scorekeeper (Rule 6-3):**
The official scorer's table may be located in one of three places:
1. At the halfway line, which is a distance of 10 yards from the start of each bench.
 2. In the press box.
 3. In a position on the end of the team bench closest to the halfway line.
- The host school must inform the official prior to the start of the game as to the location of the official scorer. **Substitutions will report to the halfway line. Entry onto the field of play by a substitute is prohibited until approved by the referee.
- E. Suspended Games (Rule 7-1-3):** If less than one half of the game has been played, the game will be replayed from the start of the game. The host school has the authority to suspend a game for inclement weather.
- F. Tie Games (Rule 7-3):**
1. Regular season games which end tied after regulation time shall be decided by two 5-minute non-sudden-death periods. If the game is still tied, it shall remain tied.
 2. The following procedure must be used to break a tie at the end of regular play in all tournament games that advance to the championship bracket, including MSHSL section and state tournament games. **There will be no tie-breaker or overtime for third place games.**
 - a. Teams remain in the bench area for a 5-minute rest period.
 - b. The choice of ends will be determined by a toss of a coin with the visiting team captain making the call while it is in the air.

- c. A 20-minute sudden death overtime period will be played. At the start of the period, the clock will be set at 10 minutes. A kickoff shall initiate the play. Teams will change ends after ten minutes of play. Teams do not go to their bench; coaches do not talk to the captain; play should be continued immediately.
- d. If a tie still exists, each coach selects five players, on or off the field (except those who were disqualified), to take penalty kicks. A coin toss will determine which team shoots first. The referee designates which captain will call the coin toss. The team winning the coin toss has the choice of shooting first or second. The team's alternate kickers with the goalkeeper being any eligible team member. The team scoring on the greater number of kicks shall be the winner.
- e. If the score is still tied, each coach will select five additional players and continue with the same procedure; except that beginning with the 6th kick, a winner will be declared if one team scores and the opponent fails to score on a turn. Each kick shall be taken by a different player, and not until 10 players of any team have attempted a kick, may a player of the same team have a second kick. When repeating the procedure, a winner will be declared if one team scores and the opponent fails to.
- f. If the score is still tied, follow the procedures in (e) above and repeat until a winner has been determined.

G. Policy for Disqualified Players (Rule 12-8):

1. Any player disqualified from the game for any reason, including a soft Red Card (2 yellow), shall be disqualified from that game and the next game of that season. Application of the following progressive game disqualification structure applies throughout each season, including playoff games:
 - a. 1st disqualification - that game plus the next scheduled game.
 - b. 2nd and all subsequent disqualifications - that game plus the next four scheduled games in that sport.
2. Use of ineligible player following a game disqualification. The score book shall indicate that a player was ejected in the previous game. Game officials shall check the Varsity and JV score books prior to the start of each game. Penalty for use of an ineligible player shall be enforced and result in an automatic forfeiture of game. A complete report of the violation must be submitted to the League Office.

Softball, Girls

- A. **On-Deck Circle:** All on-deck batters must use the on-deck circle that is located behind the batter, with the exception of the batter who is leading off the ½ inning – that batter must remain in front of their dugout.
- B. **10-Run Rule:** Calls for the game to end if a team is ahead by at least 10 runs after 5 innings of a 7-inning game.
- C. **15-Run Rule:** A game ends after 4 innings (3-1/2) when a team is 15 or more runs behind and has completed its turn at bat. This is effective for regular and post-season play.
- D. **Regulation Game:** It is a regulation game if: (a) 5 full innings have been played; or if the team second at bat has scored an equal or greater number of runs in 4 or 4 and a fraction terms at bat than the opponent has scored in 5 terms at bat; or (b) play has gone beyond 5 full innings.

In (b), if the game is called when the teams have not had an equal number of completed terms at bat, the score shall be the same as it was at the end of the last completed inning; unless the home team, in their half of the incomplete inning, scores a run (or runs) which equals or exceeds the opponent's score, in which case, the final score shall be as recorded when the game is called.

- E. **Suspended Games (Regular Season and Post Season):** A suspended game is any game that is ended **before** it becomes a regulation game or a regulation game that has a tie score when ended. If darkness, rain or other cause interference with play so that the umpire calls the game before it is a regulation game, such game shall be declared a suspended game.
- F. If a regulation called game has a tie score when ended, it shall be declared a suspended game and must be continued from the point of suspension at a later time. The lineup and batting order of each team shall be exactly the same as the lineup and batting order at the moment of suspension, subject to the rules governing the game.
- G. **Tie Regulation Season Games:** Each year during regular season play some conference games, after going five full innings or more are called because of rain, darkness or other cause while the score is tied. According to the rule this is a tie game. Batting and fielding records are counted but the game is not counted in computing percentages of games won or lost. There is, however, by rule this choice; by conference adoption, a regulation called game with tie score shall be counted as half game won and half game lost for each team.
- H. **Time Limit Procedure:** In invitational tournaments games may be played with a time limit as prescribed by the host tournament team. Under this rule no new inning will start after the prescribed time limit unless the game is tied. If a game is tied the ASA international tie-breaker rule will be used to determine a winning team. The host tournament team will decide in which inning the tie breaker rule will be used.

- I. **Tie-Breaker Rule:** In the event that the Tie Breaker rule is used the following procedures shall apply: At the start of the inning in which the tie-breaker rule is used, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in the respective half inning being placed on second base (e.g., if the number 5 batter is the leadoff batter, the number 4 batter in the batting order will be placed on second base). The umpire and scorekeeper will determine that the proper runner has been placed at second base and the inning shall begin.
- J. **Double First Base:** Double first base is required for all regular and post season games.
- K. **Umpire Uniform:** The uniform for softball officials is: heather gray slacks, powder blue pullover with white and navy-blue trim, black shoes, navy blue sized hat, black belt. A navy jacket with powder blue and white shoulder stripes is acceptable but if worn, must match with the other umpire(s). The MSHSL state tournament hat is acceptable during section play but if worn, must match the other umpire(s). No emblems, printing, or markings on uniform are acceptable. A gray or navy-blue ball bag is acceptable.

Swimming & Diving, Boys & Girls

- A. Swimming & diving meet officials shall wear a blue polo shirt (Smitty Officials Apparel, LLC) with black piping and black pants or shorts. Athletic shorts, sweatpants and warm-up pants are not accepted.
- B. Rule 3-3-3 addresses information that can be placed on the suit or cap:
 - Competitor's name, school name, abbreviation and/or school approved mascot, nickname or logo
 - Advertising or name other than that permitted in 3-3-3c is prohibited;
 - Size of a single visible manufacturer's logo/trademark/reference;
 - Size of one American flag or memorial patch;
 - The FINA mark and/or individual barcode.

Track and Field, Girls and Boys

- A. A competitor may be entered and compete in a total of four events (track and field), but not in excess of three track or field events in arriving at the combination of four. (Modifies Rule 4-2-1, 4-2-2) An athlete that is already entered into 3 individual running events is not eligible to be placed as a runner or alternate in a relay.

For Sub-Section, Section, and State Competition

A contestant becomes officially entered into the first level of competition upon the entry deadline established by the section. If section meet procedures allow for scratches on meet day, this will be allowable at the first level of competition only, these must take place PRIOR to the start of the earliest event of the meet. An athlete that is scratched during this meeting is scratched from ALL events for which they were entered. Additions may not be made for any reason.

Once the first level of competition meet begins and/or the athlete advances and the next level meet begins (i.e.; sub-section to section or section to state), they must show up for all events in which they are entered. If the athlete does not compete in all events entered, it will result in disqualification of the participant in ALL events in which the contestant is entered (including events that are final).

Medical exceptions to this policy will be handled on an individual basis at the meet by the Games Committee.

Relays: Relays advance as a school team. Therefore, the relay team (4 runners and 2 alternates) may change from sub-section to section and from section to state. If a Preliminary event is run, the same team of 6 runners must be used in the Finals event. Runners and Alternates must have an available event to be placed on the relay card.

Example: An individual who is entered in the 100, 200 and 400 is not eligible to be placed on a relay as a runner OR alternate as they are not eligible to run. An individual who is entered in the 100, 200 and 4x400 may be listed as an alternate in the other relays as they could be utilized by not participating in the 4x400.

An athlete that is entered into 3 individual events (100, 200, 400) will be disqualified from ALL events in which they are entered if listed as 1 of the 6 allowable athletes in a relay.

- B. A competitor who fails to qualify in a preliminary of any event shall be considered to have participated in the event.
- C. If a competitor competes in three track events, only two events may be 800 meters or longer. The penalty for violation of (A), and (B) is according to the National Federation Track and Field Rules, **(Modifies Rule 4-2-2)**. All individual and team points earned by that competitor shall be forfeited. If a competitor participated in a relay event, all relay points earned by the team shall be forfeited.

- D. A competitor who meets or exceeds the standard established for advancement to the MSHSL State Track & Field Meet in the section meet finals of the 100m, 200m or 100m/110m hurdle races, or long jump and/or triple jump shall qualify for the state meet if the wind measured during the performance is less than or equal to +4.0m/sec. **(Modifies Rule 9-2-1).**
- E. Participants must wear helmets during practice, warm-ups and competition in the pole vault.
- F. If a student should participate in more than one track meet in a given day, the total participation in both meets must not exceed the above limitations.
- G. Any visible garments (with the exception of the sports bra and briefs) worn by two or more relay team members or cross country team members underneath the uniform top and /or underneath the uniform bottom, shall be unadorned and of the same, single, solid color, but not necessarily the same length. Note...Visible items worn under both the top and the bottom do not have to be the same color. (Modifies Rule 4-3-1b.7)

Volleyball

A. Varsity Matches for the Dual Meet Season:

1. Length of Sets: (Rule 1-2-1). A team that has scored 25 points rally scored and is at least 2 points ahead is the winner. If the leading team does not have a 2-point advantage, play shall continue until one team has a 2-point advantage.
2. Length of Match: (Rule 1-2-1). A match consists of the best three-out-of-five sets. The fourth and/or fifth set shall not be played unless it is necessary to determine the winner of the match.
3. The Ball (Rule 3-2-1): In all varsity contests the use of the three-colored panel volleyball in grey/blue, white is required. Sub-varsity may utilize the three-colored panel ball or solid white volleyball.

B. Sub-varsity Matches and Invitational Tournaments:

Sub-varsity matches and invitational tournaments shall be best of three sets rally scored to 25 points (no cap) and the third set played to 15 points (no cap).

In sub-varsity and invitational tournaments, a match consists of the best two-out-of-three sets rally scored to 25 points (no cap).

PLEASE NOTE: If a team wins a sub-varsity match in 2 sets, the competing schools may elect to play the third set. If the third set is played, game officials and contest personnel (scorers, timers, etc.) must be present and the set must be counted as one of the five (5) sets per day permitted for individual players. The third set shall not be played if contest personnel (scorers, timers, etc.) are not available.

If schools elect not to play the third set but elect to conduct a scrimmage during the available time prior to the next match, the scrimmage must adhere to Bylaw 411, Scheduling of Contests, Game Definition.

Schools should decide prior to a sub-varsity match whether they will play a third set or conduct a scrimmage and notify the game officials and contest personnel. If both coaches cannot agree, the third game cannot be played.

The schedule of matches should respect the contracted times of the match officials.

C. Warm-up Time Schedule

- 4 minutes shared court time
- 6 minutes of **warm-up** by visiting team
- 6 minutes of **warm-up** by home team
- 2 minutes of **exclusive warm-up** by visiting team
- 2 minutes of **exclusive warm-up** by home team

Space needs to be provided for the other team during the six-minute court time periods.

Non-League Tournaments – Rally Scoring must be used.

In non-league tournaments, teams may compete in a maximum of 15 sets per day. A minimum of 2 sets rally scored to 25 must be played with each opponent. Match play (2 out of 3) may also be used. If teams play only 2 sets with an opponent, the winner of the match will be decided by the following criteria.

1. A team winning both sets shall be declared the winner.
2. If a team has split the games with one win and one loss, the winner shall be declared using one of these criteria:
 - a) one team has scored more total points (2-games total) than the other team
 - b) if both teams have scored the same total points there are two options:
 1. Continue play in set 2 until one team has scored a total of 2 more points than the other team or
 2. Play a 5-point set to determine the winner.

Match Protocol

- A. INTRODUCTIONS:** First Referee and L1 stand on sideline near officials stand (facing benches) with first referee standing closest to net. Second Referee and L2 stand on sideline near bench (facing court on opposite side of net from First Referee) with Second Referee standing closest to net. During introductions, line judges will stand without flags - L1 places flag on referee stand and L2 on scorer's table.
1. First Referee whistles both teams to their respective end lines, teams remain on their respective end line until number '4'. Coaches remain at bench;
 2. Anthem is played;
 3. Announcer introduces visiting reserves, starters and coaches; followed by home team reserves, starters and coaches;
 4. First Referee whistles and signals:
 - a. Captains to net to shake hands with opposing captains, and wait for teammates;
 - b. The remaining team members move counterclockwise down sideline to net; follow captains across net shaking hands;
 5. Teams go directly to benches and officials assume their positions
- B. BEGINNING OF FIRST SET IN THE MATCH:** First Referee on stand and Second Referee by scoring table:
1. First Referee signals starters to end line.
 2. First Referee whistles and signals players onto court (arms extended in front, bring palms together over net).
 3. For sets 2 through 5, players report directly to the playing court.
- C. END OF SET:** First Referee whistles and signals players to end line (points to each end line with open hand):
1. Non-Deciding Set
 - a. First Referee whistles and signals players to change courts (signal #24). Players go counterclockwise down sideline outside the standard then directly to their new team benches.
 - b. Bench personnel go directly to opposite bench when signal to change courts is given by First Referee.
 2. Deciding Set
 - a. The Second Referee double whistles and raise coin in air to signal the captains to go near the officials table for deciding set coin toss. (Home team calls the toss)
 - b. The Second Referee communicates results to the First Referee extending an outstretched arm on the side of the team to serve first and giving the appropriate signal indicating if teams remain on their current side or change.
 - c. First Referee giving the appropriate signal indicating if teams remain on their current side or change.
- D. END OF MATCH**
1. First Referee blows whistle, gives end-of-set signal, then whistles to release the players.
 2. The Second Referee verifies the score by initialing the score sheet. Match becomes official when the score sheet is initialed
- E. PROTOCOL FOR INTRODUCTION OF TEAMS DURING TOURNAMENTS AND RECOMMENDED FOR SUB- VARSITY MATCHES.** When teams are not introduced. Follow the procedures referenced in B above.

Wrestling

- A. Weight control program (Rule 1.5.2):** Hydration testing not required
- B. Random Draw (Rule 5.21):** A random draw is not used. All wrestling begins with the 106-pound class
- C. Section Tournaments:** A 6th match is allowed for a one-day section tournament



Competition Index for Heat/Cold Weather

See the League website for the Heat and Cold Indexes. Click on Resources on the gold bar then Medical/Physical from the drop-down menus. Click on the link "Heat/Cold Index" and then select Competition Index for Heat and Cold.



Board Policy: Lightning/Threatening Weather

Prior to the start of a contest, the host school is responsible for determining whether or not the conditions present a threat to the safety of participants and spectators and will determine whether or not the contest will begin. Once the contest begins, the officials have the authority to postpone or suspend a contest due to unsafe weather conditions-that decision may not be over-ruled. School officials also still have this authority. The Superintendent or his/her designee may over-rule an official and suspend or postpone a contest once it has begun. In other words, once a contest has begun either the officials or school authorities may postpone or suspend a contest and cannot be over-ruled by the other party. When in doubt, err on the side of safety.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage — "If you can hear it, clear it." — should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

When considering resumption of an athletic activity, the MSHSL recommends that everyone should wait at least 30 minutes after the last flash of lighting and the last sound of thunder before returning to the field or activity.

Additional lightning-safety guidelines have been developed with the assistance of the National Severe Storms Laboratory (NSSL), and are listed below:

1. As a minimum, NSSL staff strongly recommend that by the time the monitor obtains a flash-to-bang count of **30** seconds (equivalent to six miles), all individuals should have left the athletics site and reached a safe structure or location. Athletics events may need to be terminated.
2. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
4. A person who feels his or her hair stand on end, or skin tingle should immediately crouch, as described in item 3.
5. Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
6. People who have been struck by lightning **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.



Process For Blood

The MSHSL Board of Directors approved the following procedure for an athlete who is bleeding, has an open wound, or has blood on the uniform.

Communicable Disease Precautions

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is greater risk that other blood borne infectious diseases can be transmitted. For example, hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The official discovers a player who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person, shall be directed to leave the game/meet until the bleeding is stopped, the wound is covered, the uniform and/or body is appropriately cleaned, and or/the uniform is changed before returning to competition.
4. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate. To disinfect the uniform use a solution of 1-100 (for example, 1/4 cup to one gallon water) of sodium hypochlorite (example bleach) or 70% isopropyl alcohol (rubbing alcohol) or other appropriate disinfectant.
5. Clean all blood contaminated surfaces and equipment with a solution made from a 1-10 dilution of household bleach or other disinfectants before competition resumes.
6. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
7. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
8. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
9. Contaminated towels should be properly disposed of/disinfected.
10. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards and other articles containing body fluids.

It shall not be the responsibility of the official to provide first aid to an injured athlete or to remove blood from the playing surface.



Student/Coach Ejection From A Contest

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition.

The second violation carries a four (4) regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the activity season and no contest remains, the penalty is carried over in that particular activity until the next school year. In the case of a senior student, the penalty will continue to the next activity season.

Student:

Anytime a student-athlete is ejected from a game/meet, he/she does not participate the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Student Relationship to Team During Suspension:

Q. What may a player do while under suspension?

A. A player may travel with the team, be in the locker room and on the sideline but may not be in uniform while under suspension.

Coach:

Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Coach Relationship to Team During Suspension:

Q. What may a coach do while under suspension?

A. A coach who is under suspension for an ejection may not:

1. Have access to the locker room prior to the game, during half-time, or following the game;
2. Be seated in an area proximal to the team bench;
3. Ride the team bus to or from the contest; or
4. Serve in any official capacity as a coach, statistician, supervisor, etc. until the suspension has been served.

Appeal: A basketball coach may appeal the penalty only when the coach is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

Ejection Protocol for Officials:

The following protocol should be followed when an official is required to eject an athlete or coach from a contest:

Ejection of Athlete:

1. Within the rules of the activity, announce the ejection by making eye contact with the ejected athlete. Do not make physical contact with the athlete.
2. Request the athlete to go immediately to the team bench/area and to the head coach.
3. One official will go to the sidelines/team area, make eye contact with the head coach and announce that the athlete (identify by number or lane or some accepted method for that activity) has been ejected from this contest and state the reason.
4. Athletes shall remain on the bench under supervision of the coach. They should not leave the playing area unless accompanied by school personnel.

Ejection of Coach:

1. The official should approach the coach; announce the ejection to the coach and state that the coach leaves the competition area. In addition, the official must ask which coach or school representative will function as the head coach in the absence of the ejected coach. Only assistant coaches or school representatives may act in place of the coach.
2. The ejected coach shall leave the competition area and may not be seated in an area proximal to the team benches or have access to the locker room prior to the game, during the half-time or following the game (see policies under penalties).

Report to League Office:

1. One official must file a written report with the League office no later than noon on the first business day following the contest. The incident report must be filed on-line (go to Arbiter Central Hub). **Please submit a separate report for each athlete.**
2. The League Office will email a confirmation of the ejection to the athletic director of the member school. The athletic director will reply with a response to the League Office indicating the summary of action taken.



Application For MSHSL State Tournament Assignments

The League Office provides registered officials with the opportunity to provide a description of your qualifications as a potential state tournament official/crew. Through this avenue, it is hoped that all interested officials can be included in the evaluation and selection process.

- Officials must be in good standing with the League and their affiliates, including the requirements for registration, testing, completion of rules meetings/exam, background check, working a schedule of contests, concussion training, clinic attendance (if applicable), a printed ID card and the Code of Sport Ethics For Officials.
- Whenever possible, officials who have been selected for three consecutive years will not be selected. Officials are selected to represent the geographical areas where teams in that activity are located and the statewide constituency of officials in that activity.
- The roster of state tournament officials may include officials who have been selected for previous state tournaments or new officials assigned for the first time.
- No other form will be sent from the League office. Your schedule should include a minimum of ten (10) high school contests for that season. Exception: football, dance team, and adapted sports where the minimum requirement is seven (7) contests for that season.
- In order to qualify for state tournament selection, officials must have their schedules entered on-line.
- Officials who work in a state tournament must be at Level III (not reciprocity).

Application Process for Officials/Crews

- Officials who wish to be considered for assignments for MSHSL State Tournaments must submit an application via the website (no letters of application will be accepted).
- If you are applying to soccer, hockey, or basketball, you will need to submit one application for the boys' tournament and one application for the girls' tournament.

State Tournament Policy for Officials Who Live or Officiate Out-of-State

In order to apply to work in any MSHSL State Tournament, officials must be fully eligible in Minnesota (pay the full registration fee, attend a training clinic (if applicable), watch the online rules meeting, complete a background check, complete the concussion module, and pass the rules test.) In addition, to qualify for the state tournament officials must work the minimum number of required games in Minnesota – ten (10) except for football, dance team, and adapted sports, where the requirement is seven (7). Officials who pay the \$15.00 fee for reciprocity in Minnesota are not eligible to work in the State Tournament.

<u>Fall Activities/Deadline</u> Applications from MSHSL Officials Due September 1, 2019	<u>Winter Activities/Deadline</u> Applications from MSHSL Officials Due December 1, 2019	<u>Spring Activities/Deadline</u> Applications from MSHSL Officials Due April 1, 2020
Football** Soccer, Girls & Boys Soccer, Adapted Swimming & Diving, Girls & Boys Volleyball, Girls	Basketball, Girls Basketball, Boys Dance Team Gymnastics, Girls Hockey, Girls Hockey, Boys Hockey, Adapted (January 15, 2020) Wrestling	Baseball, Boys Lacrosse, Girls Lacrosse, Boys Softball, Girls Softball, Adapted Track & Field, Girls & Boys

** To be submitted only by the referee who will list crewmembers. At least three of the crewmembers must be a Level 3, including the referee, for the crew to be eligible.



Section Tournament Official's Policy

The Policies listed below apply to: Football, Soccer, Volleyball, Basketball, Hockey, Baseball and Softball

Reciprocity officials, despite being level 1 officials, are ineligible to work post-season contests.

1. Officials may not work more than three consecutive years in the same section tournament, at the semifinal or final level. Each class and each gender are considered to be different sections.
2. Officials may not work a Section Championship game in consecutive years in the same section tournament. Each class and each gender are considered to be different sections.*
3. At the end of each season, each section must report the game officials to the MSHSL office via Google Sheets and indicate the name of each official who worked in the section tournament for the semifinal and final rounds. This information will be tracked by the League office.

*Serving as an alternate/bench/4th official is not included when calculating the number of consecutive years.

Policies listed below apply to all sports:

1. All officials who work at any level in a section tournament must have worked the minimum number of events in Minnesota as indicated below, during the year prior to working in the section tournament: (these are the same numbers as required to work the state tournament)*
Football, Dance Team, and Adapted Sports: 7
All Other Activities: 10
2. Any official who works a **section** event in Minnesota must be **fully registered in Minnesota (not reciprocity)** and meet the above game requirement in Minnesota.
3. If extenuating circumstances create the need to hire an official who does not meet the above requirements, a waiver requesting an exception from these requirements may be filed with the MSHSL office.
4. Level I officials are eligible to work play-in or quarterfinal rounds of sectional play only. Level II and Level III officials are eligible to work play-in, quarterfinal, semifinal or championship rounds of sectional play.**

* Section-Eligible Lists are provided to assignors via the Region Secretaries.

** In football, at least 3 of the 5 crew members, including the referee, must be at least a level 2 official to work semifinals or finals.



MSHSL Code of Ethics for Officials

High school interscholastic sports are unique in their mission to provide educational opportunities for students through athletic programs sponsored by their schools.

As a high school official, you share a responsibility to assist schools as they teach students how to reason, make choices, and understand the impact of their decisions on others.

During the competitive season, student athletes listen to your words and see how you treat them, their coaches, other participants, and spectators. They observe your respect for the letter and spirit of the rules.

As an official your actions are expected to support the governing values of the Minnesota State High School League:

- Fair play and honorable competition
- Treating people with dignity and respect
- Equity, fairness and justice
- Activities which enhance healthy lifestyles

The following statements will help you review your responsibilities as an official registered with the Minnesota State High School League.

I Understand

1. I understand that I am part of the educational process of teaching students how to reason, make choices and understand the impact of their decisions on others.
2. I understand that my actions as an official must display decisions and behavior which teach students how to compete within the letter and spirit of the rules so that all competitors have the same fair chance for success.
3. I understand that I must model decisions and behavior which reflect the following principles: justice, honesty, responsibility and beneficence/producing good.
4. I understand that the League and its member schools are committed to creating an environment in the activity program which promotes respect for and appreciation of racial, gender and ethnic differences and is disability aware.

I Will

The following moral guides are drawn from the principles of justice, honesty, responsibility and beneficence/producing good. These principles will help officials choose the appropriate response to situations. They are reminders that the letter and spirit of the rules are meant for everybody and for the good of everyone alike. I will be neutral and impartial.

Honesty: being truthful and trustworthy in dealing with others

- I will uphold and abide by all rules of the Minnesota State High School League. I will work within the established process to change rules and policies.
- I will treat other officials with courtesy and support their decisions.
- I will honor contracts regardless of possible inconvenience or financial loss. When unable to honor a contract because of circumstances beyond my control, I will work with the contracting school and my officiating partner(s) to find a suitable replacement.
- I will admit my own errors and make all possible corrections.

Responsibility: being accountable for your actions; capable of determining one's own actions

- I will register with the MSHSL each year on a timely basis and attend all required meetings.
- I will not work an interscholastic varsity contest with officials that I know do not hold current MSHSL registration in the sport.
- I will actively participate in clinics to improve my skills.
- I will make thorough physical and mental preparations for each season and every assigned contest.
- I will intensively study the rules books, case books and official's manuals, observe the work of other officials, and will work to improve myself as an official.
- I will recruit, encourage and mentor new officials including female and minority officials.
- I will have a clean uniform and present a professional image in terms of personal appearance and have proper and approved equipment.
- I will not use alcohol prior to, while officiating, or after any League contest or activity at the site of the contest.
- I will refrain from the use of tobacco in the presence of students.
- I will abstain from the use of illegal, controlled substances.
- I will use respectful language at all times and will not use profanity that is casual or directed at any individual.



MSHSL Social Media Guidelines

As adopted from the National Association of Sports Officials (NASO).

- Consider social media communications as public at all times — even if created with private intentions. If you are going to use social media in any form, consider your communication may be read by anyone at any time.
- You represent the officiating industry, your associations, your assigners and your partners. Act accordingly.
- Promote officiating in a positive light and with a general feeling of pride and professionalism. You are an ambassador for officiating.
- You have a unique access to information. The same ethical restrictions that apply to any form of public speech also apply to social media. It is inappropriate to communicate specifics about your assignments, other officials, conferences/schools, coaches, players or any related personnel.
- Do not engage in specific play and or ruling evaluation/commentary, whether it's of a game you worked, one that you witnessed or in general about the impact of officials in any sporting event.
- Communications among officials for learning purposes should be done privately and not through the use of social media. Be mindful that email and other forms of direct communication can be made public.
- Be very sparing in the sharing of your personal information, including photos. Adjust security settings accordingly. Report fake profiles or posts to the appropriate authorities/governing bodies in a timely fashion.
- Follow specific conference, school and/or governing body social media policies.



Criticism of Officials by Coaches

Statement of Philosophy

The Minnesota State High School League has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach is an official representative of the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

Code of Ethics:

A coach will be in violation of the standards for good sportsmanship established by the Minnesota State High School League by:

- Making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench or through any public news media including social media;
- Arguing with officials or goes through motions indicating dislike/disdain for a decision;
- Detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or
- Being ejected from any contest.

Actions and Response:

Unsportsmanlike actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate.

Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

Commentary:

It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assume the responsibility for their actions.



Criticism of Coaches by Officials

Just as coaches are held to a standard and a code of ethics, so too are the officials. An official shall be in violation of the standards of good sportsmanship established by the Minnesota State High School League by:

- Making degrading/critical remarks about coaches or school administration, during or after a contest either on the "field of play," or through any public news media including social media;
- Arguing with coaches or using motions indicating disrespect towards a coach;
- Detaining coaches following the contest to confront a coach;
- Use of inappropriate language in addressing a coach, player, fans, or game personnel.

Actions and Response:

Any actions listed above or other inappropriate acts of sportsmanship shall be reported to the League by the school, through their Athletic/Activities Administrator. The League shall then investigate as necessary.

Penalties for violation of these standards may include, but are not limited to: reprimand, censure, suspension from officiating, or removal of the officials registration to officiate.



Assault on an Official

The MSHSL Official Handbook, Bylaw 203.00 Assault on an Official, provides that:

Assault on a Game Official:

Assault shall mean any deliberate attempt by a participant to inflict bodily harm on an official, referee, umpire, judge, scorer, timer, participant or any other person.

Procedure to Report an Assault on a Game Official:

- The assaulted person or representative must put the charge in writing within 48 hours of the event and send it to the Minnesota State High School League Office. If the charge is not submitted in writing within the specified period of time, the charge shall be waived.
- This report will be forwarded to the principal of the school where the student is enrolled. If the student is home-schooled or enrolled in a charter school, the report shall be filed with the "host" school for the activity.
- The principal, or in the principal's absence, the superintendent, shall conduct an immediate investigation and submit a report to the Executive Director of the MSHSL. In all cases, the student shall be ineligible for participation in League-sponsored activities until the decision is rendered.
- The decision shall be submitted in writing to the student and the assaulted person or representative with a notification that the ruling may be appealed to the League's Board of Directors whose decision will be final.

Penalty: The student shall be disqualified from participation in all League-sponsored activities for a minimum of 4 weeks.

Appeal: In the case of an appeal, the student will be ineligible until the Board of Directors renders its decision.



Physical Contact with an Official

Physical contact between a coach and an official or between a player and an official that results from disrespectful and/or unsporting behavior will not be tolerated. When the incident is determined to be an assault as defined in Bylaw 202, the process outlined in that bylaw will be followed. When the incident does not rise to the level of assault, the guilty party or parties will be suspended, as a minimum, from the next two consecutive varsity, interscholastic contests or two weeks (14 calendar days), whichever is greater. This penalty will be imposed during the season in which the offense occurs, when possible. The portion of the penalty that cannot be served during the current season will carry over to the next season in which the guilty party or parties play, coach or officiate. This policy applies to officials, coaches and participants – whoever is involved in causing the physical contact to occur. (Effective 2/4/2016)



Minnesota State Statutes Assaulting a Sports Official

State Statute

M.S. 128C.08 (Chapter 168,1991 Session Law)

An Act relating to interscholastic athletics; providing that persons who assault a sports official may be excluded from certain events; proposing coding for new law in Minnesota Statutes, chapter 128C.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1.

(128C.08)(ASSAULTING A SPORTS OFFICIAL PROHIBITED)

Subdivision 1

(DEFINITIONS) For the purposes of this section, the following terms have the meaning given in this subdivision.

"Assault" is (1) an act done with intent to cause fear in another of immediate bodily harm or death, or (2) the infliction of or attempt to inflict bodily harm upon another.

"Sports official" is a person who serves as an umpire, referee, judge, lines person, timer, scorekeeper, or in another similar capacity for an interscholastic athletic activity.

"Interscholastic athletic activity" or "activity" means an interscholastic athletic activity whose control, supervision and regulation have been delegated to the Minnesota State High School League pursuant to section 129.121.

Upon finding that the person assaulted a sports official, the board of directors of the Minnesota State High School League or school board shall notify the individual in writing and shall indicate any activity from which, and the period of time for which, the person is excluded.

Subdivision 2

(PROHIBITED CONDUCT) Any person who assaults a sports official in connection with an interscholastic athletic activity may be excluded from attending an activity for up to 12 months.

Subdivision 3

(SANCTION) The Board of Directors of the Minnesota State High School League or a school board may exclude any person except as provided in subdivision 5.

The board of directors of the Minnesota State High School League may exclude a person from:

- (1) any activity of the kind in connection with which the assault occurred; or
- (2) all interscholastic athletic activities.

A school board may exclude a person from any activity sponsored or participated in by the school district.

Subdivision 4

(PROCEDURE) The board of directors of the Minnesota State High School League or a school board may exclude a person from any interscholastic athletic activity if the person assaulted a sports official in connection with an activity. A person alleged to have assaulted a sports official shall be entitled to an informal hearing on the matter by the board of directors of the Minnesota State High School League or school board.

Subdivision 5

(HEAD VARSITY COACH) A head varsity coach may be excluded under this section only by the school board employing the coach.



Board Policy Statements

Chemical Awareness Statement For League Representatives

Philosophy and Standards

The Minnesota State High School League is concerned about the potential for adverse effects of alcohol and other chemicals on an individual's health and safety, as well as on the conduct of League activities.

Understanding the implications of chemical use on one's health is a personal responsibility. However, it is also the responsibility of the Minnesota State High School League to create an environment which is conducive to responsible decision-making and to establish practices which will minimize chemical abuse. Because even minimal consumption of mood-altering chemicals has an effect on individual functioning, it is of legitimate concern to the organization.

It is imperative that at all times League business is conducted in a professional and responsible manner. To this end, all representatives of the League must accept their individual responsibility to report to League functions prepared to execute their duties on behalf of the member schools.

Therefore, the Board of Directors has established the following policies and guidelines and recommends that their spirit and intent be communicated throughout all League-sponsored activities.

Policies of the Board of Directors

1. League funds shall not be used to pay for alcoholic beverages at any business or social function of the League
2. Individuals will not use or consume alcohol prior to and while conducting League business or administering League activities
3. All business meetings of the League shall be tobacco-free

By definition, these representatives and functions apply to all League activities, including the Board of Directors, Representative Assembly, Congress of Schools, Subregions and Regions, Ad Hoc Committees and Advisory Committees; Rules Interpretation Meetings, Tournaments and their personnel, and representatives of member schools at League-sponsored activities.

Guidelines for Member Schools

The Board of Directors believes that the League and each member school should set clear expectations of appropriate behavior for those individuals who are responsible for students and their welfare. The following expectations are recommended:

1. Individuals who are responsible for students/teams in a League activity should refrain from the use of alcohol during this period.
2. The use of alcohol is inappropriate as a part of any League-related function which includes students, such as banquets and other celebrations.
3. Individuals who are responsible for students/teams in a League activity should refrain from the use of tobacco in the presence of students in League activities.
4. Individuals who are responsible for students/teams in a League activity should abstain from the use of illegal controlled substances.

Commentary

Each of us as a part of an organization can understand and appreciate the need for responsible behavior in our personal use of mood-altering chemicals. The cost to society, to families, and to the individual has been documented far too many times for us, both individually and collectively, to ignore our responsibilities. Our concerns should reflect consideration for those who do not use alcohol or tobacco, and consideration of those who encounter difficulty in their personal choices to maintain a chemical-free lifestyle.

Changing attitudes and patterns of alcohol use in our society has become a national goal. We, as leaders in education, can assist this movement and increase its momentum by role modeling a chemically healthy lifestyle.

By our actions, we make a statement about our beliefs regarding mood-altering chemicals. Most of all, we can be a positive role model for young people.

Preventing chemical use problems can begin with one person. The Minnesota State High School League believes it begins with us, each and every one.

Affirmative Action

To assist the MSHSL record keeping, reporting and other legal requirements, please fill out the Affirmative Action Survey on the MSHSL website. Providing this information is voluntary and refusal to provide information will not have negative effect on your status as an applicant.

GO TO THE MSHSL WEB-SITE FOR THE AFFIRMATIVE ACTION SURVEY www.mshsl.org

It is the policy of the MSHSL to work affirmatively to ensure that all persons, regardless of race, color, creed, national origin, sex, religion, marital status, age, handicapped status or reliance on public assistance, political opinion or affiliation, or military service will be treated fairly and equally in employment or program participation which includes, but is not limited to, study committees, tournament work assignments, tournament officials, etc.

It is the League's policy and responsibility to aggressively and effectively take "affirmative action" to ensure fair and equal treatment for all minorities and women and handicapped persons (protected class persons).

In the area of employment, this basic policy will apply to recruitment, selection, hiring, benefits, compensation, equality of wages, employee development programs, promotion, lay-off and return from lay-off, termination and disciplinary action.

Areas not specifically mentioned in this statement will still be governed by the spirit of this statement. (Adopted by the Board of Directors, January 28, 1988).

Position Statement For The Recruitment of Men, Women and Minorities

Resolved: That the MSHSL Board of Directors support, encourage, and promote the efforts of member schools, official associations, colleges and universities with training programs teachers/coaches and officials, and the National Federation in their efforts to recruit men, women, and minorities into coaching and officiating.

Sexual, Racial and Religious Harassment, Violence and/or Hazing Policy

I. GENERAL STATEMENT OF POLICY

The Minnesota State High School League believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the League that all individuals in the course of performing their job responsibilities, conducting League business, or administering League activities will be free from sexual, racial, religious, harassment or violence and hazing as it is defined by this policy. The League will act to investigate all complaints, formal or informal, verbal or written, and to discipline any officer or employee who violates this policy.

II. SEXUAL HARASSMENT DEFINED

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minn. Stat. 363.01-14, the Minnesota Human Rights Act. Sexual harassment is illegal under both federal and state law.

- A. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of obtaining or retaining employment;
 - 2. Submission to or rejection of that conduct by an individual is used as a factor in decisions affecting that individual's employment;
 - 3. That conduct has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment; or
 - 4. Such conduct is based on sex and would not have occurred "but for" the sex of the victim even though it is not clearly sexual in nature or an explicit sexual advance.
- B. Sexual harassment includes, but is not limited to:
 - 1. Verbal harassment or abuse;
 - 2. Subtle pressure for sexual activity;
 - 3. Inappropriate touching;
 - 4. Intentional physical contact with another employee's body;
 - 5. Requesting sexual favors accompanied by implied or overt threats concerning an individual's employment or education status;
 - 6. Requesting sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment status;
 - 7. Any sexually motivated unwelcome touching; or
 - 8. Conduct other than explicit sexual advances that would not have occurred but for the individual's sex.

Sexual, Racial and Religious Harassment Violence and/or Hazing Policy, continued

III. SEXUAL VIOLENCE DEFINED

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose which involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex.
2. Coercing or forcing sexual touching on another;
3. Coercing or forcing sexual intercourse on another;
4. Threatening to force sexual touching or intercourse on another.

IV. RACIAL HARASSMENT DEFINED

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

V. RACIAL VIOLENCE DEFINED

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

VI. RELIGIOUS HARASSMENT DEFINED

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

VII. RELIGIOUS VIOLENCE DEFINED

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

VIII. ASSAULT DEFINED

Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

IX. OFFICERS AND EMPLOYEES DEFINED

Officers and employees are defined as those individuals who are elected, appointed or contracted to provide services to the League. They include, but are not limited to the Board of Directors, Representative Assembly, Sub-region and Region Committees, Executive staff and support staff, rules coordinators, registered officials and judges, and vendors.

X. REPORTING PROCEDURES

An employee or officer who believes that she/he has been the victim of sexual, racial, or religious harassment or violence by an officer or an employee of the League should report the alleged act immediately to an appropriate League official as designated by the policy. In addition, anyone who has knowledge of an alleged violation of this policy should also report under the procedures set forth herein.

A report should also be made by anyone who believes that they are being retaliated against for reporting an act covered by this policy.

- A. The League hereby designates the Executive Director to receive reports or complaints of sexual, racial, or religious harassment or violence. If the complaint involves the Executive Director, the complaint shall be filed directly with the President of the Board of Directors.

The name, address, and telephone number of the Executive Director is:

Erich Martens
Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262

Sexual, Racial and Religious Harassment Violence and/or Hazing Policy, continued

- B. Submission of a complaint or report of sexual, racial, or religious harassment or violence that is not frivolous and made in good faith will not affect the individual's future employment or work assignments.
- C. Use of formal reporting forms is not mandatory.

The League will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the League's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when harassment has occurred.

- D. Investigation and League Action.

By authority of the League, the Executive Director shall immediately authorize an investigation upon receipt of a report or complaint alleging sexual, racial, or religious harassment or violence.

This investigation may be conducted by League officials or by a third party knowledgeable in conducting such investigations designated by the League. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Executive Director.

In determining whether the alleged conduct violates this policy, the League should consider the surrounding circumstances, the nature of the alleged conduct, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident violates this policy requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the League may take immediate steps, at its discretion, to protect the complainant and employees pending completion of an investigation of alleged misconduct.

The Executive Director shall use the investigative report to make findings and conclusions and take appropriate action.

XI. REPORTING LEAGUE ACTION

- A. Upon taking appropriate action, the Executive Director shall provide a written report to the Board of Directors.
- B. The result of the investigation of each complaint filed under these procedures will be reported by the League in writing to the complainant. The report will document any disciplinary action taken as a result of the complainant.

XII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal.

XIII. DISCIPLINE

Any League action taken pursuant to this policy will be consistent with requirements of applicable Minnesota statutes and League policies. The League will take such disciplinary action as it deems necessary and appropriate in its sole discretion. This may include, but is not limited to warning, suspension, or immediate discharge. Immediate discharge may be taken as a first or last disciplinary step.

Position Statement: A Code of Commitment to be Multicultural, Gender Fair, and Disability Aware (Inclusive)

Philosophy

The Minnesota State High School League is concerned about the negative impact of prejudice and discrimination on the participants in the interscholastic activity programs sponsored by its member schools.

The League and its member schools are committed to creating an environment in the activity program which promotes respect for and appreciation of racial, gender, and ethnic differences and is disability aware.

League activities should be models of how individuals can live in a world free of prejudice and discrimination. Because one incident adversely impacts the individuals and activities involved, it is of legitimate concern to the organization.

League Representatives Defined

The Minnesota State High School League believes that clear expectations of appropriate behavior must be communicated to those individuals who are responsible for students in the activity program sponsored by member schools.

By definition, this code applies to all League representatives, including: the Board of Directors and Staff, the Representative Assembly, Region Committees, ad hoc and advisory committees, registered officials, rules coordinators, tournaments and their personnel, and representatives of MSHSL member schools to League-sponsored activities.

The Code of Commitment

The Board of Directors has established the following Code of Commitment and will communicate its spirit and intent throughout all League-sponsored activities:

I will support the commitment of the Minnesota State High School League and its member schools to enhance race relations, be gender fair and disability aware by:

...modeling language and behavior that is non-biased and inclusive of individuals regardless of ethnicity, race, religion, sex, or disability;

...educating and sensitizing myself to gender fairness and equity issues;

...intervening to let others know that I will not tolerate ethnic, disability, or sexist jokes, racial or religious slurs, or any action which demeans any individual or group;

...educating and sensitizing myself to the cultural heritage and traditions of others; and,

...initiating actions which would prevent prejudice and discrimination against individuals or groups in League-sponsored activities.

Commentary

Leaders of interscholastic activities are role models for young people and have a responsibility to model a lifestyle free of prejudice and discrimination.

Preventing prejudice and discrimination can begin with one person. The Minnesota State High School League believes that it begins with us, each and every one.