

*obsolete
valid Dec 8, 1982
to July 13, 1987*

TITLE 127
LEGISLATIVE RULES
WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES
COMMISSION

SERIES 7
OFFICIALS' HANDBOOK

§127-7-1. General.

1.1. Scope. -- These rules establish the general requirements, reports to be filed, code of ethics, officiating fees, game contracts and classification of officials at athletic events.

1.2. Authority -- WV Code §18-2-25

1.3. Filing Date -- November 8, 1982

1.4. Effective Date. -- December 8, 1982

ED. NOTE: As permitted by West Virginia Code subsection (g), section seven, article two, chapter twenty-nine A, this rule is omitted from publication. It is available from the Secretary of State's office. This handbook relates to West Virginia Code section twenty-five, article two, chapter eighteen and is the issue dated 1981 - 1982 filed on the above date.

West Virginia Secondary School

Activities Commission

1981 - 1982

Officials'
HANDBOOK



Rt. 9, Box 76 Parkersburg, West Virginia 26101
Telephone: 485-5494

An Officials Advisory Committee was formed in the spring of 1982. This committee consists of two principals, two coaches or athletic directors and eleven active officials representing the various sports of the interscholastic program.

The Committee Members Are as Follows:



Jimmy L. Carpenter, Principal
Harrisville High School
Harrisville, WV 26362
1984



James E. Hamrick, Principal
Clendenin Junior High School
Clendenin, WV 25045
1984



Nathan Crescenzi, Basketball Coach
North Marion High School
Rt. 1, Box 100A
Farmington, WV 26571
1984



Kenneth Wright, Football Coach
Pennsboro High School
Pennsboro WV 26415
1982

FILED IN THE OFFICE OF
JAMES MANCHIN
SECRETARY OF STATE
DATE 11-8-82
Administrative Services Division



Tom Cady, Official
(Mason-Dixon — Football)
Box 75
Booth, WV 26522
1984



Richard Courtney, Official
(Kanawha Valley — Track)
2520 Warwood Drive
Charleston, WV 25302
1982



Evan G. Reese, Official
(Ohio Valley — Football)
1120 Hughes Avenue
Martins Ferry, OH 43935
1984



Merle Spickler, Official
(Eastern Panhandle — Basketball)
802 Locust Street
Martinsburg, WV 25401
1984



James C. Felt, Official
(Central WV — Wrestling) Secretary
103 Mazewood Drive
Fairmont, WV 26554
1982



Claude Miller, Official
(Western — Basketball)
Huntington High School
Huntington WV 25701
1984



Donald Stover, Official
(Kanawha Valley — Basketball)
112 Poca Circle
Poca WV 25149
1982



Michael H. Webb, Official
(Ohio-WV — Football)
Vice-Chairman
Rt. 2, Box 207, St. Marys, WV 2617
1982



Robert Montgomery, Official
(Ohio Valley — Basketball)
2106 Hancock Street
Moundsville, WV 26041
1982



Janet Pannett, Official
(WV-Ohio — Volleyball)
RD 1, Box 123C
Wheeling WV 26003
1984



Sam Broh, Official
(Western — Soccer)
1029 Eighth Street
Huntington, WV 25701
1984



Bill Hanlin, Chairman
WVSSAC
2108 Dudley Avenue
Parkersburg, WV 26101

The Constitution as written, presented to the Board of Appeals and sanctioned is as follows:

CONSTITUTION

ARTICLE I — NAME

The name of this organization shall be known as the WVSSAC OFFICIALS ADVISORY COMMITTEE.

ARTICLE II — OBJECTIVES

To provide adequate and well-trained officials for all interscholastic athletic contests as follows:

1. To help maintain the highest possible standards in all interscholastic officiating.
2. To discuss matters of mutual interest.
3. To submit to the proper organization suggestions for the improvement of interscholastic officiating.
4. To place at the disposal of officials, sources of officiating information.
5. To work together for the improvement of conditions in interscholastic officiating.
6. To publish and disseminate information and ideas pertaining to interscholastic officiating.
7. To promote professional ethics among interscholastic officials.
8. To upgrade interscholastic officiating.
9. To assist all officials in the development of a thorough understanding of the rules as related to the different sports and the mechanics of officiating, as officially adopted and published by the National Federation of State High School Associations.
10. To surround athletics with proper safeguards; to aid in the development of a spirit of real sportsmanship, honesty, and fair play in connection with interscholastic athletics, and to promote friendly discussion insofar as it pertains to the relations and association of officials with the general public, press, coaches, players, athletic directors, principals, and representatives of participating schools and other related organizations.

ARTICLE III — OFFICERS

1. The officers of the committee shall be:
 - a. Chairman
 - b. Vice-chairman
 - c. Secretary
2. The Chairman shall be the Asst. Ex. Sec. representing the WVSSAC.
3. The Vice-chairman and the Secretary shall be elected for a two-year term each commencing with the fall meeting of each even year beginning with the year 1978.

DUTIES

Chairman — It shall be the duty of the chairman to preside at the meetings, to appoint committees, and to call special meetings of the association.

Vice-chairman — The vice-chairman shall act for the chairman in case of his absence.

Secretary — The secretary shall have the duties keeping the records (minutes included) of the committee as well as all duties normally assigned to a secretary post.

All vacancies shall be filled by the Chairman immediately.

ARTICLE IV — ORGANIZATION AND MEMBERSHIP

The WVSSAC Officials Advisory Committee shall be composed of:

1. Principals (2); Coaches and/or Athletic Directors (2); Basketball Officials (3); Football Officials (3); Baseball Official (1); Track Official (1); Volleyball Official (1); Wrestling Official (1); Soccer Official (1); and a representative of the WVSSAC (1); a total of sixteen (16) members.
2. All appointments to this organization shall be made by the Chairman and/or the member representing the WVSSAC.
3. Seven members of this committee shall be appointed for a two-year term. Seven members of this committee shall be appointed for a four-year term. Thereafter, each new member shall be appointed to a four (4) year term beginning in the fall of 1980.

ARTICLE V — MEETINGS

This committee shall hold three regular business meetings as follows:

1. a. During the non-school months of summer.
b. During the first semester of the school year.
c. During the week of the Boys State Basketball Tournament.
2. Special meetings may be called by the Chairman when deemed necessary.
3. The time and place of all regular and special meetings of this committee shall be designated by the Chairman.
4. Nine (9) members of this committee shall constitute Quorum for the purpose of conducting and transacting business of this committee.
5. Voting shall be done by voice and/or by a show of hands if requested.
6. An agenda shall be prepared by the Chairman and Secretary.
7. All committees shall be appointed by the Chairman.
8. All regular business meetings of this committee shall be conducted in accordance with the best authorities of parliamentary procedure.
9. Paying of mileage is not required but will remain optional with the representative of the WVSSAC.

ARTICLE VI — AMENDMENTS

1. This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members of this committee.
2. A proposed amendment must be submitted in writing to the Chairman and/or Secretary twenty (20) days before the next regular meeting. The Chairman and/or Secretary shall then send the proposed amendment to each member of this committee ten (10) days before the next scheduled meeting.

The following rules are abstracted from the **West Virginia Secondary School Activities Commission Rules and Regulations Handbook** and along with the rules contained in this **Handbook** govern the 1981-82 officiating program in WVSSAC member schools:

-0-0 Officials for interscholastic contest shall be mutually read upon by the competing schools at least two weeks before a scheduled date of contest. Coaches or other persons connected with competing schools shall not officiate at the contest unless the consent of all competing schools is given.

-0-1 Schools which take their teams off the field or floor on account of alleged poor officiating may not expect to collect their expenses and guarantees. When the game begins, each school gives all of its rights as far as objecting to the officials is concerned. Any school which takes its team off the field or floor on account of dissatisfaction with the officiating renders itself liable to severe discipline by the Commission. In most states the penalty for this is suspension.

-0-2 The visiting school is responsible for selection of game officials to the extent that selection is made possible by mutual agreement. The initiative is placed upon the host school by the rules. However, if names are not submitted in accordance with the rules the visiting school should take steps to secure agreement upon satisfactory officials.

-0-3 As the rules of this Commission do not give the Board of Appeals authority to order games replayed, protests arising from the decisions of officials will not be considered. Great care should be exercised to secure competent officials, then their decisions shall be accepted as final.

-0-4 The Executive Secretary shall be empowered to authorize the use of nonregistered officials for athletic contests where work stoppages arising over wage disputes between registered officials and schools threaten the cancellation of said scheduled athletic contests.

-0-5 All officials registered with the West Virginia Secondary School Activities Commission are subject to and required to abide by the rules and regulations set forth in these bylaws and the West Virginia Secondary School Activities Commission Officials Handbook, which is revised and published yearly. Also, all WVSSAC registered officials are provided the same opportunity of appeal of any decision as set forth in these same bylaws.

Rule 23 — Game Officials Registration Plan

-0-0 To improve athletic officiating and to secure acceptance of standard interpretations of rules and application of officiating techniques, a game officials registration plan shall be established by the Board of Appeals. Officials used in interscholastic games and contests played in West Virginia must be registered with the West Virginia Secondary School Activities Commission, except in case of emergency, Rule 22-0-4 may be invoked. The use of at least one such registered official in interscholastic games and contests among junior high member schools of said Commission is recommended.

SECRETARY OF THE YEAR AWARD

The Officials Advisory Committee voted in 1978 to establish a yearly award to a local board secretary whom they feel has performed his/her duties in a most proficient and outstanding manner.



We are happy to announce that the 1980-81 recipient is:

Mr. Bennett Stump, Secretary

Ohio-West Virginia Officials Association (Wrestling and Baseball)
1602 Park Avenue
Parkersburg, WV 26101

Probably no individual in West Virginia has given more of his adult life to youth, sports, and officiating in particular, than our award recipient. His active involvement in interscholastic officiating started in 1939. Since that time Bennett has officiated at both high school and college levels in football, basketball and baseball, and to a lesser degree in wrestling. Except for a tour of duty with the U. S. Navy during WWII Bennett has been registered with the WVSSAC continuously for 39 years. He has retired from an active field role at the end of this past football season but still maintains a very aggressive role as assignment commissioner and secretary of the two local groups.

Bennett is a graduate of Glenville State College and serves as a Foreman at Airolite in Marietta, Ohio. He also finds time, among many other civic chores to serve as West Virginia Chairman, Elks Hoop Shoot Contest.

I — Foreword

The general management of the officiating program in West Virginia Secondary schools is vested with the West Virginia Secondary School Activities Commission.

The WVSSAC knows that quality officiating is an important part of the athletic program. For this reason, considerable time, effort, and money is spent on training programs, clinics, films, writing, promotional and classification systems and administrative details to increase the knowledge and improve the techniques of the some 3,000 registrations in our state officiating program.

In athletics, the official represents the integrity of the contest. In his actions, on and off the field, he must earn, through unquestioned honesty, demonstrated ability, obvious devotion, and full understanding of the game, its players, coaches, fans, and media, the confidence and respect that it was a fair and just contest. The outcome, obviously is determined by the actions and reactions of the participants. This is the intent of the interscholastic program.

To achieve officiating excellence, an official must combine his knowledge of the rules of the game with proper officiating mechanics and sound judgment. The official must be responsible to all players in the game receiving his best efforts to the degree that he will "reach into the rule," refuse to be intimidated by players, coaches, or fans and give the play the full flexibility of his judgment and implement his knowledge and ability with intelligent, understanding courage.

An official must be endowed with an inner desire to continually improve. His desire should demand that he strive to be one of the best. Surely, not all officials will succeed in becoming the best. However, much like the young athlete you have chosen to associate with, lack of motivation to improve will certainly lead you to the opposite pole.

An area of vital concern is physical conditioning. The physical demands of officiating are tremendous. Relate this not only to your effectiveness in the contest as concerns movements, reaction time, quick and concise decisions and poise and self-control. Consider, in addition, full time employment, travel, training and expense. A high level of fitness can and should be rewarding in all areas.

It is an assignment of the interscholastic and the national sports movement to attain the highest standards of achievement. This we do not seek to change. We will strive to improve and maintain the officiating program on the high plane it must occupy.

II — A Code of Ethics for Athletic Officials

Believing that mine is an important part in the nationwide athletic program, I pledge myself to act in accordance with these principles:

I will honor contracts regardless of possible inconvenience or financial loss.

I will study the rules of the game, observe the work of other officials and will at all times attempt to improve myself.

I will remember that while my work as an official is important, I must conduct myself in such a way the attention is drawn not to me, but to the boys and girls playing the game.

I will dress and maintain my appearance in a manner befitting the dignity and importance of the game.

- E. I will shape my character and conduct so as to be a worthy example to the boys and girls who play under my jurisdiction.
- F. I will be fair and unbiased in my decisions.
- G. I will give my complete cooperation to the schools which I serve and to the state association which I represent.
- H. I will cooperate and be professional in my association with my fellow officials and will do nothing to cause them public embarrassment.
 - I. I will, in my actions on the field, be firm but not overbearing; courteous, but not ingratiating; positive, but not rude; dignified, but never arrogant; friendly, but not companionable; calm, but always alert.
 - J. I will keep in mind that the game is more important than the wishes of any individual player or coach or the ambitions of any individual official.
 - K. I will be prepared both physically and mentally to administer the game.
 - L. I will not smoke on or in the vicinity of the playing field, nor drink any alcoholic beverages on the day of the game.
 - M. I will not give any information which might be used by a team's future opponent nor will I visit with any player during time out.

— NATIONAL FEDERATION

III — PURPOSE

The purpose of the West Virginia Secondary School Activities Commission officiating program is to further the best interests of secondary school athletic programs in West Virginia by:

- A. Aiding coaches, officials and players in acquiring a thorough knowledge of the rules.
- B. Establishing certain standards of conduct for student participants and coaches at all interscholastic athletic events of member schools.
- C. Fostering the spirit of sportsmanship and fair play.
- D. Encouraging capable people to enter the officiating program
- E. Promoting uniformity of mechanics and interpretation of rules throughout the state.
- F. Providing a classification and promotional system for active officials.
- G. Providing general management and administration of the officiating program.

IV — HOW TO BECOME AN OFFICIAL

We get numerous inquiries from people interested in becoming a sports official. If this person lives in an area served by a local board we refer the inquiry to the local secretary. The local secretary and board should stand ready to immediately follow-up the request of the prospective new official. All local boards should have an active program and approach for the recruitment and retention of new officials.

Starting with the school year of 1979-80 each local board was given the option of implementing its own training program for new officials. The choice consists of any one or combination of the following:

- A. College Course
- B. Adult Education
- C. In-Board Training Program
- D. Combination of the Above

However, once a local board has made a selection of training programs, the WVSSAC course of studies will be followed. Local boards must schedule training programs to be completed and registrations completed and in the hands of the WVSSAC no later than the following dates:

- Football - Soccer — October 1
- Basketball - Wrestling - Volleyball — February 1
- Baseball - Softball - Track — April 1

Prospective new officials should contact the local secretary for details of training program, registration procedure, etc.

Upon completion of a local training class, the instructor will submit Form 0-8 to the WVSSAC and local secretaries of boards involved. It will then be the responsibility of the local secretary to ensure that the correct registration procedure is followed (e.g. registration card, physical, local and state dues, etc.)

V — GENERAL REQUIREMENTS

Local Board

All officials wishing to register with the West Virginia Secondary School Activities Commission shall be required to join a local board of their choice dedicated to the sport of their official registration. This is completely true in the case of football and basketball. Local boards are available to a lesser degree in the sports of wrestling, volleyball, track, and baseball. If a local board is available in the latter sports, it would be a requirement to join it; otherwise, registration in these sports will be handled individually through the West Virginia Secondary School Activities Commission office. No official will officiate until his registration is complete and registration card is in possession of the official.

ALL officials will register directly with the WVSSAC. Please observe the following procedure:

- 1. Completed Form 0-1 (Registration Card) must accompany all registrations.
- 2. Registration will not be accepted after date listed on 0-1. (Exception — See Late Fee)
- 3. Enclose only fees as listed on this registration card. Local board dues will be paid by each official to his/her local secretary.
- 4. Officials registering in more than one sport may so indicate by checking appropriate sport and enclosing fee for same. In other words the same 0-1 may be used for those officials registering in two or more sports. However, separate registration cards (0-1) may still be submitted for sports of different registration dates.
- 5. If you want confirmation of receipt of registration and fees, an unstamped card will be made available to you. A receipt date will be sent to you if the card is stamped and your address is placed on the card. This card should accompany 0-1 and fees. Otherwise, proof of registration must be provided by the applicant.

Age

Applicant must be 18 years of age or older.

C. Date of Registration with WVSSAC Office

Registration will not be accepted after the following dates.

- 1. Football - Basketball - Volleyball - Soccer - Wrestling — Jun (Due in WVSSAC Office)
- 2. Track - Baseball - Softball — January 15 (Due in WVSSAC Office)

D. WVSSAC Fees for Registration (1981-82)

	FEE	INACTIVE FEE
Football	\$11.00	\$5.00
Basketball	11.00	5.00
Wrestling	8.50	3.00
Volleyball	8.50	3.00
Baseball	8.50	3.00
Soccer	6.00	3.00
Track	6.00	3.00
Softball	6.00	3.00
Gymnastics	6.00	3.00
Rowing	6.00	3.00

E. Late Fee

The following was introduced and passed by the Advisory Committee on March 22, 1980, continued and further defined on March 25, 1981. There shall be a \$25.00 late registration fee (in addition to the regular fee) and this late fee must be submitted as follows:

- 1. The late fee, regular fee and registration must be submitted to the local secretary for mailing to the WVSSAC. If you are an independent affiliated mail directly to WVSSAC.
- 2. Late registration must take place before the WVSSAC sponsored make-up clinic and/or Part II Examination in case there is no state sponsored clinic.

F. Physical Examination

First-year officials are required to submit a completed physical examination upon application for membership. Registration will not be accepted until physical examination is completed. Physical examinations are required in all sports except track, gymnastics, and rowing.

G. Leave of Absence and Re-registration

Officials desiring a leave of absence may retain their classification by submitting a letter of cause to the local boards executive committee for each registration period. The executive committee will evaluate and make a written recommendation to the WVSSAC office after receiving application for leave and are satisfied that all requirements have been met to that date. An inactive fee will be paid each registration year for inactive officials.

Officials desiring to re-register after a 3-year period of non-registration with the WVSSAC and who had not been registered as inactive must apply for local board membership as a new official and are subject to the same requirements as any new official. If re-registration occurs prior to the 3-year limit, application for membership will be accepted and the official will be assigned a classification of IV. However, this official will not be subject to new official provisions. (e.g. 2 years as class IV).

H. Transfer of Membership

Transfer of membership to another similar board may be effected by mutual agreement of the boards concerned. This usually involves geographic relocation. Any other transfer

proved by the WVSSAC. Those transferring to another state request records to be forwarded to that state office. An individual moving into West Virginia will likewise need all available records forwarded to the WVSSAC office and the local board he wishes to join. A person transferring into a W.Va. Board from another state and with two or more years service will be given a III classification.

Rules for Officials

The Executive Secretary shall have the power to penalize violators of these rules. Any official penalized under these rules shall have the right of appeal to the WVSSAC Board of Appeals. The Executive Secretary shall inform fully a penalized official of his appeal rights.

Attend a state sponsored clinic in the sport for which he or she is registered.

Attend four (4) local rules meetings.

Take Part I and Part II National Federation Rules Examinations in the sports where specified.

Abstain from intoxicating beverages on the day of the contest he is to officiate prior to, during, and after in the vicinity of the playing area of the contest.

Abstain from the use of illegal drugs.

Be fair, impartial, unbiased, professional, and competent in his officiating.

Be in and maintain proper physical, mental, dress, and appearance condition.

Be at the site of the contest in adequate time to care for necessary pre-contest duties or as specified in the National Federation Rules.

Maintain self-control under all conditions.

Refrain from commenting upon or discussing a team, play, game situation, or fellow official.

So conduct the game as to enlist the cooperation of players, coaches, and spectators in the interest of good sportsmanship.

*1 Suspension will be for current year.

+2-3 Suspension will be following year.

Reinstatement After Suspension

Officials suspended will be reinstated at no higher than class II. Officials suspended for reasons other than 1, 2, or 3 must have an application for reinstatement approved by both the local board and the WVSSAC.

Clinic Attendance

The WVSSAC conducts a series of clinics each year throughout the state. Each official is required to attend this yearly clinic in the sport he or she is registered. Out-of-state clinics will not be recognized. The official's registration shall not be valid if you fail to attend clinic for current year.

Testing

Part I Test: This is an open book test that will be sent to the local board or to all registered football, basketball, baseball, wrestling, volleyball, and track officials. They will be graded at the local board level and verification of individual completion will be returned to the WVSSAC office by the local secretary. Due date: Football, December 1; Basketball,

Wrestling, Volleyball, April 1; Baseball, June 15. In case where local boards do not exist, each individual should send test to WVSSAC office for grading.

2. **Part II Test** is closed book examination and will be supervised at designated testing sites on the following dates:

Football:	September 14
Soccer:	September 14
Volleyball:	December 14
Basketball:	December 7
Wrestling:	December 7
Baseball:	March 22
Softball:	March 22

H. Tournaments and Play-offs

The criteria for WVSSAC selected tournament officials are based on the following:

1. Must be Class I or II. The selection process will start with Class I Officials.
2. Must have at least sixteen (16) coaches rating cards submitted the previous year.
3. Must be presently active and in acceptable physical condition.
4. Must have prior regional experience to be eligible for state tournaments in those sports so structured.
5. Pairings of officials will be made from the same local board in most cases. Consequently, other eligible officials from the same board must be available.
6. Eligible officials will be selected as relates to the geographic location of the participating schools.

N. Uniform

The WVSSAC subscribes to the Uniform recommended by the National Federation of State High School Associations:

1. **Football:** Black and white striped shirt. Long or short sleeve are permitted. However, all officials in the same contest must wear the same type. White knickers, black stockings (strip maximum 5") with a modified Northwestern strip (1/2" white, 1/2" black, 1" white, 1/2" black, 1/2" white). White socks worn inside with low cut shoes or worn outside, three inches above high cut shoes. Bottom 1/2" strip should start exactly 3" above the top of the 5" stirrup on an unstretched sock with black coaches or football shoes and black laces. A black belt and black hat with white piping will be worn. The referee will wear a white hat. A gold penalty marker will be used. Jackets are not mandatory, but if worn should be black and white striped as officiating shirt. Each official will be equipped with a black bag.
2. **Basketball:**
Women: Black and white striped shirt (short sleeve), black skirt, culottes or slacks, white shoes and white socks. However, both officials must be uniform in dress.
Men: Black and white striped shirt, (short sleeve), black trousers, black shoes with black laces, black socks and black belt.
Jackets: Not mandatory, but if worn, both officials must wear the same style and color.
3. **Wrestling:** Black and white striped shirt, (short sleeve), black trousers, black shoes with black laces, black socks and black belt.

Soccer: Vertically striped black and white knit shirt or a solid black shirt with white collar and cuffs, long black trousers, black shorts, culottes or skirt, black shoes and socks. A solid black or white cap is optional. **All officials in the same contest should dress in the same uniform where options exist.**

Baseball and Softball: Navy or light blue shirt (short sleeve) with navy or black trousers. Scarlet shirt (short sleeve) with gray trousers. Black shoes with black laces, black belt and black socks. A black umpires cap will be worn. Officials at each game must wear same type of uniform.

Volleyball: Black or blue striped shirt, short sleeve or long sleeve, black or blue skirt, culottes or slacks, white shoes and white sox. All officials in a given contest must be uniform in their dress.

Emblems: Emblems are not to be used on the uniform of WVSSAC officials. A six (6) year phased-out period has expired with the past season.

CLASSIFICATION AND PROMOTIONAL SCALE OF OFFICIALS IN FOOTBALL, BASKETBALL, BASEBALL, WRESTLING, AND VOLLEYBALL

Classification

- Class I — 100-90 Points—Minimum of 5 Years Experience
- Class II — 89-75 Points—Minimum of 4 Years Experience
- Class III — 74-40 Points—Minimum of 2 Years Experience
- Class IV — Any of the following three items:
 - A. Less than 40 Points
 - B. Less than 2 Years Experience
 - C. Less than 55% on Supervised Examination (Part II)

Point System

- A. Experience (Maximum 10 Points)
 - 6 Years — 10 Points
 - 5 Years — 8 Points
 - 4 Years — 6 Points
 - 3 Years — 4 Points
 - 2 Years — 2 Points
 - 1 Year — 1 Point
- B. Meeting Attendance (Maximum 10 Points)
 - (4) Required Meetings — 4 Points
 - Each Local Meeting Above 4 — 2 Points Each
- C. Games or Matches worked (Maximum 20 Points)
 - Baseball - Football - Volleyball - Wrestling - Basketball
 - 10 or over — 20 Points
 - 8-9 — 18 Points
 - 6-7 — 14 Points
 - 4-5 — 10 Points
 - 2-3 — 4 Points
 - *JV or Lower — ½ Point Each

***ALL** officials must submit form 0-4 indicating games worked at all levels, in-state and out-of-state. Points for Item C, (above) will be taken from this report. This report must be in WVSSAC office by the following dates of the same season: Football (December 1); Basketball (April 1); Wrestling (April 1); Volleyball (April 1); Baseball (August 1).

- D. Coaches Rating (Maximum 30 Points)
 - 1 to 1.9 — 30 Points
 - 2 to 2.9 — 25 Points
 - 3 to 3.9 — 15 Points
 - 4 to 4.9 — 10 Points

Class IV officials with two years service and who submit **Form 0-4** will be given a coach's rating of 3.00 for calculation purposes.

- E. Part II (National Federation) Supervised Examination (Maximum 30 Points)
 - 100 - 90 — 30 Points
 - 89 - 80 — 25 Points
 - 79 - 70 — 20 Points
 - 69 - 60 — 10 Points
 - 59 - 50 — 5 Points

F. Officials in sports not included in the classification & promotional scale will be listed as Registered (R).

VI — REPORTS TO BE FILED BY OFFICIALS

A. Officials are required to file a Special Report to WVSSAC office as concerns unsportsmanlike conduct on part of players, coaches or spectators at all contests involving member schools. (Forms are provided in triplicate.) This report shall be filed within 24 hours of the incident. The white copy will be sent to the Principal of the school involved, yellow copy to the WVSSAC office and the official will retain the pink copy for his or her own reference. All ejections will be reported. All bench decorum violations will be reported. technical fouls in basketball will be reported. If it involve player his or her name and number will be listed clearly.

If a player is ejected from a contest, it is the responsibility of the official making the call to clearly inform the player & then the coach concerning the violation.

The above policy involves **varsity, junior varsity and junior high school** competition.

B. School Ratings By Officials

We wish to provide member schools rating of their facilities, sportsmanship and behavior of players, coaches & spectators and the conduct of game administration and management. Through the publication of these ratings, we hope to promote good sportsmanship and pleasant relations between schools, communities and officials.

This procedure for rating **does not** replace the Special Report Form which will be filed in situations outlined in Item A.

Please follow these instructions: (Rate only WVSS Member schools):

1. Grade the visitors as well as the home team in the following areas: **Players, Coaches, Spectators.**
2. In addition, rate the home team in the areas of **facilities & administration.**
3. Use the following scale — do not use fractions: SUPERIOR; ABOVE AVERAGE, 2; AVERAGE, 3; BELOW AVERAGE, 4; UNSATISFACTORY, 5.

4. The Head Official shall place the ratings in the proper column after each team. This shall be done after the contest by a consensus of all the officials. The card shall then be mailed directly to the WVSSAC office.
5. **Do not rate "B" teams or Junior High games.** Rate only high school varsity contests.
6. Explanation of areas to be rated:
 - A. **Facilities** —
 - Was dressing and shower room private?
 - Was playing facility ready for play as specified by the rules?
 - B. **Players** — Attitude and behavior (Sportsmanship)
 - C. **Coaches** — Attitude and behavior (Sportsmanship)
 - D. **Spectators** — Attitude and behavior (Sportsmanship)
 - E. **Administration**
 - Were contracts handled properly?
 - Was anyone available to meet you upon arrival and show you to your dressing room?
 - Was accessible parking area provided for officials?
 - Did the host school provide adult escorts to and from dressing room and to your car?
 - Was adequate police protection available for crowd control?
 - Was auxiliary help (P.A. announcer, clock operator, chain crews, scorekeeper, etc.) mature and unbiased?

Officials Rating by Coaches

It is very important that one official (where more than one is involved) be designated to give each head coach an introductory card. This card will contain **official's last name**, First name, and position working, and **registration number**.

When an official works an out-of-state or college contest, it will be necessary that you take time to supply the involved schools with **introductory cards and rating forms**. (Your local Secretary will provide extra rating forms.) Our member schools will have the rating forms. In order to receive credit for games or matches worked, a rating must be submitted. **Varsity basketball, volleyball, and baseball officials will print name and registration numbers in their scorebooks in lieu of the introductory card.**

VII — GAME CONTRACTS

All officials working athletic contests shall have written contracts with the host school. These forms are provided by the WVSSAC. In any case of disagreement, only official contracts will be recognized. In regions and conferences using a commissioner or assigner of contracts, contracts are also required.

Officials for interscholastic contests shall be mutually agreed upon by the competing schools at least two weeks before the scheduled date of the contest. However, if names of the officials are not submitted in accordance with the rules, the visiting school should take steps to secure agreement upon satisfactory officials.

It is the policy of the WVSSAC that upon mutual agreement of officials, the jurisdiction of the contest, as mandated by the rules of the game, places the officials in complete control.

It is required that contracts be returned to the home school within a ten (10) day period from date of receipt.

VIII — OFFICIATING FEES

The WVSSAC highly recommends that joint responsibility between officials in a given locality and those who administer the school program be assumed in the area of establishing fee structure. Although final authority for establishing fee structure rests with those who administer the school program.

The accomplishment of such an agreement can be complete only wherein the fee established is within the ability of the school to pay and also commensurate with the services rendered.

IX — NON-WVSSAC OFFICIALS ORGANIZATIONS

Any official, new or with previous experience and has met the provisions for WVSSAC registration in a given sport, is eligible for membership in any local association chartered by the WVSSAC in that sport. Such membership cannot be denied by a local association because of the official's refusal to join a related organization or association.

X — FORMING A NEW OFFICIALS BOARD

A letter of inquiry should be directed to the WVSSAC. Form C will be provided to the group requesting charter. This form will provide the following information:

1. Proposed name of board
2. Name of sport(s) involved
3. Copy of constitution
4. List of officers
5. Proposed date, place and agenda for meeting
6. List of probable members (minimum of 15)

Final decision of the board's charter will rest with the WVSSAC.