ARTICLE 18

OFFICIALS

18.1 REGISTRATION, REQUIREMENTS AND QUALIFICATIONS

18.1.1 Registration requirements include payment of fees and annual written examinations on the rules and regulations for the sport which the official wishes to officiate. Registration dues do not guarantee assignment of games, either by number, type, location, or level. All registrants are subject to a background investigation, including, but not limited to, a search of any criminal record. At the discretion of the Commissioner of Officials or his/her designee, any registrant may be declined based on information obtained through the background investigation or when it is determined to be in the best interest of the AIA. All registered officials, shall complete the NFHS online education course entitled "Concussion in Sports – What You Need to Know". Prior to starting officiating duties, applicants must be at least 18 years of age.

18.1.2 Physical examinations are not required; however, it is highly recommended that officials have a thorough physical examination annually.

18.1.3 Registration Fees - Officials' registration fees will be set by the AIA Executive Board.

18.1.4 Unregistered - Except as otherwise provided in the AIA Bylaws, schools shall use officials assigned by the Commissioner of Officials or his/her designee. In localities in the state where it may be virtually impossible to secure AIA officials at all times, schools may seek temporary permission from the Commissioner of Officials to use unregistered officials. However, whenever it is determined to be reasonably possible for schools to secure AIA officials, the Commissioner of Officials may be expected to refuse permission.

18.1.5 Interstate Reciprocity - An official residing in a state bordering Arizona may qualify to officiate in Arizona providing:

18.1.5.1 The official is registered with that state's association.

18.1.5.2 The official has passed the written test of the National Federation of State High School Associations for the sport and has achieved the grade ranking required by the AIA Bylaws.

18.1.5.3 The official pays the current interstate reciprocity fee, as listed on the registration form, for dual state membership.

18.1.6 Classification

18.1.6.1 The classification of an official registered with the AIA shall be determined by the Commissioner of Officials.

18.1.6.2 The Commissioner of Officials may receive recommendations as to classification of an official from the Officials Association, Area Commissioners, observers and member schools.

18.1.6.3 There shall be four classifications of officials, each classification being dependent in part on the score of the open-book written examination. The requirements for each classification are as follows:

- Level (4) – An in-state official without experience (new official).
- Level (3) – An in-state or out-of-state official with experience.
- Level (2) - Must attend required meetings and mandatory clinic and attain a minimum test score of 85%.
- Level (1) Certified - Must attend required meetings and mandatory clinic and attain a minimum test score of 90%.

18.1.6.4 An official not attaining a passing grade for his/her current classification shall be permitted one retake of the examination. Retake examinations shall be given at the time and place designated by the Commissioner of Officials. Failure to attain the required score after two opportunities of testing shall result in reclassification to the applicable level.

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18.1.6.5 An official moving into Arizona with a minimum of two years of out-of-state officiating experience in a state high school association or college conference shall be required to have a letter of recommendation mailed directly from the association or conference to the Arizona Commissioner of Officials. The official's past experience shall be taken into consideration, along with the Arizona test score achieved and field, court or mat observation, in determining what classification shall be given.

18.1.6.6 An official's test score will be used to determine classification for the following year. All promotions and demotions shall take place after the close of the sports season.

18.1.6.7 Upon recommendation from a sufficient number of schools, and with the approval of the Commissioner of Officials, an official demonstrating quality officiating performance may be advanced to a higher classification, providing the minimum test score required is achieved and other criteria are met. An official's advancement in classification is predicated on his/her total overall performance.

18.1.7 Demotion / Suspension / Dismissal - The Commissioner of Officials may demote, suspend or dismiss an official based on, but not limited to, the following:

18.1.7.1 Returning two assignments without sufficient cause.

18.1.7.2 Failure to appear for assigned contests.

18.1.7.3 Late arrivals at contest sites.

18.1.7.4 Use of tobacco (smoking or chewing) on school grounds.

18.1.7.5 Use of profane language.

18.1.7.6 Use of drugs or alcoholic beverages prior to contest.

18.1.7.7 Failure to perform in accordance with the recognized standards found in the National Federation officiating manuals, including knowledge and interpretation of the rules, mechanics, personal appearance and physical conditioning.

18.1.7.8 Suspicion of being connected with any gambling interests.

18.1.7.9 Failure to cooperate with the AIA or its policies. An official shall not pursue a course of action which, in the opinion of the AIA Executive Board, is detrimental to the welfare, reputation or interest of the AIA or its members.

18.1.7.10 Failure to conduct oneself in a professional manner on or off the field, court or mat.

18.1.7.11 Failure to attain a minimum score on the written examination.

18.1.7.12 Where the Commissioner of Officials determines it is in the best interest of the AIA.

18.1.8 Reinstatement - Upon recommendation by the Commissioner of Officials, an official may be given the opportunity to be reinstated as a registered official.

18.1.9 Grievance Procedure – Officials may file a grievance through the State Commissioner as per procedures outlined in the Officials Handbook.

18.1.10 Official's Responsibility

18.1.10.1 An official shall be expected to perform in accordance with recognized standards and the manual developed for officiating. Included therein is knowledge and interpretation of the rules, mechanics, personal appearance and physical conditioning. An official's hair shall be neat, clean, and not impair his/her vision. Neatly trimmed mustaches and beards are permissible.

18.1.10.2 An official shall conduct himself/herself in a professional manner at all times both on and off the field, court or mat.

18.2 INDEPENDENT CONTRACTORS – It is the policy of the AIA that officials are Independent Contractors. This policy is consistent with the independent judgment, knowledge and skill required of all officials in the performance of their contest duties.

18.3 FEES / SCHOOLS – OFFICIAL'S RESPONSIBILITY

18.3.1 Officials are entitled to receive only one fee per contest. Officials and schools are not permitted to negotiate with one another for fees. Member schools shall utilize the electronic payment and reporting tool designated by the Executive Board (presently "RefPay") and shall follow all policies and procedures related to RefPay as set out in the AIA Policies and Procedures Manual. **Emergency Legislation (Ex. Brd 4/16/18)**

18.3.2 Regular season contest and tournament fees shall be paid as set forth in this Article.

FEE SCHEDULE FOR OFFICIALS
REGULAR SEASON

	VARSITY	JV & FROSH	SCRIMMAGE FEE
Baseball	$ 76.75	$ 52.50	52.50
Basketball	84	52.50	52.50
Beach Volleyball	78.75	52.50	52.50
Football	89.25	52.50	52.50
Flag Football	63	52.50	52.50
Soccer	73.50	52.50	52.50
Softball	71.50	52.50	52.50
Swimming	52.50	--	
Track	52.50	47.25	
Volleyball	63	42	52.50
Wrestling	66.25	47.25	

Volleyball/Softball/Baseball/Basketball/Soccer
Solo Assignments: 1 ½ TIMES THE REGULAR FEE WHEN OFFICIATING THE CONTEST SOLO

OFFICIALS SHALL RECEIVE ONE FEE PER CONTEST

OFFICIALS SHALL RECEIVE ONE FEE FOR COMPLETEING A SUSPENDED CONTEST

(1) Baseball/Softball - For a baseball/softball doubleheader, the second game fee shall be the same as the first game fee. If the first and/or second game of a scheduled doubleheader is not played for some reason, officials will be paid for one game only.

(2) Soccer - The National Federation Soccer Rules Book states: If there are two officials assigned, there will be two referees with concurrent authority; if three officials are assigned, there will be one referee and two linesmen.

(3) Volleyball - Two AIA officials assigned to the tournament, but not calling the game, shall be line judges and shall be paid $40.00 per match for sectionals, and JV/FR fee for championship match.

(4) Wrestling - For junior varsity and freshman multi-meets, officials will be paid $45.00 for the first dual meet and $3.21 for each additional match in the multiple. The varsity officials will be paid $63.00 for the first dual meet and $4.50 for each additional match in the multiple.

18.3.3 Tournament Fees - The following fee formula shall be used:

18.3.3.1 Regional/Sectional Contests
$1.25 x regular season fee
(Example: Basketball - $80.00 x $1.25 = $100.00)

18.3.3.2 Final Contests for State Championships
$1.50 x regular season fee
(Example: Basketball - $80.00 x $1.50 = $120.00)

18.3.3.3 Invitational Tournaments – Requests for officials for invitational tournaments will be made through Area Commissioners.

18.3.3.3.1 Area Commissioners may negotiate fees.

18.3.3.3.2 Area Commissioners will honor requests from schools regarding assignment of officials.

18.3.4 Wrestling Tournaments:

18.3.4.1 The following are the wrestling tournament fees:

Invitationals	$4.50 per match
Sectionals	$5.62 per match
State Championship	$6.75 per match

18.3.4.2 An official shall be paid only for a match worked. Forfeitures shall be considered a match worked. A bye in an invitational, regional or championship meet is not a match worked.

18.3.4.3 Fees for officials working a tournament shall be computed by dividing the total number of matches worked by the number of officials assigned.

18.3.5 Official's regular season contest and tournament fee rate increase shall be recommended by the AIA Executive Board. Recommendations shall be made at the January Executive Board meeting to be approved by Legislative Council and go into effect July 1 of said year. Newly established rates shall be rounded to the nearest quarter. Rate increases shall not exceed 5% annually.

18.4 TRAVEL ASSIGNMENTS

18.4.1 Area Commissioners, whenever possible, shall assign officials so they travel common routes by shared transportation to contest sites.

18.4.2 Area Commissioners shall assign officials placing the proximity of schools and availability of officials as first considerations. Rotation of officials to schools is secondary.

18.4.3 Any school requesting officials other than those available in their area shall be assessed for the requested officials' mileage on a contest-to-contest basis.

18.4.3.1 Such requests for officials shall be submitted in writing to the AIA office a minimum of three weeks prior to the contest; requests to be signed by the appropriate high school administrator.

18.5 MILEAGE FEES

18.5.1 Mileage reimbursement rate shall be determined by the AIA Executive Board for the driver of the car and five cents per mile for each rider. Yearly rates shall be established at the May Executive Board meeting of each year and go into effect July 1 of said year.

18.5.1.1 EXCEPTION: Mileage reimbursement rate for officials who live in the Phoenix, Tucson, and Yuma metro areas and who are assigned a contest in their respective metro area shall be paid a flat fee of **$12.00** per assignment. *(See Form 18.5)*.

18.5.2 Duplicate claims for driver's mileage will not be permitted, unless specifically sanctioned by the Commissioner of Officials.

18.5.3 Varsity mileage to officials shall be paid by the AIA at the end of the season. *(See Article 9, Section 9.2).*

18.5.4 Junior varsity and freshman mileage shall be paid by the host school. Mileage fee shall be the same as for varsity contests.

DETERMINATION: The AIA Executive Board determined that when three officials (two varsity and one junior varsity/freshman) are assigned to work both varsity and junior varsity/freshman contests (i.e., basketball and volleyball), rider mileage shall be paid only to the junior varsity/freshman official. The varsity officials are compensated for their mileage at the conclusion of the sports season. (Ex. Bd. 7/78).

18.5.5 Mileage for regional tournaments will be paid by the Region at the same rate and under the same conditions as for varsity contests.

18.5.6 Mileage for invitationals shall be paid by the host school.

18.6 OFFICIALS COMMITTEE - At the discretion of the Commissioner of Officials, there may be an Officials Advisory Committee or an officials' organization for each sport.

18.6.1 No officials' association/committee shall censure a school or a coach. All censures shall come from the AIA office.

18.7 OFFICIALS / SCHOOLS – CONTRACT AND RESPONSIBILITY

18.7.1 An official or replacement who does not honor a contract assignment or follow the turn back procedure shall be fined an amount equal to the contest fee. Such fine shall be paid within 14 days from the date of breach of contract.

18.7.2 Schools shall be responsible for notifying an assigned official(s) if a contest is cancelled. Notice shall be given to officials immediately if a contest is to be cancelled as a result of inclement weather.

18.7.2.1 If an official is not notified in ample time, the school shall be obligated to pay the scheduled fee and mileage.

18.7.2.2 Any extenuating cases may be submitted to the Commissioner of Officials for his/her decision.

18.7.3 Schools shall have the moral responsibility to protect officials and their property. Schools shall be obligated to provide dressing facilities with privacy and provide safety of the official's property. School personnel shall not invade the privacy of an official's dressing room.

18.8 OFFICIAL'S UNIFORM

18.8.1 Officials assigned by the Commissioner of Officials for each sport shall wear the uniform as indicated in the approved rule publication with modifications as prescribed by the AIA Executive Board for all varsity, junior varsity and freshman contests.

18.8.2 All members of an officiating team shall wear the same uniform.

18.9 AREA COMMISSIONER – RESPONSIBILITIES

18.9.1 Area Commissioners shall report all misconduct of officials, school personnel, students and spectators to the Commissioner of Officials.

18.9.2 Whenever possible, controversies involving school personnel, students or spectators and misconduct of officials shall be handled by the Area Commissioner, with a complete report to the Commissioner of Officials.

18.9.3 Area decisions or rulings may be appealed to the Commissioner of Officials. Controversies, which cannot be resolved at the area level, shall be referred to the Commissioner of Officials.

18.9.4 Misconduct of officials will also be handled by Area Commissioners whenever possible, with advice and consent of the local committee for that particular sport.

18.9.5 Any decisions reached (including any disciplinary action to be taken) must have the approval and consent of the Commissioner of Officials before any action is taken by the Area Commissioner.

18.10 ASSIGNMENT OF OFFICIALS

18.10.1 Number Of Football Officials

18.10.1.1 Four officials may be assigned to all regular season freshman and junior varsity football contests.

18.10.1.2 At least four officials shall be assigned to all regular season varsity football contests. Five officials may be assigned by Region request.

18.10.1.3 At least four officials shall be assigned to all post-season football contests.

(Section 18.10 cont'd. on next page)

18.10.2 Tournament Assignment Procedures - The AIA Executive Board approved the following procedures concerning assignment of officials to work tournaments leading to and including Post-Season Championship playoffs:

18.10.2.1 The number of officials needed to work a given tournament, total number of officials registered statewide by sport, and total number of officials registered in each area(s) by sport shall be determined.

18.10.2.2 The total number of officials registered statewide shall be divided into total number of officials registered in each separate area(s) in order to establish a percentage (%) figure for each area(s).

18.10.2.3 The percentage (%) figure times (x) number of officials needed to work a given tournament shall establish the number of officials needed from each area(s).

18.10.3 Selection of Tournament Officials

18.10.3.1 AIA Responsibility and Authority - Final responsibility for all qualifying tournaments leading to a Post-Season Championship above the Conference level shall be vested in the AIA Executive Board. Mechanics and procedures for such tournaments will be determined by the AIA.

18.10.3.2 Selection Procedure for Post-Season Tournaments - Additions and qualifying criteria to be considered and implemented by the Commissioner of Officials when making final tabulations and selections for sports officials to officiate in the post-season tournament shall be as follows:

18.10.3.2.1 Selection Procedure

The Commissioner of Officials takes into consideration recommendations from coaches, Area Commissioners, officials' organizations and AIA observers when making the selection of officials to work tournaments leading to and including Post-Season Championship play-offs. Each Area Commissioner will submit the names of those officials who qualified from their particular area. The qualifying procedure will not be changed.

A "pool" system currently used by many college and professional conferences when assigning officials to their tournament contests will be implemented. Names of tournament officials will be put into the pool. The Commissioner of Officials, considering all available information involving the post-season tournament structure, will make the contest assignments. The Commissioner of Officials will match the contest with the officials in the pool.

18.10.3.2.2 Classification - Only Level 1 - Certified AIA registered sports officials will be considered for post-season tournament contests. Officials from bordering states who work in Arizona during the regular season will not be considered for post-season tournament assignments.

18.10.3.2.3 Number of Regular Season Contests to Qualify - The following minimum game guidelines will be used as part of an official's qualifications to officiate at the post-season tournament level.

Regular Season Varsity Contests		Minimum Number of Contests
Baseball	20	14
Basketball	20	14
Football	10	07
Soccer	11	07
Softball	20	14
Volleyball	20	14
Wrestling	12	08

18.10.4 Invitational Tournaments - Schools, athletic directors and/or coaches may request specific officials to work their invitational tournaments. Those officials requested will be assigned where and when possible.

18.11 OFFICIAL'S CODE OF ETHICS

18.11.1 Schools have entrusted officials to assist them in the educational development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible to the people they serve.

18.11.2 In recognition of these expectations, it shall be the responsibility of an official to follow the directions provided in the following Official's Code of Ethics. Violation of the Official's Code of Ethics will be a violation of AIA Bylaws and may result in a sanction to the offending party.

18.11.3 Official's Code of Ethics

18.11.3.1 An Official Should:

18.11.3.1.1 Place the welfare of the individual athlete above all other considerations.

18.11.3.1.2 Maintain confidence and control from start of an assignment to finish.

18.11.3.1.3 Devote time, thought and study to the rules of the contest and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.

18.11.3.1.4 Work with fellow officials and the Arizona Interscholastic Association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.

18.11.3.1.5 Resist every temptation and outside pressure to use one's position as an official to benefit oneself.

18.11.3.1.6 Under all circumstances avoid promoting the special interest of any person or group of persons other than the athletes we serve.

18.11.3.1.7 Constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the student athletes, coaches, athletic directors, school administrators, colleagues and the public, and to be a worthy example to the athletes under one's jurisdiction.

18.11.3.1.8 Be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting the importance of the contest.

18.11.3.1.9 Remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.

18.11.3.1.10 Not make statements to the news media critical of any school administrator, school, team, coach, player, or other contest official or the AIA.

18.11.3.1.11 Not smoke or use any form of tobacco on or in the vicinity of the playing area, nor drink any alcoholic beverages or use any drugs on the day of the contest.

18.11.3.1.12 Carry a responsibility to act in a manner becoming to a professional person. The conduct of any official influences the attitudes of the public toward the profession in general as well as toward the official in particular.