

THE AIA OFFICIAL'S HANDBOOK



ARIZONA INTERSCHOLASTIC ASSOCIATION



**THANK YOU FOR BEING PART OF THE HIGH CALLING
THAT IS OFFICIATING HIGH SCHOOL SPORTS**

On behalf of the Arizona Interscholastic Association and our member schools, it is my pleasure to welcome you to the High School Sports Officiating Experience!! Our "Theme" for individuals who choose to be a part of this exciting avocation is WALK WORTHY IN THE UNIFORM. This encompasses integrity, professionalism, and the individual quest for excellence in preparation and performance.



You are part of the educational experience of our student athletes and your commitment and dedication to high school sports in Arizona is greatly appreciated.

**Experience Excellence as an AIA
High School Sports Official!**

**Brian Gessner
State Commissioner of Officials
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ARIZONA INTERSCHOLASTIC ASSOCIATION

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This Officials Handbook contains changes from the previous edition, both in format and content. Changes include Bylaw amendments and Rule adoptions that affect officials. Please take the time to read through this handbook carefully.

The purpose of this handbook is to provide our officials with the philosophies, policies, and procedures by which the officiating department operates. It is imperative that officials familiarize themselves with the information contained herein.

The AIA is governed by the Constitution and By-Laws established through the Legislative Council and Executive Board. This handbook reflects items listed in those by-laws that directly affect officials and contains policies and procedures established by the State Commissioner of Officials. It is not meant to be inclusive of ALL information regarding the AIA Officiating Department

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SECTION 1
AIA MISSION STATEMENT

**PROVIDE GOVERNANCE AND STATE
COORDINATION FOR INTERSCHOLASTIC
ACTIVITIES, WHICH ENRICHES THE
EDUCATION-BASED ATHLETICS AND
ACTIVITIES OF ARIZONA HIGH SCHOOLS, IN
A FAIR, DIVERSE AND EQUITABLE MANNER.**



**SECTION 2
STAFF**

OFFICIALS DEPARTMENT



**Dr. Jim Dean
Executive
Director**



**Brian Gessner
State
Commissioner
of Officials**



**Jeanie Kosower
Assistant
Commissioner of
Officials**



**Tyler Cerimeli
Director of
Athletics and
Officials**



SECTION 3 COMMISSIONERS



State Commissioner of Officials
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<u>Area</u>	<u>Area Commissioners</u>	<u>Phone Numbers</u>
Phx Metro	JEANIE KOSOWER 7007 N 18 th St Phoenix, AZ., 85020-5525	Bus: (602) 385-3818 jkosower@aiaonline.org
Asst. Area Comm.	GARY SCHWARTZ 1214 East Drake Street Tempe, AZ., 85238	Cell: (602) 818-2814 gschwartz@aiaonline.org
Tucson Sierra Vista	DAVID WHATTON 8531 N. Yellowstone Ave. Oro Valley, AZ., 85704 (Football-Soccer-Wrestling-Softball)	Cell: (520) 343-5240 dwhatton@aiaonline.org
Nav/Hopi Res	NEIL YAZZIE P.O. Box 3927 Tuba City, AZ, 86045	Cell: (928) 606-9331 nyazzie@aiaonline.org
Flagstaff/Page White Mtns Nav/Hopi Res Lake Havasu Parker Kingman/Bullhead Prescott Area	MIKE GILLESPIE P.O. Box 31314 Flagstaff, AZ 86003	Cell: (602) 309-7443 mgillespie@aiaonline.org
Sierra Vista Tucson	Paul Hughes 4576 S Paradise South Lane Sierra Vista, AZ 85650	Cell: (520) 456-5960 phughes@aiaonline.org
Yuma	Jon Larson 1449 E Torrey Pines Circle Yuma, AZ 85365	Cell: (928) 261-9052 jonlarson72@yahoo.com



SECTION 4

AREA COMMISSIONERS' RESPONSIBILITIES

An Area Commissioner for the Arizona Interscholastic Association is an essential component of the overall officiating program throughout their respective area. Area Commissioners are an active force in providing direction and resources in the process of recruiting, assignments, and the evaluation of officials.



The scope of responsibilities of the Area Commissioners falls into three categories:

4.1: LEADERSHIP RESPONSIBILITIES

1. Set a positive officiating environment
2. Actively recruit and encourage the retention of officials
3. Communicate and interpret AIA Officials Handbook
4. Establish sports committees to provide input and recommendations
5. Establish an observer program to assist in evaluations and evaluate officials
6. Be available and accessible to schools and officials
7. Recommend officials to the State Commissioner for State Tournament consideration
8. Assist the State Commissioner, when requested, in State Tournament activities
9. Be a liaison between the officials and member schools to problem solve
10. Provide advice and suggestions to the State Commissioner

4.2 ADMINISTRATIVE RESPONSIBILITIES

1. Assign officials to high school athletic contests
2. Consider recommendations from local officials' associations and groups to establish the most effective assigning format/structure for each sport
3. Assure, to the maximum extent possible, that assignments reflect the best interests of the student athletes, schools, and officials to minimize conflicts of any kind, including conflicts of interest
4. Provide assignments to schools and officials at least two weeks in advance of contests, when feasible
5. Communicate and document all assignments and changes to the officials, schools, and AIA database
6. Coordinate rules meetings and clinics for area officials
7. Disseminate AIA information (Books, patches, etc.)

4.3 BYLAW RESPONSIBILITIES (Article 18.9)

- 18.9.1 Area Commissioners shall report all misconduct of officials, school personnel, students, and spectators to the State 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 State Commissioner of Officials.
- 18.9.3 Area decisions or rulings may be appealed to the State Commissioner of Officials. Controversies that cannot be resolved at the area level shall be referred to the State 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 State Commissioner of Officials before any action is to be taken by the Area Commissioner.

The Area Commissioners report directly to the State Commissioner of Officials and have been given authority by the State Commissioner of Officials to administer officiating matters in their area. Officials are to follow the chain of command in their officiating area prior to contacting the State Commissioner's Office regarding any issue.



SECTION 5 STATE RULE INTERPRETERS

BASEBALL	Rob McKinley	Cell:	(602) 616-5224
BASKETBALL	Brian Gessner	Cell:	(480) 773-2971
FOOTBALL Tackle/Flag	Tyler Cerimeli NFHS National Rules Committee	Cell:	(480) 285-8825
TRACK	Mary Wimmer	Cell:	(602) 380-3054
VOLLEYBALL	Bev Nielsen	Cell:	(480) 861-4099
WRESTLING	Mark Panepinto	Cell:	(602) 418-4957
SOCCER	Dan Klein	Cell:	(480) 577-1603
SOFTBALL	Jim Chavez	Cell	(480) 467-9771
BEACH	Bev Nielsen	Cell:	(480) 861-4099
SPIRIT	Emily Stevens	Day:	(602) 385-3810
SWIMMING	Erin Coy	Cell:	(602) 469-0400

EVALUATORS

John McDonnell – Football/Basketball/Baseball

Dan Klein – Soccer

Rob McKinley – Baseball



SECTION 6 OFFICIALS REGISTRATION

The Arizona Interscholastic Association (AIA) is a 501c3 non-profit organization composed of a voluntary membership of Arizona high schools. The AIA utilizes officials as independent contractors to officiate athletic contests for member schools and chooses to use individuals it selects for that purpose. There is no guarantee of game assignments to any official upon registration.

6.1: REGISTRATION GUIDELINES

1. AIA officials, with the exception of new officials, must register prior to starting officiating duties, applicants must be at least 18 years of age.

6.2: REGISTRATION FEES (Non-Refundable)

Registration Fee	\$50.00 (Base Fee)
Each Sport	\$50.00 (Soccer -\$60.00 -Patch)
Interstate Reciprocity	\$50.00 (Sport Fee)
Late Fee (After Sept. 1)	\$50.00 (Except NEW Officials and Track/Swim Officials)

6.3 ASSIGNING FEE

A \$3.00 Per Game Assigning Fee will be deducted via ARBITERPAY for varsity contests and \$2.00 Per Game Assigning Fee for sub-varsity contests.

6.4: REGISTRATION FORM (AIA Bylaw 18.1.1)

The AIA registration form must be filled out in its entirety and must be signed. Your availability is to be completed on your on-line profile page. If your availability changes, you must notify your Area Commissioner immediately, and update your AIA profile page. **ALL REGISTRANTS MUST ENTER A VALID FINGERPRINT CARD UPON REGISTRATION (We also accept CCP cards and Crimshield Background Check Cards).** The State Commissioner may decline any registrant when it is determined not to be in the best interests of the AIA.

6.5: RENEWAL NOTICES

RENEWAL NOTICES are sent from the AIA bulk email system to the email address on file of each “eligible to renew” official. The AIA is not responsible for non-delivery of such notices. Failure to receive a renewal notice will not be accepted as a reason for failure to pay renewal fees on time.

6.6: INDEPENDENT CONTRACTOR STATUS (AIA Bylaw 18.2)

The working relationship of an official with the AIA is that of an **independent contractor**. Officials are responsible for compliance with IRS regulations. ARBITERPAY will distribute Form 1099 for assignments paid through ARBITERPAY.



SECTION 7

CODES OF ETHICS AND CONDUCT

7.1: OFFICIALS CODE OF ETHICS

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 those they serve.

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 Code of Ethics will be a violation of AIA Bylaws and may result in a sanction to the offending party.

AN OFFICIAL SHALL:

- Place the welfare of the individual athlete above all other considerations.
- Maintain confidence and control from start of an assignment to finish.
- Devote time, thought, and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.
- Work with fellow officials and the State 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.
- Resist every temptation and outside pressure to use one's position as an official to benefit oneself.
- Under all circumstances avoid promoting the special interest of any person or group of persons other than the athletes we serve.
- 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.
- Be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting the importance of the contest.
- Remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.
- Not make statements to the news media critical of any school administrator, school, team, coach, player, other game official or the AIA.
- 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.
- 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.
- When observing a game as a fan, do not publicly criticize or demean officials as they officiate an athletic contest.
- The use of social media (Facebook, etc.) to belittle coaches, schools, players, etc., or to discuss controversial situations that may have occurred in a contest can be considered unprofessional and



unbecoming of an AIA official. Please always be professional in any posting involving your officiating activities with AIA Member Schools. Additionally, any social media contact with players can be construed as a violation of the “Officials Code of Conduct”.

- Should you find yourself at a contest in which there may be a social movement or political statement made by students, fans, or administration, you must remain impartial. Our goal is to protect AIA officials by maintaining the integrity of impartiality during an assigned contest.
 - Under all circumstances, AIA assigned officials should avoid promoting any special interests while on an AIA assignment.
- The AIA is a nonpolitical organization that supports the values and respect for all stakeholders, including schools, players, administrators, officials, parents, and fans. Our focus is on creating opportunities for high school interscholastic education-based sports and activities for Arizona high school students.

The AIA Officiating Department serves its member schools by providing officials for all sporting events. It would be unethical and against AIA bylaws for officials to solicit games and/or tournaments directly through member schools.

SECTION 8 SPORTSMANSHIP



8.1: SPORTSMANSHIP RULE (AIA Bylaw 16.3)

8.1.1 Ejection of Coach or Player

When a coach is ejected from a contest, a properly constituted school administrator or assistant coach shall direct and supervise the team during the remainder of the contest. If no properly constituted school administrator or assistant coach is available to direct the team, the official shall declare the contest a forfeit and submit an Incident Report within 12 hours following the contest.

An official shall not be hasty in his decision and allow the coach time to correct his conduct. After ejection from a contest, a coach shall immediately vacate the premises completely from sight and sound. Players remain with the team on the bench.

OFFICIALS ARE TO SUBMIT AN ELECTRONIC EJECTION REPORT THROUGH THE AIA WEBSITE WITHIN 24 HOURS FOLLOWING THE CONTEST.

Football, baseball, softball, and soccer premises include the entire fields and seating area. The coach shall not be allowed to remain inside the park to watch the game. In basketball, wrestling and volleyball, the premises include the entire area of the contestants including the lobby area.

OFFICIALS ARE TO INFORM GAME MANAGEMENT OF ANY EJECTIONS, BUT ARE NOT TO INTERPRET THE RULE, NOR INSTRUCT ANYONE AS TO THE CONSEQUENCES OF THE EJECTION. OFFICIALS MAY NOT OVERULE OR ERASE ANY EJECTION.

8.1.2 Leaving the Bench Area

POINT OF EMPHASIS

Please follow these guidelines as written if team benches empty:

When individuals (including coaches, non-playing contestants and non-participating school personnel) leave their team's bench area to initiate a confrontation, or during an altercation in progress, the following shall occur without appeal:

1. The contest officials shall eject any person they determine to be in violation of AIA Bylaw 16.3.
2. The contest officials may terminate the contest.
 - If the contest is terminated, the team(s) that left the bench area must forfeit the contest and record a loss.
 - If the contest is terminated during a tournament or postseason play, the offending team(s) will be removed from further tournament competition.
3. Further penalties may be imposed against the offending team(s) by the AIA Executive Board, as set forth in AIA Bylaw 16.1.

THE AIA EJECTION RULE IS A TOOL FOR OFFICIALS TO USE TO CONTROL SPORTSMANSHIP. EVERY EFFORT SHOULD BE EXERCISED PRIOR TO ANY EJECTION TO KEEP THE GAME UNDER CONTROL.

8.2: PRE-GAME SPORTSMANSHIP AWARENESS

The AIA emphasizes the importance of sportsmanship throughout all activities. To bring the display of sportsmanship to a heightened level during athletic contests, officials are to remind participants of their responsibility to play the game fairly, by the rules, and to embrace the principles of sportsmanship throughout the contest.

The reminder to participants is to take place during the pre-game meeting of the captains.

The reminder to the coaching staff is to occur during the pre-game meeting with the coaches.

The following statement is to be articulated to the captains and the coaches prior to the start of the contest

ANY PERSON EJECTED FROM A CONTEST SHALL NOT PARTICIPATE FOR THE REMAINDER OF THAT GAME. EJECTION FROM A TOURNAMENT GAME RESULTS IN NON-PARTICIPATION FOR THE NEXT SCHEDULED GAME IN THE TOURNAMENT, OR IF THE LAST GAME OF THE TOURNAMENT FOR THE NEXT SCHEDULED GAME.

SECTION 9

OFFICIALS' RESPONSIBILITIES

EXPECTATIONS OF AIA OFFICIALS

Be Impartial

Be Friendly – Be Fair

Be Consistent – Be Prepared

Be Communicative – Be Approachable

Meet the Training and Testing Requirements



9.1: TRAINING REQUIREMENTS - MANDATORY MEETINGS

	Certified Officials	Level 2-5	Level – 3 - Beginners	Scrimmage (Certified)
Football Volleyball Basketball Soccer Wrestling Softball Baseball	<p>The AIA ONLY requires registered officials to attend the Opening Meeting for each sport (Kickoff, Tip Off, First Pitch, etc.).</p> <p>ALTHOUGH NOT MANDATORY, WE HIGHLY ENCOURAGE ATTENDANCE AT LOCAL OFFICIALS' MEETINGS AND TRAININGS WHERE AND WHEN AVAILABLE.</p> <p>Attendance at these trainings MAY be used for the purpose of scheduling state playoff games.</p>			<p>Required in all sports when available</p>

9.1.1: Testing

Officials are required to individually take the NFHS/AIA exam **via our on-line testing program**. Test results shall apply to the official's classification for the following school year (Section 14.1). Certified officials must maintain a score of 90% to be considered to officiate in state tournaments (Section 13.6.1). Test dates will be announced.

9.1.2: Online Testing

The AIA utilizes our online database to service testing. Testing access is available on each official's dashboard for each registered sport. Paper tests are no longer used except for make-up testing purposes. Information on how to access this testing program and the available testing windows will be made public at each sport opening meetings.

9.2 ADDITIONAL TRAINING REQUIREMENTS

The **State Commissioner** has approved the minimum requirements, and failure to satisfy them will influence regular season assignments, promotion, and render the official ineligible for state tournament consideration.

The **State Commissioner** must approve any variances from the established criteria.

9.2.1 Complete the NFHS Concussion Course

All registered officials shall complete the NFHS online education course entitled **"Concussion in Sports"** located on their dashboard.

9.3: AVAILABILITY CALENDAR

Officials must complete and submit their availability on their AIA profile page, and keep it updated. It shall be the officials' responsibility to inform their Area Commissioner of any changes in availability immediately. Assignments cannot be made until the availability is entered.



CERTIFIED OFFICIALS MUST HAVE THEIR AVAILABILITY UPDATED ONE MONTH PRIOR TO THE START OF STATE TOURNAMENTS

9.4: COMMITMENT TO ASSIGNMENTS

Officials receive game assignments from their Area Commissioners. These game assignments have been made based upon availability noted on the profile page. It is imperative that officials honor game assignments or follow the Turnback Procedure outlined in Section 13.2.

9.5: PERSONAL APPEARANCE

Officials shall maintain a professional appearance at all times. Hair shall be kept clean and presentable. Hair shall not impair vision. Neatly trimmed mustaches and beards are permissible.

9.6: CONTEST CHECKLIST

The following is a simple checklist that officials are expected to follow when accepting assignments for the Arizona Interscholastic Association:

- ✓ Contact school and partners to confirm assignment 48 hours prior to your assignment
- ✓ Arrive in a timely manner
- ✓ Pre-game meeting with coaches and players to address the AIA Sportsmanship message
- ✓ Officiate the contest according to NFHS Rules and Mechanics

9.7: UPDATING PERSONAL INFORMATION



It is imperative that officials keep the AIA Officiating Office updated regarding personal information, including email address and phone numbers. You will be notified by email that assignments need to be confirmed or declined on your dashboard. Proper and current information must be maintained to ensure that the assignments are received.

9.8: PRE-GAME COMMUNICATIONS

All officials must call the crew chief (noted at the top of the assignment) at least 48 hours prior to the scheduled contest. The crew chief shall be responsible for travel arrangements. If no word has been received from the officials, the crew chief must contact those assigned. Lack of pre-contest communication should be noted on the officials review form.

THE RULES ARE JUST INK ON PAPER

Without us, they are easily bent and broken. We relish the challenge of using them to craft a game fairly played.

9.9: INCLEMENT WEATHER

Listed below are the recommended procedures to consider when inclement weather occurs during a contest:

If there is any doubt that a contest might not be played, the official shall call the host school, the State Commissioner's office, or the State Commissioner.

The safety of athletes (participants), spectators, coaches, athletic directors, school personnel, and all others present at an athletic contest must be the first and foremost concern to the contest officials, the building administrators and/or their designee.

- When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following should be considered:
 - Prior to beginning an athletic contest when severe weather is anticipated, the crew chief, Athletic Directors of each school, or their designees, coaches, and on-site athletic trainer will meet to review the suspension and/or postponement procedures. This would include any playing rulebook coverage.
 - The host school administrator will be responsible for informing contest officials, visiting school administrators and, if applicable, the individual responsible for public address announcements of designated shelter areas.



- If severe weather conditions develop, the host team building administrator and the crew chief will notify coaches, school administrators and, if applicable, the individual responsible for public address announcements that the possibility of abrupt suspension of play exists.
 - If severe weather conditions persist, the contest should be suspended immediately. Participants, spectators, and all personnel involved with the contest will be advised to “take cover.”
 - If any life-threatening condition occurs (lightning, wind, rain, etc.), play should be suspended immediately and predetermined directions to safe locations should be announced.
- When a suspension of a contest occurs, consider the following:
 - Prior to resuming play following a suspension, the Athletic Directors or designee, crew chief, and coaches must meet and agree that weather conditions are safe for resumption.
 - Once play has been suspended, wait at least thirty minutes after the last flash of lightning is witnessed prior to resuming play.
 - Any subsequent thunder or lightning after the beginning of the thirty-minute count, reset the clock and another thirty-minute count should begin.
 - If play is to be resumed, ample warm-up is given. Head coaches should be consulted.

9.10: SCHOOL VIOLATIONS

When reporting a violation involving a school, the report must be made to the State Commissioner’s office immediately following the contest. The report must also be in writing electronically to the Area Commissioner. Constructive criticism, ejections, or conduct of school personnel should also be electronically reported to the Area Commissioner. Upon receipt of the report, the Commissioner shall investigate.

9.11: HEARINGS

In the event of a hearing, all game officials and school personnel must submit a written report concerning the incident(s). The State Commissioner will determine when a hearing is necessary.

9.12: PERFORMANCE AND CONDUCT OF OFFICIALS

Officials are expected to perform in accordance with the recognized standards and manuals developed for officiating.

9.13: BREACH OF CONTRACT

An official or replacement that does not honor a contract assignment or follow the turnback procedure may lose existing or future contest assignments or be fined the contest fee. Such a fine shall be paid within fourteen (14) days from the breach of contract. (AIA Bylaw 18.7.1). **Postseason assignments will also be affected.**

9.14: GAME FEES

Officials shall not be permitted to negotiate fees or mileage. The only fees permitted are printed in the Sports Officials Handbook and the AIA Bylaws. Officials shall receive one (1) fee per contest. (Sec. 10.1)

9.15: PHYSICAL EXAMINATIONS

Physical examinations are not required. It is highly recommended that each official has a thorough physical examination annually.

9.16: UNIFORMS

Officials shall purchase and maintain their uniforms and equipment. Officials will be required to wear the uniform as indicated in the approved National Federation Rules publication for each sport. There may be modifications to uniform requirements approved by the State Commissioner (Refer to Section 16). **OFFICIALS SELECTED TO WORK STATE TOURNAMENTS MUST WEAR UNIFORMS AS MANDATED BY THE AIA.**

SECTION 16, OF THIS HANDBOOK, OUTLINES UNIFORM PATCH REQUIREMENTS. These are to be followed exactly as written.

9.17: AIA TRADEMARKED LOGO

Officials shall wear the official AIA insignia when working all AIA contests. Other organizational patches are not permitted. Failure to wear the required insignias during a contest shall result in a warning. A second offense may result



in loss of assignments. **THE AIA LOGO IS TRADEMARKED AND CAN ONLY BE WORN WHEN OFFICIATING AIA-SANCTIONED EVENTS.**

9.18: UNCONCIOUS PLAYER

Is there a statute of limitations for enforcing the rule? *No statute of limitations.*

Do the officials have to observe the injury right after the play in question? *No.*

What if the coach removes the player and later an official observes that removed player is in distress? If the player isn't in the game at the time that's observed, does the official still have jurisdiction? *Yes, he has jurisdiction.*

To invoke the rule, must an official actually see the player unconscious? *Yes, unconscious or apparently unconscious.*

What is the definition of "unconscious?" What's the definition of "apparently unconscious?" *For purposes of this rule, it includes a player who is unable to receive information and/or unable to respond to questions or whose responses are inappropriate.*

For purposes of the rule, how is "physician" defined? Any physician," including a foot doctor (M.D.)? Intern? Dentist (DDS)? *Any person licensed by the state's statutes. Yes, it may be a foot doctor.*

How do officials know he is a physician? Must an ID be shown? If so, how do officials know the ID is valid? *Accept the signature on the signed statement.*

How is the physician's written authorization to be worded? Can it simply be scratched on a sheet of paper or must it be on letterhead? *Any type of statement releasing the player to return to that game, including date, etc.*

9.19: EVALUATIONS

Each official is **responsible** for initiating the evaluation process and being involved in mentoring programs to enhance their own officiating experience. Evaluations play a vital role in three areas:

9.19.1.1.1 Self-Improvement

Evaluations are an essential tool to assist an official in improvement. They are positive recognitions of a job well done as well as an indicator of areas that need attention. When applied properly, the evaluation instrument can be a guide to developing an officiating style that is in line with the National Federation Rule Book, Mechanics Manual, the AIA Officials Handbook, as well as accepted and adopted practices locally.

9.19.1.1.2 Advancement to the Next Level

For an official with the AIA to advance from one level to the next, the acquisition of completed evaluations from coaches, observers, and certified officials is a must. These evaluations should be funneled through the local sports officials' associations and the observing programs they have in place, and the Area Commissioners, so that a fair assessment of the official's ability can be made and a quality decision can be arrived at as to classification for the following year. Suggestions for acquiring evaluations:

- a. Request observations from certified officials, observers, and Area Commissioners
- b. Become part of a Mentoring Program

9.19.1.1.3 Selection for State Tournaments and Regional Playoffs

Section 13.6.1 of the Officials Handbook outlines the minimum requirements for consideration to officiate in the State Tournament. Once these requirements have been met, and the official's name has been added to the "pool", the selection process is based heavily upon evaluations - including performance and positioning from the previous year's tournament; recommendations from Area Commissioners, State Evaluators, local associations, observers; and coaches' input from their evaluations.

9.20 PRE-GAME PROTOCOL

Ask the home team to identify who their medical personnel are on site. That individual needs to be specifically identified.

If there is a suspected head injury or possibility of concussion, a student can only return to play, by Arizona State Statute, by a qualified medical professional - Doctor of Osteopathic Medicine (DO), Medical Doctor (MD), Nurse Practitioner (NP), Physician's Assistant (PA) or Athletic Trainer (ATC). Ask the home team to identify who their qualified medical professional is on site (DO, MD, NP, PA, ATC). If they do not have any of the above identified and on site, then players removed from the game, for a possible injury that may result in a concussion, **cannot be returned to the game.**

Although the game will continue to be played, this pre-game protocol will make it easier for you to manage re-entry for possibly concussed players.



Simply put - No qualified medical professional on site - no re-entry.



SECTION 10 OFFICIALS FEES

10.1: REGULAR SEASON FEES

<u>SPORT</u>	<u>VARSITY</u>	<u>JV/FR</u>	<u>SCRIMMAGE</u>
Football	89.25	52.50	52.50
Volleyball	63.00 (3 of 5)	42.50	52.50
Beach	78.75	52.50	52.50
Soccer	73.50	52.50	52.50
Basketball	84.00	52.50	52.50
Wrestling	66.25	47.25	
Softball	71.50	52.50	52.50
Baseball	76.75	52.50	52.50
Track	52.50	47.25	
Swimming	52.50.	47.25	



10.1.1: Officials shall receive ONE fee per contest

10.1.2: Solo assigned officials will receive 1½ times the regular fee in all sports except Wrestling and Track. Some changes will occur up to game time. No solo football assignments shall be made.

10.1.3: Officials shall receive one fee for completing a suspended game. (AIA Bylaw 18.3.2)

10.1.4: All game fees shall be paid via ARBITERPAY. (AIA Bylaw 18.3.1)

10.1.5: A \$3.00 Per Game Assigning Fee will be deducted via ARBITERPAY for varsity contests and \$2.00 Per Game Assigning Fee for sub-varsity contests.

11.2 WRESTLING MULTI-MEET FEE

For non-varsity multi-meets, officials will be paid \$47.25 for the first dual meet and \$3.37 for each additional match in the multiple. The varsity officials will be paid \$63.00 for the first dual meet and \$4.75 for each additional match in the multiple.

10.3 BASEBALL/SOFTBALL DOUBLEHEADER FEE

For doubleheaders, the second game fee shall be the same as the first game fee. If the first and/or second game of a doubleheader is not played, officials will be paid for the one game only.

10.4: TOURNAMENT FEES

10.4.1: State and Sectional Tournaments- The following formula shall be used in determining fees to be paid for assignments to contests leading to a State Championship and for state finals:



Sectional and State Games

1.25 x regular season fee

(Example: Basketball \$84.00 x 1.25 = \$105.00)

Final State Championship Contests

1.50 x regular season fee

(Example: Football \$84.00 x 1.50 = \$126.00)

Wrestling Tournament Fees:

Sectional/State \$5.91 per match

State Championship \$7.10 per match



10.4.2 Payment to Officials

State Tournament Officials contest fees and mileage will be paid by the AIA via ARBITERYPAY. It has been our practice to pay these fees within 30 days of the completion of the tournament.

Sectional Tournament Officials contest fees and mileage will be paid by the AIA via ARBITERPAY.

Lodging and associated expenses must be approved by the State Commissioner prior to expenditures.

10.4.3: Invitational Tournaments

The Area Commissioners, under the following guidelines, will make all invitational tournament assignments:

- Host schools will send their requests for officials to their area commissioner (**Certified ONLY**). Non-certified officials may be used by the Area Commissioner only when necessary.
- Host schools may request or reject certain officials. The area commissioner will honor those requests, when possible.
- The host school will be responsible for payment to the officials assigned to the tournament via ARBITERPAY.

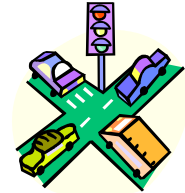


SECTION 11 OFFICIALS MILEAGE

11.1: MILEAGE RELATED PROCEDURES

11.1.1 Common Route Travel

Area Commissioners, whenever possible, will assign officials so they travel a common route by shared transportation to contest sites. Area Commissioners will assign officials placing the proximity of schools and availability of officials as first consideration. Rotation of officials to schools is secondary.



If a common route is followed, driver's mileage shall be paid to the official coming from the most distant point in relation to the contest site. The remaining officials shall receive rider's mileage rates. In the event a common route cannot be followed by all officials working the contest, the driver's mileage rate may be paid to officials coming from different directions in relation to the contest site. In all cases, the crew chief is responsible for arranging transportation.

11.2.2 Mileage Payment

Official's driver and rider mileage for varsity contest shall be compiled from AIA computer records at the completion of each sport season. It has been our practice to pay the mileage expense via ARBITERPAY within 30 days of the completion of each sport season. In the event of a substitution or change in the original contract, officials are required to submit the changes to the Area Commissioners immediately. Any changes/substitutions not received by the Area Commissioners before the completion of the sport season will result in payment of fees to the improper official(s). It shall be the official's responsibility to correct any problems that occur as a result of failure to submit any contract changes.

11.2.3 Outside Area Requests



Any school requesting officials other than those available in their area shall be assessed for the requested official's mileage on a game-to-game basis. Such requests for officials shall be submitted in writing to the State Commissioner's office a minimum of three weeks prior to the game and signed by the appropriate high school administrator.

11.2: MILEAGE RATES

11.2.1 Rural Mileage- Mileage shall be paid at the established AIA rate for the driver of .50¢ per mile and five .05¢ cents per mile for each rider. Yearly rates shall be established by February 1, of each year and go into effect July 1 of said year.

11.2.2 Metro Mileage- Mileage reimbursement rate for officials who live in the Phoenix, Tucson, Flagstaff, and Yuma metro area and who are assigned a contest in their respective metro area shall be paid a flat fee of \$12.00 per assignment.

11.3: METRO SCHOOLS

11.3.1: Phoenix- All schools located in Area A99 – Zones 17, 18, and 19 – pay mileage under the Metro Mileage Rate. Area A99, Zone 20 and 21 schools pays mileage based upon the Rural Mileage Rate.

11.3.2 Tucson- All schools located in Area A1 pay mileage under the Metro Mileage Rate.

11.3.3 Yuma- All schools located in Area A9 pay mileage under the Metro Mileage Rate.



SECTION 12 OFFICIALS ASSIGNMENT PROCESS

12.1: REGULAR SEASON ASSIGNMENTS

13.1.1 Assigning Authority

The AIA assigns officials to member schools for all sports at all levels. **Officials may not individually contract with member schools to officiate athletic contests (Exception: Track and Swim).** The State Commissioner determines the process and procedure for game assignments and authorizes the Area Commissioners to make regular season assignments in their area.



13.1.2 Assigning Committees

At the discretion of the State Commissioner and Area Commissioners, officials' assigning committees for each sport may be established to assist in the process. However, the State Commissioner and Area Commissioners have final approval and authority over regular season and regional tournament assignments.

13.1.2.1 Web-Based Assigning

Assignments for AIA scheduled contests are accessible via the internet and email. The following procedure is in place for retrieving game assignments:

- ALL assignments are available via the web. You will receive an email when assignments are available or a change is made in your assignments. **IT IS IMPERATIVE THAT YOU REGULARLY CHECK YOUR EMAIL DURING THE SEASON!**
- Officials will be able to check their schedules and assignments through our assigning program via the following:
 - Go to www.aiaonline.org
 - Click on the link for Officials (Drop Down)
 - Find the menu item labeled Officials Log In
 - New officials will click on "Create New Account".
- Officials will also be able to update personal information and availability once they access their profile page.

13.1.2.2 Email Address

It is critical that officials keep their email address current with the AIA officiating department.

13.2: ASSIGNMENT TURNBACK PROCEDURE

The following procedure is to be followed if a situation develops whereby an official must turn back a game assignment:

1. If an official cannot accept an assignment, decline the assignment from their dashboard.
2. Once accepted, should an official need to turn an assignment back, the official must contact their Area Commissioner **BY PHONE** immediately for the contest to be reassigned.
3. The Area Commissioner will make the necessary changes with the schools and the officials.



THE TRADING OR SWITCHING OF ANY LEVEL CONTEST IS STRICTLY PROHIBITED AND IS CAUSE FOR SUSPENSION OR DISMISSAL.

NUMEROUS OR LAST MINUTE TURNBACKS WILL AFFECT FUTURE STATE TOURNAMENT CONSIDERATION.

13.3: ASSIGNMENTS WITH A CONFLICT OF INTEREST

13.3.1 Conflicts Defined

Conflicts of interest include, but are not be limited to, schools where you or a close relative works, schools your children attend, or a school that you do business with. Being an alumnus of a school does not necessarily constitute a conflict of interest. Please update the **SCHOOLS OF CONFLICT OF INTEREST** in your **PROFILE PAGE**.



13.3.2 Regular Season

Every effort is made to assign officials to schools where there is no conflict. However, if you receive an assignment where a conflict occurs, it is your responsibility to notify the Area Commissioner immediately for re-assignment.

13.3.3 Regional and State Tournament

You must notify the State Commissioner immediately of any conflict in a state tournament assignment. You must also make a notification if you receive an assignment in which you are an alumni of one of the participants.

13.4: STATE TOURNAMENT ASSIGNMENTS

The **State Commissioner** shall use the following procedures for assigning officials to the State Tournament (AIA Bylaw 18.10.2):

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

13.4.2 The total number of officials registered statewide shall be divided into the total number of officials registered in each area to establish a percentage for each area.

13.4.3 The percentage multiplied by the number of officials needed to work a given tournament shall establish the number of officials recommended from each area.

13.4.4 Only Certified Officials are assigned to State Tournaments.

13.5: STATE TOURNAMENT SELECTION PROCEDURES

Final responsibilities for all qualifying tournaments leading to a state championship above the conference level shall be vested in the AIA Executive Board. **The State Commissioner has final authority on placement and assignment of officials to the State Tournaments and may circumvent established procedures in emergencies and special circumstances.**

The State Commissioner shall use the following guidelines for selection consideration to officiate in the state tournaments:

13.5.1 Names of eligible officials (those meeting the minimum criteria in Section 13.6.1) will be put into a “Pool.” The Commissioner will make assignments from the “Pool.”

13.5.2 The State Commissioner will take into consideration the criteria listed in Section 13.6.2 when making the selections of officials from the pool to work in the state tournaments.

13.5.3 NO official may work back-to-back state championship games in the **same Conference or Division that was worked the previous season.**

13.5.4 There will be no limit to the number of state tournament assignments an official can receive in any sport.

13.6 STATE TOURNAMENT SELECTION CRITERIA

The AIA has a responsibility to its member schools to provide the best-qualified high school officials available for the State Tournament. The State Commissioner is solely responsible for the quality of officiating at the State Tournament and will select officials that not only meet the basic selection criteria but those who have exhibited a high level of competence and ability and are supportive of the vision and mission of the AIA.

13.6.1 Minimum Criteria- For consideration to officiate State Tournaments and to get placed into the selection “pool” officials MUST:

- a) Complete the AIA officials registration prior to the first assignment
- b) Be a certified level official
- c) Maintain a test score of 90% or better
- d) Attend the AIA-sponsored opening meeting
- e) Participate in an AIA-scheduled preseason scrimmage
- f) Complete The NFHS Concussion Course
- g) Have the recommendation of their Area Commissioner
- h) Officiate a MINIMUM number of contests (AIA Bylaw 18.10)





SPORT	Minimum # Required
Basketball – Softball – Volleyball - Baseball	14 Games
Wrestling	8 Matches
Football - Soccer	7 Games
Beach	7 Games
Invitational Tournaments: Each DAY worked = ONE Game	

13.6.2 Additional Criteria

Once the above minimum criteria have been met, officials will be better positioned to receive postseason assignments if they have:

- Positive evaluations and school recommendations
- Positive evaluations from previous tournaments
- Abided by the Expectations of AIA Officials
- Not violated the Turnback Procedure
- Given back to the game via mentoring/evaluating
- Followed the Contest Checklist
- Updated availability prior to tournament start date
- The State Commissioner may modify or add to the above requirements to allow for better selectivity.



13.7: SCHOOL REQUESTS

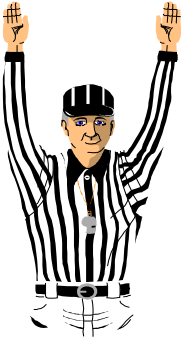
Schools may request specific officials to work Invitational tournaments only. School/Coaches input for State Tournament's is via the evaluation tool on the school summary page. Coaches are encouraged to contact the AIA State Commissioner to provide their input regarding officials they deem qualified to work in the state tournament.





SECTION 14 OFFICIALS CLASSIFICATION

14.1: CLASSIFICATIONS AND REQUIREMENTS



- CERTIFIED** Minimum Test Score of 90%
Level 2 Official for a minimum of 1 year
- Level 2 Official** Minimum Test Score of 85%
Level 3 Official for a minimum of 1 year
- Level 3 Official** Minimum Test Score of 80%
- Level 5 Official** Entry level for an official that has previous experience. Official may be re-classified after evaluation and testing.
- Level 6 Official** Emergency registered individual to fill a shortage
- This classification process is established through the AIA Bylaws, and will not be circumvented. NO official (except Level 5) will be allowed to “skip” any level in the process.**

14.1.1 Classification Determination: The classification, promotion, and/or demotion of an official shall be determined by Area Commissioners with final approval by the State Commissioner and shall be based upon the following criteria:

Attendance at required meetings and clinics; **Recommendations** from observers, schools, local sports boards, and evaluators; **Performance**; and **Compliance** with AIA policies and Mission.

14.1.2 Test Score: The test score is used to determine classification for the following year, and to determine competence for the current year. An official not attaining a passing grade for their classification will be given the opportunity for one retake.

14.2: OFFICIALS MOVING CROSS-REGION

Officials who move from one area of Arizona into another will have their classification re-evaluated by the Area Commissioner.

14.3: OUT OF STATE OFFICIALS

Officials moving into Arizona with a minimum of two years out-of-state officiating experience in a state high school association or college conference will be required to have a letter of recommendation mailed directly from such association or conference to the AIA State Commissioner. The official's experience will be taken into consideration, along with the Arizona test score achieved, floor, field and/or mat observation, in determining what classification shall be given. (Enter at Level 5)

14.4: REINSTATEMENT OF INACTIVE OFFICIALS

Upon recommendation from the State Commissioner, an official who has been dismissed may be given the opportunity to be reinstated as a Level 3 official. An official who voluntarily becomes inactive (INA) for a period of one year may be reinstated at the classification held prior to becoming inactive. An official who voluntarily becomes inactive for two or more years must return as a Level 5 official. Experience, test score, floor, field and/or mat observation will take into consideration when determining classification for the following season.

14.5: INTERSTATE RECIPROCITY



An official residing in a state bordering Arizona, or from any other state, may qualify to officiate with the AIA, provided the following criteria are met:

1. Full registration with a bordering NFHS state association
2. Passed and achieved a grade ranking required by AIA Bylaws on the written test of the NFHS.
3. Paid the \$50.00 AIA registration fee for one sport to the AIA.

14.6: DEMOTION – SUSPENSION - DISMISSAL

The State Commissioner may demote, suspend and/or dismiss an official based on, but not limited to, the following criteria: (AIA Bylaw 18.1.7)

1. Returning two (2) assignments **without** sufficient cause.
2. Failure to appear for assigned contest.
3. Late arrival at game sites.
4. Use of tobacco (smoking, chewing or vaping) on school grounds.
5. Use of profane language.
6. Use of drugs or alcoholic beverages prior to a contest.
7. Failure to perform in accordance with the recognized standards as published in the National Federation Officiating Manuals, including knowledge and interpretation of the rules, mechanics, personal appearance and physical conditioning.
8. Under suspicion of being connected with any gambling interests.
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 Executive Board is detrimental to the welfare, reputation or interest of the AIA or its members.
10. Due to the uniqueness of assignments for officials to Arizona High School contests, officials must be responsive to the “Officials Code of Ethics” (AIA Constitution and Bylaws). As an independent contractor, it is the official’s responsibility to make full disclosure as to any affiliation or conflict they may have with an AIA Member School (i.e. relative attends school, employee of the school, recent graduate, etc.). This information must be available and should be shared with all involved parties.
11. Failure to attain a minimum (70%) score on the written examination.
12. **Where the State Commissioner of Officials determines it to be in the best interests of the AIA.**

14.7: GRIEVANCE PROCEDURE

Under the following guidelines, an official may request that the AIA State Commissioner of Officials (“Commissioner”) review action taken under AIA Bylaw 18.1.9 (Officials Handbook Section 14.6 – Demotion/Suspension/Dismissal) or other action taken by the Commissioner or his/her designee.

- 1) The request must be in writing to the Commissioner and made no later than seven (7) days from the date of action by the Commissioner.
- 2) The request must specifically state the facts and arguments on which it is based.
- 3) The Commissioner will review the request and provide a written response. The decision by the Commissioner on review is final.





SECTION 15

OFFICIALS GENERAL INFORMATION

15.1: PROTESTS

The AIA Bylaws have no provision for protests.

15.2: OFFICIALS COMMITTEES

15.2.1 The State Commissioner will appoint members to an Ad-Hoc Committee for each sport (football, volleyball, basketball, soccer, wrestling, baseball, and softball) to assist in all aspects of the sport. These members serve at the pleasure of the State Commissioner. These committees will regularly meet to guide, direct, and assist in training, evaluation, and coordination within the sports they represent.

15.2.2 The State Officials Advisory Committee is a standing committee that meets as needed to make recommendations to the State Commissioner.

15.4: ARBITERPAY

All payments made by the AIA are made via ARBITERPAY and must obtain an ARBITERPAY account. Log on to www.ARBITERPAY.com to sign up and then to your AIA login page to link the account.

15.5: INSURANCE COVERAGE

The only insurance protection included in the registration fee is liability coverage (included as a benefit of NFHS membership.) No other insurance coverage is provided by the AIA.

THIS IS A MAJOR BENEFIT OF NFHS MEMBERSHIP, WHICH IS INCLUDED WITH AIA REGISTRATION.

15.6: AIA WEBPAGE – www.aiaonline.org

The Arizona Interscholastic Association website acts as a conduit for the dissemination of information to member schools, officials, and the public. This website contains a component dedicated to officials. Please access this site regularly for updates, rule information, and to check your game assignments.

15.7: STUDENT SUPPORT ACTIVITIES

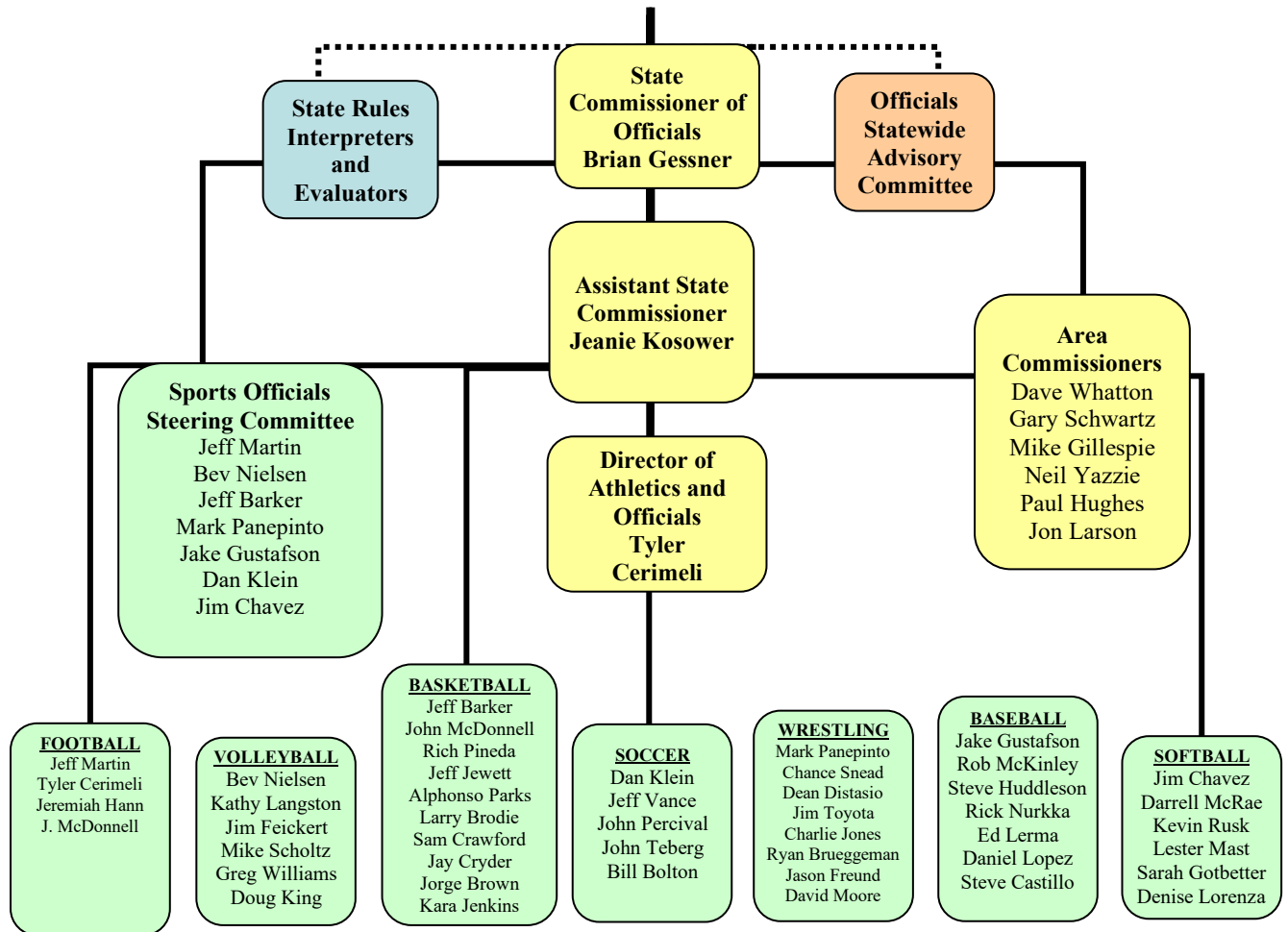
The AIA supports our member schools' efforts to provide opportunities for students to support their teams through spirit lines, cheerleaders, pom-pom, mascots, and various musical formations. These groups are as much a part of the educational experience through athletic competition as the teams that are competing. It is important that our officials recognize the valuable contribution these groups provide and allow them access as per the rulebooks to the field/court to perform and be aware of their location during breaks.

15.8: AIA REGISTERED OFFICIALS' PUBLICITY POLICY

AIA Registered Officials acknowledge that athletic contests and interscholastic competitions take place in the public domain. As such, there is no expectation of privacy in the images of officials at such events. The AIA and/or its agents or designees may take, distribute and use photographs at athletic contests and interscholastic competitions, and may include images of officials, at such events and use them for publicity, marketing and other appropriate purposes, including event programs and officiating training sessions.



15.9 AIA OFFICIALS' DEPARTMENT ORGANIZATIONAL FLOWCHART



15.11 USE OF SOCIAL MEDIA

The use of social media (Facebook, Instagram, etc.) to belittle coaches, schools, players, etc., and or to discuss controversial situations that may have occurred in a contest can be considered unprofessional and unbecoming of an AIA official. An official should always be professional in any posting involving your officiating activities with AIA Member Schools. **Any social media contact with players can be construed as a violation of the “Officials Code of Conduct”.**



SECTION 16

OFFICIALS' UNIFORMS AND EQUIPMENT

Officials are required to wear the uniform as indicated in the NFHS Rules publication for each sport, or as per any exceptions listed herein. All members of an officiating crew must wear the same uniform.

AIA UNIFORM REQUIREMENTS



The AIA Insignia - LEFT Chest
The American Flag - LEFT Sleeve (Optional)

Uniforms with the AIA logos may only be worn for AIA-sanctioned events. The AIA Logo is a registered trademark.

16.1: BASEBALL

UNIFORM

- ☐ MLB Black with gray stripe umpire shirt with AIA logo.
- ☐ Black or white undershirt
- ☐ Charcoal Gray Umpire pants.
- ☐ Designated Black fitted umpire's cap with AIA logo
- ☐ Black athletic shoes with black shoelaces for base umpires (the plate umpire should wear black plate shoes with black laces)
- ☐ Black socks
- ☐ Black belt 1 ¼ to 2 inches wide
- ☐ No Jewelry or watch (Wedding rings are an exception)
- ☐ Black Umpire jacket - NO Numbers (if worn)

EQUIPMENT

- ☐ Ball and strike indicator
- ☐ Chest protector
- ☐ Pencil
- ☐ Plate brush
- ☐ Shin guards
- ☐ Mask
- ☐ Black ball bag (Plate Ump)



16.2: BASKETBALL

UNIFORM

- ☐ Black and white vertically striped shirt sleeve (V-neck) knit shirt Black trousers - no flares or jeans (Pleated at Arena)
- ☐ Black shoes with black shoelaces
- ☐ If worn, black belt 1 ¼ to 2 inches wide
- ☐ No jewelry (Wedding Rings Excepted)
- ☐ Plain Black Jacket at Pre-Game (AIA logo permitted)

EQUIPMENT

- ☐ Fox 40 whistle
- ☐ Second emergency whistle
- ☐ Black lanyard (Required)





16.3: FOOTBALL

UNIFORM

- ☐ Black and white 2" vertically striped, long or short sleeve knit shirt with knit cuff and byron collar. Plackets on back of shirts, whole crew; R-U-L-H-B (Required for Tournament Games) (If possible, have F-S for 7-person crews and state playoffs)
- ☐ Black Pants are required for varsity contests.
- ☐ Black football shoes with black shoelaces and black socks
- ☐ Black football cap (sized) with white piping. For identification purposes, referee shall wear a solid white football cap (sized).
- ☐ Black belt, 1¼ to 2 inches wide, if worn
- ☐ Black and white vertical striped jacket, if worn during the game
- ☐ AIA logo
- ☐ No jewelry (Wedding rings permitted)
- ☐ No watches (Except as needed for timing purposes)



EXCEPTION: Sub-varsity officials may wear black shorts. All members of an officiating crew shall wear matching uniforms.

EQUIPMENT

- ☐ Whistle (Fox 40) with all black lanyard
- ☐ Device for tracking the number of downs
- ☐ Penalty marker (15" x 15" light gold flag w/clip or weight)
- ☐ Game card and Pencil
- ☐ Bean bag (White or Blue – All crew the same)
- ☐ Timing device

16.3.2: FLAG FOOTBALL

UNIFORM

- ☐ Black and white 2" vertically striped, long or short sleeve knit shirt with knit cuff and byron collar. Plackets on back of shirts, whole crew; R-H-L-B (Required for Tournament Games)
- ☐ Black shorts for regular season and Invitational Tournament contests. Black pants are required for State Tournament Finals.
- ☐ Black football shoes with black shoelaces and black socks
- ☐ Black football cap (sized) with white piping. For identification purposes, the referee shall wear a solid white football cap (sized).
- ☐ Black belt, 1¼ to 2 inches wide, if worn
- ☐ Black and white vertical striped jacket, if worn during the game
- ☐ AIA logo
- ☐ No jewelry (Wedding rings permitted)
- ☐ No watches (Except as needed for timing purposes)

EQUIPMENT

- ☐ Whistle (Fox 40) with all black lanyard
- ☐ Device for tracking the number of downs
- ☐ Penalty marker (15" x 15" light gold flag w/clip or weight)
- ☐ Game card and Pencil
- ☐ Bean bag (White or Blue – All crew the same)
- ☐ Timing device

A Pink Fox 40 Whistle May be Used with State Association Approval

16.4 SOCCER



UNIFORM

- ☐ Long or short-sleeved shirt – color distinct from both teams with annual AIA patch on left chest.
Each crew member should have same length sleeves
- ☐ Black Shorts
- ☐ Black shoes with black shoelaces
- ☐ Black socks with 3 white stripes on top
- ☐ Black warm-ups are optional
- ☐ If worn, black belt, 1¼ to 2 inches wide
- ☐ Annual AIA patch on left chest
- ☐ No jewelry (Wedding rings permitted)
- ☐ No watches (Referee may wear a Soccer referee timing device)



Annual AIA patch worn on left chest is required for the AIA State Soccer Tournament

EQUIPMENT

- ☐ Coin and Timing Device
- ☐ Yellow and Red cards
- ☐ Pen/Pencil
- ☐ BLACK Whistle with all black lanyard
- ☐ Game record book

16.5 SOFTBALL

UNIFORM

- ☐ Navy Blue with Carolina blue side panel jersey, white undershirt is optional.
- ☐ Plain Navy-Blue jacket (red/white/blue trim optional)(AIA logo optional)
- ☐ Plain Navy-Blue Pullover Sweater (in lieu of jacket)
- ☐ Charcoal Gray trousers (no flares or jeans)
- ☐ Plain Navy-Blue umpire's cap (sized)
- ☐ Black shoes with black shoelaces
- ☐ Black Socks
- ☐ If worn, black belt, no shine, 1¼ to 2 inches wide
- ☐ No Jewelry or Watches (Wedding ring permitted)

EQUIPMENT

- ☐ Ball and strike indicator
- ☐ Chest protector, Shin guards, and Mask
- ☐ Pencil, Plate brush
- ☐ Navy blue ball bag - Worn by Plate Umpire ONLY

16.6 INDOOR VOLLEYBALL

UNIFORM

- ☐ Plain white knit short sleeved shirt
- ☐ Black slacks (no flares, jeans, sweatpants or leggings)
- ☐ Black shoes with black shoelaces
- ☐ Black socks
- ☐ If worn, black belt, 1¼ to 2 inches wide
- ☐ AIA insignia
- ☐ No jewelry (Wedding rings permitted)



EQUIPMENT

- ☐ Fox 40 Whistle with all black lanyard
- ☐ Record of line-up (Optional)
- ☐ Red and Yellow cards
- ☐ Record of service rotation (Optional)

16.7 BEACH VOLLEYBALL



UNIFORM

- ☐ Hat -neutral and plain hat or visor
- ☐ Sunglasses - optional but highly recommended to keep sun/ wind/ sand out of eyes.
- ☐ White Beach Volleyball shirt - tucked in
- ☐ Black shorts with belt - must have 8-inch inseam or longer.
- ☐ Footwear - Tevas, water sport shoes, or tennis shoes.
- ☐ Whistle - black with black lanyard
- ☐ Clipboard with (5) Score sheets (2) Pencils.
- ☐ Coin

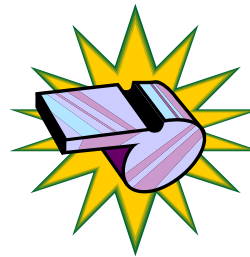
Suggested additional items:

- ☐ Water
- ☐ Sunscreen
- ☐ Sweater/ Rain jacket - in case of inclement weather

16.8 WRESTLING

UNIFORM

- ☐ Gray with black pinstripe with a V-neck collar
- ☐ Black trousers (no flares or jeans)
- ☐ If worn, black belt, 1¼ to 2 inches wide
- ☐ Black shoes with black shoelaces
- ☐ Black socks
- ☐ No jewelry (Wedding rings permitted)
- ☐ Watches permitted, if needed for timing



EQUIPMENT

- ☐ Coin or colored disk
- ☐ Fox 40 Whistle with all black lanyard
- ☐ Red and green arm bands

16.6 TRACK

The State Commissioner will establish the proper attire for State Track officials

The FOX 40 Whistle is required in all sports that use a whistle



SECTION 17

ARIZONA GENERAL PLAYING RULES

The National Federation Rule Books and Mechanics Manuals are the official rulebooks adopted by the AIA for use in sports competition. There shall not be any variances from the established rules and guidelines outlined in these manuals, except those approved by the State Commissioner and listed herein.

17.1: BASEBALL

17.1.1 10-RUN RULE:

A baseball game shall end any time after five innings or after four and one-half (4½) innings when a team is 10 or more runs behind and has completed its turn at bat. (AIA Bylaw 21.1.4.2)

17.1.2 15-RUN RULE:

With the agreement of both schools participating, a baseball game shall end any time after four innings or after three and one-half (3½) innings when a team is 15 or more runs behind and has completed its turn at bat. (AIA Bylaw 21.1.4.3)

17.1.3 SUSPENDED GAME:

A game under suspension is a game that has been delayed due to weather or field conditions that will be completed later. If the game has not reached a completed game status and can be rescheduled, will resume at the point of interruption.

17.1.5 SPEED-UP RULES:

The Speed-Up rules outlined in the National Federation Rule Book shall be used for all baseball contests at all levels.

1. Players who have participated in the game in any other capacity shall be ineligible to serve as courtesy runners.
2. Players may not run as a courtesy runner for the pitcher or catcher and then be used as a runner or batter for another player in that inning.
3. Optional running for pitcher and catcher OK.
4. BY EACH CONFERENCE APPROVAL: No inning may start after ONE HOUR AND FORTY-FIVE MINUTES. Time begins at the end of the pre-game conference. SUB-VARSITY ONLY.

17.1.6 TIME LIMIT:

A non-varsity baseball game shall be limited to 2 hours. The team currently batting may conclude their at bat.

17.1.7 COACHING BOX

A coach in a coach's box must wear a NOSCAE approved helmet.

17.1.8 PROCEDURE BETWEEN HALF INNINGS:

At the conclusion of the final out in any inning, the plate umpire shall immediately commence timing the change of sides. He shall permit sixty (60) seconds for change of sides. At the conclusion of sixty (60) seconds, he shall raise one hand clearly above his head which will indicate:

1. Pitcher has completed his warm-up pitches
2. Fielders must return practice balls to the benches
3. Batter must take his position in the batter's box

17.1.9 PRE-SEASON INTERSCHOOL SCRIMMAGE:

1. The varsity scrimmage shall be scheduled during the week preceding the regular season of competition.
2. The varsity scrimmage shall not count as an interschool practice game or as one of the allowable number of games.
3. Varsity scrimmage criteria:
 - a. Game uniforms shall not be worn
 - b. Seven inning games with two AIA Officials
 - c. Each pitcher shall only throw 6 outs or 45 pitches
 - d. Teams switch when five (5) runs are scored
 - e. No Scoreboards – Scorebooks for evaluation only
 - f. Game is open to the public – admission can be charged.





17.2: BASKETBALL

17.2.1 STATE ASSOCIATION ADOPTIONS

- 17.2.1.1 For girls' contests, all conferences shall use the women's sized basketball.
- 17.2.1.2 Coaches may use the 28' Coaching Box - when marked
- 17.2.1.3 **MERCY RULE:** When at the conclusion of the third quarter, or any point thereafter, the point differential of 30 or more points is reached, a running clock shall be instituted for the remainder of the game, regardless of the score with the following exceptions, during:
- Timeouts
 - Technical Fouls
 - For injury (clock stopped by official)
- The running clock shall continue until ONE (1) minute remaining in the game. At that time, the game will conclude using regulation timing rules. This applies to all levels of play.

17.2.2 SPECIAL MECHANICS ADOPTIONS

- 17.2.2.1 The timeout and intermission procedures are to be utilized. The ball is never placed on the ground.
- 17.2.2.1.1.1 Two-person mechanic for 30-second timeout – both officials stand at the top of the key
- 17.2.2.1.1.2 Two-person mechanic for 60-second timeout – both officials on the low block away from the table
- 17.2.2.1.1.3 Three-person mechanic for 30-second timeout – two officials stand at the top of the key – calling official stands with the ball at the spot of the throw-in.
- 17.2.2.1.1.4 Three-person mechanic for 60-second timeout – two officials stand on the low block opposite the table – calling official stands with the ball at the spot of the throw-in.

- 17.2.2.2 Calling official goes opposite table following foul call.

17.2.3 PRE-SEASON INTERSCHOOL VARSITY SCRIMMAGE:

- No advertisements, no score kept
- The school may charge an admission fee
- Game uniforms shall not be worn, and AIA Officials must be used
- Unlimited substitution/time-outs, and coaching during play
- Any agreed upon adjustments made between participants.
- Scrimmage shall be limited to six (8-minute) quarters.
- Scrimmage shall be held during the third week of practice.

17.2.4 OFFICIALS PRE-GAME PROTOCOL

- | | |
|-------------------|--------------------------------|
| 10:00 Minute Mark | Referee Checks Book |
| 8:00 Minute Mark | Meet Captains at Center Circle |
| 2:00 Minute Mark | Meet Coaches Separately |

17.2.5 VIOLENT CONTACT

It is the philosophy of the NFHS and the AIA that violent contact on the basketball court is a foul and MUST be called. Continuing to allow rough play creates an unsafe atmosphere and promotes unsporting behaviors.

17.3: FOOTBALL

17.3.1 SPECIAL RULE ADOPTIONS

17.3.1.1 Speed Up Rule (AIA Bylaw 24.1.5)

Special timing rules will apply any time a team is ahead of an opponent by 42 or more points in the first half and 35 points in the second half. The game clock will continue to run unless the game is stopped for:

- A team timeout
- An official's timeout (including injury)
- Following a score
- A change of possession
- Following a legal kick play





In the cases listed above, the referee will start to clock on the ready for play signal. Regular timing rules shall apply in the last two minutes of the game or when the score returns to less than 42 points in the first half. **The speed up rule will remain in effect even if the score returns to less than 35 points in the second half.**

17.3.1.2 Safety Restraining Line (AIA Bylaw 24.1.4)

As per the field diagram in the NFHS rulebook, there shall be a two-yard restraining line (an extension of the team coaching area) around the field for the purpose of safety. If the field is not properly marked, officials are to proceed with the contest and notify the State Commissioner's office of non-compliance.

17.3.2 PRE-SEASON INTERSCHOOL VARSITY SCRIMMAGE:

1. A controlled interschool varsity scrimmage may be held before the regular season.
 - a. Numbered jerseys may be used.
 - b. A controlled interschool varsity scrimmage shall not count as an interschool practice game or as one of the allowable number of games.
 - c. A member school may be allowed to schedule one interschool varsity scrimmage the second week of mandatory football practice providing individual players have participated in at least 10 practice sessions prior to the interschool varsity scrimmage.
2. There are no kickoffs, punts, scores kept, times kept, bands, cheerleaders, etc.
3. There are 60 plays for each team, conducted as follows: (AIA Bylaw 24.3)
 - a. On offense, one team starts and has 10 plays starting from their own 40-yard line.
 - b. They will get 10 plays in a row. If they score, the ball comes back to the 40-yard line until their 10 plays are used up. An accepted foul will give the offensive team the right to replay a down. The down is over if the defensive team gains possession of the ball.
 - c. There will be a time-out and then the other team will have 10 offensive plays. This continues until each team has had 60 offensive plays. Teams may elect to run fewer than 60 offensive plays if agreed upon by both head coaches.
 - d. Coaches exchange information on their basic offenses and defenses so that players will be able to align themselves at the start of each play.
 - e. Coaches may remain on the field with their teams. **(Non-participants must be on the sidelines)**
 - f. There shall be a minimum of four AIA officials on the field.
 - g. It is recommended that the home team provide a play counter for both teams
 - h. The scrimmage is open to the public and charging admission would be a host school's option

The sportsmanship ejection rule applies in scrimmage games. An ejection report must be submitted for any ejection.

17.3.3 OVERTIME PROCEDURE

The National Federation 10-yard line overtime procedures, listed in the rulebook, will be used to resolve ties in all varsity-level games. The overtime procedure is not used in sub-varsity games. (AIA Bylaw 24.1.3)

17.3.4 AMPLIFIED NOISE

- Schools and spectators are prohibited from playing music or amplifying noise through loudspeakers that could interfere with a team hearing its offensive signals. This type of music or noise must be turned off once the offense has approached the ball.
- Officials should first warn and instruct game administration and the head coach to stop the violation. If the issue continues the officials will charge the head coach with a penalty for unsportsmanlike conduct. If the violation continues, officials should instruct game administration to turn off the sound system.

17.3.5 STATE ASSOCIATION ADOPTIONS

In Rule 1 of the NFHS Football Rulebook, there is a table of rules that state associations may adopt. The AIA has approved the following from the table (Noted by # from Rulebook):

#1	Number of Game Officials assigned per contest
#2	Determine the time for Game Officials to assume authority if greater than 30 minutes
#4	Mandating the use of a specific ball for playoffs (Wilson)
#7	The American Flag patch may be on the left uniform sleeve
#8	Rhythmic cadence drum OK for deaf schools
#10	Authorized overtime procedure
#11	Speed Up Rule
#13	Halftime adjustments for homecoming activities



#17 Field requirements may be adjusted for playoffs (8-man)

A 25/40 Second Clock may be utilized on any field where it is available.

17.3.6 AIA FOOTBALL MECHANICS MANUAL

The AIA has placed the FB Mechanics manual online.

The link for the manual is: <http://www.aiaonline.org/officials/forms.php>

This manual is a supplement to the NFHS Mechanics Manual.

17.4: SOCCER

17.4.1 FIELD SIZE

The Field size shall be a minimum width of 53-1/3 yards and a maximum length of 110 yards. Modified football goal posts are acceptable. (AIA Bylaw 27.1.1.1)

17.4.2 TIE-BREAKER PROCEDURE

Regular Season Games: Two 10-minute overtime period shall be played. If the score is still tied at the end of the two overtime periods, the result will be recorded as a TIE. (NO Kicks from the Mark)

Invitational Tournaments: Individual invitational tournaments may set game-ending procedures.

State Tournament (Play in games through Semi-Finals): Two 10-minute overtime periods shall be played. If the score is still tied at the end of the two overtime periods, the Kicks from the Mark procedure shall be utilized to determine a winner.

State Championship: Two 10-minute overtime periods shall be played. If the score is still tied at the end of the two overtime periods, the team will play **TWO FIVE MINUTE** Sudden Victory (Golden Goal) overtime periods. If the score is still tied at the conclusion of the two Sudden Victory overtime periods, the Kicks from the Mark procedure shall be utilized to determine a winner.

17.4.3 KICKS FROM THE MARK PROCEDURE (For Post-Season Progression Only)

The referee shall choose the goal at which the kicks will be taken.

The referee tosses a coin, and the team whose captain wins the toss decides whether to take the first or second kick.



The referee shall keep a record of the kicks being taken. The kicks shall be taken alternately by the teams.

Both teams take five kicks unless, before both teams have taken five kicks, one team has scored more goals than the other could score, even if it were to complete its five kicks. No more kicks are taken.

If after both teams have taken five kicks, or both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same manner until one team has scored a goal more than the other from the same number of kicks. **NO BENCH PERSONNEL ARE ALLOWED ON THE FIELD.**

A goalkeeper who is injured during kicks and is unable to continue as the goalkeeper may be replaced by a named substitute.

Only the players on the field at the end of the second overtime period may take kicks.

When a team finishes the match with more players than their opponents, that team shall reduce their numbers to equate with their opponents and inform the referee of the name and number of each player excluded.

Each kick is taken by a different player, and all eligible players must take a kick before any player can take a second kick. An eligible player may change places with the goalkeeper at any time kicks from the penalty mark are being taken. Before the start of kicks from the penalty mark, the referee shall ensure that only an equal number of players from each team remain on the field.

17.4.4 MISCONDUCT PROCEDURE



17.4.4.1 Yellow Cards

Hold a yellow card overhead, indicate player or coach cautioned; notify the coach, scorer, and other officials. Yellow cards shall be issued for misconduct as outlined in the NFHS Soccer Rules Book.

17.4.4.2 Red Card

Red Card procedure is the same as for the yellow card and shall be issued for misconduct as outlined in the NFHS Soccer Rules Book, Rule 12.6.1

For a player disqualified for any offense outlined in Rule 12.6, the team shall play short for the rest of the game.

17.5 SOFTBALL

17.5.1 10-RUN RULE

A softball game shall end any time after 4½ or 5 innings, when a team is 10 or more runs behind and has completed its turn at bat. (AIA Bylaw 28.1.4)

17.5.2 15-RUN RULE

With the agreement of both schools participating, a softball game shall end any time after four or after three and one-half (3-1/2) innings when a team is fifteen or more runs behind and has completed its turn at bat. (AIA Bylaw 28.1.5)

17.5.3 SUSPENDED GAME

A game under suspension is a game that has been delayed due to weather or field conditions that will be completed at a later time. If the game has not reached the completed game status and can be rescheduled, it will resume at the point of interruption. (AIA Bylaw 28.1.3)

17.5.4 INVITATIONAL TOURNAMENT TIME LIMIT / TIE BREAKER

Invitational softball tournaments may impose a time limit and/or implement the Tie-Breaker Procedure described in the AIA By- Laws (International Tie-Breaker - AIA Bylaw Article 28.1.7).

17.5.5 TIME LIMIT FOR SUB-VARSITY

A sub-varsity softball game shall be limited to 2 hours. The team currently batting may conclude their at bat. (AIA Bylaw 28.1.6)

17.5.6 COACHING BOX

A coach in a coach's box must wear a NOSCAE approved helmet.

17.5.7 ARIZONA ADOPTED MECHANICS

1. On balls hit to the outfield, umpires may choose to pivot inside the diamond or stay on the outside of the diamond.
2. On dropped third strikes, the base umpire should signal the plate umpire the status of the ball if the batter is eligible to run.

17.5.8 PRE-SEASON INTERSCHOOL VARSITY SCRIMMAGE

A member school shall be permitted to schedule one interschool varsity scrimmage, which shall be played in accordance with the following criteria: (AIA Bylaw 28.3)

1. Scrimmage shall consist of 7 innings.
2. There shall be two (2) AIA umpires on the field.
3. Offense and defense may switch when FIVE (5) runs are scored in a half inning.
4. Scorebooks may be used for evaluation only.
5. There is unlimited substitution and re-entry.
6. The scrimmage is open to the public and charging admission would be a host school's option.





17.6 TRACK

The AIA Track & Field and Cross-Country Officials Association (TFCCOA) has been empowered by the State Commissioner to conduct instructional clinics and develop manuals related to achieving certified status as an official. Special rules variations and requirements are included in the printed material. Certified Track Officials **MUST** complete this training to be eligible to officiate in the state track meet.



17.7: VOLLEYBALL

17.7.1 PRE-SEASON SCRIMMAGE – ALL CONFERENCES

ONE match may be played with the following guidelines:



- a. No advertisement.
- b. No official score kept.
- c. Uniforms may not be worn.
- d. AIA officials may be used.
- e. The scrimmage is open to the public and charging admission is a host school's option.
- f. Unlimited substitutions.
- g. Coaching permitted during play. (Unlimited time-outs.)
- h. Any other adjustments to the rules the coaches agree on before the scrimmage begins.
- i. Scrimmage length not to exceed 2 hours

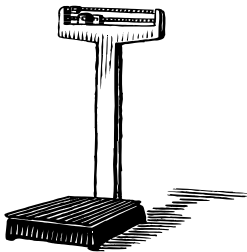
17.7.2 MATCHES

ALL Volleyball Matches are played BEST THREE OUT OF FIVE ON THE VARSITY LEVEL
Sub-varsity matches are two out of three.

- VARSITY games are played to 25 points in the first four games, and to 15 in the fifth game
- Sub-varsity games are played to 25 points in the first two games, and 15 points in the third game

17.8: WRESTLING

17.8.1 WRESTLING WEIGHT INFORMATION



1. A wrestler will be allowed to compete at the classification shown on the Alpha Weight sheet provided by the school. Officials must sign the official weigh in sheet of the host school verifying the actual weight of each competitor.
2. All wrestlers **MUST** be checked for skin conditions prior to weigh-in.
3. The coach shall provide current (within 5 days) written documentation from a physician stating that the suspected disease or condition is not communicable, and that the athlete's participation would not be harmful to any opponent or competitor.



SECTION 18

ARTIFICIAL PROSTHESIS

AIA POLICY

Illegal equipment shall not be worn by any player. This applies to any equipment which, in the opinion of the official, is dangerous or confusing. Each state association may authorize the use of artificial limbs which in its opinion are no more dangerous to players than the corresponding human limb and do not place an opponent at a disadvantage.

The revised list of illegal equipment, which “shall always be declared illegal” no longer includes “artificial hand, arm or leg.” This is not to imply an artificial prosthesis could not be declared illegal, but it does set up a procedure which is, in the opinion of rules administrative body, no more dangerous to players than the corresponding human limb, nor places an opponent at a disadvantage. The “rules administering official” is the state high school association, or representatives designated by the state association.

Each case must be handled on an individual basis. It is required that opinions be sought from representatives of the medical profession as well as someone with knowledge of the rule and their purpose and philosophy. After consulting with representatives of the medical profession who specialize in working with juvenile amputees, the following criteria is required as a guideline to follow in determining the legality and suitability of wearing an artificial prosthesis.

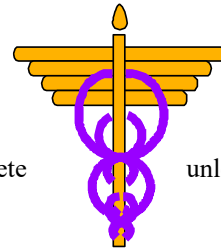
- a. Metal hinges restricted to the lateral and medial surfaces and covered with material (similar to that required on approved knee braces).
- b. Prosthesis, including metal in front of the knee, must be covered with at least ½ inch of closed-cell slow recovery rubber or other material of the same minimum thickness and having similar physical properties.
- c. Approval of an orthopedic surgeon, or physician associated with a juvenile amputee clinic is required.
- d. A copy of the approval of the orthopedic surgeon, along with a photo of the artificial prosthesis shall be forwarded to the AIA office for final approval.
- e. Retain a copy for the school of the orthopedic surgeon’s approval, along with AIA approval. These would be made available to game officials when requested.

SECTION 19

MEDICAL ISSUES

Each rulebook addresses how officials are to respond and react to bleeding on the court, or any injury issue or incident. It is imperative that sports officials follow the guidelines exactly as written.

- Sports officials are not to give medical advice or apply any treatment to any injured athlete they are a trained medic or medical doctor. unless
- The safety and well-being of our student athletes is of the utmost importance when an injury incident occurs. Do not attempt to rush an injured athlete off the playing surface for the sake of time or completion of the contest.
- Familiarize yourself with the rules regarding bleeding players for the sports you officiate, and make sure all participants adhere to them and that you enforce them.
- In a catastrophic injury situation, stop play **IMMEDIATELY** to seek medical attention for the athlete.





SECTION 20

SCHOOL RESPONSIBILITIES TO OFFICIALS

Quality officiating will make any athletic contest run smoothly, and will provide a positive experience for players, coaches, and fans. As part of the educational process, officials create an environment where the participants are required to follow the established rules of the sport, and face consequences for failure to adhere to them.



The individuals that provide this service to member schools work the games and contests because of their love of the sport, the enjoyment received from being part of the high school athletic experience, and their commitment and dedication to being a part of working with student athletes.

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

Fine officiating and good game management often go unnoticed, but together the officials and athletic department can make the competitive aspect of the game a positive one. Hopefully, the suggestions that follow will help show the necessary respect, appreciation, and preparation needed prior to an official coming to your school.

20.1: SCHOOL RESPONSIBILITIES TO OFFICIALS

20.1.1 PRIOR TO THE CONTEST

- Hire competent and well-trained scorers and timers
- Confirm assignment with crew chief prior to game day
- Make sure that playing area conforms to National Federation guidelines

20.1.2 UPON ARRIVAL AT THE CONTEST

- Have a host assigned to meet the officials as they arrive. The host should do the following:
 - Provide a reserved parking place near the dressing area
 - Meet officials and escort them to the dressing area
 - Have refreshments available for half-time and post-game
 - Ask for any additional needs
 - Introduce the officials to game management.
 - Get the proper pronunciation of officials' names for the P.A. announcer
 - Mark the officials for payment to be paid through ARBITERPAY and update the contest
- Provide the officials with the name of the adult supervisor for that contest and where they can be found in the event a challenging situation should occur
- The Athletic Director should discuss with the officials any special events, conference rules, National Anthem, etc. that would affect the game
- Make officials aware of the location of the trainer or paramedics during the contest
- Go the extra mile to make sure that the officials feel welcome on your campus, and that they will be playing a vital role in the management of the contest

20.1.3 DURING THE CONTEST

- Insist coaches display good sportsmanship and are proper examples for your players and fans
- Have your announcer, cheerleader, or team member read a sportsmanship statement. Your P.A. announcer and table personnel are to remain unbiased during the contest
- Make sure an event supervisor on scene understands the responsibilities pertinent to that contest
- Make sure crowd control personnel are in place and visible
- Continually observe and monitor crowd behavior



- Work with and assist the officials during the game regarding crowd control
- Maintain the playing area during half-time
- Escort the officials back to the dressing room at half-time and do not allow any visitors
- Home management **MUST** handle fan misbehavior and unsportsmanlike outbursts

20.1.4 AFTER THE CONTEST

- Escort the officials safely back to the dressing area
- **DO NOT** allow unauthorized persons in the dressing room after the game
- Have refreshments available
- Provide hot shower and towels – if possible
 - Be sure to thank the officials for their time and effort, regardless of the outcome of the game
- Diffuse and control any volatile situation that might be directed towards the officials
- Escort officials to their car if that security is warranted

20.2: OFFICIALS CONTRACTS

20.2.1 Ten (10) school days or more

1. When a change of contract can be handled through email or by phone with enough time to notify the officials, the change form should be sent to the State Commissioner's Office with a copy to the Area Commissioners. The Area Commissioners will make any changes.
2. Ten school days will be predicated on when the change form is received in the state office.

20.2.2 Ten (10) School Days or Less

1. If a change of contract cannot be handled by email or by phone, schools are responsible for notifying the officials of any changes in the original contract. **FOLLOW UP WITH A PHONE CONFIRMATION.**
2. Changes of contracts are to be submitted to the State Commissioners' Office, with a **copy to the Area Commissioners.**
3. Indicate on the change form if the officials have been notified of the changes.

20.2.3 Buy-Out Provision

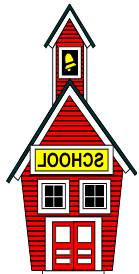
In very rare cases, by approval of the State Commissioner, schools may buy out officials from a regular season contest. **THIS IN NO WAY IS TO BE INTERPRETED AS A BLACKBALL OF OFFICIALS, AND WILL BE USED IN VERY RARE CASES.**

20.3: NOTIFYING OFFICIALS

20.3.1 Cancellation Procedures

1. A school is responsible for notifying the assigned official(s) if a contest has been cancelled. If the official is not notified in ample time, the school will be obligated to pay the scheduled fee and mileage. Any extenuating cases may be submitted to the State Commissioner for final decision.
2. If the contest is cancelled because of rain, call the officials immediately. If you cannot reach them at the phone number on the assignment portal, another phone number may be obtained by contacting the Area Commissioner or State Commissioner's Office.

20.3.2 Rescheduling a Rain-out or Cancelled Contest





1. Contact the officials who were assigned the original contest.
2. Contact your Area Commissioner to reschedule.
3. Reschedule baseball and softball contest **ONLY AFTER CONFIRMING WITH YOUR AREA COMMISSIONER THAT THE DATE IS AVAILABLE.**

20.4: FEES



Schools shall not be permitted to negotiate fees or mileage, **EXCEPT** for Invitational Tournaments, where the host school shall be allowed to negotiate with their Area Commissioner. The negotiation is to be fair, and may or may not involve mileage, depending upon the tournament locale and distances traveled. The procedure is discussed under the Tournament Fee section of this handbook (Section 10.4.3).

20.5: NON-REGISTERED OFFICIALS

In more remote localities in the state where it may be virtually impossible to secure AIA officials at all times, schools acting through the Area Commissioners may seek temporary permission from the State Commissioner to use non-registered officials. However, whenever it is deemed reasonably possible for schools to secure AIA officials, the State Commissioner may be expected to refuse permission.

20.6: CONTEST MANAGEMENT

A contest Site Director shall be appointed for each contest, and their duties shall be, but not limited to the items listed in Section 20.1 as it relates to officials.

- Establish pre-game lines of communication that provide knowledge of dressing facility locations, time of access, and verification of pre-game meetings and contest times.
- Arrange for officials to be met and provided access to dressing facilities at prescribed times. It is recommended that officials arrive as a group.
- Provide adequate crowd control throughout the contest. Ensure that only authorized personnel be permitted in the playing areas.
- Provide for officials to be escorted from the area of play to the dressing facilities or meeting site at half-time and at the conclusion of the contest. Coaches and media are not permitted in the officials' dressing facilities.



SECTION 21

OFF CAMPUS SPORTS FACILITIES

All “OFF CAMPUS” site locations and directions are available online by going to www.aiaonline.org , selecting “Officials” from the menu, and then “Forms” from the drop-down menu. On that drop down, select “Venue”. Official’s assignment page will also have a link for directions.



SECTION 22

AIA OFFICIATING DEPARTMENT PRINCIPLES

22.1 OUR PHILOSOPHY

AS OFFICIALS, WE STAND ALONGSIDE OUR MEMBER SCHOOLS AND THE COACHES, AS PARTNERS ON THE SAME SIDE, WORKING IN CONCERT WITH THEM TO PROVIDE A POSITIVE ATHLETIC EXPERIENCE.

This philosophy of the AIA Officiating Department is in harmony with Our Purpose, Our Theme, and Our Mission, along with the AIA Mission Statement. These components encompass a belief that, by working together with coaches and schools, we can impact the high school sports experience in a positive way.

WE BELIEVE:

- That interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship, and promote the development of good character and other important life skills
- That by setting high standards of excellence for our own performance on the athletic stage, we can model the same pillars of character that we ask coaches to model.

22.2 OUR PURPOSE

THE PURPOSE OF THE AIA OFFICIALS PROGRAM AND DEPARTMENT IS TO ADVANCE THE BEST INTERESTS OF INTERSCHOLASTIC COMPETITION

We accomplish our purpose through:

- Aiding officials, coaches, and players in acquiring thorough knowledge of playing rules in all sports.
- Encouraging observance of the spirit and letter of playing rules and ethical codes on all occasions.
- Encouraging and assisting interested men and women to become qualified officials.
- Establishing a classification of officials according to qualifications and experience.
- Fostering the spirit of sportsmanship and fair play.



22.3 OUR THEME

OFFICIALS ARE TO WALK WORTHY IN THE UNIFORM

- By following the Code of Ethics, being professional, having the utmost integrity, and possessing an individual quest for excellence in preparation and performance.
- By being a positive part of the officiating community, sharing and growing together for the betterment of officiating and the game.
- By being a part of the educational process, assisting in the education of student athletes through positive enforcement of sportsmanship guidelines, enforcing rules in a consistent manner, and working with our member schools to enhance the athletic experience.

22.4 OUR MISSION

TO PROVIDE TO OUR MEMBER SCHOOLS THE HIGHEST QUALITY OFFICIATING POSSIBLE WITH INDIVIDUALS THAT ARE PROPERLY PREPARED AND TRAINED

Officials are expected to attend classes, camps, or any other type of educational opportunity to improve their skills.

Officials are expected to stay abreast of rules and rule changes for the sport they officiate.



SECTION 23

ADA COMPLIANCE NOTICE

23.1 ADA NOTICE

It is the policy of the Arizona Interscholastic Association not to discriminate on the basis of disability in admission to, access to, or operation of its programs, services and activities, or in its hiring and employment practices.

Persons with a disability may request a reasonable accommodation, such as sign language interpreter, by making a request to the office staff. Requests should be made as early as possible to allow time to arrange the accommodation.

23.2 AIA ADA COMPLIANCE OFFICER

Questions, concerns, complaints, or requests for additional information may be forwarded to the AIA ADA Compliance officer:

Dr. Jim Dean
AIA Executive Director
Arizona Interscholastic Association, Inc.
7007 North 18th Street
Phoenix, Arizona, 85020
602-385-3810



SECTION 24

ADDENDUM: SPORTS MECHANICS

BASEBALL MECHANICS

The mechanics and rotations used will be outlined below and may or may not follow NFHS Umpires manual. These mechanics and rotations will be an addendum to the Umpires Manual and are adopted by AIA for use by all AIA umpires. **UIC** will be the plate umpire and **U1** will be the base umpire. **Overview:**

- A) There will be four basic rotations 3 scenarios for each rotation including when an umpire goes out on the play.
- B) U1 will go out on all trouble balls when in position A. Trouble balls will be converging fielders, ball challenging a wall, ball challenging a foul line, a potential catch made below the waist.
 - i. An umpire on the inside of the diamond will NOT go out on (cross the dirt infield) on any catch / no-catch.
 - ii. U1 will only go out from position A when trouble ball is hit to the right fielder or to the center fielder straight in or straight back. If center fielder's chest is facing U1 then his responsibility.
- C) U1 will have all responsibilities (except for touches at 3rd) for 1st, 2nd, 3rd, base when a batted ball stays on the infield or is played by an infielder (unless U1 has gone out for trouble ball)

Basic Responsibilities:

- A) **Fair / Foul-** UIC has all responsibilities to the bag, and IF no umpire on the line, past the bag. An umpire on a foul line has the ball once past the bag.
- B) **Overthrows-** the UIC will have responsibility on all overthrows going towards dead ball territory with one exception. The exception is when U1 goes out on trouble ball and then assumes home plate responsibility if batter runner advances past 3rd base.
- C) **Touch / No Touch, Obstruction-** the umpire who has the responsibility to make any out / safe call on any runner at any base ALSO has the responsibility of whether that runner touched the base, left early or was obstructed.
*This serves to outline responsibilities; however, each umpire should try and gather as much information as possible so they may give help if asked.
- D) **Catch / No Catch-** see NFHS Umpires Manual for all catches on the infield. Outfield catch/no catch responsibility will be covered by addendums "Outfield #1, & #2".
- E) **Umpire Signals-** see NFHS Umpires Manual

Umpire Rotations:

1) No Runners on Base: Starting Positions: U1- A position, UIC- Plate

-Batted Ball stays in the infield UIC- clears the catcher and moves to the 1st base 45-foot line, straddling foul line. Rule on runner's lane violation. Move off the foul line, towards dead ball territory, on all overthrows. **U1** -moves into normal position for play at 1st base using degree angle theory. Ready to move inside should runner try and advance (overthrows etc.)

-Clean Base Hit to Outfield UIC- clears catcher and comes out from behind home plate, remaining in dirt circle area. **U1**- moves inside and has all responsibilities at 1st, 2nd, & 3rd base.

-Fly Ball to Outfield (trouble ball) UIC- Clears catcher and reads U1's actions. Move out towards 1st base side of pitcher's circle watching ball and glancing at runners. Has all responsibilities for batter/runner into 3rd base. **U1**- reads trouble ball and goes out, rules on fair/foul and catch/no catch. Once batter/runner has committed to 3rd, U1 should be rotating home for possible play at plate.

Runner at 1st Base Only (1st to 3rd rotation in effect): Starting Position: U1- "B" position.

-Batted Ball stays on the infield, double play potential: UIC- clears the catcher and moves initially towards 3rd base (until reading that the ball is being played by infielder) observing the play at 2nd base and works back to first base line extended for play at 1st base. This movement should occur on the foul side of 3rd base line. **U1**- moves into position for play at 2nd base (responsible for force play slide rule infraction) then pivots and takes read steps for play at 1st base. U1 stays with play at 2nd base until the throw to first is made. U1 will pivot towards first base with their head & eyes still facing the play at 2nd base, only releasing their eyes to 1st once the throw has been made. U1 has all coverage at 1st, 2nd, and 3rd if the batted ball stays on the infield.

-Clean Base Hit to Outfield UIC- rotates towards 3rd base into "Library", communicating to U1 that "I've got 3rd if he comes". If play (ball & runner) develops, move inside (grass cutout) for play. If no play (ball & runner) then remain outside in "Library". UIC has all plays at home plate should they develop. **U1**- has all responsibilities at 1st and 2nd base for all runners, watching ball and glancing at runners. Once UIC has committed to coverage of 3rd base, U1 should move towards 1st base (1st base side of working area) for any potential play at 1st or 2nd base. ***Please note that if ball is hit into outfield gap and no realistic play at 3rd exists then rotation is off and U1 has all plays on all runners except at home plate. UIC shall communicate to U1 that "I'm staying home".



-Fly ball to the Outfield

UIC- clears the catcher and reads the fly ball catch/no catch responsibility. UIC has catch/no catch if the left or right fielder moves toward the foul line (see Outfield addendum). The rotation is **ON** if the ball is dropped and a potential play at 3rd base, by R1 exists. The rotation is **OFF** if the batted ball is caught. If UIC is covering official in right field, they will communicate to U1 that "I'm on the line". This communicates fly ball responsibility as well that the 1st to 3rd rotation is **OFF**. If the UIC is the covering official in left field they will communicate "I've got the ball" telling U1 that they have the catch/no catch and that the rotation is still potentially **ON** (depending if there is a potential play at 3rd). If UIC does not have catch/no catch responsibility the rotation is potentially on if the ball is not caught. Remember no rotation is necessary if the ball is in the gap and no realistic play at third is possible or if the ball is caught and the runner retreats. **U1-** has fly ball responsibility if the ball stays inside the "V" (see Outfield addendum). U1 also has tag up responsibility at 1st base, and ALL plays at 1st, 2nd and possibly 3rd base. U1 will move into "the working area" and watch baseball and glance at runners, ALWAYS keeping chest to ball. If the ball is not caught then U1 will be ready for rotation of UIC up to 3rd. If the ball is caught U1 will work back to 1st base with the retreating runner.

Runners at 1st and 3rd Bases (1st to 3rd rotation in effect): Starting Positions: U1- "B" position

-Batted Ball Stays on Infield *Same as runner on 1st only except **UIC** remains at home plate for potential play by R3 coming home.

-Clean Base Hit to Outfield *Same as runner on 1st only with exception of **UIC** also has to watch the touch of home plate by R3.

-Fly Ball to Outfield *No rotation, **UIC** must remain at home to view tag-up and for potential play at plate.

Runners at 1st and 2nd Base: Starting Position: U1- "C" position.

-Batted Ball Stays on Infield **UIC-** clears catcher and observes playing action. Remain in the dirt circle area of home plate. **U1-** takes all plays at 1st, 2nd, 3rd base and all touches at 1st & 2nd base.

-Clean Base Hit to Outfield **UIC-** all touches at 3rd base and all plays at the plate. U1- has all plays at 1st, 2nd, 3rd base. All touches at 1st and 2nd base. –

Fly Ball to Outfield: runners tagging (double tag rotation) **UIC- rotates to 3rd base extended (Library) for first play at 3rd base. If play (ball & runner) develops move inside to the grass cutout area for play. Rotate home if R2 advances past 3rd base, staying inside (fair territory). **U1-** has tag up at 1st base and 2nd base. U1 has all touches at 1st and 2nd base as well as R1 into 3rd base.

*Please note that in the event that the outfielder does not make the catch, the rotation is off and U1 has all runners at 1st, 2nd, 3rd.

**If UIC has catch/no catch responsibilities (outside the "V") in right field then they communicate that "I'm on the line" which cancels the rotation.

Runner at 2nd Base Only (NO ROTATIONS) Starting Positions: U1- "C" position. *U1 has tag-up at 2nd base and all runners at 1st, 2nd, 3rd base. *UIC has all touches at 3rd base. *Catch/ No catch responsibilities are determined by the "V"

Runners at 2nd & 3rd Base (NO ROTATIONS) Starting Positions: U1- "C" position. *U1 has tag-up at 2nd base, all touches at 1st and 2nd base, and all runners at 1st, 2nd, 3rd base. *UIC has tag up at 3rd and all touches at 3rd. *Catch/ No catch responsibilities are determined by the "V" **Runners at 3rd Base Only (NO ROTATIONS)** Starting Positions: U1- "C" position.

*U1 has touches at 1st and 2nd base and all runners at 1st, 2nd, 3rd base. *UIC has tag up and all touches at 3rd base. *Catch/ No catch responsibilities are determined by the "V"

Bases Loaded (NO ROTATIONS) Starting Positions: U1- "C" position. *U1 has tag-up at 1st & 2nd base and all runners at 1st, 2nd, 3rd base. *UIC has tag up at 3rd base and all touches at 3rd base. *Catch/ No catch responsibilities are determined by the "V"

Basketball Mechanics

GAME OFFICIATING PROCEDURES

PREGAME

1. Good pre-game conference
2. Referee must be determined or assigned
3. Enter court together professionally
4. Properly greet coaches and table crew – 2 min.
5. Observe warm-ups from the proper spot (approximately 28 feet from end line) R-visitors U-home for two-person games. R at division line, U1 with visitors and U2 with home team.
6. Prearrange captains' conference time - then make it short – 8 min.
7. Referee checks scorebook while umpire(s) observes both teams at 10 min.



BETWEEN QUARTERS

1. **R** - Backcourt low block with ball
2. **U** - Front court block
3. 3-person – R at division line opposite the table with the ball, U1 and U2 on low blocks.

HALF TIME



1. Officials remain in center circle until coaches leave the court (3/4 Away from table)
2. Remind the scorer to switch arrow
3. Leave the game ball
4. Take jackets with you
5. Check with scorers for accuracy of book
6. Arrange for 3-minute notification

TIMEOUT

1. Calling official moves to reporting area
2. Give color and number of requesting player (or coach) to table (indicate 30 or 60 T-O)
3. Do NOT switch with partner(s)
4. 60 seconds on low block - signal 1st horn – do not go into the huddle
5. 30 seconds at top of 3 pt. arc
6. Blow whistle prior to handing or bouncing ball to inbounds thrower at conclusion of timeout

TECHNICAL FOUL

1. Clearly report the technical to the scorer and advise the scorer if it is also to be charged to the head coach
2. Leave the area of the scorer's table quickly once the information is clearly given
3. Switch with partner(s)
4. New L official administer the free throws as he/she would any other free throw situation. Keep the other nine players outside the division line.
5. New T moves to position of best supervision
6. Following all free throws, Trail official administers the throw-in from the division line opposite the scoring table

INTENTIONAL FOUL

1. Use the correct signal to indicate an intentional foul (**Crossed Arms Above Head**)
2. Report the foul clearly to the table
3. Switch with partner to administer free throws
4. Keep the other 9 players outside the division line.
5. New T moves to position of best supervision with good field of vision
6. After all free throws are completed; the ball is inbounded at the spot closest to where the foul occurred
7. The throw-in is administered by the official who is responsible for that line

INJURY TIMEOUT

1. Don't touch an injured player or administer aid
2. Allow coaches and medical people ample time to attend to the player
3. Once the coach is completely finished attending to the injured player, allow 15 seconds (instruct timers) to replace the player
4. Administering official blows the whistle to indicate that play is about to begin

FOUL OUT

1. Calling official informs partner(s) of 5th foul and reports the foul
2. Non-calling official informs coach of 5th foul
3. Instruct the timer (15 second clock) and notify player
4. Player becomes "bench personnel" when coach is notified
5. Ensure that the incoming substitute is replacing the disqualified player
6. Inbound the ball or shoot free throws after switching positions with your partner

TOSS AND MOVEMENT

Referee

- a. Check partner(s)
- b. Check captains
- c. Blow whistle
- d. Eye contact with both jumpers
- e. Toss ---quick---straight---high--- w/o whistle in mouth - stay in circle until players clear
- f. Allow players to clear
- g. If back tap – make eye contact with partner to determine lead or trail

Umpire (1)

- a. Check table for readiness
- b. Hand in air for chop and indication of readiness
- c. Observe toss and non-jumpers
- d. Chop in clock after legal tap



- e. Move in direction of ball
- f. Continue to become the lead or, if the tap was a back-tap, establish eye contact with partner to determine if umpire should become trail

BASIC LEAD

1. Depth - 3 to 6 feet or 1 to 2 steps from end line, open "V" to create better viewing angles
2. Open up parameters (3-point arc line to far lane line)
3. Avoid standing still - move when necessary to create a better angle
4. Avoid getting caught between the lane lines
5. Look off the ball when appropriate
6. Get to ball side (opposite lane line) when appropriate
7. Don't watch the flight of the ball on field goal attempts

BASIC TRAIL

1. Move around the arc - from free throw line extended to the middle of the court, outside the arc
2. Seldom, if ever, should the trail be inside the arc
3. Penetrate toward the end line on shot, around the arc
4. Move to center of court to cover the 3-point shot and defensive pressure on opposite side of court
5. Look off the ball when appropriate
6. Know the status of all shots
7. Do not signal 2-point goal or successful free throw

BACKCOURT PRESS COVERAGE

1. New trail needs to analyze amount of pressure
2. Stay behind double and triple teams
3. Move to the center of the court when necessary to cover opposite side of court
4. Don't get ahead of the play
5. Get an angle looking through the play



LEAD TO TRAIL

1. Seldom sprint
2. Be ready for turnover, as you move up court
3. Know which one-third of the court to be in
4. Stay out of bounds on end line when pressure exists prior to inbounds pass

TRAIL TO LEAD

1. Be ready to sprint to end line when necessary (fast break)
2. Always look over inside shoulder
3. Cut down the angle to the basket if necessary to beat the play up court
4. Help partner if pressure is in the back court

VIOLATION CALL

1. Open hand, palm outward, straight up with simultaneous whistle
2. Signal the violation
3. State the color of the team to inbound the ball
4. Point the direction, open palm (four fingers) while keeping eye contact with players
5. Point to OB spot
6. Move quickly to new position

OUT OF BOUNDS CALL

ARM UP ON ALL OUT OF BOUNDS CALLS TO STOP THE CLOCK

1. Trail responsible for near sideline, division line, and all lines in backcourt.
2. Lead has end line and other side line.
3. Three-part signal: hand straight up, arm down, same arm points with arm parallel to floor (palm perpendicular to floor, fingers together), verbalize color of team.
4. When unsure of call, official looks to partner for verbal and visual signal.
5. Inbounding:

Rule 1: If ball is to remain in front court, ball is inbounded by the official that is responsible for that sideline call.

REVIEW 218 IN NFHS OFFICIALS MANUAL



Rule 2: If ball is going opposite, the new trail will inbound the ball on all three lines

BASIC: Once anything occurs in the backcourt to turn the ball over (Violation or O/B), this then becomes the frontcourt and the throw in is handled by the official at that line as per any frontcourt throw in.

THREE POINT ATTEMPT

1. Trail has primary coverage for three-quarters of the arc
2. Lead has primary coverage for the other one-quarter of the arc (free throw line extended to end line)
3. If the shot is successful give touchdown signal. Lead does not mirror trail touchdown signal
4. If a mistake has been made, blow whistle immediately and inform partner who will change the call
5. Mirror by trail official only, when lead signals successful three point try

FOUL CALL

CALLING AND NON-CALLING OFFICIALS: DO NOT WALK THROUGH THE KEY AND THE PLAYERS

At Player

- a. Whistle and fist in air simultaneously
- b. Move toward player if appropriate
- c. Optional - "bird dog" - if clarification needed
- d. Verbally and visually give color and number, and preliminary signal
- e. If appropriate give good goal or no goal signal first -never "on the floor"
- f. Indicate out of bounds spot for partner and players

At Table

- a. Jog to the reporting area
- b. Come to a complete stop
- c. If appropriate give good goal or no goal signal first
- d. Communicate four relevant pieces of information slowly
 - Color
 - Number (using both hands)
 - Foul signal (what they did)
 - What we are going to do with the ball (number of shots or inbounds spot)
- e. Jog to new position

Freeze

- a. non-calling official(s) initially freezes body
 - Observe reaction of players and prevent any possible altercations
 - Mentally note the number of the player that was fouled
- b. continue to observe all 10 players while walking to new position around the players
- c. as partner finishes reporting to the scorer's table, jog to your new position while retrieving ball

SIGNALS

ONLY USE SIGNALS APPROVED IN THE NFHS OFFICIALS' MECHANICS MANUAL

FREE THROW

Lead Official

1. Check for correct players in first lane spaces with ball in hand
2. Indicate number of free throws
3. Bounce the ball to the shooter
4. Back out to a spot out of bounds and at least 4 feet from the lane and end lines and visually indicate # of shots to table
5. Observe opposite lane line plus first lane space tableside for possible violations
6. If free throw is to be followed by another, catch the ball, indicate how many shots remain, bounce ball to player.
7. If the final free throw is successful, put arm in air to chop time in
8. Analyze the "new" defense. If they remain in the backcourt to press stay out of bounds, ready to move to whichever side of court is necessary



Trail Official

1. Check first lane spaces
2. Visually indicate the number of free throws to partner



3. Without turning back on players, back out to a position halfway between sideline and lane line out of vision of shooter
4. Start 10 second count
5. Observe free throw shooter and top three lane spaces tableside
6. If the shot is to be rebounded put hand in the air to chop time in upon release of shot

SHOT CLOCK

The AIA has adopted the use of a 35-second shot clock.

SHOT CLOCK DISPLAYS

1. A shot clock is one of the two official visible timepieces – one at each end of the court.
2. The shot clocks shall be recessed and mounted on the backboard supports behind each backboard.
3. LED lights located around the shot clock may be used, but the lights shall only be activated for a shot clock violation.
4. Nothing shall be attached to the mounting mechanisms of the shot clock that affects the visibility of the shot clock.

GAME AND TABLE OFFICIALS

A shot clock operator will be located at the scorer's and timer's table. It is recommended that the timer and shot clock operator be seated next to each other

OFFICIALS' GENERAL DUTIES

1. Use the shot clock to administer the 10-second backcourt count (9-8) Use a silent, visible 10-second count when there is no shot clock visible.
2. To indicate a shot clock violation, the official will give the stop clock signal followed by the tapping of the head and give a directional signal.
3. To indicate a shot clock reset, the official will use a rolling motion of a pointed index finger above the head.

THE SHOT CLOCK OPERATOR SHALL:

1. Use a 35-second shot clock in accordance with Rule 2-14.
2. Use the shot clock the entire game, including extra periods, except when there is less time remaining on the game clock than on the shot clock or in cases where 5-5-3. NOTE (Mercy Rule) has been implemented. In these cases, the shot clock shall be turned off.
3. Control a separate timing device with a horn that shall have a sound that is distinct and different from that of the game clock horn.
4. The shot clock will be turned off in the case of failure or lack of availability of the electronic clocks.
5. Start the shot clock when:
 - a. A player inbounds legally touches or is touched by the ball on a throw-in; or
 - b. A team initially gains control after a jump ball or unsuccessful try for goal; or
 - c. Control of a loose ball is gained after a jump ball; or
 - d. Unsuccessful try for goal.
6. Stop the timing device and reset to full :35 second amount:
 - a. When team control is again established after the team loses possession of the ball. **NOTE:** The mere touching of the ball by an opponent does not start a new shot clock period with the same team remains in control of the ball.



- b. When any of the following occurs:
 - i. A single personal foul.
 - ii. A single technical foul assessed to the defensive team.
 - iii. During team control, a defensive player causes a held ball, and the alternating-possession arrow favors the defensive team.
 - iv. When a try for goal strikes the ring or flange and then possession is gained by either team.
 - v. When a violation occurs.
 - vi. After a held ball occurs during a throw-in, and the alternating possession arrow favors the team that did not make the throw-in.
 - vii. After a held ball occurs during after an unsuccessful try that does not contact the ring or flange, and the alternating-possession arrow favors the non-shooting team.
 - viii. After the ball goes out of bounds and was last touched simultaneously by two opponents, both of whom are either inbounds or out of bounds or when there is doubt as to who last touched the ball and the possession arrow favors the defensive team.
 - ix. When there is an inadvertent whistle and there is no player or team control at the time of the whistle.
- 7. Stop the timing device and continue time without a reset when play begins under the following circumstances:
 - a. The ball is deflected out of bounds by a defensive player.
 - b. A player is injured or loses a contact lens.
 - c. A charged time-out has concluded.
 - d. During team control as defined in Rule 4-12-1, a defensive player causes a held ball, and the alternating-possession arrow favors the offensive team.
 - e. After any double personal or technical fouls or simultaneous personal or technical fouls when there is team control unless the penalty for the foul results in a change of possession.
 - f. After an inadvertent whistle when there is team control.
 - g. After any technical foul(s) is assessed to a team in control of the ball, or to the team entitled to the ball before it is at the disposal of the thrower-in, or to bench personnel.
 - h. After a held ball occurs during a throw-in, and the alternating-possession arrow favors the team that made the throw-in.
 - i. After a held ball occurs during an unsuccessful try that does not contact the ring or flange, and the alternating possession arrow favors the shooting team.
 - j. After the ball goes out of bounds and was last touched simultaneously by two opponents, both of whom are either inbounds or out of bounds or when there is doubt as to who last touched the ball and the possession arrow favors the offensive team. **NOTE:** The offensive team, upon regaining possession of the ball for the throw-in, shall have the unexpired time on the shot clock to attempt a try.
- 8. Sound the shot clock horn at the expiration of the shot clock period. This shot clock horn shall not stop play unless recognized by an official's whistle. When the shot clock indicates zeroes, the shot clock time has expired.
- 9. Turn off the shot clock when a reset situation occurs, and the game clock shows less time than that of a shot clock period.



10. Allow the timing device to continue during loose-ball situations when the offense retains control or when a field goal try is attempted at the wrong basket or when a field goal try has failed to hit the rim or flange.

11. Allow the game officials to make the final decision when there is doubt as to whether a score was made within the shot clock period or whether a try for goal contacted the ring or flange.

TIMING ERRORS

1. The game officials shall make the final decision when there is doubt as to whether a score was made within the shot clock period or whether a try for goal contacted the ring or flange.

When an obvious mistake by the shot clock operator has occurred in failing to start, stop, set, or reset the shot clock, or when a shot clock has malfunctioned, the mistake or the malfunctioning problem may be corrected in the shot clock period in which it occurred only when the official has definite information relative to the mistake or malfunctioning problem and the time involved.

SHOT CLOCK VIOLATION

1. A shot clock period is the period beginning when the ball is legally touched on a throw-in or when team control is established or re-established after loss of team control and the shot clock is properly started. The shot clock period ends when the shot clock is properly started for the next shot clock period.

2. A shot clock try for field goal is defined as the ball having left the shooter's hand(s) before the sounding of the shot clock horn and then striking the ring or flange or entering the basket.

3. The team in control must attempt a try for a field goal, within the 35-second shot clock period.

4. It is a violation when a try for field goal does not leave the shooter's hand before the expiration of the allotted shot clock time (as indicated by the sounding of the shot clock horn) or when it does leave the shooter's hand before the expiration of the allotted shot clock time and the try does not subsequently strike the ring or flange or enter the basket.