

## CRITERIA TO OBTAIN "CERTIFIED" STATUS

1. The officials associations shall adopt a constitution and by-laws and provide a current typed copy to the MSHSAA Office that includes the following areas:
  - A. Name of Association
  - B. Purposes of Association
  - C. Membership, Dues, Qualification for Membership
  - D. Officers and Duties, Election Procedure
  - E. Meeting Process, Meeting Excuse Procedure
  - F. Amending Constitution and By-Laws
  - G. Financial Accounting Process (checks and balances)
  - H. Officials Code of Conduct and Ethics
  - I. Discipline Procedure of Members
  - J. Official Assignment Procedure
2. The officials associations shall have a minimum number of members of 10 per sport (with roster provided to the MSHSAA). Exceptions to the minimum requirement for membership may be considered and relief granted by the MSHSAA when the requests are made in writing to the MSHSAA. The written request must document undue hardship.
3. The local association shall have an MSHSAA certified officials training faculty as a member of the association.
4. If the local association assigns officials for any interscholastic contest(s) for an MSHSAA member school(s), the assignments shall be made by an MSHSAA certified assignor(s). To be an MSHSAA certified assignor, he/she must complete an MSHSAA assignor certification course.
5. The local association shall offer annually (per sport) the following training requirement (in addition to current MSHSAA provided required meetings)
  - A. Three hours of new official training
  - B. Two hours of mechanics instruction for all association members
  - C. A minimum of two (at least one and one-half hours each) education meetings (some topics may be provided by MSHSAA)
  - D. One meeting when the NFHS part II test shall be administered as a closed book or open book examination.
6. At the conclusion of each sports season (fall, winter, and spring) the local association shall provide a written report to the MSHSAA Office including the following items by sport by the indicated deadlines:
  - A. Number of members in the association by sport
  - B. Number of members in the association attending the various association training meetings referred to in number 5
  - C. Number of new association members by sport (including what influenced them to become an official)
  - D. Number of previous year association members who are no longer members (including the reasons they are no longer officiating in Missouri)

**Note: Baseball, Softball, and Soccer officials associations that work with officials in both the fall and spring shall file the written report by the spring deadline. Report deadlines fall – December 1; winter – April 1; spring – June 1**
7. The local association shall provide to the MSHSAA the following information by April 1st each year for the next school year:
  - A. List of local association officers
  - B. Designated receiver of MSHSAA mailings
  - C. Local association training meeting schedule (including time, location, and training requirement)