

Pennsylvania Interscholastic Athletic Association, Inc.

# 2018-19 Officials Bulletin I



## PIAA Officials' Staff:

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# AUGUST 2017

## ID CARDS

NEW for the 2018-19 school year, ID Cards are available ONLINE! Beginning Friday, August 3, officials can log in to their account on the PIAA website to obtain their ID Card for the 2018-19 school year. ID Cards will no longer be sent via US Mail. You will need to print a copy of your ID Card to have with you while officiating contests. You also have the option to show your ID Card to schools right from your mobile device!

The new, online version of the ID Card will still list the dates your clearances expire. As you update your clearances, a new ID Card can be obtained by logging in to your account on the PIAA website and following the same steps as above.

## INTER-DISTRICT PLAYOFF FEES

Effective for the 2018-19 school year, contest fees for all team sports will be \$85, up to the Championship Game.

## KEEP YOUR INFORMATION UPDATED

Keeping your information updated with PIAA is vital for communication. Be sure to login to the PIAA website to update your information today!

The PIAA account center allows you to update your personal and organizational information to help the PIAA serve the athletic community in Pennsylvania. Click on a link below to perform tasks that pertain to your role in the athletic community.

## **ACCOUNT TOOLS**

Use the tools below to manage your profile and other information you can change.

### **Background Clearances**

Submit your required background clearances.

### **Find Chapter/Rules Meetings & Attendance Recorded**

Find regular chapter meetings and mandatory rules meetings. You may also view your recorded attendance here as well.

### **Make up Online Rules Interpretation Meeting**

Obtain a rules interpretation certificate if you missed the meeting.

### **My Sport Registration Exams**

Use test credits to take official registration exams

### **Online Convention Registration**

Register for the 2018 Officials Convention online.

### **Print Official's ID Card**

Download/Print your Officials's Identification Card

### **Register for a Sport**

Register and pay for online official exam

### **Submit Disqualification Form**

Submit a disqualification form from a recent athletic event.

### **Update Profile Information**

Update your personal information such as your name, e-mail address, contact information and password.

### **View Officials Directory**

Lookup officials in your area by sport or name to officiate your athletic events

### **View or Pay Official Registration Fees**

View how much is owed for the fees for the next season or pay your Registration Fees online.

### ONLINE REGISTRATION AND TESTING

Applicants are now able to submit their application online and pay with a credit card, or print out and mail in the form with payment.

- Application fee is \$30 per sport.
- Application fee provides you with two testing credits per sport. If you do not obtain a passing grade on your first attempt, you will have a second credit to take the exam again.
- After registering, you will receive a rule book and practice exam in the US Mail.

Testing for each sport is now completed online.

- 120 minutes allowed time to complete exam
- Must be done in one sitting—if you exit out of the exam it will be marked complete and you will use one credit.

For additional information on applying and testing online, please go to the PIAA website, click the patch on the bottom right of the main page or call the PIAA Office at 717-697-0374.

### PIAA SPORTSMANSHIP MESSAGE

*PIAA requires all registered sports' officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing contestants, teams, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. Let today's contest reflect mutual respect. Coaches please certify to the contest official(s) that your contestants are legally equipped and uniformed according to NFHS rules and PIAA adoptions. Good luck in today's contest.*

There have been some concerns addressed by the schools that some of our officials are not reading the PIAA Sportsmanship message prior to the contest. Officials are not to paraphrase, modify, or develop their own Sportsmanship Message to the captains and head coaches. For distribution purposes, this message is printed on the back of all PIAA registered sports officials' identification cards and is on the PIAA website under the Documents section of the Officials home page.

This message **MUST BE READ VERBATIM** by the contest officials. Coaches must certify to the contest officials their team is legally equipped and in compliance with NFHS Rules. The reading of this message will set the tone for the contest to be played in the spirit of good sportsmanship and have the coaches verbally confirm aloud their teams' adherence to compliance with equipment and safety rules. This confirmation is not only the adherence to contest rules, but also assists in alleviating the legal liability concerns for the officials if the teams subsequently violate the proper equipment provisions of the contest rules.

### OFFICIALS' FEES

Yearly PIAA registration fees:

- Up to January 15 - reduced fee of \$5 per sport (\$45 per sport)
- January 16 through March 2 - base fee of \$50 per sport
- March 3 through March 31 - add \$25 late fee
- After March 31 - add \$75 reinstatement fee

Invoices are sent in October of the prior school year you are paying for. Please make sure you address is updated on the PIAA website. Fees should be paid online.

To pay online, go to [www.piaa.org](http://www.piaa.org) and sign in with your access code. In the Account Center, click on View or Pay Officials Registration Fees.

## OFFICIALS' MEETING REQUIREMENTS and INFORMATION

Along with staying current with fees, an official needs to attend the required amount of meetings to maintain registration.

- 1 Rules Interpretation meeting - Each chapter will hold at least one rules interpretation meeting prior to the start of the sport season.
- Minimum of 6 chapter meetings - An official can get attendance credit for up to 3 chapter meetings prior to the first regular season contest date of that sport, but a total of at least 6 meetings must be attended.

If you attend a meeting at a chapter other than your home chapter, make sure that you sign in as a guest so you can obtain the credit.

To view the list of meeting schedules, follows these steps:

- ⇒ Go to [www.piaa.org](http://www.piaa.org) and click on the Officials tab
- ⇒ Click on Rules Interpretation and Chapter Meetings
- ⇒ Scroll down and click on your sport
- ⇒ Select your district
- ⇒ Uncheck the "Rules Meetings Only" box
- ⇒ Click on Search

If you are unable to attend the Rules Interpretation meeting at any of the chapters, you have the option to view the meeting online for \$50. This option is made available approximately 2 weeks after the LAST in-person Rules Interpretation meeting in the state is held. To access the online meeting, go to [www.piaa.org](http://www.piaa.org) and sign in with your access code. In the Account Center, click on "Makeup Online Rules Interpretation Meeting".

All registered officials have the option to check their chapter and rules meeting credits and to find meetings for their sport.

- ⇒ Go to [www.piaa.org](http://www.piaa.org)
- ⇒ Sign in with your access code (the first 4 letters of your last name in CAPS followed by the last 4 digits of your social security number)
- ⇒ In the Account Center under Account Tools, click on:  
FIND CHAPTER/RULES MEETINGS & ATTENDANCE RECORDED
- ⇒ Click VIEW beside your chapter meeting number to see the date and location of each meeting attended.

For each of your registered sports, you will see your meeting attendance credits for the current school year.

**\*\*\*\*Officials attending meetings, which are not at their home chapter, must make personal contact with the chapter secretary to ensure their attendance is properly recorded.\*\*\*\***



**2019 OFFICIALS' CONVENTION**  
**25th ANNIVERSARY**  
**AUGUST 9 & 10**  
**HILTON HARRISBURG**



**CHAPTER SECRETARY INFORMATION REMINDERS**

Below are some guidelines to help chapter secretaries within their role.

- Chapters are required to schedule a minimum of 8 chapter meetings (PIAA Officials Manual, Article IX: p. 17).
- Chapter meetings need to be scheduled under the following guidelines:
  - ◊ Fall sport meetings need to be held between July 1st and November 30th
  - ◊ Winter sport meetings need to be held between October 1st and March 31st
  - ◊ Spring sport meetings need to be held between February 1st and June 30th
- Attendance is to be entered online within one week following the meeting.
- Officials can now get credit for up to 3 chapter meetings before the first play date, but can only receive credit for 1 meeting per calendar day.
- The mandatory Rules Interpretation and chapter meeting CANNOT be held on the same date (PIAA Officials Manual, Article IX: p. 17).
- Attendance for the mandatory Rules Interpretation meeting and chapter meetings is now completed electronically. Paper copies of attendance forms are no longer accepted at the PIAA office.
- The End of Year chapter summary report (listing next years officers) is now available online - you will no longer receive a paper copy. To access this document, go to the PIAA website and sign in. Click on Manage Meetings and scroll down to the bottom. Click on "Download End of Year Chapter Summary" print it out, complete & forward to PIAA.
- It is EXTREMELY IMPORTANT to make sure you give meeting credit to visitors. If you are unsure how to do this please call our office.
- Voting for Officials Representatives will only be conducted electronically. No paper ballots will be accepted (PIAA Officials Manual, Article XIII: p. 19). Please encourage your membership to update their email address, and all contact information on the PIAA website.

**BACKGROUND CLEARANCE INFORMATION**

PA State Law requires ALL registered officials to have specific clearances completed within the past five years. These clearances need to be renewed every five years. Because PIAA-registered officials are independent contractors to schools whose Contests they officiate, the officials are required to comply with the requirements for background certifications as set forth in the Public School Code and the recent revisions to the Child Protective Services Law (adopted July 1, 2015).

**Question: Will I be notified when I need to obtain updated clearances?**

Answer: Yes. PIAA will send an email to every official whose clearances are reaching the expiration date. An email will be sent to that official 6 months prior to expiration, 3 months prior to expiration and 1 month prior to expiration. Upon receipt of the clearance documents, they need to be uploaded to the PIAA website. Also, on each official's ID card, the expiration date for each of the 3 clearances is listed.

**Question: If one of my clearances expires, am I still permitted to officiate?**

Answer: No! When any of your clearances expire, you are no longer 'active'. As soon as updated clearances are uploaded and approved, you will become 'active' and can resume officiating.

To find out additional information on the clearance process and what is required, visit the [PIAA website](#). On the main page, click on Officials and in the drop-down box click on Background Clearances Info. There you will find frequently asked questions and direct links to obtain these clearances. The Service Code for the FBI Fingerprint (Act 114) is **1KG6XN**.