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.

This handbook has been developed to provide you with information regarding requirements and regulations that impact our officials. Please take the time to read this manual thoroughly and familiarize yourself with the philosophies, policies and procedures contained herein.

You ARE a part of the educational experience of our student athletes, and your commitment and dedication to high school sports in Arizona is deeply appreciated.

Experience Excellence as an AIA High School Sports Official!!

Gary Whelchel
State Commissioner of Officials
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This 2015-2016 Officials Handbook contains numerous changes from the 2014-2015 edition, both in format and content. Changes include By-Law 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. 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 10.21 Pre-Game Protocol added to Handbook

ALL OFFICIALS MUST TAKE THE AIA ON-LINE CONCUSSION COURSE.

THIS COURSE IS AVAILABLE ONLINE AT: www.aiaonline.org
SECTION 1
AIA EXECUTIVE BOARD MEMBERS

Mike DeLaO, Arizona School Boards Association
President

Dr. Camille Casteel, Arizona School Administrators

Dr. Anna Battle, 5A Conference Representative

Joe Paddock, 4A Conference Representative

Mark Goodman, 1A Conference Representative

Wallace Youvella, Jr. 2A Conference Representative

Jacob Holiday, 3A Conference Representative

Travis Udahl, AdvancED

Sister Lynn Windsor, AIAAA

Harold Slemmer, Ed. D., Executive Director

AIA MISSION STATEMENT

CREATE AND SUSTAIN AN ETHICAL CULTURE THROUGH ACTIVITIES THAT ENCOURAGES MAXIMUM STUDENT PARTICIPATION BY PROVIDING AIA MEMBER SCHOOLS WITH AN EVEN PLAYING FIELD TO ENSURE FAIR AND EQUITABLE COMPETITION IN INTERSCHOLASTIC ACTIVITIES.
SECTION 2
OFFICIALS DEPARTMENT STAFF

Harold Slemmer
Executive Director

Gary Whelchel
State Commissioner of Officials

Jeanie Kosower
Assistant Commissioner of Officials

Marie Espino
Coordinator of Officials
# SECTION 3
## COMMISSIONERS

<table>
<thead>
<tr>
<th>Area</th>
<th>Area Commissioners</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phx Metro</td>
<td>JEANIE KOSOWER</td>
<td>Bus: 602-385-3818</td>
</tr>
<tr>
<td></td>
<td>7007 N 18th St</td>
<td>Fax: 602-385-3780</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ., 85022-5525</td>
<td><a href="mailto:jkosower@aiaonline.org">jkosower@aiaonline.org</a></td>
</tr>
<tr>
<td>Tucson</td>
<td>CHARLES MILLER</td>
<td>Cell: 520-603-6804</td>
</tr>
<tr>
<td>Sierra Vista</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thatcher Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STEVE GANSON</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9061 E. Lester</td>
<td>Cell: 520-404-7270</td>
</tr>
<tr>
<td></td>
<td>Tucson, AZ 85715</td>
<td><a href="mailto:ganson@aiaonline.org">ganson@aiaonline.org</a></td>
</tr>
<tr>
<td></td>
<td>(Volleyball-Basketball-Baseball)</td>
<td></td>
</tr>
<tr>
<td>Nav/Hopi Res</td>
<td>NEIL YAZZIE</td>
<td>Cell: 928-606-9331</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 3927</td>
<td><a href="mailto:nyazzie@aiaonline.org">nyazzie@aiaonline.org</a></td>
</tr>
<tr>
<td></td>
<td>Tuba City, AZ, 86045</td>
<td></td>
</tr>
<tr>
<td>CG Area</td>
<td>GARY SCHWARTZ</td>
<td>Cell: 602-818-2814</td>
</tr>
<tr>
<td>Yuma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Globe Area</td>
<td></td>
<td><a href="mailto:gschwartz@aiaonline.org">gschwartz@aiaonline.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flagstaff/Page</td>
<td>MIKE GILLESPIE</td>
<td>Cell: 602-309-7443</td>
</tr>
<tr>
<td>White Mtns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nav/Hopi Res</td>
<td></td>
<td><a href="mailto:mgillespie@aiaonline.org">mgillespie@aiaonline.org</a></td>
</tr>
<tr>
<td>Lake Havasu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kingman/Bullhead</td>
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<tr>
<td>Prescott Area</td>
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</tr>
</tbody>
</table>

State Commissioner of Officials
Gary Whelchel
gwhelchel@aiaonline.org

Assistant Commissioner of Officials
Jeanie Kosower
602-385-3818
jkosower@aiaonline.org

Coordinator of Officials
Marie Espino
602-385-3817
mespina@aiaonline.org
(Refer to Section 21 for a complete listing of schools covered by each commissioner)

EVALUATORS

John McDonnell – Basketball/Football
Dennis Meadows – Baseball
John Enroth – Soccer

ARIZONA INTERSCHOLASTIC ASSOCIATION

www.aiaonline.org
7007 North 18th Street
Phoenix, Arizona, 85020

602-385-3817
602-385-3818 (Jeanie)

Fax: 602-385-3780
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. The Area Commissioner is an active force in providing direction and resources in the process of recruiting, training, assignments, and evaluation of officials.

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

4.1: LEADERSHIP RESPONSIBILITIES

1. Set a positive officiating environment
2. Actively recruit and encourage retention of officials
3. Communicate and interpret AIA Officials Handbook
4. Establish sports committees to provide input and recommendations
5. Evaluate officials
6. Establish an observers program to assist in evaluations
7. Be available and accessible to schools and officials
8. Recommend officials to the State Commissioner for State Tournament consideration
9. Assist the State Commissioner, when requested, in State Tournament activities
10. Be a liaison between the officials and member schools
11. 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 data base
6. Coordinate rules meetings and clinics for area officials
7. Provide a web page for area officials
8. Disseminate AIA information (Books, patches, etc.)

4.3 BY-LAW RESPONSIBILITIES (Article 18.9)

18.9.1 Area Commissioners shall report all misconduct of officials, school personnel, students and spectators to the Commissioner of Officials.
18.9.2 Whenever possible, controversies involving school personnel, students or spectators and misconduct of officials shall be handled by the Area Commissioner, with a complete report to the Commissioner of Officials.
18.9.3 Area decisions or rulings may be appealed to the Commissioner of Officials. Controversies that cannot be resolved at the area level shall be referred to the Commissioner of Officials.
18.9.4 Misconduct of officials will also be handled by Area Commissioners whenever possible, with advice and consent of the local committee for that particular sport.
18.9.5 Any decisions reached (including any disciplinary action to be taken) must have the approval and consent of the Commissioner of Officials before any action is to be taken by the Area Commissioner.

The Area Commissioners report directly to the State Commissioner, and have been given authority by the State Commissioner to administrate officiating matters in their area. Officials are to follow the chain of command in their officiating area prior to contacting the State Office regarding any issue.
## SECTION 5
### STATE RULE INTERPRETERS

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASEBALL</strong></td>
<td>Dennis Meadows</td>
<td>Day: 602-316-5111</td>
</tr>
<tr>
<td><strong>BASKETBALL</strong></td>
<td>Gary Whelchel</td>
<td>Day: 602-385-3816</td>
</tr>
<tr>
<td></td>
<td>NFHS National Rules Committee</td>
<td></td>
</tr>
<tr>
<td><strong>FOOTBALL</strong></td>
<td>Bob Sietsema</td>
<td>Cell: 602-403-7286</td>
</tr>
<tr>
<td></td>
<td>Don Cerimeli</td>
<td>Cell: 602-550-0107</td>
</tr>
<tr>
<td></td>
<td>NFHS National Rules Committee</td>
<td></td>
</tr>
<tr>
<td><strong>TRACK</strong></td>
<td>TBD</td>
<td>Day:</td>
</tr>
<tr>
<td><strong>Volleyball</strong></td>
<td>Bev Nielsen</td>
<td>Cell: 480-861-4099</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eve: 480-833-8844</td>
</tr>
<tr>
<td><strong>WRESTLING</strong></td>
<td>Mark Panepinto</td>
<td>Cell: 602-418-4957</td>
</tr>
<tr>
<td><strong>SOCCER</strong></td>
<td>John Enroth</td>
<td>Cell: 602-549-7885</td>
</tr>
<tr>
<td><strong>SOFTBALL</strong></td>
<td>Paul Garabedian</td>
<td>Cell: 978-621-6334</td>
</tr>
<tr>
<td><strong>SPIRIT</strong></td>
<td>Dave Hines</td>
<td>Day: 602-385-3810</td>
</tr>
<tr>
<td><strong>SWIMMING</strong></td>
<td>Art Grammer</td>
<td>Day:</td>
</tr>
</tbody>
</table>
SECTION 6
OFFICIALS REGISTRATION

The Arizona Interscholastic Association (AIA) is a 503c 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

AIA officials, with the exception of new officials, must register on or before August 1st.

6.2: REGISTRATION FEES  (Non – Refundable)

<table>
<thead>
<tr>
<th>Service</th>
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<tr>
<td>First Sport-New Official</td>
<td>$85.00</td>
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<tr>
<td>First Sport - Returning</td>
<td>$75.00</td>
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<td>Each Additional Sport</td>
<td>$40.00</td>
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<tr>
<td>Interstate Reciprocity</td>
<td>$40.00</td>
</tr>
<tr>
<td>Late Fee (After Aug 1)</td>
<td>$40.00 (Except NEW Officials)</td>
</tr>
<tr>
<td>Declined Credit Card Fee</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

6.3: ASSIGNING FEE

A $1.00 Per Game Assigning Fee will be deducted via RefPay.

6.4: AIA OFFICIALS ID CARD

The above registration fee reflects a charge to provide each official with an AIA Photo ID Card through RefPay. Officials need to upload their own photo. This system is being implemented to enhance the security and safety of both our officiating community and our member schools.

6.5: REGISTRATION FORM  (AIA By-Law 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 PRESENT 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.

6.6: RENEWAL NOTICES

RENEWAL NOTICES are sent from the AIA to the e-mail 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!

6.7: INDEPENDENT CONTRACTOR STATUS  (AIA By-Law 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. Schools are responsible for any Form 1099 distributions for regular season contests NOT paid through RefPay. RefPay, on our behalf, will distribute Form 1099 for assignments paid through RefPay.

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 the people 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 in particular.
16

The Officiating Department of the Arizona Interscholastic Association serves its member schools by providing officials for all sporting events. It would be unethical and against the AIA By-Laws for officials to solicit games and/or tournaments through the schools directly.

7.2: COACHES CODE OF ETHICS

Schools have entrusted coaches to provide the educational development of their youth through athletic and/or activities.

In recognition of these expectations, it shall be the responsibility of a coach to follow the directions provided in the following Coaches Code of Ethics. Violations of the first two items may result in a sanction to the offending school.

A COACH SHALL:

- Abide by the National Federation and AIA rules in both spirit and letter.
- Not make statements to the news media critical of any school administrator, school team, coach, player, game official or the AIA.

A COACH SHOULD:

- Cooperate with others in the field of education.
- Exemplify behavior that is a credit to the teaching profession.
- Exercise patience, tolerance and diplomacy in relations with all layers and co-workers, game officials, and spectators.
- Adhere to high ideals of sportsmanship: quality of cooperation, courage, unselfishness and self-control; desires for clean, healthful living; and respect for wise discipline and authority.
- Support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.
- Demonstrate high ideals, good habits and desirable attitudes in professional behavior, and demand the same standards of the players.

SECTION 8
PURSUING VICTORY WITH HONOR PROGRAM
The Pursuing Victory With Honor program is the signature sportsmanship program of the AIA, blending into the fabric of interscholastic sports in Arizona.

8.1: MISSION STATEMENT

The AIA Pursuing Victory With Honor initiative creates an environment in Arizona where the student-athlete, coach, official and spectator is committed to “Pursuing Victory With Honor” and to teamwork through the six pillars of the program:

- TRUSTWORTHINESS
- RESPECT
- RESPONSIBILITY
- FAIRNESS
- CARING
- CITIZENSHIP

8.2: OBJECTIVES

- To develop a comprehensive, pervasive and sustaining AIA “Pursuing Victory With Honor” initiative.
- To encourage all AIA member schools in “Pursuing Victory With Honor” through character development in athletics and activities.
- To establish character development expectations for the AIA student-athletes, coaches, administrators, officials, and spectators.
- To develop standards of accountability for all AIA member schools, student-athletes, coaches, administrators, and spectators.
- To implement a program of assessment and accountability of the AIA “Pursuing Victory With Honor” initiative for all participating member schools.
- To incorporate community outreach as a part of the character development outreach for youth sports and activities.
- To establish a clearinghouse of information and research for member schools to affect character traits, educate people on character principles, and develop initiatives for character education.

INTEGRITY IS PARAMOUNT
BE A SHINING EXAMPLE!
WHAT YOU PERMIT – YOU PROMOTE!!

SECTION 9
SPORTSMANSHIP
9.1: **SPORTSMANSHIP RULE (AIA By-Law Article 16.3)**

9.1.1 Ejection of Coach or Player

If the actions of a coach/player become unsportsmanlike, the official shall warn that a continuation of unsportsmanlike conduct will result in ejection from the contest. 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.

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. Players remain on the bench.

OFFICIALS ARE TO SEND AN EJECTION REPORT, VIA FAX OR EMAIL, TO THEIR AREA COMMISSIONER AND THE AIA STATE OFFICE WITHIN 12 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.

9.1.2 Penalties for Ejection

A coach or player ejected from a contest for any reason shall be subject to the following without appeal:

9.1.2.1 First Ejection Ineligible for the next contest at that level of competition an all other contests during that interim at any level.

9.1.2.2 Second Ejection Ineligible for the next two contests at that level of competition and all other contests during that interim at any level.

9.1.2.3 Third Ejection A similar infraction of Article 16, Section 16.3, Paragraph 16.3.1 of the AIA Constitution and Bylaws by the same person during the same season will result in cessation of the season for the player or coach ejected.

9.1.2.4 End-of-Season Ejection If a penalty is imposed at the end of the sport season and no contests remain, the penalty shall be enforced at the beginning of the subsequent season of competition in which the coach or player participates, regardless of the sport.

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 OVERRULE OR ERASE ANY EJECTION.

9.1.3 Leaving The Bench Area
POINT OF EMPHASIS FOR THE 2015 – 2016 SCHOOL YEAR

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 Article 16, Section 16.3, Paragraph 16.3.2 of the AIA Constitution and Bylaws. (Leaving Bench Area)

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 post-season 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 Article 16, Section 16.1 of the AIA Constitution and Bylaws.

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.

9.2: PRE-GAME SPORTSMANSHIP AWARENESS

The Arizona Interscholastic Association stresses 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 and Pursuing Victory With Honor 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

SPORTSMANSHIP PRE-GAME MESSAGE

The highest potential in sports is achieved when ALL participants are committed to Pursuing Victory With Honor, and everyone embodies the six core pillars of Respect, Trustworthiness, Responsibility, Caring, Fairness, and Citizenship. Please share with your coaches and fellow players that this game will be played under these guidelines, and any acts of unsporting behavior will not be tolerated. Thank You!

SECTION 10
OFFICIALS’ RESPONSIBILITIES

10.1: TRAINING REQUIREMENTS - MANDATORY MEETINGS

<table>
<thead>
<tr>
<th>Certified Officials</th>
<th>Level 2-3-5</th>
<th>Level 4 - Beginners</th>
<th>Scrimmage (Certified)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
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<tr>
<td>Volleyball</td>
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<td>Soccer</td>
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<td>Wrestling</td>
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<tr>
<td>Softball</td>
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<td></td>
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<tr>
<td>Baseball</td>
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<td></td>
</tr>
</tbody>
</table>

The AIA ONLY requires registered officials to attend the Opening Meeting for each sport (Kickoff, Tip Off, First Pitch, etc).

Officials are encouraged to improve their officiating skills through opportunities available in the officiating community.

Required in all sports when available

10.1.1 Testing

Officials are required to individually take the NFHS exam, either open book in a classroom setting, or via our on-line testing program provided by NFHS – when applicable. 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.

10.1.2 On Line Testing

The AIA utilizes the NFHS National Online Testing Program for all sports. 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 sports opening meetings.
10.2: ADDITIONAL TRAINING REQUIREMENTS

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

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

10.3: AVAILABILITY FORMS

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

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

10.4: 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 Turn Back Procedure outlined in Section 13.2.

10.5: 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.

10.6: 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 partner to confirm assignment
- Arrive in a timely manner
- Pre-game with coaches and players the AIA Sportsmanship message
- Officiate the contest according to National Federation Rules, and use National Federation Mechanics

10.7: UPDATING PERSONAL INFORMATION

It is imperative that officials keep the AIA Officiating Office updated regarding personal information, INCLUDING PHONE NUMBERS! Assignments are e-mailed. Proper and current information must be maintained to insure that the assignments are received.

10.8: PRE-GAME COMMUNICATIONS

An official must call the head official at least forty-eight (48) hours prior to the scheduled contest. The head official shall be responsible for travel arrangements. If no word has been received from the officials, the head official must contact those assigned. Lack of pre-contest communication should be noted on the officials rating form.

10.9: 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 or the Commissioner’s office.

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 head contest official and the principals of each school, or their designees, 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 head contest official 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:

  If the suspension is 45 minutes or greater, resuming at a later date should be considered.

  Prior to resuming play following a suspension, all administrators and officials must meet and agree that weather conditions are safe for resumption. If any administrator or official votes against resuming, the suspension shall continue.

  If play is to be resumed, ample warm-up is given.

10.10: SCHOOL VIOLATIONS

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

10.11: HEARINGS

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

10.12: PERFORMANCE AND CONDUCT OF OFFICIALS

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

10.13: BREACH OF CONTRACT

An official or replacement that does not honor a contract assignment or follow the turn back 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 By-Laws 18.4.1). Post season assignments will also be affected.
10.14: 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 Constitution and Bylaws. Officials shall receive one (1) fee per contest. (Sec. 11.1)

EXCEPTION FOR INVITATIONAL TOURNAMENTS: Area Commissioners shall be allowed to negotiate with Host Schools to set a fee for an Invitational Tournament.

10.15: PHYSICAL EXAMINATIONS

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

10.16: 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 WITH EMBROIDERED PATCHES.

10.17: 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

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

10.18: UNCONSCIOUS PLAYER

Is there a statue 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 statues. 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.
In the event that a contest must be moved, due to but not limited to health and safety concerns related to the playing conditions of the venue, AIA officials will ensure that prior to moving the contest that at a minimum the principals from each team are notified of the change and have been involved in the discussion of alternate venue, be it neutral or visiting team. In the case where at a minimum the principals from each school are unavailable, the game will be postponed until at a minimum the principals can be located. It is also recommended that the officials promote informing the superintendents of each school /district due to the financial implications of such a change. In addition, the officials will provide a written account of the facts surrounding the change of venue and confirming communication to the principal and/or superintendent to the Commissioner of Officials within 24 hours of the completion of the contest.

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:

**10.20.1 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.

**10.20.2 Advancement to the next level**

For an official with the AIA to advance from one level to the next, 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. Give an evaluation form, with a self-addressed stamped envelope, to coaches prior to the contest asking them to complete and mail it.

b. Request observations from certified officials, observers, and Area Commissioners

c. Become part of a Mentoring Program (Required in some areas)

**10.20.3 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, local associations, observers; and coaches input from their evaluations.

**10.21 PRE-GAME PROTOCOL**

Ask the home team to identify who their medical personnel that are on site. That individual needs to be pointed out to you.

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), Physicians 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 can 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 11
OFFICIALS FEES

11.1: REGULAR SEASON FEES

<table>
<thead>
<tr>
<th>SPORT</th>
<th>VARSITY</th>
<th>JV/FR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>70.00</td>
<td>45.00</td>
</tr>
<tr>
<td>Volleyball</td>
<td>50.00 (3 of 5)</td>
<td>35.00</td>
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<tr>
<td>Soccer</td>
<td>60.00</td>
<td>45.00</td>
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<tr>
<td>Basketball</td>
<td>65.00</td>
<td>45.00</td>
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<tr>
<td>3-Person</td>
<td>50.00 (Varsity Only)</td>
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</tr>
<tr>
<td>Wrestling</td>
<td>63.00</td>
<td>45.00</td>
</tr>
<tr>
<td>Softball</td>
<td>55.00</td>
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<tr>
<td>Baseball</td>
<td>63.00</td>
<td>45.00</td>
</tr>
<tr>
<td>Track-Swim Starter/Clerk</td>
<td>50.00</td>
<td></td>
</tr>
</tbody>
</table>

11.1.1: Officials shall receive ONE fee per contest

11.1.2: 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 FB assignments shall be made.

11.1.3: Officials shall receive ONE fee for completing a suspended game. (AIA By-Law 18.3.4)

11.1.4: Game Fee shall be paid at site or via REF PAY. When changes occur in officials assigned to a contest and a school is unable to pay an official upon reporting for an assignment, the school administrator shall issue payment as soon as possible. (AIA By-Law 18.3.2)

OFFICIALS ARE TO OFFICIATE THE CONTEST AND INFORM THEIR AREA COMMISSIONER IF NOT PAID. (If School is NOT on REFPAY)

11.2 WRESTLING MULTI-MEET FEE

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

11.3 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.

11.4: TOURNAMENT FEES

11.4.1: 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**
  \[ 1.25 \times \text{regular season fee} \]
  (Example: Football $70.00 \times 1.25 = $87.50)

- **Final State Championship Contests**
  \[ 1.50 \times \text{regular season fee} \]
  (Example: Football $70.00 \times 1.50 = $105.00)
**Wrestling Tournament Fees:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Regional/State</td>
<td>$5.62 per match</td>
</tr>
<tr>
<td>State Championship</td>
<td>$6.75 per match</td>
</tr>
</tbody>
</table>

11.4.2 **Payment To Officials**

State Tournament Officials contest fees and mileage will be paid by the Arizona Interscholastic Association. Fees will be paid via REFPAY within 120 days of the completion of the tournament.

Sectional and or Divisional Tournament Officials contest fees and mileage will be paid by the AIA. Officials will be paid via REFPAY.

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

11.4.3 **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 if warranted.
- The area commissioner may negotiate fees for the tournament with the host school.
- Host schools may request or reject certain officials. The area commissioner will honor those requests – when possible.
- The host school will be responsible for direct payment to the officials assigned to the tournament unless arrangements have been made to disperse payment through REFPAY.
- The State Commissioner will settle all negotiation issues if there is not an agreement on a fee structure for a tournament.
SECTION 12
OFFICIALS MILEAGE

12.1: MILEAGE RELATED PROCEDURES

12.1.1 Common Route Travel

Commissioners, whenever possible will assign officials so they travel a common route by shared transportation to contest sites. 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!

12.2.2 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. Mileage expense will be paid through REFPAY WITHIN 120 DAYS OF 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 office immediately. Any changes/substitutions not received in the Area Commissioners office 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.

12.2.3 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 (paid at site). Such requests for officials shall be submitted in writing to the AIA office a minimum of three weeks prior to the game and signed by the appropriate high school administrator.

12.2: MILEAGE RATES

12.2.1 Rural Mileage

Mileage shall be paid at the established AIA rate for the driver (“2015-2016” Year: $0.44 per mile) and four (.04) 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.

12.2.2 Metro Mileage
Mileage reimbursement rate for officials who live in the Phoenix, Tucson, and Yuma metro area and who are assigned a contest in their respective metro area shall be paid a flat fee of $10.00 per assignment.

12.3: METRO SCHOOLS

12.3.1: Phoenix

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

Section 21, Page 58, shows the schools in the metro area and the Zone they are in.

12.3.2: Tucson


12.3.3: Yuma

Cibola, Gila Ridge, Kofa, Yuma High, Yuma Catholic
SECTION 13
OFFICIALS ASSIGNMENT PROCESS

13.1: REGULAR SEASON ASSIGNMENTS

13.1.1 Assigning Authority

The Arizona Interscholastic Association assigns officials to member schools for all sports at all levels. Officials may not individually contract with member schools to officiate athletic contests. The State Commissioner of Officials 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 Area Commissioner, officials’ assigning committees for each sport may be established to assist in the process. However, the Area Commissioner has final approval and authority over regular season and regional tournament assignments.

13.1.3 Web Based Assigning

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

- ALL assignments are available via the web. You will receive an e-mail when assignments are available or a change is made in your assignments. IT IS IMPERATIVE THAT YOU REGULARLY CHECK YOUR E-MAIL 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 can enter their site by using the password “newbe”, and then change the password once inside the site.
- Officials will also be able to update personal information and availability once they access their profile page.

13.1.4 E-mail Address

It is imperative that officials keep their E-mail address current with the officiating department.
13.2: ASSIGNMENT TURN BACK 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, the Area Commissioner MUST be notified immediately.
2. The Area Commissioner will make the necessary changes with the schools and the officials.

DO NOT TRADE OR SWITCH VARSITY LEVEL CONTESTS WITHOUT PRIOR APPROVAL OF YOUR AREA COMMISSIONER. UNAPPROVED CHANGES WILL AFFECT MILEAGE REIMBURSEMENT AND/OR POST SEASON ASSIGNMENTS. NUMEROUS OR LAST MINUTE TURNBACKS WILL AFFECT STATE TOURNAMENT CONSIDERATION.

13.3: ASSIGNMENTS WITH A CONFLICT OF INTEREST

13.3.1 Conflicts Defined

Conflicts of interest would include, but not be limited to, schools where you or a close relative works, a school where 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.

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 a 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 notification if you received an assignment to a game where you are the alumni of one of the participants.

13.4: STATE TOURNAMENT ASSIGNMENTS

The State Commissioner shall use the following procedures for assigning officials to work the tournament (By-Law Article 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 in order 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.

OUR GOAL IS TO PROVIDE TO OUR STATE TOURNAMENTS THE HIGHEST QUALITY OFFICIATING, WHILE ALSO PROVIDING THE OPPORTUNITY FOR AS MANY QUALIFIED OFFICIALS AS POSSIBLE TO BE INVOLVED IN OUR PREMIER EVENTS.
13.5: STATE TOURNAMENT SELECTION PROCEDURE

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 sport (Applies to team sports).

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 for them 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 and the Officiating Department.

13.6.1 Minimum Criteria

For consideration to officiate State Tournaments, and to get placed into the selection “pool”, officials MUST:

a) Be Registered prior to first assignment
b) Be a Certified Level Official (13.4.4)
c) Maintain a Test Score of 90% or Better (Sec. 10.1.2)
d) Attend AIA sponsored Opening Meeting (Sec. 10.1.1)
e) Complete AIA Concussion Course - Online
f) Be Recommended by their Area Commissioner (Sec. 13.4.3)
g) Officiate a MINIMUM number of contests (AIA By-Law 18.10)

<table>
<thead>
<tr>
<th>SPORT</th>
<th>Minimum # Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball – Softball – Volleyball - Baseball</td>
<td>14 Games</td>
</tr>
<tr>
<td>Wrestling</td>
<td>8 Matches</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Football - Soccer</td>
<td>7 Games</td>
</tr>
<tr>
<td>Invitational Tournaments: Each DAY worked = ONE Game</td>
<td></td>
</tr>
</tbody>
</table>

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:

a) Positive evaluations and school recommendations (Sec. 10.19.3)
b) Positive evaluations from previous tournaments (Sec. 10.19.3)
c) Abided by the Expectations of AIA Officials (Sec. 10)
d) Not violated the Turn Back Procedure (Sec. 13.2, Sec. 10.13)
e) Given back to the game via mentoring/evaluating (Sec. 10.19.3)
f) Supported the PVWH Initiative (Sec. 8)
g) Followed the Contest Checklist (Sec. 10.6)
h) Updated availability one month prior to tournament start date

13.6.3 Modification To Criteria

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Minimum Test Score</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFIED</td>
<td>Minimum Test Score of 90%</td>
<td>Level 2 Official for a minimum of 1 year</td>
</tr>
<tr>
<td>Level 2 Official</td>
<td>Minimum Test Score of 85%</td>
<td>Level 3 Official for a minimum of 1 year</td>
</tr>
<tr>
<td>Level 3 Official</td>
<td>Minimum Test Score of 80%</td>
<td>Level 4 Official for a minimum of 1 year</td>
</tr>
<tr>
<td>Level 4 Official</td>
<td>Minimum Test Score of 70%</td>
<td>At least 18 Years Old and Out of High School</td>
</tr>
<tr>
<td>Level 5 Official</td>
<td>Entry level for an official that has previous experience. Official may be re-classified after evaluation and testing.</td>
<td></td>
</tr>
<tr>
<td>Level 6 Official</td>
<td>Emergency registered individual to fill a shortage</td>
<td></td>
</tr>
</tbody>
</table>

This classification process is established through the AIA By-Laws, 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 (Section 10.1.1);
- **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 (Sec. 10.1.2). 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 Arizona Commissioner. The official’s past 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 4 official. An official voluntarily inactive (INA) for a period of one year may be reinstated at the classification held prior to becoming inactive. An official voluntarily inactive for two or more years must return as a Level 5 official. Past experience, test score, floor, field and/or mat observation will taken 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 in Arizona providing the following criteria is met:

1. Full registration with bordering state association
2. Passed and achieved a grade ranking required by AIA Constitution and Bylaws on the written test of the National Federation of State High School Associations.
3. Paid the $40.00 registration fee per 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 By-Laws Article 18.1.7)

1. Returning two (2) assignments without sufficient cause. This will be strictly enforced when abused.
2. Failure to appear for assigned contest.
3. Late arrival at game sites.
4. Use of tobacco (smoking or chewing) 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 to 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 By-Law 18.1.7 (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 fourteen (14) 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 By-Laws have no provision for protests.

15.2: OFFICIALS COMMITTEES
15.2.1 The AIA State Commissioner will appoint members to an Operational committee for each sport to assist in all aspects of the sport. These members serve at the pleasure of the state commissioner.

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: REF-PAY
All officials MUST obtain a REF-PAY account to secure payment from the AIA for mileage, state tournament game fees, and state tournament mileage. Log on to www.refpay.com to sign up, and then to your AIA Log In 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 MEMBERSHIP IN NATIONAL FEDERATION, WHICH IS INCLUDED WITH AIA REGISTRATION.

15.6: AIA WEB PAGE – www.aiaonline.org
The Arizona Interscholastic Association web site acts as a conduit for dissemination of information to member schools, officials, and the general public. This web site contains a component dedicated to officials and for officials. Please access this site regularly for updates and rule information, and to check YOUR schedule of games!

15.7: GAME FEE PAYMENT
Payment for officiating services will be paid either via REF PAY or a check at game site. Payment MAY NOT occur prior to the contest, and may be mailed following services rendered.

15.8 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.

15.9 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.

15.10 AIA OFFICIALS DEPARTMENT ORGANIZATIONAL FLOWCHART

15.11 USE OF SOCIAL MEDIA

The use of social media (Facebook, etc.) to belittle coaches, schools, players, etc., or to re-hash 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.
Officials assigned by the Commissioners will be required to wear the uniform as indicated in the approved National Federation 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)
The “Pursuing Victory With Honor Patch - RIGHT 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
- ML Black umpire shirt with AIA logo.
- Black or white undershirt
- Charcoal Gray Umpire pants.
- Designated BLACK fitted umpire’s cap with AIA logo
- Black shoes with black shoe laces (the plate umpire should wear shoes of a safety design)
- Black socks
- Black belt 1¼ to 2 inches wide, if worn
- No Jewelry or watch (Wedding rings are an exception)
- Black Umpire jacket - NO Numbers

EQUIPMENT
- Ball and strike indicator
- Chest protector
- Pencil
- Plate brush
- Shin guards
- Sturdy mask
- Black ball bag (Plate Ump)

16.2: BASKETBALL

UNIFORM
- Black and white vertically striped short sleeve (V-neck) knit shirt Black trousers - no flares or jeans (Pleated at Arena)
- Black shoes with black shoe laces
- Black belt 1¼ to 2 inches wide, if worn
- No jewelry (Wedding Rings Excepted)
- Plain Black Jacket at Pre-Game

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)
- Knickers, if worn - all white tapered with an overlap, no more than four inches below the knee. **Black Pants are REQUIRED for Varsity contests.**
- Northwestern striped stockings-one piece w/Knickers
- Black football shoes with black shoelaces
- 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 patch
- No jewelry (Wedding rings are an exception)
- No watches (Except as needed for timing purposes)

EXCEPTION: Junior varsity and freshmen officials may wear black shorts instead of white knickers, and white sweat socks. All members of an officiating crew shall wear matching uniforms.

EQUIPMENT
- Whistle (Fox 40) with all black lanyard
- Device for tracking 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

16.4 SOCCER

UNIFORM
- Long or short sleeved shirt – color distinct from both teams. Each crew member MUST have same length sleeves
- Black Shorts
- Black shoes with black shoe laces
- Black socks with 3 white stripes on top
- Black warm-ups are optional
- Black belt, 1¼ to 2 inches wide, if worn
- AIA patch
- No jewelry (Wedding rings excepted)
- No watches (Referee may wear a timing device)

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

16.5 SOFTBALL

UNIFORM
- Powder Blue with white and blue trim and a white undershirt. (Undershirt is optional, and red trim is allowable)
- Plain Navy Blue jacket (red/white/blue trim optional)
Plain Navy Blue Pullover Sweater (in lieu of jacket)
Heather Gray trousers (no flares or jeans)
Plain Navy Blue umpire’s cap (sized)
Black shoes with black shoe laces
Black Socks
Black belt, No shine, 1¼ to 2 inches wide, if worn
No Jewelry or Watches (Wedding ring excepted)

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

### 16.7 VOLLEYBALL

**UNIFORM**
- Plain white knit short sleeved shirt
- Black slacks (no flares or jeans)
- Black shoes with Black shoe laces
- Black socks
- Black belt, 1¼ to 2 inches wide, if worn
- AIA insignia
- No jewelry (Wedding rings are an exception)
- No watches (Unless Required)

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

### 16.8 WRESTLING

**UNIFORM**
- Vertically striped black and white or gray knit short sleeve shirt with Bryon collar (V-Neck optional)
- Black trousers (no flares or jeans)
- Black belt, 1¼ to 2 inches wide, if worn
- Black shoes with black shoe laces
- Black socks
- No jewelry (Wedding rings excepted)
- Watches permitted, if needed for timing

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

*The FOX 40 Whistle is required in all sports that use a whistle*
17.1: **BASEBALL**

17.1.1 **PITCHING LIMITATIONS:**

No pitcher shall pitch more than twelve (12) complete innings or thirty-six (36) outs in a thirty-six (36) consecutive hour period without two (2) consecutive calendar days (48) hours rest.

17.1.2 **TEN 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 By-Law 20.1.4.2)

17.1.3 **FIFTEEN RUN RULE**

A baseball game shall end any time after four innings (at the discretion of the losing coach) or after three and one half (3½) innings when a team is fifteen or more runs behind and has completed its turn at bat.

17.1.4 **SUSPENDED GAME:**

A suspended game shall be continued from the point of suspension provided it has playoff implications. A game MUST go 4 ½ or 5 innings to be considered a suspended game. A game that does not go beyond 4 ½ innings is a no contest.

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 **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

17.1.7 **PRE-SEASON INTERSCHOOL SCRIMMAGE:**

1. The varsity scrimmage shall be scheduled during the week proceeding 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 - no admission charged.

17.1.8 ARIZONA 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 pitchers 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 U1C 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- catches 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 as 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 except 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”
17.2: BASKETBALL

17.2.1 STATE ASSOCIATION ADOPTIONS

17.2.1.1 Girls Games will utilize the Women’s size ball
17.2.1.2 Coaches may use the 14’ Coaching Box - when marked
17.2.1.3 MERCY RULE: When at the conclusion of the third quarter, or any point thereafter, when 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 Time outs and Technical Fouls
- During any injury (clock stopped by official)

The running clock shall continue until ONE (1) minute left in the game. At that time, the game will conclude using regulation timing rules. This applies to all levels.

17.2.2 SPECIAL MECHANICS ADOPTIONS

17.2.2.1 The time-out and Intermission procedures outlined in 17.2.6 are to be utilized – NOT NFHS procedures. Ball is NEVER placed on the ground.

17.2.2.2 Calling official goes opposite table following foul call.

17.2.3 PRE-SEASON INTERSCHOOL VARSITY SCRIMMAGE:

a. No advertisements, no score kept, and open to public
b. Game uniforms shall not be worn and AIA Officials used
c. Unlimited substitution/time-outs, and coaching during play
d. Any agreed upon adjustments made between participants.
e. Scrimmage shall be limited to six (8 minute) quarters.
f. 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 Arizona Interscholastic Association that violent contact on the basketball court is a foul and MUST be called. Continuing to allow rough play creates an unsafe atmosphere, and also breeds unsporting behaviors.

17.2.6 GAME OFFICIATING PROCEDURES

17.2.6.1 PREGAME

1. Good pre-game conference
2. Referee must be determined or assigned
3. Enter court together professionally – No on court stretching
4. Properly greet coaches and table people – 2 min.
5. Observe warm-ups from the proper spot (approximately 28 feet from end line) R-visitors U-home
6. Prearrange captains’ conference time - then make it short – 8 min.
7. Referee checks scorebook while umpire observes both teams from division line – 10 min.
17.2.6.2 BETWEEN QUARTERS
1. **R** - Backcourt low block with ball
2. **U** - Front court block

17.2.6.3 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

17.2.6.4 TIMEOUT
1. Calling official moves to reporting area
2. Give color and number of requesting player to table (indicate 30 or 60 T-O)
3. Do NOT switch with partner
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

17.2.6.5 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
4. New L official administer the free throws as he/she would any other free throw situation. Keep the other nine players outside the arc and above the free throw line extended
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

17.2.6.6 INTENTIONAL FOUL
1. Use the correct signal to indicate an intentional foul (Above Head)
2. Report the foul clearly to the table
3. Switch with partner to administer free throws
4. Keep the other 9 players behind 3 point arc and free throw line extended
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

17.2.6.7 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 coach is completely finished attending to the injured player, allow 20 seconds (instruct timers) to replace the player
4. Administering official blows the whistle to indicate that play is about to begin

17.2.6.8 FOUL OUT
1. Calling official informs partner of 5th foul
2. Non calling official informs coach of 5th foul
3. Instruct the timer (20 second clock) and notify player
4. Player becomes “bench personnel” when coach is notified
5. Insure that the incoming substitute is replacing the disqualified player
6. Inbound the ball or shoot free throws after switching positions with your partner

17.2.6.9 TOSS AND MOVEMENT

**Referee**
- check partner
- check captains
- blow whistle
e. eye contact with both jumpers
f. if back tap - eye contact to determine lead or trail

g. toss ---quick---straight---high--- w/o whistle in mouth - stay in circle until players clear
h. allow players to clear

**Umpire**
- Check table for readiness
- Hand in air for chop and indication of readiness
- Observe toss and non-jumpers
d. Chop in clock after legal tap
e. Move in direction of ball
   • 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

17.2.6.10 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 pt 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

17.2.6.11 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

17.2.6.12 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

17.2.6.13 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

17.2.6.14 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

17.2.6.15 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

17.2.6.16 OUT OF BOUNDS CALL

ARM UP ON ALL OUT OF BOUNDS CALLS

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.

17.2.6.17 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

17.2.6.18 FOUL CALL

CALLING AND NON-CALLING OFFICIAL: Do not walk through the key area

**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. Communicate four relevant pieces of information slowly
   - Color
- Number (using ONE hand)
- Foul signal
- What we are going to do with the ball (number of shots or inbounds spot)
d. If appropriate give good goal or no goal signal first
e. Run to new position

Freeze
a. non calling official 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 scorers table, jog to your new position while retrieving ball

17.2.6.19 SIGNALS

**ONLY USE SIGNALS APPROVED IN THE NFHS OFFICIALS MECHANICS MANUAL**

17.2.6.20 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 half way between side line 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.

17.3: FOOTBALL

17.3.1 SPECIAL RULE ADOPTIONS

17.3.1.1 Speed Up Rule (AIA By-Law 23.1.5)

Special timing rules will apply anytime a team is ahead of an opponent by 42 or more points at any point in the game. The referee will start the clock on the ready for play signal if the clock was stopped because of:

- The ball goes out of bounds
- There was a change of possession
- A legal or Illegal pass is incomplete
- A delay of game penalty
- Following a legal kick play
Regular timing rules will apply in the last two minutes of the game or when the score returns to less than 42 points

**THERE IS NO LONGER A 42 POINT RULE ENDING A GAME IN ANY CONFERENCE.**

17.3.1.2 Safety Restraining Line  (AIA By-Law 23.1.4)

As per Rule 1, Section 1, Article 3.c note 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 By-Law 23.3.4.3.3)
   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 remain on the field with their teams as well as coaching their positions. (Non-participants must be on the sidelines)
   f. There shall be four AIA officials on the field. (MINIMUM)
   g. It is recommended that the HOME team provide a PLAY COUNTER for both teams

**The sportsmanship ejection rule applies in scrimmage games. Any ejected individual will be disqualified from participating in the first football game.**

17.3.3 OVERTIME PROCEDURE

The National Federation 10-yard line overtime procedures, listed in the rulebook, will be used to resolve a tie for ALL Varsity Level contests. The overtime procedure is NOT used in sub-varsity games. (AIA By-Law 23.1.4)

17.3.4 STATE ASSOCIATION ADOPTIONS

In Rule 1, Section 7 (Page 24), of the 2015 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
- #3 Mandating the use of a specific ball for playoffs (Wilson)
- #5 The American Flag patch may be on the left uniform sleeve
A 25 Second Clock may be utilized on any field where it is available.

17.3.5 AIA FOOTBALL MECHANICS MANUAL

The AIA has placed the FB Mechanics manual on line.  
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 By-Law 25.1.1.1)

17.4.2 TIE BREAKER PROCEDURE

Varsity regular season, Region tournament and State tournament progression soccer games, which are tied after the completion of regulation play, shall be resolved in the following manner:  The teams shall play two ten-minute overtime periods.  If the game is still tied after the two ten-minute overtime periods in a regular season game, it is over and ends in a tie.  In post season contests where one team must progress to the next round, the Penalty Kick Procedure in 17.4.3 will be utilized.

The interval between the fourth period or second half and the first overtime period shall be five minutes during which time a coin toss shall be held.  The interval between the first overtime period and the second overtime period shall be two minutes.

17.4.3 PENALTY KICK 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 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.

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 STATE CHAMPIONSHIP TIE BREAKER PROCEDURE

State championship games, which are tied at the end of 80 minutes of play, shall be resolved by two consecutive ten-minute overtime periods, as outlined in 17.4.2

If, at the conclusion of the two consecutive ten-minute overtime periods, a tie still exists, there shall be no more than two five minute sudden victory overtime periods.

If a tie still exists, the State Champion shall be determined by penalty kicks as outlined in 17.4.3

17.4.5 MISCONDUCT PROCEDURE

17.4.5.1 Yellow Cards

Hold a yellow card overhead, indicate player or coach cautioned; notify the coach, scorer and other official(s).

Yellow cards shall be issued for misconduct as outlined in the NFHS Soccer Rules Book, Rule 12.8.

17.4.5.2 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 12.8.3

For a player disqualified for any offense outlined in Rule 12.8.3, the team shall play short for the rest of the game.

17.5: SOFTBALL

17.5.1 TEN RUN RULE

A softball game shall end anytime after 4½ or 5 innings, when a team is 10 or more runs behind and has completed its term at bat. (AIA By-Law 26.1.4)

17.5.2 FIFTEEN RUN RULE

A softball game shall end any time after four innings (at the discretion of the losing coach) or after three and one-half (31/2) innings when a team is fifteen (15) or more runs behind and has completed its turn at bat. (AIA Bylaw 26.1.5)

17.5.3 SUSPENDED GAME

A suspended game shall be continued from the point of suspension provided it has playoff implications. A game MUST go 4 ½ or 5 innings to be considered a suspended game. A game that does not go 4 ½ innings is a no contest. (AIA Bylaw 26.1.3)

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 By-Law Article 21.1.6).

17.5 TIME LIMIT FOR SUB VARSITY

By mutual consent of teams/schools involved, sub-varsity softball games shall have a time limit of “No new inning being allowed to start after the conclusion of one hour and 45 minutes” (AIA Bylaw 26.1.7).

17.6 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.

17.7 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 By-Law 26.3)

1. Scrimmage shall consist of 7 innings.
2. There shall be One (1) or two (2) AIA umpires on the field.
3. Defense and defense may switch when FIVE (5) runs are scored in a half inning.
4. Scorebooks may be used for evaluation only.
5. Scrimmage is open to the public with NO admission charge.
6. There is unlimited substitution and re-entry.

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. Two AIA officials may be used.
e. Scrimmage open to the public - no admission charge
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.
- JV and Freshman 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

- 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.

- All wrestlers MUST be checked for skin conditions prior to weigh-in.

- 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 has to 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.

- Metal hinges restricted to the lateral and medical surfaces and covered with material (similar to that required on approved knee braces).
- 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.
- Approval of an orthopedic surgeon, or physician associated with a juvenile amputee clinic is required.
- 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.
- 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 unless they are a trained medic or medical doctor.

- 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 of 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.

It is the school’s responsibility to provide adequate accommodations and security measures for the safety and welfare of the officials, along with being available prior to, during, and after the contest. The AIA By-Laws are very clear in this area, as stated in Article 18.7.3:

**Schools shall have the moral responsibility to protect the officials and their belongings, as well as furnish dressing facilities, which provide adequate privacy. School personnel shall not invade the privacy of the officials dressing facilities. (AIA By-Law Article 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
- Prepare payment for officials
- 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:
  1) Provide a reserved parking place near the dressing area
  2) Meet officials and escort them to the dressing area
  3) Have refreshments available for half-time and post-game
  4) Ask for any additional needs
  5) Introduce the officials to game management.
  6) Get the proper pronunciation of officials’ names for the P.A. announcer
  7) Pay the officials PRIOR to departing the dressing area IF NOT A REF PAY SCHOOL

- 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 time etc. that would affect the game
- Make officials aware of location of 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
1) Make sure crowd control personnel are in place and visible
2) Continually observe and monitor crowd behavior
3) 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 at 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 e-mail, FAX, or regular mail with enough time to notify the officials, the change form should be sent to the State Office (AIA) 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 e-mail, FAX, or regular mail, 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 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 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 his 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 form, another phone number may be obtained by contacting the Area Commissioner, State Office, OR CHECKING ONLINE.

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 re-schedule.
3. Reschedule baseball and softball contest ONLY AFTER CONFIRMING WITH YOUR AREA COMMISSIONER THAT THE DATE IS AVAILABLE. SB and BaB days are very full.

20.4: FEES

Officials shall be paid via REFPAY or at the contest site following the contest. However, if a school does not have the check ready or it is made out incorrectly due to late changes, the school administrator may mail payment following the contest.

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 11.4.3).

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 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 management 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
## SCHOOLS BY AREA/ZONE

### Zone 17
- Agua Fria
- Alhambra
- Apollo
- Az. Charter Academy
- Barry Goldwater
- Bourgade
- Betty H. Fairfax
- Cactus
- Carl Hayden
- Centennial
- Copper Canyon
- Cortez
- Deer Valley
- Desert Edge
- Dysart
- Estrella Foothills
- Glendale
- Glendale Prep
- Greenway
- Independence
- Ironwood
- Joy Christian School
- La Joya
- Liberty
- Maryvale
- Millennium
- Moon Valley
- Mountain Ridge
- North Pointe Prep
- Paradise Honors
- Peoria
- Phoenix Deaf School
- Raymond Kellis
- Sandra Day O'Connor
- Shadow Ridge
- Sierra Linda
- Sunnyslope
- Sunrise Mountain
- Thunderbird
- Tolleson
- Trivium Prep
- Trevor Browne
- Valley Vista
- Washington
- Westview
- Wickenburg
- Willow Canyon

### Zone 18
- Arcadia
- Arizona Lutheran
- ASU Prep Academy
- Brophy
- Cactus Shadows
- Camelback
- Central
- Cesar Chavez
- Chaparral
- Coronado
- Desert Mountain
- Fountain Hills
- NFL-YET Col Prep
- Horizon
- North Canyon
- Notre Dame Prep.
- Paradise Valley
- Pinnacle
- Rancho Solano
- Saguaro
- Scotts. Christian
- Scottsdale Prep
- Shadow Mountain
- South Mountain
- Saint Mary’s
- Thunderbird Acad.
- Valley Lutheran
- Veritas Prep Acad
- Xavier
- Tempe
- Tempe Prep
- Valley Christian
- Westwood
- Williams Field

### Zone 19
- Apache Junction
- Az. College Prep.
- Arete Prep
- BASIS Chandler
- BASIS Mesa
- Dobson
- Gilbert
- Gilbert Christian Academy
- Gilbert Classic Acad
- Highland
- Higley
- Marcos de Niza
- McClintock
- Mesa
- Mesquite
- Mountain Pointe
- Mtn. View-Mesa
- Perry
- Seton
- Skyline
- Sun Valley
- Tempe Prep
- Valley Christian
- Westwood
- Williams Field

### Zone 21
- Tonopah
- Verrado
- Youngkers
- Odyssey Inst

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### Charles Miller - Steve Ganson
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<th>ZONE 2</th>
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<td>Amphitheater</td>
<td>Pueblo</td>
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<td>ASDB</td>
<td>Pusch Ridge</td>
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<td>Canyon del Oro</td>
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### Zone 13 (East)

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### Zone 13 (West)

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### Zone 15

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SECTION 22
SCHOOLS BY CONFERENCE

School conference and division placement information is available on the AIA website.

Please go to www.aia365.com and locate menu tab relating to division placement for each sport.

SECTION 23
SCHOOLS BY ADDRESS

All school addresses are available by going to www.aiaonline.org and selecting “Member School” from the menu. This listing will be current and accurate.

Additionally, on the officials assignment page is a link to MAPQUEST, which will give directions to the site.

SECTION 24
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 MAPQUEST link for directions.
SECTION 25
AIA OFFICIATING DEPARTMENT PRINCIPLES

This Section reflects the Principles that are the foundation of the AIA Officiating Department.
As sports officials representing the AIA, and as “Keepers of the Game”, you are expected to be in harmony with our Philosophy, Theme, Mission, and Purpose.

25.1 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 the highest potential of sports is achieved when participants are committed to Pursuing Victory With Honor according to the six core principles:

  TRUSTWORTHINESS involves Integrity and Honesty
  RESPECT is what we show each other thru sportsmanship
  RESPONSIBILITY is being accountable and prepared
  FAIRNESS is making sure everyone competes honorably
  CARING is showing compassion for each person’s role
  CITIZENSHIP is playing by the rules

• 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.
25.2 OUR PURPOSE

THE PURPOSE OF THE ARIZONA INTERSCHOLASTIC ASSOCIATION 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.

25.3 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.

25.4 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.
26.1 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.

26.2 AIA ADA COMPLIANCE OFFICER

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

Harold Slemmer – AIA Executive Director
Arizona Interscholastic Association, Inc.
7007 North 18th Street
Phoenix, Arizona, 85020
602-385-3810
cschmidt@aiaonline.org