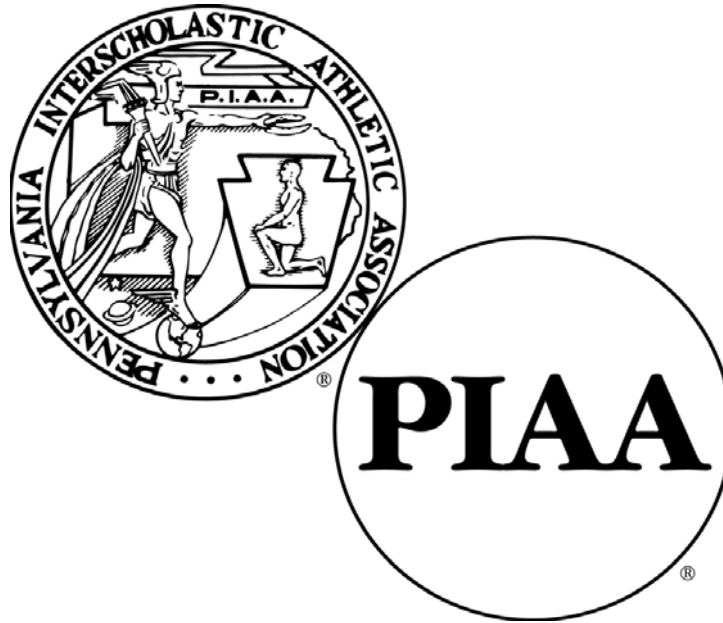


**PIAA-REGISTERED SPORTS
OFFICIALS' MANUAL**



**PENNSYLVANIA INTERSCHOLASTIC
ATHLETIC ASSOCIATION, INC.**

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INTRODUCTION

To: PIAA-Registered Sports Officials

The Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) believes strongly that officiating is a major factor in the governance and success of interscholastic athletic programs.

Therefore, it is essential that officials adhere to specific rules and regulations that will assist in informing them of proper and current rules interpretations. It is vital that officials familiarize themselves with the information provided in this booklet to assist them in keeping their registration in good standing.

In addition, it is the recommendation of the PIAA Sports Medicine Advisory Committee that sports officials follow the American Medical Association guidelines of having an annual physical examination before attempting any vigorous physical activity. It is part of good personal health maintenance to have an annual physical and participate in an exercise program. Good health habits that contribute to one's physical well being will assist all officials in keeping up with the game.

The PIAA-Registered Sports Officials' Manual is published as a service to all registered sports officials. The development and writing of this Manual has been reviewed and approved by the PIAA Officials' Council and the PIAA Board of Directors. The publishing of this Manual supersedes all other editions.

Revised July 1, 2009

FOREWORD

In competitive athletic Contests, the Contest official represents the ultimate in integrity for any competition. By their very nature, sports officials are neutral and are responsible to keep the Contests played on equal terms. Through actions on and off the competition surface, sports officials must earn the respect and confidence of coaches, contestants, and spectators.

This confidence and respect is not earned by words, but by unquestioned honesty, demonstrated ability, obvious devotion to, and full understanding of, the competition.

The rules of interscholastic athletics are, for the most part, complex. They are difficult to read, understand, and interpret. Unless one is willing to devote a large amount of time, energy, and personal effort, it is best to find some other avocation, and leave sports officiating to those men and women whose dedication is total.

Mere book knowledge of the rules does not make sports official. To a sports official, knowledge of the rules is basic. To achieve excellence, a sports official must combine knowledge with good officiating mechanics. The Contest official is responsible to see that all contestants receive his/her best efforts that each play is considered with consistent judgment, with intelligence, understanding, courage, and without intimidation.

A sports official must possess a strong desire to continually improve, an interest in being more than just an average sports official, a motivation to be the best. No one can give a sports official "heart" or desire.

All sports officials will not reach the pinnacle, but when a sports official stops learning, he/she has stopped his/her growth as a sports official.

Sports' officiating is a vigorous profession, and it demands that a sports official be in excellent physical condition, able to give the very best, on every play, in every Contest.

BRADLEY R. CASHMAN
EXECUTIVE DIRECTOR

**2009-2010
PENNSYLVANIA INTERSCHOLASTIC
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CONTEST RULES AND PIAA STATEWIDE RULES INTERPRETERS
--

Sport	Contest Rules	PIAA Statewide Rules Interpreter
Baseball	National Federation of State High School Associations (NFHS)	Martin T. "Marty" Ondrovic 1232 West Broad Street, Emmaus 18049 (H) 610/966-3085 E-Mail: mtoump@verizon.net
Basketball	National Federation of State High School Associations (NFHS)	Joseph Catanzaro Box 157, Delaware Water Gap 18327 (H) 570/424-2926 E-Mail: joecat5@msn.com
Bowling	United States Bowling Congress (USBC)	None
Cross Country	National Federation of State High School Associations (NFHS)	*Jack L. Hedlund 1055 Settlement Road, Kane 16735 (H) 814/837-6537 E-Mail: jhedlund1@verizon.net
Field Hockey	National Federation of State High School Associations (NFHS)	Elisabeth M. "Betsy" Wilson 711 Berger St., Emmaus 18049 (H) 610/965-4267 E-Mail: emw37@ptd.net
Football	National Federation of State High School Associations (NFHS)	Charles H. "Buss" Carr 160 Mill Road, Selinsgrove 17870 (H) 570/743-1419 E-Mail: fbref@ptd.net
Golf	United States Golf Association (USGA)	None
Gymnastics - Girls	National Federation of State High School Associations (NFHS)	Nancy V. Claar 7097 Kilarney Drive, Fayetteville 17222 (H) 814/349-5633 E-Mail: nancybrevt@aol.com
Lacrosse - Boys	National Federation of State High School Associations (NFHS)	David Seidman 407 Dogwood Drive, Maple Glen 19002 (H) 215/545-2233 E-Mail: davidseidman@mac.com
Lacrosse - Girls	USLacrosse Official Rules for Women's Lacrosse	Joan Wagner 1212 Paoli Pike, West Chester 19380 (H) 610/692-3721 E-Mail: cj_wags@verizon.net
Rifle	National Rifle Association (NRA)	None
Soccer	National Federation of State High School Associations (NFHS)	Mario J. Donnangelo 1419 Moravia Street, Fountain Hill 18015 (H) 610/868-3621 E-Mail: mjd38@rcn.com
Softball	National Federation of State High School Associations (NFHS)	Dennis R. "Denny" Mader 1142 Cross Creek Road, Burgettstown 15021 (H) 724/947-4061 E-Mail: dmader@compucom-inc.com
Swimming and Diving	National Federation of State High School Associations (NFHS)	Jeanne Howley 6004 Devonshire Rd., Harrisburg 17112 (H) 717/545-6854 E-Mail: pjhowley@comcast.net
Tennis	United States Tennis Association (USTA)	None
Track and Field	National Federation of State High School Associations (NFHS)	*Jack L. Hedlund 1055 Settlement Road, Kane 16735 (H) 814/837-6537 E-Mail: jhedlund1@verizon.net
Volleyball	National Federation of State High School Associations (NFHS)	Donna S. Brady 2630 Stillmeadow Lane, York 17404 (H) 717/764-3743 E-Mail: pavref@aol.com
Water Polo	National Federation of State High School Associations (NFHS)	Jeanne Howley 6004 Devonshire Rd., Harrisburg 17112 (H) 717/545-6854 E-Mail: pjhowley@comcast.net
Wrestling	National Federation of State High School Associations (NFHS)	*Dr. John A. Hosage 551 South Main Road, Mountaintop 18707 (H) 570/678-3376 E-Mail: johnhosage@aol.com

*Denotes current member of National Federation of State High School Associations (NFHS) Rules Committee.

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I. EXPLANATION OF OFFICIALS' POLICIES, PROCEDURES AND REQUIREMENTS

A. Application Procedure:

1. New applicants must complete and sign the "Application for Registration" form.
2. The application must be filed in the PIAA Office at least ten 10 business days prior to the date of the officials' examination.
3. The application is valid only for tests taken within the two-year period of the date on which the application was received in the PIAA Office.
4. Applicants may apply for a maximum of three (3) sports on the application (Minutes, Board of Directors, PIAA Summer Workshop, July 22, 1984; p. 2). However, effective June 1, 1993, an applicant may take only one (1) test on each test date (Minutes, Board of Directors, PIAA Summer Workshop, July 23, 1992, p. 7).
5. A non-refundable application fee of thirty dollars (\$30.00) must accompany the application form.
6. The application fee will provide credit for the first season's dues for a given sport in which approval is received.
7. The PIAA Registered Sports Officials' Manual, the respective rules book(s) and the notification of the times and sites of the officials' examination will be provided for all new applicants.
8. All applicants must be either a high school graduate or eighteen years of age, of good moral character, and must meet the requirements established by the Board of Directors (Minutes, Board of Directors, PIAA Summer Workshop, July 28, 1988: p. 10).
9. The Board of Directors and the Executive Director reserve the right to reject any application. If an application is rejected, the registration fee will be refunded.

B. Officials' Examination:

1. Schools, clinics, seminars and symposiums may be held by chapters and districts to prepare and tutor applicants in the officials' examination procedure. Applicants may want to contact local chapters or district officials' representatives to learn the times and sites of any existing sessions. **Individualized testing at unapproved sites is prohibited** (Minutes, Board of Directors, July 20-21, 2000).
2. An applicant may take any sport's examination on any one (1) of the four (4) testing dates during the fall, winter and spring testing periods. After taking the examination administered by the district officials' representatives, the examinee must receive from the PIAA Office a letter indicating that the applicant has successfully passed the examination and is now considered a PIAA-registered official in the sport, "an Official's Identification Card and a PIAA Official's Emblem before accepting an assignment to officiate any interscholastic athletic contest" (Minutes, Board of Directors, PIAA Summer Workshop, July 22-23, 1985: p. 3).
3. Approximately two (2) weeks from the date of the particular examination, notification will be mailed to each examinee of the individual's score on the PIAA officials' examination.
4. Examinees must receive a score of seventy-five percent (75%) or better on the examination in order to receive registration in the sport.
5. If the applicant's examination score is below the acceptable seventy-five (75) percent level, the applicant may re-take the failed officials' examination(s), on any of the four (4) testing dates, during the two-year period from the date the application for registration was filed.

C. Officials' Maintenance of Membership Requirements:

1. Chapter Membership:

- a) All newly registered sports officials must become affiliated with a locally chartered chapter in the individual's sport within fifteen (15) business days after notification of approval by the PIAA Office. "Chapter Affiliation Forms" should be completed by the new official and the chapter secretary, and then returned to the PIAA Office. Information concerning local chapters may be obtained from the PIAA Office. Failure of a newly registered official to comply with this policy will result in suspension.
- b) Every PIAA-registered official is required to be a member of a chapter in each sport in which the individual is registered.
- c) Officials may not maintain membership in two or more chapters in the same sport.
- d) An official must attend a minimum of six (6) chapter meetings during the course of a sport's season. The annual rules interpretation meeting will not be included as attendance at one of the six (6) chapter meetings. An official may attend chapter meetings at another chapter; however, he must submit a written signed statement of attendance from the respective chapter's secretary to his local chapter. Lack of attendance at six (6) chapter meetings will cause the official to be suspended unless the chapter accepts the official's excuse(s) or the Executive Director accepts the official's excuse(s). Attendance means physical presence for the complete meeting.
- e) All officials involved in sports with dual seasons must attend one (1) PIAA annual mandatory rules interpretation meeting in the summer and must attend a minimum of six (6) chapter meetings during the fall season. In addition, all officials who officiate in the spring must attend one (1) "review" rules interpretation meeting before the start of the spring season conducted by the chapter interpreter prior to the second Monday in March.

However, if none of the members of a chapter officiate the sport during the fall season, then all members of the chapter must attend one (1) PIAA annual mandatory rules interpretation meeting in the summer and a minimum of six (6) chapter meetings during the spring season (Minutes, Board of Directors, PIAA Summer Workshop, July 17, 1989: p.3).

2. Annual Rules Interpretation Meetings:

- a) In accordance with this manual, a primary requirement of all PIAA-Registered Sports Officials is to attend the annual rules interpretation meeting held for their individual sport or sports.
- b) If an official is unable to attend the PIAA Annual Rules Interpretation Meeting offered by the individual's home chapter, the official must attend a PIAA Annual Rules Interpretation Meeting that is offered by another chapter.
 - i An official should be aware that secretaries and interpreters of all chapters receive a complete statewide schedule of PIAA Annual Rules Interpretation Meetings in June prior to the upcoming school year sports' seasons. Also, all annual rules interpretation meetings are posted in the officials' section of the PIAA web site.
 - ii. The individual official's responsibility will include contacting the secretary or the interpreter of their home chapter to determine the dates and sites of other PIAA Annual Rules Interpretation Meetings conducted by other chapters within the same sport.
- c) Within PIAA policy, the only excuses that the Executive Director will consider for missing a PIAA Annual Rules Interpretation Meeting will involve circumstances that are absolutely unavoidable and that are completely beyond the control of an official.

- i. Verification in writing must be submitted to the Associate Executive Director within seven (7) days following the date of the last interpretation meeting, documenting clearly the reason for absence from the Annual Rules Interpretation Meeting. Documentation in demonstrating and entirely justifying why the official was unable to attend one of the PIAA Annual Rules Interpretation Meetings conducted by a chapter other than the individual's own, will be necessary for any consideration.
 - ii. Examples of the types of excuses deemed acceptable will include a serious illness in regard to the official, a serious illness to an immediate family member, or the death of an immediate family member.
 - iii. Because the same approximate timing and scheduling of the annual rules interpretation meetings is maintained yearly, and because the range of the times and sites of the meetings stretches across the state for an approximate four week period, work and vacation situations will not be considered excusable.
 - iv. As stated above, an official may attend an annual rules interpretation meeting at another chapter to fulfill this annual rules interpretation meeting obligation.
- d) Any PIAA-registered official who fails to attend the PIAA Annual Rules Interpretation Meeting for a given sport's season without an acceptable excuse will lose, through suspension, the individual's privilege as a PIAA-registered official in that sport for one year.

3. Officials' Dues:

- a) Annual dues are due and payable to the PIAA on or before February 28, or February 29 in leap year, for the ensuing school year.
 - b) Any official not remitting dues by the February 28 or 29 deadline will be assessed a penalty charge of \$25.00.
 - c) Any official not remitting dues and penalty fee by March 31 will be suspended for one year.
 - d) An official may be reinstated for non-payment of PIAA dues, if the individual, prior to the date of the first PIAA mandatory rules interpretation meeting in the particular sport, pays the annual dues fee, the penalty fee of \$25.00, and a reinstatement fee of \$75.00.
- e) Dues Timetable:
- i. October to January 15: Mailing of officials' dues bills and payment of discounted rate \$35.00.
 - ii. January 16 to February 28 or 29: Payment period for officials' dues bills (face value) \$40.00.
 - iii. March 1 to March 31: Grace period during which a twenty-five dollar (\$25.00) penalty fee must accompany the officials' regular fee.
 - iv. March 31: Last postmarked day on which payments will be accepted. The payment envelope must be postmarked prior to or on the day of March 31. Any payments not made by March 31 will result in a year's suspension of the official in question.
 - v. April 1 to the first Annual Rules Interpretation Meeting in a particular sport, the reinstatement fee may be paid. This fee is \$75.00 plus the late fee of \$25.00 and the regular dues of \$40.00. The total for a single sport is \$140.00.

4. Causes for Suspensions:

- a) Not fulfilling the following requirements will result in a year's suspension, beginning with the close of the sports season and continuing until the close of the season the following year, except for dues suspension:
 - i. A newly registered official must become affiliated with a chapter in the individual's sport within fifteen (15) days after notification of approval by the PIAA Office.
 - ii. An official must attend a minimum of six (6) chapter meetings during the course of the sports year. Attendance means physical presence at and for the whole meeting, six times per year.
 - iii. An official must attend a mandatory annual rules interpretation meeting in the individual's particular sport.
 - iv. An official must pay the annual dues by the deadline of February 28 (February 29 in a leap year) or the annual dues and penalty fee by the extended deadline of March 31 for the ensuing year. Suspension will be for the fiscal year.
 - v. An official must pay any properly assessed chapter dues. Chapter secretaries are permitted to recommend, in writing, to the Executive Director, the suspension of officials for non-payment of chapter dues (Minutes, Board of Directors, Summer Workshop, July 17, 1983: p. 3).

- b) An official who has been charged with aggravated assault, a drug-related offense, or a sex-related offense, will be suspended by the Executive Director pending the outcome of the criminal proceedings.
 - i. Upon conviction of, or a plea of guilty or no contest to, aggravated assault, a drug-related offense, or a sex-related offense, the suspended official will be permanently dropped by the Board of Directors from the list of registered sports officials. Being permanently dropped by the Board of Directors means an official may never become registered with PIAA or officiate PIAA member school contests.
 - ii. Upon acquittal, or dismissal of the charges, the official either will be reinstated or will be notified of the opportunity for a hearing upon the issue of whether he is to be permanently dropped from the list of registered sports officials for conduct which unfits him to act as a registered sports official within the meaning of Article XIV, Section 5B of the PIAA By-Laws (Minutes, Board of Directors, February 9, 1985: p.9).

- c) The Board of Directors authorizes the Executive Director to suspend from the list of registered sports officials, in the applicable sport(s), any person:
 - i. Who repeatedly violates or cancels contracts with member schools or repeatedly alters proposed contracts without the consent of the other contracting party.
 - ii. Who pursues a course of action which is detrimental to the welfare of PIAA or members there of.
 - iii. Who will not cooperate with PIAA.
 - iv. Whose conduct on or off the competition surface is not conducive to the best interest of PIAA.
 - v. Who will not comply with the regulations pertaining to sports officials by the Board of Directors.

5. Reinstatement of Suspended Officials:

The exclusive procedure by which an official, who has been suspended for any length of time and for any reason, may be reinstated as a PIAA-registered official is as follows:

- a) A suspended official must send a new application for registration to the PIAA Office.
- b) A registration fee of thirty dollars (\$30.00) must accompany the application.
- c) The suspended official must take the examination in the sport in which reinstatement is requested and earn a grade of seventy-five percent (75%) or better on the examination.
- d) The annual dues for the sport or sports in which reinstatement is requested must be paid (Minutes, Board of Directors, Summer Workshop, July 24, 1986: p. 8).

6. Causes for Probation:

The Board of Directors authorizes the Executive Director to place on probation and exclude from eligibility for assignment to District or inter-district championships, in the applicable sport(s), any registered sports official:

- a) Who violates or cancels a contract with a member school or alters a proposed contract without the consent of the other contracting party.
- b) Who fails to wear the required uniform?
- c) Who will not cooperate with PIAA?
- d) Whose conduct on or off the competition surface is not conducive to the best interest of PIAA.
- e) Who fails to comply with regulations pertaining to sports officials by the Board of Directors?

7. Contracts:

The position of the PIAA is aligned with the Pennsylvania Labor Relations Board, which has interpreted athletic officials as being independent contractors, and who, as such, are free to contract their services to any PIAA member school, pursuant to the regulations in the PIAA Constitution. Officials are not employees of PIAA, Inc.

- a) It will be observed that Article XIV, Section 3 of the PIAA By-Laws mentions the words "official contract". The contract, in order to be valid, must be in writing and must be on the printed form that can be obtained at the PIAA Office. School administrators and officials are advised to have all contracts for officiating drawn up in duplicate on the "Official Contract" form in order to guarantee the proper protection to all parties involved.
- b) While it is required that principals or athletic directors of contesting schools personally sign all contracts for games with member schools, it is also required by the PIAA Constitution and Board of Directors' interpretation that contracts with officials must likewise be in writing, drawn up on the official PIAA contract forms, and signed by the principal or athletic director of the home school or one principal or athletic director representing a league or conference.
- c) NO CONTRACT WITH AN OFFICIAL WILL BE CONSIDERED VALID IN CASE OF PROTEST UNLESS IT IS EXECUTED ON THE OFFICIAL PIAA CONTRACT FORM.
- d) An organized league may authorize one designated principal or athletic director to sign all officials' contracts for that particular league.
- e) In case a member school violates or cancels a contract with an official, the District Committee or PIAA Board of Directors, in their respective jurisdictions, may require a school so violating or so canceling to pay the offended officials the fee or fees for the game or games which have been provided in the official contract. Such failure to live up to the terms of the contract, on the part of a member school, shall be considered a violation of the

Constitution and By-Laws of the PIAA.

- f) The above statement will not apply when the violation shall be due to the postponement or cancellation of a game as a result of unfavorable weather conditions, impassable highways or other circumstances beyond the control of the contracting school. When a game is postponed for any of the aforementioned causes, the contract shall be binding for the postponed date unless the official is unable to officiate the postponed game because of a previously signed contract for another game.

In the case of cancelled or postponed games, the official shall be paid only traveling expenses if he appears at the time of the game originally scheduled, without being notified of the postponement or cancellation.

- g) The contract shall not be binding if the official is suspended or dropped from the approved list of officials by the Board of Directors of the PIAA, or if the official is otherwise not in good standing with the PIAA at the time the services are to be rendered. A contract shall likewise not be binding while a school, its team, or the school's athletic relations with its intended opponent have been suspended by a District Committee or the Board of Directors.
- i. The Board of Directors may drop permanently from the list of registered sports officials any person who is palpably unfair and biased in his decisions in contests; or any person whose conduct on or off the competition surface unfits him to act as a registered sports official.
 - ii. The Board of Directors authorizes the Executive Director to suspend from the list of registered sports officials, in the applicable sport(s), any person who repeatedly violates or cancels contracts with member schools or repeatedly alters proposed contracts without the consent of the other contracting party; who is charged with aggravated assault, a drug-related offense, or a sex-related offense; who pursues a course of action which is detrimental to the welfare of PIAA or members thereof; who will not cooperate with PIAA; whose conduct on or off the competition surface is not conducive to the best interests of PIAA; or who will not comply with the regulations pertaining to sports officials by the Board of Directors.

8. Fees:

- a) Basically, the matter of officials' fees is an agreement between the individual official and the school retaining him/her. A contract, to be valid, shall be in writing, drawn-up according to the prescribed form of officials' contract, and signed by the official and the principal or athletic director of the school.
- b) The Board of Directors does not concede the right to any Chapter of Officials to establish minimum fees for officiating in interscholastic games. The Board of Directors, likewise, does not accord the right of any league or organized group of member schools to establish maximum fees for officials who officiate in their games.
- c) Such unilateral actions by any group of registered sports officials, or any group of member schools, is not in accord with the highest principles of amateur athletics as they should be conducted in the high schools of Pennsylvania.

9. Military Service:

- a) The Board of Directors has authorized the Executive Director to waive the annual dues of any registered official who has entered into the United States military service unless, however, such military duty is part of a career service.
- b) An official returning from military service to civilian status shall not be required to pay back dues. The official shall not be required to take the written examination unless the military service has extended continuously for more than three years.

10. Inactive Officials:

- a) An official may become inactive for a period not to exceed two (2) years because of health, employment or moving from the state.
- b) Under certain extenuating conditions an official may remain inactive for a period to exceed two (2) years through approval of the Executive Director.
- c) The official will submit the "Inactive Status Form", signed by the chapter secretary, to verify the inactive status, to the PIAA Office for approval each year that an official plans to be inactive. "Inactive Status Forms" must be filed with the PIAA Office by: **September 1 for Fall Sports; December 1 for Winter Sports; and April 1 for Spring Sports.**
- d) Officials must continue to pay their PIAA annual dues.
- e) Inactive officials will not be required to attend the annual rules interpretation meeting or chapter meetings.
- f) Inactive officials may not officiate any PIAA contests. If inactive officials violate their inactive status, they may be suspended by the Executive Director.

11. Reciprocity with Other States:

Officials from states other than Pennsylvania, who are approved by their state high school activities or athletic associations, may be approved by the PIAA on the basis of the Reciprocity Agreement between the PIAA and the respective state high school activities or athletic associations. The same applies to the registration of PIAA officials in other states with which the PIAA has Reciprocity Agreements.

Further, any officials who are suspended as PIAA-Registered Sports Officials will not be permitted the privilege of transfer accorded by Reciprocity Agreements (Minutes, Board of Directors, Summer Workshop, July 24, 1986: pp. 8-9).

12. Retired Officials:

- a) Should report their "retired" status to both the local chapter and the PIAA Office to avoid becoming suspended.
- b) Gold Card Program: Honorary gold cards will be issued to retired officials with fifteen (15) or more years of officiating upon a request from the officials' representatives or chapter secretaries. Gold cards will be issued upon retirement as an official in all sports. Gold cards are recognition for service and are not to be considered as passes for free admittance to regular season athletic contests unless sanctioned by respective member schools. Gold passes will not be honored for any district or inter-district play-off games.
- c) A certificate showing the years of service will be issued to retired officials with fifteen (15) or more years of officiating in one (1) sport upon a request from the officials' representatives or chapter secretaries.
- d) Active officials who have served PIAA member schools for 25/35 years or more as a registered PIAA official will be invited to attend the PIAA 25/35 year active officials banquet held in conjunction with the annual PIAA Officials' Convention.
- e) Honorees are to physically attend this banquet to receive their token of appreciation for these years of service to honor them among their peers. The official's health or family health problems will be given full consideration of an alternate delivery method by their local officials' representative (Minutes, Board of Directors, July 21, 1994, re-affirmed July 21, 2000).

D. Application Procedure for a Chapter Charter Including Duties of Chapter Secretaries and Interpreters:

1. Only PIAA approved officials may apply.
2. A group of fifteen (15) or more active PIAA officials is required to organize a chapter. Where circumstances warrant, the Executive Director may issue a charter to a lesser

number, with possibility of growth, and area development.

3. A resolution for the formation of a chapter, giving reasons for such organization, must be adopted by the group.
4. The group shall adopt its own name, which shall contain the words "Chapter of (Name of Sport) PIAA Officials."
5. The Constitution of the Chapters of Registered Athletic Officials of the PIAA must be adopted by the group prior to the issuance of a charter.
6. The group shall elect officers consisting of President, Vice President, Secretary-Treasurer, or Secretary and Treasurer, Interpreter, and at least two additional members who, with the elected officers, shall comprise the Executive Committee of the chapter.

a. CHAPTER SECRETARIES shall:

- i. Receive the reasons for absences from the regularly scheduled chapter meetings submitted in writing by the chapter members.
- ii. At the close of each sport's season, submit to the PIAA Office, an "End of Year Chapter Summary Report," which includes the next season's chapter officers, officials who have transferred into the chapter, and officials who have failed to physically attend the mandated six (6) chapter meetings and who have not submitted acceptable excuses. This report must be submitted no later than seven (7) days after the last chapter meeting. Also, chapters must submit the next year's chapter meeting dates at this time.
- iii. Sign "Chapter Affiliation Forms" to verify a newly registered official's membership in the local chapter. The secretary will return the form to the new official, who within fifteen (15) days of his approval by the PIAA Office must submit the form to the PIAA Office.
- iv. Sign "Inactive Status Forms" to verify an official's desire to declare an inactive status for a given sports year. The form will be returned by the secretary to the official, who must submit the form to the PIAA Office for approval.

Inactive forms must be filed with the PIAA Office by:

**September 1 for Fall Sports;
December 1 for Winter Sports;
April 1 for Spring Sports.**

b. CHAPTER INTERPRETERS shall:

- i. Attend one of the regional annual rules interpretation meetings conducted by the statewide interpreter of the respective sports.
- ii. Notify the Associate Executive Director at a predetermined date as to the date, time and site of their local chapter's annual rules interpretation meeting.
- iii. Coordinate efforts with the chapter secretary to communicate to all chapter members the date, time and site of the annual rules interpretation meeting.
- iv. Inform local chapter members of the dates, times and sites of other chapters' annual rules interpretation meetings in case a conflict of

obligations should arise on behalf of any of the chapter members.

- v. Record the names of persons from the local chapter who are absent from the annual rules interpretation meeting as well as list those names of persons from other chapters who are present at the annual rules interpretation meeting. The officials' attendance form along with the coaches' attendance form must be mailed to the PIAA Office no later than seven (7) days following the date of the rules interpretation meeting in a particular sport.

E. Required Uniforms for PIAA-Registered Officials:

1. Official's Emblem

- a) By formal action of the Officials' Council, May 3, 1952, an identifying PIAA official's emblem was adopted. The standard emblem is in the form of a Pennsylvania keystone; colors, blue and gold; with lettering: PIAA Official.
- b) By action of both the Board of Directors and the Officials Council, the emblem is an integral part of the officially prescribed PIAA standard uniform. As such, it must be worn on the left sleeve (3 inches down from shoulder seam) of the official's standard shirt when officiating in all PIAA sponsored games. The PIAA emblem is the only item that shall be worn on the official's shirt. Any other patch, emblem or identifying item may be worn on an officials' jacket, but not on the officials' shirt.
- c) Each official when registered receives a PIAA emblem free of charge. Additional emblems may be purchased from the PIAA Office for \$2.00 each.

2. Required Uniform Policy:

- a) Except where specifically modified by the Board of Directors, the acceptable official's uniform for any PIAA contest will be determined by the National Federation Rules.
- b) All PIAA-Registered Sports Officials must wear identical uniforms during a contest.
- c) The wearing of jewelry (except wedding bands and medical-alert bracelets) and wrist watches (except as a required timing device) is prohibited. Smoking and/or tobacco chewing is prohibited. Obviously, use of alcoholic beverages prior to game assignments is prohibited (Minutes, Board of Directors, PIAA Summer Workshop, July 17, 1989, p. 3).
- d) Required uniform for PIAA-Registered Officials:

i. Baseball/Softball

Shirt	Navy blue pullover / (Power blue pullover Softball Only)
Undershirt	Navy blue
Slacks	Light Gray (Heather)
Socks	Solid black
Shoes	Solid black (with black laces)
Belt	Black
Cap	Navy blue - PIAA in Gold (fitted)
Ball bag	Navy blue
Jacket	Navy blue (if needed)

ii. Basketball

- Shirt Alternating black and white 1-inch vertically striped, short-sleeved shirt with a black collar or v-neck collar.
 Slacks... Full length black trousers
 Belt Black
 Socks.... Black
 Shoes ... Solid black with black laces

iii. Field Hockey

- Shirt. . . . Alternating black and white 1-inch vertically striped, long or short sleeved shirt with a black collar or v-neck collar.
 Skirt Black (black culottes, slacks or shorts may be worn)
 Socks.... Black knee socks or sneaker socks
 Shoes ... Solid black with black laces
 Lanyard
 or Smitty Black
 Whistle.. Black
 Turtleneck Black or white (if needed)

iv. Football

- Hat..... Black fitted baseball cap with white piping. The referee shall wear a solid white fitted baseball cap.
 Shirt Alternating black and white 1-inch vertically striped, long or short sleeved shirt with a black collar.
 Belt Black leather 1¼ to 2 inches wide.
 Knickers White tapered knickers shall be worn with a short overlap below the knee. (Not more than 4 inches).
 Stockings One-piece with a modified northwestern stripem, ½ inch white, ½ inch black.
 Shoes ... Solid black with black laces with no white markings.
 Jacket... Black and white vertically striped jacket (not to be worn during the game).
 Lanyard Black.
 Whistle.. Black finger style (recommended).
 Turtleneck Black or white (if needed). All members of the same crew must dress alike.

Note: Shorts are no longer permitted as part of the PIAA required uniform policy (July 17, 1998 Board of Directors Meeting).

v. Gymnastics Women

- Shirt White
 Jacket... Navy blue
 Skirt Navy blue
 Slacks... Navy blue
 Shoes ... Navy blue

Gymnastics Men

- Shirt White
 Jacket... Navy blue
 Slacks... Gray
 Shoes ... Solid black with black laces

vi. Soccer

- Shirt Long or short sleeved alternating black and white 1-inch vertically striped shirt with a black collar or solid black shirt with white collar.
 Shorts ... Black (black long trousers, culottes or skirt may also be worn)
 Stockings Long black with white tops
 Shoes ... Solid black with black laces

vii. Swimming and Diving

Shirt White, short sleeved
 Slacks... Navy Blue
 Shoes ... Solid white deck shoes

viii. Track and Field

Shirt White
 Slacks .. Navy blue
 Shorts... Navy blue
 Cap..... Navy blue

Note: Starters will wear an orange cap, orange shirt or orange jacket and/or orange sleeve.

ix. Volleyball

Shirt Alternating black and white 1-inch striped, short sleeved shirt with a black collar or v-neck collar.

Slacks... Black
 Belt Black
 Socks.... Black
 Shoes ... Solid black with black laces
 Lanyard
 or Smitty Black
 Whistle.. Black

(Minutes, Board of Directors, Summer Workshop, July 24, 1986: p.7)

x. Wrestling

Shirt Alternating black and white 1-inch vertically striped short sleeved shirt with a black collar or v-neck collar.

Slacks... Full length Black Trousers
 Belt Black
 Socks.... Black
 Shoes ... Solid black with black laces
 Lanyard
 or Smitty Black

NOTE: In those cases where the official's shirt is the black and white one-inch striped shirt with a black collar, the stripes must be vertical. In sports which officials wear jackets, the jacket must be black or navy blue and may have the PIAA officials' emblem and/or chapter patch displayed upon it.

The use of the officials' standard uniform is mandatory.

II. CONSTITUTION AND BY-LAWS OF THE PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC. (PIAA) CHAPTERS OF REGISTERED SPORTS OFFICIALS

(Revised by the PIAA Board of Directors July 18, 2003)

For a chapter to receive PIAA approval, the following Constitution shall be adopted, verbatim, and approval of the chapter's charter is contingent upon this adoption, without any modification whatsoever:

ARTICLE I

NAME

The name of this organization of registered PIAA Sports Officials shall be the [Name] Chapter of PIAA-Registered [Sport] Officials.

ARTICLE II

PURPOSE

- Section 1.** To unite under a common bond, and in various chapters dedicated to a particular sport throughout the PIAA, all Pennsylvania Interscholastic Athletic Association Inc. registered Sports Officials into a unified statewide organization.
- Section 2.** To study the appropriate Contest rules and to discuss their intent for uniform interpretations, and to progressively improve the quality of sports officiating through the study of approved mechanics.
- Section 3.** To establish, promote, and maintain a code of officiating ethics, and to conduct each athletic contest as an instrumentality in the development of character, good sportsmanship, and a high level of American citizenship.
- Section 4.** To cooperate with the appropriate National Federation of State High School Associations (NFHS) Rules Committee in the advancement of that sport as a recognized and wholesome form of physical development and recreation.
- Section 5.** To progressively improve and elevate the officiating standards of the Pennsylvania Interscholastic Athletic Association, Inc., and to maintain the integrity of the high competitive ideals of the Association.
- Section 6.** To render a more efficient service to the member schools of the Association through cooperative efforts, and the development of right professional attitudes towards their athletic programs.

ARTICLE III

ORGANIZATION

- Section 1.** Local Chapters of Registered Sports Officials of the Pennsylvania Interscholastic Athletic Association, Inc. shall be organized by the PIAA Office in all districts where deemed necessary, in order to meet the service demands of prescribed areas on a statewide basis. Chapters must meet the minimum requirement of fifteen (15) members to start a chapter. Chapters will be approved with either the support of the District Officials' Representatives or by action of the Executive Director.
- Section 2.** Upon the completion of all necessary conditions and procedures, the Executive Director may issue an official charter to each Chapter, signed by the President and the Executive Director of the Pennsylvania Interscholastic Athletic Association, Inc.
- Section 3.** The chapter shall specify the sport to be administered, and chapter activity shall be confined to the sport so authorized and designated.
- Section 4.** Charters may be revoked when a chapter (1) fails to fulfill one or more of the purposes set forth in ARTICLE II herein and/or (2) does not show growth within 18 months from the time the charter was issued, when said charter is granted solely upon the possibility of growth. Chapters who fall below 15 members will be requested to merge with the nearest chapter.

ARTICLE IV

MEMBERSHIP

- Section 1.** All registered PIAA officials, in good standing, shall be required to affiliate with one of the established chapters of their own choice in the sport of their official registration.
- Section 2.** All PIAA officials' applicants shall be required to affiliate with an appropriate chapter within fifteen (15) days after notification by PIAA.
- Section 3.** Transfer of membership to another similar chapter may be affected by mutual agreement of the chapters concerned if the official is moving out of the official's

geographical area. The PIAA Office, with written approval of the Executive Director, must approve all other transfers. In order to ensure that a transfer is properly executed by an official, a letter of release from the chapter the official is transferring from as well as a letter of acceptance from the chapter the official is transferring to should be obtained by the official requesting the transfer with a copy of same being forwarded to the PIAA Office.

- Section 4.** Upon written application, honorary membership may be granted, by chapter action, to any official who voluntarily ceases to be active, provided however, the official has served a minimum of fifteen (15) years on active status.

ARTICLE V FEES AND DUES

- Section 1.** There shall be no fee attached to the issuance of any charter.

- Section 2.** Fees for officials, payable to the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA), shall be as follows:

- a) Initial registration fee \$30.00
b) To maintain registration in each sport \$40.00

Annual registration fee(s) are due and payable to the PIAA, postmarked on or before February 28 or February 29 in a leap year, for the subsequent school year. Any official not remitting annual registration fee(s) by the above stated deadline, will be assessed a penalty charge of \$25.00. In addition, any official not remitting annual registration fee(s) and penalty, postmarked by March 31, will be suspended for one year.

- Section 3.** The individual chapter in each locality, by a majority vote, may assess its affiliate's annual dues, payable to the chapter treasurer, for operating expenses of that chapter.

- Section 4.** Chapter secretaries are permitted to recommend, in writing, to the Executive Director, the suspension of officials for non-payment of chapter dues (Minutes, Board of Directors, Summer Workshop, July 17, 1983: p. 3).

ARTICLE VI RULES AND REGULATIONS

- Section 1.** The PIAA Office shall codify and promulgate the various rules and regulations in accordance with the PIAA Constitution and Board of Directors decisions governing the organization of all chapters.

- Section 2.** All new rules and subsequent changes shall be binding upon all chapters the season immediately following their adoption by the Board of Directors of the Pennsylvania Interscholastic Athletic Association, Inc.

ARTICLE VII OFFICERS AND DUTIES

- Section 1.** The officers of each chapter shall be registered PIAA officials who are on active status with their chapter and shall be: President, Vice President, Secretary, and Treasurer, or Secretary-Treasurer, and Interpreter.

- Section 2.** The term of each office shall be for one year. Each officer must be elected for a one-year term.

- Section 3.** The duties of each officer shall be those pertinent to the office and ordinarily performed by each officer, or as may be directed by the President of the Chapter.

ARTICLE VIII EXECUTIVE COMMITTEE

- Section 1.** There shall be an Executive Committee consisting of all the elected officers, and at least two other members of the chapter elected at the annual business meeting of the chapter.

- Section 2.** The Executive Committee shall conduct all necessary business of the chapter between the annual business meeting and the next successive meeting of the chapter.

- Section 3.** The Executive Committee shall authorize and direct the President to appoint such standing and special committees as it may deem necessary or desirable for the efficient operation of the chapter.

- Section 4.** An officer shall incur no financial obligations relative to chapter activities or any committee thereof, except as may be specifically authorized by the Executive Committee of the chapter.

ARTICLE IX MEETINGS

- Section 1.** A chapter, in order to maintain its charter, shall meet no less than six (6) times during its specific sport season. This number shall be regarded as the minimum in any sport season. It is strongly recommended that chapters hold eight (8) meetings per sport season to accommodate the needs of their affiliates.
- Section 2.** In all sports that have chartered chapters, it is **recommended** that officials attend a minimum of two (2) meetings prior to the approved starting date of the Regular Season and at least four (4) meetings throughout the Regular Season. Chapters must hold meetings, minimally, from the first Practice date through the last Regular Season Contest date. It is recommended that each meeting be scheduled for minimally ninety minutes in length for chapters to handle attendance, approve previous meeting minutes, handle old and new business, and spend a quality portion on officiating mechanics and rules interpretations.
- Section 3.** Each chapter must conduct at least one (1) meeting between the annual mandatory rules interpretation meeting and the first Regular Season Contest date of that sport.
- Section 4.** All officials involved in sports with dual seasons, must attend one (1) PIAA annual mandatory rules interpretation meeting in the summer and must attend a minimum of six (6) chapter meetings during the fall sports' season. In addition, all officials who officiate in the spring must attend one (1) "review" rules interpretation meeting before the start of the spring sports' season, which shall be conducted by the chapter interpreter prior to the second Monday in March. However, if none of the affiliates of a chapter officiate the sport during the fall season, then all affiliates of the chapter must attend one (1) PIAA annual mandatory rules interpretation meeting in the summer and a minimum of six (6) chapter meetings during the spring sports' season (Minutes, Board of Directors, PIAA Summer Workshop, July 17, 1989: p. 3).

ARTICLE X ATTENDANCE

- Section 1.** At the beginning of each sports' season, all chapter secretaries will receive a complete roster, including names, addresses, and telephone numbers of the affiliates of the chapter from the PIAA Office. Any discrepancies should be reported to the PIAA Office.
- Section 2.** All chapter secretaries shall maintain an accurate record of attendance of officials at all chapter meetings.
- Section 3.** Eligibility for maintaining membership, as a PIAA registered official, shall depend upon actual attendance of a minimum of six (6) meetings of any number of meetings conducted during a particular sport's season, and attendance at the Annual Mandatory Rules Interpretation Meeting.
- Section 4.** When the operation of Section 3 of this Article would impose an undue personal hardship on any individual the provisions thereof may be set aside for that particular official, by specific action of the Executive Director, or the Executive Director's designee.
- Section 5.** Reasons for absences shall be submitted in writing to the appropriate chapter secretary. The secretary will then communicate, in writing, to the Executive Director, or the Executive Director's designee, the names of the officials who have not attended six (6) chapter meetings or have not submitted acceptable excuses for the official's absences.
- Section 6.** At the close of each sport's season, each chapter secretary shall submit to the PIAA Office an End of Year Chapter Summary Report showing any changes which have taken place in the chapter membership for the current sports' season. In addition to the End of Year Chapter Summary Report, each chapter will submit next sports' season chapter meeting dates.
- Section 7.** All chapter interpreters, in conjunction with their chapter secretaries, will submit an annual mandatory rules interpretation meeting form listing the date, site, and time of their next sports' season annual mandatory rules interpretation meeting prior to April 15th of each year.

- Section 8.** Certified attendance at an annual mandatory rules interpretation meeting in baseball, basketball, field hockey, football, girls' gymnastics, girls' lacrosse, soccer, softball, swimming and diving, track and field, volleyball, and wrestling conducted by a PIAA chapter is mandatory for all officials registered in those sports. Attendance at the annual mandatory rules interpretation meeting shall not count towards the minimum requirement of attending six (6) chapter meetings.

**ARTICLE XI
REINSTATEMENT OF SUSPENDED OFFICIALS**

The exclusive procedure by which an official, who has been suspended for any length of time and for any reason, may be reinstated as a PIAA-registered official is as follows:

- 1) A suspended official must send a new application for registration to the PIAA Office.
- 2) A fee of thirty dollars (\$30.00) must accompany the application.
- 3) The suspended official must take the examination in the sport in which reinstatement is requested and earn a grade of seventy-five percent (75%) or better on the examination.
- 4) The annual registration fee for the sport or sports in which reinstatement is requested must be paid (Minutes, Board of Directors, Summer Workshop, July 24, 1986: p. 8)

**ARTICLE XII
VOTING**

- Section 1.** Each member of a chapter shall have one vote on all questions, and the vote of the majority shall prevail in all matters.
- Section 2.** Provided a quorum is present for the purpose of conducting business, a majority shall be one vote more than one-half of the number of members present.

**ARTICLE XIII
REPRESENTATION ON DISTRICT COMMITTEES**

- Section 1.** Officials in each district are entitled to a voting member on the District Committee. The term of office is for two years with privilege of re-election. The odd-numbered districts (1, 3, 5, 7, 9, and 11) will elect their representative in the odd-numbered years. The even-numbered districts (2, 4, 6, 8, 10, and 12) will elect their representative in the even-numbered years. Nominations for officials' representatives to district committees may only come from chapters located within the respective districts. An official may only be a nominee in the district in which he/she resides. Nominations must be sent to the Executive Director no later than November 10. Ballots are then mailed to all of the officials registered in the district. Where there is only one (1) nominee for an officials' representative position in a district, an election will not be conducted, and the nominee will be elected to the position.
- Section 2.** Nominations for the officials' representative on district committees shall be made at regularly scheduled chapter meetings. A PIAA officials' chapter is not required to submit a nomination for the position of PIAA District Officials' Representative. In some PIAA districts there is only one (1) officials' representative for the district. In those PIAA districts only one (1) nomination may be submitted by each chapter. Following the receipt of the nominations, ballots are then mailed to all the officials registered in the district.
- Section 3.** The incumbent Officials' Representative may seek re-election by notifying the respective district chairman, thus nullifying the need for chapter endorsement.
- Section 4.** Each PIAA registered official shall be privileged to cast one ballot in his own district in the selection of the Officials' Representative on the PIAA District Committee. Multiple registrations shall not increase the right of franchise beyond the single vote.
- Section 5.** The district of an official is the PIAA district in which he resides. Interpretation by the Board of Directors (Article VIII, Section 1, Part B-3, PIAA Constitution).
- Section 6.** The Chairman of the District Committee may designate an alternate to assume the duties of the Officials' Representative, when necessary.

**ARTICLE XIV
REPORTS**

- Section 1.** The chapter secretary, immediately following the annual election, (to be held at last scheduled meeting) shall forward to the Executive Director via the End of Year Chapter Report, the names of all duly elected officers, the members of the Executive Committee and the rules interpreter for the ensuing year.
- Section 2.** The chapter secretary, when specifically requested by the PIAA Office, shall be required to submit a report on any matter of chapter business, or the status of any of its members.
- Section 3.** Each member, when requested by the PIAA Office, shall be required to submit a written report of his official conduct in any game in which he participated as a game official.
- Section 4.** An official may report an alleged violation of the nondiscrimination policies of PIAA to the Officials' Representative(s) of the PIAA District in which the official resides, or to the Associate Executive Director of PIAA, in writing, describing the alleged violation in such detail as is available to the official.

**ARTICLE XV
NONDISCRIMINATION ON THE BASIS OF GENDER**

- Section 1.** The chapter, and any officers, agents, and employees thereof, who participate in the evaluation of officials or the assignment of officials to regular season games involving a PIAA member school or post-regular season PIAA contests, shall not refuse to assign an official based on the gender of the official or the gender of the participating student-athletes, shall not discriminate against any official on the basis of gender with respect to the level, quality, or number of assignments, and shall not otherwise discriminate against any official on the basis of gender.
- Section 2.** If the chapter, or any officer, agent, or employee thereof, creates or maintains a system of evaluating officials for the purpose of influencing the assignment of officials to regular season games involving a PIAA member school or post-regular season PIAA contests, the evaluation system must be fair and equitable, must use gender-neutral evaluation criteria and procedures, and must include women among the persons performing the evaluations wherever it is practicable to do so. No person or entity listed in the immediately preceding sentence may participate in any such evaluation system if the person or entity knows that such system is not fair and equitable, does not use gender-neutral evaluation criteria, or does not include women among the persons performing the evaluation wherever it is practicable to do so.

**ARTICLE XVI
AMENDMENTS**

This Constitution may be amended at any time by majority vote at any meeting of the PIAA Board of Directors.

**ARTICLE XVII
INTERPRETATION**

The final interpretation of any article or section of this Constitution shall rest with the PIAA Executive Director, and the subsequent concurrence of the PIAA Board of Directors.

**ARTICLE XVIII
BY-LAWS**

The Chapter By-Laws are to be formulated and adopted by each individual chapter to guide local administration. They shall not however, supersede nor conflict with any provision of this Constitution.

III. EXCERPTS FROM THE PIAA CONSTITUTION AND BY-LAWS THAT PERTAIN TO OFFICIALS

CONSTITUTION

**ARTICLE VI
BOARD OF DIRECTORS AND OFFICERS**

* * *

Section 2. Membership of the Board of Directors.

* * *

I. One female official, who is an active official, elected annually from among their own number by the female officials' members of District Committees, and one male official, who is an active official, elected annually from among their own number by the male officials' members of District Committees shall serve as members of the Board of Directors.

* * *

N. Each constituency entitled to select a member of the Board of Directors may select one or more alternates for each such member. In the absence of a member from a meeting of the Board of Directors, one of the alternates may attend such meeting and exercise at the meeting all powers of the absent member.

* * *

Section 3. Term of Office.

The members of the Board of Directors shall serve for a period of one year beginning July 1st next following their election, except the junior high/middle schools' representative, the representative of the Pennsylvania State Athletic Directors' Association (PSADA), the representative of the Pennsylvania Coaches' Association (PCA), the chairpersons of the Girls' Athletics and Private Schools' Steering Committees, and the representatives of the Parents' Advisory Committee, who shall serve for a period of two years.

Any director may be removed by a vote of two-thirds of the directors at any meeting of the Board of Directors whenever, in the judgment of the directors, the best interest of PIAA would be served thereby.

* * *

**ARTICLE VII
POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS**

Section 1. Powers and Duties of Board of Directors.

The Board of Directors shall have the following powers and duties:

* * *

F. To determine the method of and the qualifications for the registration of officials; to determine their powers and duties; and to make and apply necessary policies, procedures, rules, and regulations for such officials.

* * *

I. To fix and enforce penalties for any violation of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of PIAA and such other by-laws, policies, procedures, rules, and regulations as it may, from time to time, adopt.

* * *

INTERPRETATIONS

ARTICLE VII, Section 1-G and ARTICLE VIII, Section 3-E and F. October 26, 1957.

The Board of Directors and District Committees will not consider any protests in Contests which are based on play situations or officials' decisions involving interpretation or judgment of plays.

In no case will the results of a Contest be reversed nor will a Contest be ordered or permitted to be replayed.

Questions regarding interpretation of rules or judgment of officials should be submitted in writing to the Executive Director.

* * *

**ARTICLE IX
DISTRICT COMMITTEES**

Section 1. Composition.

A. The makeup of each District Committee shall be decided by the members of that particular District; provided that at least one member of the District Committee shall be a representative of the junior high/middle schools of the District, one a representative of the School Boards of the District, one a representative of the PIAA-registered officials in the District, one a representative of the Athletic Directors of the District, and one a representative of the girls' athletic programs in the District.

B. Method of Selection

* * *

3. The officials' representative shall be elected for a term of two years by the PIAA-registered officials of the District. When there is only one nominee for an officials' representative position in a District, an election will not be conducted, and the nominee will be elected to the position. Representatives of odd-numbered Districts will be elected in the odd-numbered years and representatives of even-numbered Districts will be elected in the even-numbered years.

* * *

D. Vacancies.

When a vacancy occurs in the membership of the District Committee, the unexpired term shall be filled by the remaining members of the Committee, except that in the case of the School Boards representative, the Board of Directors of the Pennsylvania School Boards Association (PSBA) shall appoint an interim representative to fill the unexpired term; and in the case of the officials' representative(s), the Executive Director shall conduct a special election among the affected PIAA-registered officials of the District to fill the unexpired term(s).

* * *

**ARTICLE X
LOCAL MANAGEMENT AND CONTROL**

* * *

Section 2. Powers and Duties of Principal.

The principal shall have the following powers and duties:

* * *

D. To be responsible for the treatment of all visitors and officials attending Contests conducted by the Principal's school. Penalties may be imposed upon a PIAA member school whose Principal fails to provide reasonable protection for officials and visitors at home Contests. If a Contest is played at a neutral place, the Principals of the participating schools shall be held jointly responsible for this protection. In such a case, penalties may be imposed upon either or both of the schools.

* * *

F. All written contracts with officials shall be signed by the Principal or by one Principal representing a conference or league or, at the option of the applicable Principal, the Athletic Director or one Athletic Director representing a conference or league.

* * *

**BY-LAWS
ATHLETIC COURTESY**

Section 1. Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in that person's own actions and earnestly advocate them before others.

* * *

H. Decisions of Contest officials are to be abided by, even when they seem unfair.

* * *

I. Contest officials and opponents are to be regarded and treated as honest in intention. In Contests when opponents conduct themselves in an unbecoming manner, and when Contest officials are manifestly dishonest or incompetent, future relationship with them should be avoided.

* * *

CODE OF ETHICS PERTAINING TO HIGH SCHOOL ATHLETICS

This Code of Ethics Pertaining to High School Athletics is to be regarded not only as recommendations, but also as rules governing the conduct of schools, student-athletes, Coaches, Contest officials, Athletic Directors, Principals, and the public.

* * *

Section 2. Student-Athletes Should:

* * *

C. Not seek to provoke opponents, Contest officials, or spectators to engage in improper conduct.

* * *

Section 3. Coaches Should:

* * *

F. Recommend the use of competent Contest officials and support their decisions. The Coach should not criticize the actions or decisions of Contest officials before student-athletes and/or spectators.

* * *

Section 4. The Contest Official Should:

- A. Have thorough preparation in the current rules and approved officiating techniques of the sport.
- B. Be physically fit and mentally alert.
- C. Have a neat, distinctive uniform.
- D. Report for duty at least 30 minutes before the scheduled start of a Contest.
- E. Honor all agreements.
- F. Control one's temper at all times.
- G. Call them as one sees them.
- H. Make clear any interpretations and announcements.
- I. Not discuss plays or student-athletes of a Team with any of their future opponents.

Section 5. The Athletic Director should:

* * *

- C. Have a definite and mutual understanding with other Athletic Directors regarding Contest officials.
- D. Treat visiting Teams and Contest officials as guests.

* * *

**ARTICLE XII
ATHLETIC RELATIONS**

* * *

Section 8. Failure to Agree Upon Officials for Contests.

If the schools fail to agree upon the officials fifteen days prior to the date of the Contest, it shall be the duty of the Principals of the two schools to notify the District Chairman of such failure. The District Chairman shall then appoint the officials for the Contest, and the fees of the said officials shall be borne by the schools as originally provided in their mutual contract or otherwise. If the Contest is scheduled between schools located in different Districts, the Executive Director of PIAA shall appoint the officials.

**ARTICLE XIII
PENALTIES
Preamble**

As a guiding principle, a penalty imposed by PIAA should be broad and severe if the violation or violations reflect a general disregard for the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations; in those instances where the violation or violations are isolated and of relative insignificance, then the penalty should be more specific and limited. Previous violations of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations shall be a contributing factor in determining the degree of penalty.

All PIAA member schools shall cooperate fully with PIAA District Committees, Regional Panels, and/or the PIAA Board of Directors, within their respective jurisdictions, to further the objectives of PIAA and to investigate incidents relating to disciplinary matters and application of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations. All PIAA member schools shall make available, upon request by the District Committee, Regional Panel, and/or the Board of Directors, documents relating to a particular incident and shall further make available for questioning Principals, Athletic Directors, Coaches, student-athletes, and other school and/or Team personnel whose testimony may be desired by the District Committee, Regional Panel, and/or the Board of Directors.

* * *

Section 2. Suspension.

Suspension may consist of suspension of a school from membership in PIAA, or suspension of one or more of a school's Teams from interscholastic athletic competition with PIAA member schools.

* * *

- (3) For persistent violation of Contest officials contracts.

* * *

- (5) For neglecting to provide reasonable safeguards for the protection of Contest officials and visiting Teams.

* * *

(7) When the conduct of its administration, faculty, Coaches, Teams, students, or Team followers is unsportsmanlike and results in actions which are detrimental to individual, school, and/or public welfare and/or which are prejudicial to the purpose of PIAA.

* * *

A suspension may be for a defined period of time or may be indefinite. If the suspension is for an indefinite period of time, the District Committee, Regional Panel, or the Board of Directors, within their respective jurisdictions, may also impose conditions which must be met prior to the lifting of the suspension and the suspended school must apply to the body imposing the suspension to lift the suspension.

* * *

Section 8. Disqualification From Next Contest(s).

A. General Rule.

1. Mandatory Disqualification. Any Coach and/or contestant who, while Coaching or competing for a PIAA member school, is ejected from a Contest by a state high school association recognized and/or registered official in that sport for unsportsmanlike conduct or flagrant misconduct shall be disqualified from Coaching and/or participating for the remainder of the day and in all Contests on the next Contest day of the same level (varsity, junior varsity, or otherwise) of competition from which the Coach and/or contestant was previously disqualified. For a Coach, participation in the next Contest includes any contact by the Coach with members of the Team, including other Coaches, between the time that the Team arrives at the Contest site and the conclusion of the last Contest of the day. The Principal shall direct the Coach not to attend all of the Contest(s).

2. Discretionary Disqualification. Upon the finding by a District Committee, Regional Panel, or, if the conduct occurred in an Inter-District Contest, by the Executive Director or Board of Directors, within their respective jurisdictions, that a student-athlete, Coach, and/or Team, while Coaching or competing for a PIAA member school, engaged in flagrant misconduct while on the premises where a Contest is conducted, said student-athletes, Coaches, and/or Teams may be disqualified from participation in the next scheduled Contest following said determination.

B. Disqualification From Last Contest of a Season.

Any Coach and/or contestant ejected from the last Contest(s) in that sport in a sport season shall be disqualified from Coaching and/or participating in the first Contest(s) in that sport in the subsequent sport season, at the same level (varsity, junior varsity, or otherwise) of competition, at any PIAA member school or, if the Coach and/or student changes levels of competition, such as from junior varsity to varsity, the first Contest(s) in that sport.

C. Reporting of Disqualification.

The official shall file a report with the PIAA Office on the form prescribed for the sport involved, within twenty-four (24) hours following the completion of the Contest in which the ejection occurred. Failure to file such report shall not affect the validity or consequences of the ejection.

D. Appeal of Disqualification.

Decisions of a Contest official to disqualify a Coach and/or contestant are generally not subject to appeal. The only exceptions to this rule are as follows:

1. Misidentification of a person: The person intended by the Contest official to be disqualified was not the one actually disqualified. This exception will not be considered without input from the Contest official.

2. Misapplication of a rule: The Contest official erred in applying a Contest rule such that a Coach and/or contestant was disqualified under a rule not applicable to that sport or which did not provide for disqualification. The judgment of the official regarding the conduct of the Coach and/or contestant may not be challenged.

Misidentification of a person and/or misapplication of a rule appeals shall be submitted to, and resolved by, the Executive Director. Such appeals will be considered only if they are brought to the attention of the Executive Director in sufficient time to permit reasoned consideration prior to the next Contest. Such appeals may be denied for lack of timely submission of adequate evidence. The Executive Director's decision may not be appealed.

Section 9. Violations by Individuals.

A. Rectifying Action by School.

If it is determined that a school's administration, faculty, Coaches, Teams, students, or Team followers engaged in flagrant misconduct and/or conduct which violates one or more provisions of the Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations of PIAA, and/or misconduct which is contrary to the purposes of PIAA, that school may be directed by its District Committee, Regional Panel, or, if the conduct occurred in an Inter-District Contest, by the Executive Director or Board of Directors, within their respective jurisdictions, to impose appropriate discipline upon such persons or to take other rectifying action for such conduct.

PIAA may require the school to take specified rectifying action and/or to impose specified appropriate

discipline upon such persons as a condition for not imposing penalties upon the school for flagrant misconduct and/or violations of the Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations by the individuals enumerated in this Section.

The failure of a school to impose such directed discipline or to take directed rectifying action may subject that school to the penalties set forth in Sections 1 through 7 of this ARTICLE.

B. Punching, Striking, Biting, or Kicking by Contestant or Coach.

1. A student-athlete who, immediately prior to, during, or immediately after a Contest, recklessly or with ill will or an intent to harm, punches (striking with a closed fist), strikes, bites, or kicks a contestant, Coach, an official, or any other person attending the Contest; may be disqualified in that sport by the Regional Panel or District Committee, within their respective jurisdictions: (1) if the act was reckless, for a period of time up to and including the remainder of that sport's season and, if the incident occurs with 1/3 or less of that sport's Regular Season remaining, for a period of time up to and including one half of the following season in the same sport, or (2) if the action was a punch or was with ill will or an intent to harm, for a period of up to one year from the date of the incident leading to the disqualification or the date of the Regional Panel or District Committee hearing.

If such conduct occurs immediately before, during, or immediately after an Inter-District Championship Contest, the Board of Directors may disqualify the student for the remainder of the Postseason and, (1) if the conduct was reckless, for a period of time up to and including one half of the following season in the same sport; and (2) if the conduct was a punch or was with ill will or an intent to harm, for a period of up to one year from the date of the incident leading to the disqualification or the date of the Board of Directors' hearing.

Where the punching, striking, biting, or kicking results in injury to another competitor, the student engaging in such conduct may further be disqualified until the injured person is able to return to competition. For purposes of this Section, an injury occurs whenever the conduct results in (1) the struck contestant, Coach, or official being unable to further participate in that Contest or one or more subsequent Contests because of the contact; and/or (2) the struck person obtaining post-Contest medical treatment because of the contact.

2. A Coach who, immediately prior to, during, or immediately after a Contest, intentionally strikes, bites, or kicks a contestant, Coach, an official, or any other person in attendance at the Contest, or who punches a contestant, Coach, an official, or any other person in attendance at the Contest, shall be disqualified by the Regional Panel or District Committee, within their respective jurisdictions, (or Board of Directors if the incident occurred at an Inter-District Contest) for a period of not less than one year from the date of either the incident leading to the suspension or the date of the hearing to consider the matter.

* * *

INTERPRETATIONS

October 29, 1945, as amended October 3, 2008.

A Regional Panel or District Committee, within their respective jurisdictions, has the power to suspend a school where the school fails to provide police protection for spectators, officials and competitors.

* * *

**ARTICLE XV
OFFICIALS**

Section 1. Sports Officials must be Registered with PIAA.

All sports officials, in all Contests participated in by a PIAA member school, shall be persons who are (1) registered, (2) on active status, and (3) in good standing, with PIAA.

NOTE: Section 1 does not apply to Contests played outside of Pennsylvania, and the opponent is not a member of PIAA.

Section 2. How Persons may Become PIAA-Registered Sports Officials.

To become a PIAA-registered official in any sport, the applicant shall meet the qualifications and requirements and pass such examination as may be required by the PIAA Board of Directors.

Applicants shall be required to identify any crimes of which they have been convicted. Any applicant who has been convicted of, or who has pled guilty or no contest to, (1) any of the offenses identified at the time of violation in 23 Pa.C.S.A. § 6344(c)(2) or an equivalent crime under federal law or of another state, or (2) a felony offense under the Controlled Substance, Drug, Device, and Cosmetic Act committed within the preceding five years, shall not be registered by PIAA.

Applicants may also be rejected by the Executive Director if they have been convicted of forgery, fraud, embezzlement, perjury, and/or another offense which relates to or calls into question the honesty or veracity of the applicant. The decision of the Executive Director to reject an application may be appealed by the applicant to the PIAA Board of Directors.

Effective July 1, 2009, all newly registered sports officials, all sports officials registered for the first time with PIAA since April 1, 2007, and all sports officials whose registrations have lapsed for more than one year, shall be required to obtain and submit to PIAA valid (obtained within the past year) copies of (1) a

Pennsylvania State Police background check (Act 34 of 1985) report; (2) a Pennsylvania Department of Public Welfare child abuse history (Act 151 of 1994) report; and (3) a FBI federal criminal history record (Act 114 of 2006) report. Expenses for obtaining and submitting said reports shall be borne by the registered sports official.

Section 3. Requirement of Written Contract.

All PIAA member schools shall enter into either paper or electronic contracts on the official contract form entitled "Contract for Officials Under PIAA Rules" with all registered sports officials retained by the schools or assigned by an assignor. Registered sports officials are independent contractors and therefore, are NOT employees of PIAA, the school, or the assignor. Disputes arising from oral agreements will not be considered by PIAA.

Section 4. Violation or Cancellation of Sports Official's Contract by a PIAA Member School.

If a PIAA member school violates or cancels a contract with an official, the District Committee or the Board of Directors, within their respective jurisdictions, may require a school so violating or so canceling to pay to the offended official the fee or fees for the Contest or Contests which have been provided in the official contract. Failure of a PIAA member school to live up to the terms of the contract shall be considered a violation of the Constitution and By-Laws of PIAA.

Section 5. Removal of Registered Sports Officials.

The Board of Directors shall remove from the list of registered sports officials any person convicted of, or who pleads guilty or no contest to, (1) any of the offenses identified at the time of violation in 23 Pa.C.S.A. § 6344(c)(2) or an equivalent crime under federal law or of another state, or (2) a felony offense under the Controlled Substance, Drug, Device, and Cosmetic Act committed within the preceding five years.

The Board of Directors may remove from the list of registered sports officials any person:

- A. Whom the Board of Directors has determined to have been biased and/or consistently incompetent or unfair in the official's decisions in Contests, or
- B. Whose conduct on or off the competition surface renders the official unfit to act as a registered sports official, or
- C. Who is convicted of forgery, fraud, embezzlement, perjury, and/or another offense which relates to or calls into question the honesty or veracity of the official, or
- D. Who has been removed for misconduct by a national amateur or professional athletic organization or a state high school association that recognizes and/or registers sports officials, or
- E. Who, while under suspension herein, engages in conduct defined in Section 6 below that would be additional grounds for suspension.

Any sports official removed from the list of registered sports officials may reapply for registration after no less than five school years have passed from such removal. Reinstatement shall be solely within the discretion of the Board of Directors and, in any event, shall not be granted unless the removed sports official (1) meets all of the qualifications and requirements then in place, (2) passes such examination(s) as then may be required by the Board of Directors, and (3), at a hearing before the Board of Directors, demonstrates, by clear and convincing evidence, that the reason(s) for removal have been satisfactorily addressed and that the official currently possesses the character, integrity, moral fitness, and competence to be registered. In granting reinstatement, the Board of Directors may place the official on probation for a defined period of time and under conditions deemed appropriate by the Board of Directors.

Section 6. Suspension.

The Board of Directors authorizes the Executive Director to suspend from the list of registered sports officials, for a period determined to be appropriate by the Executive Director, in the applicable sport(s), any person:

- A. Who repeatedly violates or cancels contracts with PIAA member schools or repeatedly alters proposed contracts without the consent of the other contracting party, or
- B. Who is charged with (1) any of the offenses identified at the time of violation in 23 Pa.C.S.A. § 6344(c)(2) or an equivalent crime under federal law or of another state, (2) a felony offense under the Controlled Substance, Drug, Device, and Cosmetic Act committed within the preceding five years, or (3) forgery, fraud, embezzlement, perjury, and/or another offense which relates to or calls into question the honesty or veracity of the official, or
- C. Who pursues a course of action which is detrimental to the welfare of PIAA, its members, student-athletes, and/or other registered sports officials, or
- D. Who fails to cooperate with PIAA in any investigation, or
- E. Whose conduct on or off the competition surface is not conducive to the best interests and/or purposes of PIAA, or
- F. Who fails to comply with PIAA regulations pertaining to sports officials, and/or with decisions of the Executive Director or Board of Directors relating to the official, or
- G. Who has been suspended for misconduct by a national amateur or professional athletic organization or a state high school association that recognizes and/or registers sports officials, or

H. Who, while on probation herein, engages in conduct defined in Section 7 below that would be additional grounds for probation, or

I. Who has been determined to have been biased and/or palpably unfair in decisions in a Contest, or

J. Who repeatedly fails to file with the PIAA Office, within twenty-four (24) hours following the completion of the Contest, a report of disqualification of a Coach and/or contestant under ARTICLE XIII, PENALTIES, Section 8, Disqualification from Next Contest(s), of the PIAA By-Laws.

NOTE: The offenses identified in Section 6344(c)(2) currently include: (1) criminal homicide; (2) aggravated assault; (3) stalking; (4) kidnapping; (5) unlawful restraint; (6) rape; (7) statutory sexual assault; (8) involuntary deviate sexual intercourse; (9) sexual assault; (10) aggravated indecent assault; (11) indecent assault; (12) indecent exposure; (13) incest; (14) concealing death of a child; (15) endangering the welfare of children; (16) dealing in infant children; (17) prostitution and related offenses; (18) obscene and other sexual materials and performances; (19) corruption of minors; (20) sexual abuse of children; and (21) the attempt, solicitation, or conspiracy to commit any of the above offenses. This list may be modified, reduced, or expanded by Act of the General Assembly. The list of offenses in effect at the time of violation by the sports official shall be applicable to proceedings to remove or suspend that sports official.

Section 7. Probation.

The Board of Directors authorizes the Executive Director to place on probation and exclude from eligibility for assignments to District or Inter-District Championship Contests, for a period determined to be appropriate by the Executive Director, in the applicable sport(s), any registered sports official:

A. Who violates or cancels a contract with a PIAA member school or alters a proposed contract without the consent of the other contracting party, or

B. Who fails to wear the required uniform, or

C. Who fails to cooperate with PIAA in any investigation, or

D. Whose conduct on or off the competition surface is not conducive to the best interests and/or purposes of PIAA, or

E. Who fails to comply with PIAA regulations pertaining to sports officials and/or with decisions of the Executive Director or Board of Directors relating to the official, or

F. Who has been placed on probation for misconduct by a national amateur or professional athletic organization or a state high school association that recognizes and/or registers sports officials, or

G. Who has been accused of being biased and/or palpably unfair in decisions in a Contest, or

H. Who fails to file with the PIAA Office, within twenty-four (24) hours following the completion of the Contest, a report of disqualification of a Coach and/or contestant under ARTICLE XIII, PENALTIES, Section 8, Disqualification from Next Contest(s), of the PIAA By-Laws.

INTERPRETATION

The use of the official's standard uniform is mandatory.

* * *

ARTICLE XVIII OFFICIAL RULES FOR SPORTS

Official rules for various sports shall be as follows except where such rules conflict with rules now or hereafter adopted by the PIAA Board of Directors. In cases of such conflict, the rules adopted, changed or modified by the Board of Directors shall apply.

Section 1.

Official rules for various sports shall be those published by the National Federation of State High School Associations (NFHS). In those sports where there is no rules publication by NFHS, the rules shall be those adopted, changed or modified by the PIAA Board of Directors.

IV. EXCERPTS FROM THE PIAA POLICIES AND PROCEDURES THAT PERTAIN TO OFFICIALS

ASSIGNMENT OF CONTEST OFFICIALS POLICY

I. General

PIAA is committed to the principles of equal treatment for all individuals. PIAA will engage Contest personnel and contract with and assign PIAA-registered sports officials to Postseason Contests without regard to race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

II. Equal Opportunity Assignment of PIAA-Registered Sports Officials

It is the policy of PIAA to provide equal opportunity in its assignment of PIAA-registered sports officials to Postseason Contests; and to assign Contests in a manner that does not discriminate against any person because of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

To further this policy, PIAA will:

- (a) make all Contest assignments without regard to race, color, religion, sex, age, national origin, ancestry, or non-Contest related disability or handicap and take affirmative measures to seek qualified minority group and female sports officials;
- (b) further the principle of equal opportunity in its assignment of sports officials to Postseason Contests which are based on qualifications in accord with the essential functions to perform the assignments; and
- (c) ensure that assignments are in accord with general principles of equal opportunity by applying only merit based requirements for assignments.

ASSIGNMENTS OF OFFICIALS

POLICY FOR ASSIGNING CONTEST OFFICIALS:

POLICY FOR ASSIGNING REGULAR SEASON CONTEST OFFICIALS/ASSIGNOR(S)

Member schools are ultimately responsible for entering into contracts with PIAA-registered sports officials to officiate Regular Season Contests. Member schools may, either directly or through an organized group of member schools, delegate the responsibility of arranging for officiating at specific Regular Season Contests to another individual, typically referred to as an "assignor", under the following conditions:

- 1) The assignor annually provides certification to the member school, or an organized group of member schools of which the contracting school is a member, that the assignor does not assess Contest officials, nor accept from Contest officials, a fee. If there is any fee or other compensation to be paid to the assignor, it shall be paid by the member school, or an organized group of member schools.
- 2) The assignor annually provides certification to the member school, or an organized group of member schools, that the assignor does not discriminate on the bases of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap of official or participating student-athletes with respect to the level, quality, or number of assignments, and does not otherwise discriminate against any official on the basis of gender, national origin, race, religion, or ethnic background.
- 3) Contracts for Officials Under PIAA Rules (PIAA Official Contract Form) are to be issued for all Contest officials' assignments and shall be signed by the Principal of the member school or by one Principal representing an organized group of member schools or, at the option of the applicable Principal, the Athletic Director of the member school or one Athletic Director representing an organized group of member schools.

No member school, or an organized group of member schools, shall utilize the services of an assignor whom the member school, or an organized group of member schools, determines is seeking or accepting fees from officials or who is discriminating against officials on the bases of race, color, religion, gender, age, national origin, ethnic background or non-performance related disability or handicap of official or participating student-athletes.

Member schools and organized groups of member schools, which utilize the services of an assignor, are encouraged to enter into a written agreement with the assignor specifying the relationship with the assignor and the responsibilities of the assignor. A form agreement, which can be modified to meet the specific circumstances as needed, is provided in the Forms section of the PIAA Handbook.

POLICY FOR ASSIGNING DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

It is PIAA policy that PIAA District Officials' Representative(s), or the Officials' Representative's designee(s), with the concurrence of the respective PIAA District Chairmen, assign PIAA-registered Contest officials in the sports of baseball, basketball, cross country, field hockey, football, lacrosse, softball, soccer, swimming and diving, track and field, volleyball, and wrestling to all District Championship Contests.

The PIAA District Officials' Representative(s), and any agents and employees thereof, who participate in the assignment of officials, shall not refuse to assign an official based on the gender, national origin, race, religion, or ethnic background of the official or the gender, national origin, race, religion, or ethnic background of the participating student-athletes; shall not discriminate against any official on the basis of race, color, religion, gender, age, nation origin, ethnic background or non-performance related disability or handicap with respect to the level, quality, or number of assignments; and shall not otherwise discriminate against any official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

POLICY FOR ASSIGNING INTER-DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

It is PIAA policy that the Executive Director, or the Executive Director's designee, assigns PIAA-registered Contest officials in the sports of baseball, basketball, cross country, field hockey, football, lacrosse, softball, soccer, swimming and diving, track and field, volleyball, and wrestling to all Inter-District Championship Contests.

Beginning July 1, 2010, the failure of a PIAA-registered sports official to attend at least one PIAA Officials' Convention during the preceding five (5) years may be considered a factor in determining whether to assign that sports official to officiate a PIAA Inter-District Championship Contest.

PIAA, and any officers, agents and employees thereof and Chapters of Registered Officials, and any officers, agents and employees thereof who participate in the assignment of officials to Postseason Contests, shall not refuse to assign a Contest official based on the gender, national origin, race, religion, or ethnic background of the Contest official or the gender, national origin, race, religion, or ethnic background of the participating student-athletes, shall not discriminate against any Contest official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap with respect to the level, quality, or number of assignments, and shall not otherwise discriminate against any Contest official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

A Contest official may report an alleged violation of the nondiscrimination provisions of this Policy for Assigning Contest Officials to the Officials' Representative(s) of the PIAA District in which the Contest official resides, or to the Associate Executive Director, in writing, describing the alleged violation in such detail as is available to the Contest official. The Officials' Representative will forward a copy of any such report to the Associate Executive Director. In either case, the Associate Executive Director will circulate any such report in summarized form to the officers of PIAA and to the PIAA Board of Directors. PIAA, and any officers, agents, and employees thereof, and Chapters of Registered Officials, and any officers, agents, and employees thereof who participate in the assignment of Contest officials, shall not retaliate against any person because of the filing of a report with the Officials' Representative or the Associate Executive Director, or because of any person's involvement in the resolution of the report, or because of participation in any capacity in the case of Noreen P. Kemether v. PIAA.

In those instances in which a PIAA member school or group of member schools enters into a contract by which responsibility for the assignment of Contest officials is given to another person or entity, PIAA recommends that PIAA member schools include contract language that is identical to the nondiscrimination provisions of this Policy. PIAA also recommends that, in those instances in which the responsibility for the assignment of Contest officials is given to another person or entity by a PIAA member school or group of member schools in a document that is less formal than a contract (such as, for example, an annual letter), the document include equivalent language.

FEES:**POLICY REGARDING REGULAR SEASON CONTEST OFFICIALS' FEES**

The Board of Directors will not sanction, recognize, or support the establishment of either minimum fees or maximum fees for officiating Regular Season Contests by either any Chapter of Sports Officials or organized group of member schools.

The matter of Contest officials' fees is an agreement between the individual Contest official and the school or entity hosting the Contest(s). A contract, to be valid, shall be in writing, shall be consistent with the "Contract for Officials Under PIAA Rules" ("Officials' Contract"), and shall be signed by the Contest official and the Principal or Athletic Director of the contracting school or entity.

The process for payment of PIAA-registered sports officials' Regular Season fees is as follows:

1) Host schools or entities, and sports officials who have agreed to work a Contest or a multi-Contest event, such as a Tournament involving two or more PIAA member schools, shall, as early as is reasonably feasible, electronically or on paper complete an Officials' Contract for that Contest or Tournament. Disputes arising from oral agreements will not be considered by PIAA.

Host schools and entities should ensure that Contest officials' fees are paid to the officials **prior to** the beginning of **all** Regular Season Contests. To be so paid, checks must be prepared in advance and the host school or entity must have the required information concerning the official. Therefore, the failure of an official to have executed an Officials' Contract reasonably prior to the Contest or Tournament may result in the host school or entity being unable to comply with this recommendation.

2) Officials shall timely complete any requested expenditure reports, state, local, or federal tax forms, and any other accounting documents that may reasonably be required by the host school or entity.

3) Officials must complete their assignment as contracted and perform all duties as written in said contract. This includes, but is not limited to, appropriate time of arrival, equipment and Contest site inspections, pre-Contest activities (i.e., weigh-in), and all other duties as detailed by the sport specific National Federation of State High School Athletic Associations (NFHS) rules book and/or adopted PIAA policies.

Contract Disputes

Any dispute arising out of an Officials' Contract may be brought by either the official or the host school or entity to the local elected PIAA District Officials' Representative, who shall attempt to mediate the dispute.

If the local District Officials' Representative is unable to resolve a claim by an official asserting a breach of the contract, the official may request a hearing before the local PIAA District Committee for failure of the host school or entity to adhere to the PIAA Policies and Procedures. Penalties may be enforced as per ARTICLE XIII, PENALTIES, of the PIAA By-Laws. This procedure is not available until the official has made a good faith effort to resolve the dispute through mediation with the District Officials' Representative.

EVALUATION OF OFFICIALS:**POLICY REGARDING EVALUATION OF REGULAR SEASON, DISTRICT CHAMPIONSHIP, AND INTER-DISTRICT CHAMPIONSHIP CONTEST OFFICIALS:****EVALUATION OF REGULAR SEASON CONTEST OFFICIALS**

Evaluation forms for local chapters are available in each sport's chapter rules interpreter's meeting guide. Local chapters, in evaluating their member officials, may utilize these evaluation instruments. A composite of chapter members' evaluations should be submitted to each elected PIAA District Officials' Representative(s) for their information and use.

As a continuing service to local chapters, additional information and/or discussion items may also be obtained by contacting the PIAA Office.

EVALUATION OF PIAA DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

It is recommended that all officials assigned to District Championship Contests in the sports of baseball, basketball, field hockey, football, lacrosse, softball, soccer, volleyball, and wrestling be evaluated.

It is recommended that PIAA District Officials' Representative(s) assign evaluators to District Championship Contests in the sports of baseball, basketball, field hockey, football, lacrosse, softball, soccer, volleyball, and wrestling. The District Officials' Representative(s) may defer to the PIAA District-appointed site manager to secure a capable evaluator. A list of chapter or district rules interpreters is available from the PIAA Office to assist in identifying trained observers to evaluate District Championship Contest-assigned officials.

An evaluation instrument, which has been developed by the Associate Executive Director with assistance from the respective statewide rules interpreters, district interpreters, chapter interpreters and District Officials' Representative(s), is available from the PIAA Office to assist in the PIAA District evaluation process.

It is recommended that a completed evaluation form be submitted to the PIAA District Officials' Representative(s), Executive Director/Secretary and/or sport specific chairman immediately following the conclusion of the District Championship Contest but no later than 24 hours after the conclusion of that Contest, for use in further assessing Contest officials for subsequent rounds.

EVALUATION OF PIAA-ASSIGNED INTER-DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

All officials assigned to Inter-District Championship Contests in the sports of baseball, basketball, field hockey, football, lacrosse, softball, soccer, volleyball, and wrestling are to be evaluated.

A District which hosts an Inter-District Championship Contest in that PIAA District shall have that District's elected Officials' Representative(s) communicate with the Associate Executive Director as to who is assigned to evaluate the officials PIAA has assigned to that Contest. The Officials' Representative(s) may defer to the PIAA-appointed site manager to secure a capable evaluator. A list of chapter or district rules interpreters will be provided in each Inter-District Championship Contest Tournament director's handbook to assist in identifying trained observers to evaluate PIAA-assigned Contest officials.

An evaluation instrument, which has been developed by the Associate Executive Director with assistance from the respective statewide rules interpreters, district interpreters, chapter interpreters and District Officials' Representative(s), is available in each Inter-District Championship Contest manager's handbook and is to be utilized in the evaluation process.

A completed evaluation form is to be submitted to the Associate Executive Director, immediately following the conclusion of the Inter-District Championship Contest but no later than 24 hours after the conclusion of that Contest, for use in further assessing Contest officials for subsequent rounds.

NONDISCRIMINATION POLICY ON THE EVALUATION OF CONTEST OFFICIALS

If PIAA, or any officers, agents, or employees thereof, or Chapters of Registered Sports Officials, or any officers, agents, and employees thereof participate in an evaluation of officials for Regular Season Contests involving a PIAA member school or District or Inter-District Championship Contests, they shall not discriminate against any Contest official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap with respect to evaluation and rating.

If PIAA, or any officer, agent, or employee thereof, or any Chapter of Registered Sports Officials, or any officer, agent, or employee thereof, creates or maintains a system of evaluating officials for Regular Season Contests involving a PIAA member school or District or Inter-District Championship Contests, the evaluation system must be fair and equitable, must use race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap-neutral evaluation criteria and procedures, and must include women among the persons performing the evaluations wherever it is practicable to do so. No person or entity listed in the immediately preceding sentence may participate in any such evaluation system if the person or entity knows that such system is not fair and equitable, does not use race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap-neutral evaluation criteria, or does not include women among the persons performing the evaluation wherever it is practicable to do so.

In those instances in which a PIAA member school or group of member schools enters into a contract by which responsibility for the evaluation of Contest officials is given to another person or entity, PIAA recommends that PIAA member schools include contract language that is identical to or similar to the nondiscrimination provisions of this Policy. PIAA also recommends that, in those instances in which the responsibility for the evaluation of Contest officials is given to another person or entity by a PIAA member school or group of member schools in a document that is less formal than a contract (such as, for example, an annual letter), the document include equivalent language.

PROCEDURE FOR ADDRESSING CONCERNS OF SPORTS OFFICIALS REGARDING ASSIGNMENTS AND EVALUATIONS

A. Discrimination in Assignments and/or Evaluations.

Any PIAA-registered sports official who believes that he or she has been discriminated against by a school, assignor, or evaluator on the basis of race, color, religion, gender, national origin, ethnic background, or non-performance related disability or handicap should report, in writing, such allegation to either the Officials' Representative(s) of the PIAA District in which the sports official resides or the Associate Executive Director. The sports official's report should identify the assignor(s) and/or evaluator(s) believed to have discriminated against the sports official, and describe in as much detail as is available the alleged discrimination. If the report is provided to the District Officials' Representative, that person shall promptly forward the report to the Associate Executive Director.

Upon receipt of the report, the Associate Executive Director shall offer to, directly or through a designee, mediate the dispute. Any assignor or evaluator accused of discrimination will be expected to participate in good faith in the mediation process. Refusal to so participate shall be communicated to the conference(s) or league(s) using the assignor or evaluator and shall render the assignor or evaluator ineligible to further assign or evaluate until the dispute is resolved.

Upon conclusion of efforts to mediate the dispute, the Associate Executive Director will circulate the report from the sports official, in summarized form, as well as a report of the mediation, to the officers of PIAA and to the PIAA Board of Directors.

Any sports official who is dissatisfied with the results of mediation and who believes that a school, assignor, or evaluator engages in discrimination against sports officials may request a hearing before the PIAA Board of Directors. The sports official shall have the burden of demonstrating such discrimination. If such discrimination is found, the PIAA Board of Directors may (1) permanently, or for a specified period of time, prohibit any member school from utilizing the services of the assignor; (2) place the assignor on probation consistent with the provisions of ARTICLE XIII, PENALTIES, Section 7, Probation, of the PIAA By-Laws; and/or (3) publicly censure the assignor consistent with the provisions of ARTICLE XIII, PENALTIES, Section 6, Public Censure, of the PIAA By-Laws.

PIAA, and any officers, agents, and employees thereof, and Chapters of Registered Officials, and any officers, agents, and employees thereof who participate in the assignment of sports officials for Regular Season Contest involving a PIAA member school or District or Inter-District Championship Contests, shall not retaliate against any person because of the filing of a report with the Officials' Representative or the Associate Executive Director, or because of any person's involvement in the resolution of the report, or because of participation in any capacity in the case of Noreen P. Kemether v. PIAA.

B. Dissatisfaction with Evaluation.

Any registered sports official who believes that he or she has been incorrectly evaluated shall report, in writing, such dissatisfaction to either the Officials' Representative(s) of the PIAA District in which the sports official resides or the Associate Executive Director. The sports official's report should describe, in as much detail as is available, the reasons why the evaluation is inaccurate.

Upon receipt of the report, the District Officials' Representative shall offer to, directly or through a designee, mediate the dispute. Any evaluator whose evaluation is challenged will be expected to participate in good faith in the mediation process. Refusal to so participate shall be communicated to the conference(s) or league(s) using the evaluator and shall render the evaluator ineligible to further evaluate absent a decision from the Board of Director reinstating the evaluator. If mediation is unsuccessful, the sports official may request a hearing before the District Committee to review the evaluation. Upon the conclusion of the hearing, the District Committee may (1) leave the evaluation as originally prepared; (2) strike the evaluation; and/or (3) direct that a new evaluation occur.

**POLICY REGARDING MEMBER SCHOOL SUPERVISION OF PIAA-
REGISTERED SPORTS OFFICIALS ENGAGED TO OFFICIATE CONTESTS**

At all Contests between PIAA member schools, the host school shall ensure that PIAA-registered sports officials who have been engaged to officiate their Contests are given a changing area separate and apart from those changing areas utilized by student-athletes. If this is not physically possible, the host school shall establish and enforce a detailed plan identifying how it intends to prevent one-on-one unsupervised or unobserved contact by sports officials with student-athletes. Host schools shall take all steps reasonably necessary to ensure that the sports officials do not have other opportunities for one-on-one unsupervised or unobserved contact with student-athletes. The failure to adopt and implement appropriate procedures may disqualify the host school from hosting future Contests between PIAA member schools for a period of time deemed appropriate by the PIAA District Committee or the PIAA Board of Directors, within their respective jurisdictions, as well as imposition of other sanctions under ARTICLE XIII, PENALTIES, of the PIAA By-Laws.

**PROCEDURAL STANDARDS FOR DISCIPLINE OF
PIAA-REGISTERED SPORTS OFFICIALS**

I. Introduction.

These procedural standards apply to the disciplining of PIAA-registered sports officials arising out of, or relating to, ARTICLE XV, OFFICIALS, Section 5, Removal of Registered Sports Officials; Section 6, Suspension; and Section 7, Probation, of the PIAA By-Laws.

II. Basis for Hearings and Appeals.

ARTICLE VII, POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS, Section 1-F, of the PIAA Constitution, authorizes the PIAA Board of Directors and PIAA Boards of Appeal to make and apply necessary policies, procedures, rules, and regulations of PIAA-registered sports officials.

ARTICLE XV, OFFICIALS, Section 5, Removal of Registered Sports' Officials, of the PIAA By-Laws, (hereafter "Section 5"), requires that the Board of Directors remove from the list of PIAA-registered sports officials (hereafter "official" or "officials") any person convicted of, or pleading guilty or no contest to, certain offenses. Said Section also authorizes the Board of Directors to remove persons from the list of officials under other defined circumstances.

ARTICLE XV, OFFICIALS, Sections 6, Suspension and Section 7, Probation, of the PIAA By-Laws, (hereafter "Sections 6 and 7"), authorize the Executive Director to suspend or place on probation officials under defined circumstances.

III. Matters that may be Heard.

Matters that may be heard by the Executive Director are those which relate to the possible suspension or probation of officials.

Matters that may be heard by the Board of Directors are those which relate to the conduct of officials. Those matters include:

- A. The removal of officials.
- B. An appeal of the decision of the Executive Director to suspend an official.
- C. An appeal of the decision of the Executive Director to place an official on probation.

IV. Persons with Standing to Initiate Proceedings.

A. The Executive Director may, on the Executive Director's own initiative, investigate, and resolve matters arising under ARTICLE XV, OFFICIALS, Sections 6 and 7. In so doing, the Executive Director may schedule a hearing to consider the matter.

B. A member school which believes that an official should be suspended or placed on probation pursuant to ARTICLE XV, OFFICIALS, Sections 6 or 7 has the right to request that such matter be considered by the Executive Director.

- C.** An official who has been notified that the Executive Director is conducting an investigation and/or considering imposition of sanctions under ARTICLE XV, OFFICIALS, Sections 6 and 7 may request a hearing before the Executive Director.
- D.** An official suspended or placed on probation by the Executive Director has the right of appeal to the Board of Directors.
- E.** A member school which has requested that the Executive Director suspend or place on probation an official, and which has been advised by the Executive Director that such request has been rejected, has the right to appeal such decision to the Board of Directors.
- F.** The Executive Director or the President of PIAA may request a hearing to consider the removal of an official pursuant to ARTICLE XV, OFFICIALS, Section 5.
- G.** A member school which believes that an official should be removed pursuant to ARTICLE XV, OFFICIALS, Section 5, has the right to request that such matter be heard by the Board of Directors.

V. Request for Hearing.

Requests by officials or members schools for hearings shall be made in writing by the official or the Principal of the member school to the Executive Director. The letter shall provide sufficient information to enable the Executive Director to identify the issue(s) involved. (Informal notice by telephone of the intent to request a hearing may be made, but all formal requests must be in writing.)

Upon request of the official or the Principal of the requesting school, or counsel for either, the Executive Director shall provide a copy of all written materials in the Executive Director's possession which are to be used at the hearing.

VI. Manner of Consideration of Matter.

In all cases where an official or member school has properly requested a hearing prior to a determination, such opportunity shall be granted.

If an official or member school requests that a matter be resolved solely upon written submission, without a hearing, the Executive Director shall, if the matter relates to the possible suspension or probation of an official, determine whether to hold a hearing or grant the school's request for a decision on written submission. If the matter is an appeal of the Executive Director's decision or is a matter relating to the possible removal of the official, the Executive Director shall so notify the President of PIAA, who shall determine whether to hold a hearing or grant the request for a decision on written submission.

Where a transcript has been made of the proceedings before the Executive Director, the record on appeal shall be limited to that transcript and any written materials which were before the Executive Director in connection with the making of the Executive Director's decision.

Where no transcript has been made of the proceedings before the Executive Director, the record on appeal shall consist of the written material submitted to and by the Executive Director, and any oral testimony and additional written material which the appealing official, school, and others involved desire to present.

VII. Notification of Hearing.

A. In all cases where a hearing is to be held, the Executive Director, or the Executive Director's designee, shall send a letter ("Scheduling Letter") to the official and/or Principal of the school involved, providing the following:

1. The date, time, and place of the hearing.
2. How the matter arose (by request of the official, a school, the Executive Director or the Board of Directors).
3. The issue(s) involved, citing the applicable provision(s) of the PIAA Constitution, By-Laws, Policies and Procedures, Rules and Regulations, etc. This should be sufficiently specific to inform the official and/or school of the issues, but sufficiently general to cover collateral issues that may arise.

4. That, on an appeal of a decision of the Executive Director, where there is a transcript of the proceedings before the Executive Director, and the record on appeal is limited to the testimony and papers before the Executive Director. Any persons involved are entitled to bring with them to the appeal hearing any persons whom they desire to attend, and to be represented by counsel.
5. That, on an appeal of a decision of the Executive Director, where there is no transcript of the proceedings before the Executive Director, all persons involved are entitled to bring with them to the appeal hearing any persons whom they desire to attend, to submit any written material which they desire, and to be represented by counsel. Where the persons involved intend to submit written material, the Executive Director may require that an appropriate number of copies be provided.
6. That the Board, if on appeal, will have copies of the written materials submitted to and by the Executive Director, making it unnecessary for participants to provide them.
7. That the Executive Director, if on a matter before the Executive Director, will have copies of the written material previously submitted to the Executive Director, is making it unnecessary for participants to provide them.
8. If the matter arises under ARTICLE XV, OFFICIALS, Section 5, that the official shall be expected to provide to the presiding officer at the hearing either (1) a sworn statement that the official has not been convicted of, or plead guilty or no contest to, an offense identified in that Section; or (2) any document evidencing the official's conviction of, or pleading guilty or no contest to, an offense identified in that Section. Unless the applicable documents have otherwise been obtained by the presiding officer, the refusal of an official to provide one of these two documents shall result in the adjournment of the hearing and the official's immediate suspension from the list of registered sports officials, said suspension to continue until after such documentation is produced, the hearing is reconvened and a decision communicated to the official.
9. If the matter arises under ARTICLE XV, OFFICIALS, Section 6, that the official shall be expected to provide to the presiding officer at the hearing either (1) a sworn statement that the official has been acquitted of or has not been charged with an offense identified in that Section, or that any charges previously brought have been withdrawn; or (2) any document evidencing the official being charged with an offense identified in that Section. Unless the applicable documents have otherwise been obtained by the presiding officer, the refusal of an official to provide one of these two documents shall result in the adjournment of the hearing and the official's immediate suspension from the list of registered sports officials, said suspension to continue until after such documentation is produced, the hearing is reconvened and a decision communicated to the official.
10. That if the official has any questions, the official is to contact the Executive Director or another specified person.

B. Where possible, the Scheduling Letter should be mailed or faxed under circumstances which would result in its being received by the official and/or Principal at least two weeks before the hearing. A shorter period of notice may be appropriate depending on the exigencies of the circumstances.

C. Where the matter arose on the written complaint of a member school, representatives of the complaining school shall be requested to attend the hearing and to be prepared to present evidence in support of the complaint.

D. Where the Executive Director is aware that the official and/or school involved are represented by counsel, such counsel shall be provided with a copy of the letter scheduling the hearing.

E. Hearings may also be arranged by telephone contact with the official and/or Principal; however, where this is done, a confirmatory letter in accordance with these Standards should be promptly sent.

VIII. Conduct of Hearing.

A. Immediately prior to the beginning of the hearing, the Executive Director, or the Executive Director's designee, shall introduce each member of the Board of Appeal, or the presiding officer where the hearing is before the Board of Directors, together with any executive staff members, consultants, and advisors who may be present. The Executive Director, or the Executive Director's designee, shall next introduce the official, and Principal or other lead representative of each member school present, and request them to introduce the persons who are participating in the matter.

B. The presiding officer shall begin the hearing with an introductory statement which identifies the manner in which the matter came before the Executive Director, Board of Directors, or Board of Appeal, and the issue(s) or the rule(s) involved.

C. Where the matter arose on the complaint of a member school, the representatives of that school shall be requested to make the first presentation.

D. The time for hearing from witnesses not affiliated with the official or schools, is to be determined according to the position they are expected to support. This is something which often is decided at the appeal hearing; the goal is to provide an official with adverse evidence to which the official would desire an opportunity to respond before beginning to make the official's presentation.

E. In matters arising under ARTICLE XV, OFFICIALS, Section 5, and in matters appealed from a decision of the Executive Director, where a school has initiated the proceeding, the testimonial portion of the hearing shall begin with the presiding officer calling upon the Principal of the school or the Principal's designee to present the evidence which would support the removal, suspension, or probation of the official. Leeway is to be provided to counsel representing any person before the Board of Directors or Board of Appeal, but if a dispute arises between counsel and the Principal, the Principal is to be given the first opportunity to speak, and counsel will be given an opportunity to do so thereafter.

F. In matters arising under ARTICLE XV, OFFICIALS, Section 5, and in matters appealed from a decision of the Executive Director, where no school has initiated the proceeding, the testimonial portion of the hearing shall begin with the presiding officer calling upon the Executive Director or the Executive Director's designee to present the evidence which would support the removal, suspension, or probation of the official.

G. Consistent with the maintenance of an orderly and informative hearing, the manner of presentation of the case shall be as chosen by the official or school initiating the proceeding.

1. The manner of presentation can range from formal trial-type proceedings in which witnesses are called and asked questions, to the more informal and customary situation where witnesses simply tell their stories. The latter is usually more effective.
2. Reasonable cross-examination of witnesses is permitted. Cross-examination may be conducted by an official or the official's counsel or representative, by a school's principal representative or the school's counsel, and by a student's or other individual's principal representative or counsel.
3. Any person in attendance other than representatives of the Board of Directors or Board of Appeal is subject to questioning by a school, party, member of the District Committee, counsel for the District Committee, or other person so authorized by the chair.
4. Counsel cannot reasonably expect formal rulings on legal objections in the context of these appeal hearings. However, if an evidentiary objection is interposed by a Principal or counsel, those having to do with relevance of the testimony and repetitiveness of the testimony may be sustained. Other objections (most often, hearsay) may be ruled on but may also be noted and considered during deliberations. The presiding officer also has the authority to control issues of relevance and repetitiveness even in the absence of any objections.

H. Other Procedural Matters:

1. **Transcription of Hearing.** Where a request is made that the hearing be transcribed by a court reporter, it is PIAA policy that transcription shall be permitted so long as (1) it is at the expense of the requesting party, and (2) PIAA receives a copy of the transcript at the expense of the requesting party contemporaneously with the delivery of the original to the requestor.
2. **Swearing of Witnesses.** Swearing of witnesses is permitted so long as the party requesting it has made the necessary arrangements for the attendance and compensation of a person authorized to do so.
3. **Sequestration of Witnesses.** Sequestration of witnesses (so that witnesses not be able to hear the testimony of other witnesses) is at the discretion of the presiding officer. Such requests generally relate to anticipated credibility problems with subsequent witnesses if they have heard prior witnesses.

I. All persons who are in attendance and who desire to speak to the issue(s) shall be afforded an opportunity to do so.

J. Before concluding the testimonial portion of the hearing, the presiding officer shall inquire as to whether every person who desired to speak has done so. When no one else desires to speak, the presiding officer shall state that the hearing is closed.

IX. Deliberations Following Hearing.

A. The presiding officer may limit attendance at the deliberations to voting members of the Board of Directors or to the Board of Appeal, but may allow the attendance of any executives or advisors employed or retained by PIAA.

B. Deliberations shall not be tape recorded.

C. The decision shall be based only on the evidence, written and oral, presented. Although it may serve as a basis for questioning during the hearing, uncorroborated information in newspaper articles and anonymous correspondence is not evidence.

D. The Executive Director, Board of Directors, and/or Board of Appeal may consider prior violations by the official in determining what penalty to assess for the current violation, but shall not consider such matters in determining whether the current alleged violation was in fact committed.

E. All witnesses and, if the matter involves an appeal from a decision of the Executive Director, the Executive Director shall be absent from the deliberations.

X. Notification of Appeal Decision.

A. The Executive Director, or the Executive Director's designee, shall notify the official of the decision by telephone call on the first PIAA business day following the decision. The Executive Director, or the Executive Director's designee, shall follow this notification with confirmation of the decision by letter. If the matter was initiated by a school, the school shall be similarly notified of the decision by telephone call and by confirmation of the decision by letter.

B. The letter shall identify the date of the hearing or other consideration, the rule(s) under which the decision was made, and shall give a brief description of the reason(s) for the decision.

C. A copy of the letter shall be provided to any counsel involved, and to any other parties. Where one or more schools are parties, they may be notified by copy of the correspondence to the official or by separate letters.

