

# **State Tournament Officials Requirements and Selection Process**

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## **REQUIREMENTS FOR STATE TOURNAMENT OFFICIALS**

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### **Basketball**

1. Twelve officials will be used in all three classes of (“B”, “A” & “AA”) tournaments. Three-person crews will be used for both the boys and girls tournaments in all classes. Officials will work one game each day and as an alternate official for one game throughout the tournament.
2. Requirements to work the tournament
  - a. An official may only work one state basketball tournament; either a girls tournament or a boys tournament, not one of each.
  - b. Officials will indicate preferences as to which state tournament they would be able to work. Choices to include a boy’s tournament only, a girl’s tournament only or either tournament. It will be up to the selection committee to assign officials, they deem creditable, to the tournament in which the official is best suited to work.
  - c. The officials must work during the current school year a minimum of 12 regular season varsity contest (non-gender specific) to be eligible to officiate any post season contest.
  - d. All certified officials eligible for state tournaments must enter their basketball schedule on Bound.
  - e. The official must hold a "certified" classification for a minimum of 3 years (eligible on the 3<sup>rd</sup> year of certification). In the event the official's certified officiating experience is interrupted, prior years of service will be counted if the period of interruption does not exceed two years.
  - f. The official must complete, submit and pass the online open book exam; complete, submit and pass the online mechanics exam; view the online rules meeting, view the online mechanics clinic; attend two regional meetings; attend a jamboree 1 of every 3 years. Officials must attend their initial jamboree prior to working any sub-state or state events.
  - g. Only certified officials are eligible to officiate sub-state and state athletic games and tournaments, including any certified official with an out-of-state address/residency, provided official is fully registered with the SDHSAA. Students from out-of-state attending a South Dakota college or university are eligible to officiate sub-state and state athletic games and tournaments, provided they are a certified official registered with the SDHSAA. Officials registered with sister state associations, who have paid reciprocity fees to the SDHSAA are not eligible for sub-state and state games and tournaments.
  - h. Officials must be present all three days of state tournaments and be available to work any session as assigned by the SDHSAA. If this cannot be done, the official shall decline the opportunity to work.
  - i. A "certified" official on PROBATION will not be eligible to officiate region, SoDak16, or state tournaments.
3. The SDHSAA will send notification via e-mail to the head boys and girls basketball coaches that a list of all officials eligible to work a state tournament is available on the SDHSAA website. The list would indicate the tournament preference of each individual official. The coaches are to consider this list as their “recommendation list”. Using this list, each coach is to “recommend” up to twelve officials and submit the list back to the SDHSAA. These recommendations will be tabulated, however every official recommended will be considered a candidate to be selected to officiate one of the state basketball tournaments.
4. Five-Year Rule – (implemented in the 2003-04 season)
  - a. No more than six officials will sit out in any one year.
  - b. Select those officials that have worked 5 or more consecutive state tournaments.

- c. Select any official that has worked five consecutive state tournaments (combination of both boys and girls) and has already been a sit out official one or more times.
  - d. If more than six officials remain, select those officials that have the most tournaments overall. (example: Official X has worked 5 straight tournaments but their overall number of tournaments worked is more than 5)
  - e. If six officials have not been selected, then select the officials who have the most state tournaments worked.
  - f. If there are still officials that have worked 5 consecutive tournaments remaining, use a lottery draw to bring the total number of sit out officials to six.
5. SDHSAA Board of Directors action on April 16, 2002/2016 adopted the following procedure for the purpose of selecting state tournament officials:
- a. A committee will be selected by the SDHSAA to make the actual tournament selections. These people would represent all areas of the state as well as all class levels. Committee Members are: Justin Ingalls, Sioux Falls- Officials Coordinator and Observer; David Dolan- Observer- from Rapid City representing West region; Chuck Wilson- Observer- representing Native Americans from Mission- Central Region; Joey Liesinger- Observer from Wentworth representing East Central Region; Dawn Seiler, Observer from Aberdeen representing Northeast region; Wayne Carney- Observer from Sioux Falls representing South East region.  
At large members (non-voting members): SDHSAA Staff- Jo Auch- observer, Randy Soma, Dan Swartos; and Coordinator helper and observer- Larry Osborne- Rapid City
  - b. In addition to the above guidelines consideration will be given to:
    - 1. New officials (An official who has never worked a state tournament or an official who has not worked a state tournament in the last three years.)
    - 2. Representation from all areas of the state.
    - 3. Official observation/evaluation forms.
  - c. *The selection committee receives a notebook with the following information a little over a week in advance of the selection meeting to review all of the below information:*
    - 1. *The total recommendation votes from coaches, and those votes are split out by region, class and gender with overall recommendation vote totals with combined information.*
    - 2. *State Tournament Officials Assignment History (how many tournaments state officials have worked and what class and gender.*
    - 3. *A list of our sit out officials based on the 5 year sit out rule.*
    - 4. *Report Summaries on each certified official that was observed wants consideration for state. These summaries include: the year each officials started, the number of girls and boys games in each class that the official has worked, a compilation of the coaches recommendation votes, how many region meetings the official attended, last jamboree attended, whether or not they worked region contest. It also gives an observation rating, which is based on the observation reports from the 21 observers that we have throughout the state. The report summaries also shares comments from the observation reports for the committee members to review on each observed official for consideration in the selection process. Of the 151 boy's officials and 143 girls that put in to work a state tournament last year, only 6 certified officials were not observed.*
    - 5. *Our 21 observers are asked to nominate candidates for consideration for the state tourney from their regional areas of representation. They are asked to nominate up to 10 candidates that they feel are definitely worth of state tournament and then up to 6 "new or up and coming" officials to be considered.*

6. *Region coordinators are asked for input with the same form used as above, however this is only looked at if there are questions from the committee about a certain official that they may not know as well.*
- d. *From there the committee begins to discuss the process that will be used and agree upon how we will work through the day. They talk about people that may not be able to work a specific tourney since the time they put in to work. They talk about injuries to officials that may have happened as of recent. And then the process begins.*
- e. *The committee views the list of coaches recommendation votes and are put up on the whiteboard from calculations collected from coaches recommending officials.*
- f. *The committee looks at the coach's recommendations and most times that information matches veteran officials that the committee feels are deserving of a tournament and they start to place officials in the various classes of boys and girls tournaments as result. They put one official in a class at a time working from Class AA boys, Class A Boys, Class B Boys, Class AA girls, Class A girls and Class B girls, then go back with Class B girls, Class A Girls etc. They do that for about 5-6 deep in each class. Then they start to look at some other factors.*
- g. *Each year, they put together a "watch list". This includes officials that are potentially newer or people that the committee wants to keep an eye as potential candidates for future state tourneys. The committee then reviews officials that have not been in the state tournament but should potentially be considered. They try to do so by region to identify as many as they can. The committee tries to identify people on the list that may have been overlooked in years past, and also keeping mind many of the veteran officials that have not yet been placed. They try to place one new official in each tournament at this time. If they find or feel that others are capable, there may be more than one new official in a tourney based on recommendations from the selection committee.*
- h. *They then looks at recommendation lists from our committee members and the 21 observer's recommendations and continue to put names on the board of deserving officials based on observations and the report summaries information in the binder. They talk through many officials. How are they moving, how they manage a game, positioning, do they call from their primary areas or do they "reach" for calls? How many tourneys have they been in, is it time for some others to have an opportunity? Can we place them without hurting the tournament?*
- i. *Once the committee has our 72 officials placed, there are several names on the board remaining that the committee felt may deserve a tourney. They then try and look to be ensure they have the right people placed and make any necessary adjustments for the strength of the tournament. They may have someone in a specific class that they will move to another class to ensure the strength of the crews.*
- j. *Other officials left on the list or officials that have not been in a tourney yet make up our watch list for next year and we try to take a good hard look at those individuals and keep an eye on their progress to get them a tourney when the committee feels they are ready.*
- k. *The committee tries to make sure we have all areas of the state covered as best we can.*

### **Competitive Cheer and Competitive Dance**

1. The following requirements must be met to be eligible for state competition: View online, the rules meeting for credit, take and pass the online open book exam, attend officials clinic when offered.
2. A judge not meeting the requirements will be placed on probation.
3. A judge placed on probation will not be eligible to judge at the state competition.

4. A judge must work a minimum of 2 competitions to be eligible to work the state competition.
5. All judges (safety and performance) will be registered with the SDHSAA.

### **State Finals:**

**Cheer & Dance:** Three performance and two safety judges will evaluate performances at the state finals. All judges will be registered.

SDHSAA will be responsible for securing judges for the state finals. A list of eligible judges will be sent to each head coach in Cheer and Dance. Using this list, coaches may recommend up to six (6) judges. The recommendation list will be considered by the SDHSAA to assist with the state tournament judges' selection process. All decisions of the judges are final. Coach's recommendation will not be disseminated to officials or coaches.

*Process after that: I choose judges for the event based on the number of contests judges have worked and the coach's recommendations. Generally, it is based off the high votes from the coaches. We do not have that many judges that are able to work the event. I consider reports/conflicts that may have occurred throughout the year in placing judges for the event.*

### **Cross Country**

1. Officials hired for the State Meet must be registered with the South Dakota High School Activities Association, pass the Cross Country online open book exam, and view the online rules meeting.
2. The SDHSAA will select the starters for the State Meet.
3. Officials registered with sister state associations, who have paid reciprocity fees to the SDHSAA are not eligible for sub-state or state meets.

### **Football**

1. Officials will make application to work play-off games on a form designed by the SDHSAA office.
2. All crews making application to work play-off games must take the "Mechanics Exam". The test will be online. Only the crew chief must submit the test online to the SDHSAA, but the test should be completed as a crew as in past years.
3. The officials must work during the current football season a minimum of 5 regular season football games to be eligible for selection for quarterfinal, semi-final or final football playoff games.
4. Each head coach will be sent via e-mail a recommendation list containing the names of the officials' crews that have indicated a desire to officiate the football playoffs. Three lists will be developed (11AAA/11AA, 11A/B, and 9-man). Officials will be able to have their crew listed on a maximum of two lists.
5. Each head coach may vote for 4 crews they feel deserving to work a semi-final or championship game.
6. Votes will be tabulated by the SDHSAA and used as a recommendation list for assignments to the semi-final and championship games. Any officiating crew not receiving at least one recommendation from the coaches will not be considered for a semi-final or final game. Coach's recommendation will not be disseminated to officials or coaches. The following regions must be represented by at least one crew each year:  
Regions 1, 2, 5, 6 and 7; Regions 3 and 4; Regions 8, 9, 10 & 11.

7. At least one new crew must be selected to work a championship game each year. A new crew is defined as a crew (majority members of the crew) that has never worked a championship game or has not worked a championship game in the last 5 years.
8. Crews assigned must have worked games during the regular season at the level they are assigned (9-man, 11A or B, 11AA, 11AAA). No minimum number of games at a particular level is required however.
9. The SDHSAA Office and the State Football Officials' Coordinator will review the coaches' recommendation list and select the crews to work the semi-final and championship games. Geographic location of games may also be used in determining semi-final assignments.
10. The SDHSAA will assign crews for the first round and second round games based upon availability of crews and geographic location of the games. Recommendation lists from the coaches may be used in determining crew's assignments.
11. A crew could not work a final game two years in a row.
12. Only those officials that have certified status with the SDHSAA will be allowed to work playoff games.

### **Gymnastics**

1. The SDHSAA will secure 9-13 judges to work the state gymnastics meet.
2. Judges MUST view online or attend a rules meeting, take and pass the online open book exam, attend the Biennial judging clinic, practice judge at an intersquad meet and attend a mini clinic. (Judges not meeting requirements will be placed on probation).
3. Judges may utilize an "opt out" from the Biennial judges clinic one time every five (5) years. (See Requirements for Sub-state Tournament information).
4. Only "South Dakota certified" officials with a minimum of 2 years of certification (will be eligible in 2nd year) will be given consideration. In the event the official's certified officiating experience is interrupted, prior years of service will be counted if the period of interruption does not exceed two years.
5. Only certified officials are eligible to officiate sub-state and state athletic games and tournaments, including any certified official with an out-of-state address/residency, provided official is fully registered with the SDHSAA. Officials registered with sister state associations, who have paid reciprocity fees to the SDHSAA are not eligible for sub-state and state games and tournaments.
6. Judges will work Class "A" & "AA".
7. A "certified" official on PROBATION will not be eligible to officiate state meets.
8. Two new judges may be selected to judge the state meet each year, (when applicable). A "new" judge is defined as an individual who did not judge the state meet the previous year or an official that has never officiated the state meet.
9. State Meet judges are required to judge a minimum of 4 high school meets. (Schedules must be sent to the SDHSAA.)
10. The SDHSAA will send notification, via e-mail, to all head gymnastics coaches, that a list of eligible judges is now available on the SDHSAA website. The email will include instructions for completion of the on-line recommendation list. Recommendation totals will not be disseminated to officials or coaches.
11. Using this list a coach may recommend up to 12 judges for their class. This recommendation list will be considered by the SDHSAA to assist with securing the judges to be used for Class A & AA competition.
12. In the event there is a shortage of eligible judges needed to work the state competition, the SDHSAA reserves the right to secure necessary judges.

*Process after that: I choose judges for the event based on the number of contests judges have worked and the coach's recommendations. Generally, it is based off the high votes from the*

*coaches. I consider reports/conflicts that may have occurred throughout the year in placing judges for the event.*

## **Soccer**

1. Official must view the online rules meeting.
2. Officials must take and pass the online open book exam.
3. Officials not meeting requirements will be placed on probation
4. Officials placed on probation for missing requirements will not be eligible to officiate any sub-state or state tournaments.
5. Eight officials will be selected to work the state tournament. Each contest will be officiated with a center referee and two side referees as well as an alternate.
6. The SDHSAA will send notification via email, to all head coaches, that a list of all state tournament eligible officials is available on the SDHSAA website. The coaches are to consider this list as their "recommendation list." Using this list, each coach is to "recommend" up to eight officials and submit them back to the SDHSAA. These recommendations will be tabulated and the eight officials receiving the most recommendations will be selected to work the tournament. An official must be registered with the SDHSAA to be eligible for the state tournament. At least one west river official must be represented.
7. Officials are required to officiate a minimum of 7 high school regular season contests, in order to work the semifinals and championships.

## **Softball**

1. The SDHSAA will secure four umpires for each class (Class AA, A and B)
2. The following requirements must be met to be eligible for state tournament work:
  - a. view the online rules meeting,
  - b. complete, submit and pass the online open book exam;
  - c. attend initial jamboree to work any sub-state of state events (when offered);
  - d. provided official is fully registered with the SDHSAA. Students from out-of-state attending a South Dakota college or university are eligible to officiate sub-state and state athletic games and tournaments,
  - e. must work a minimum of 8 varsity dates during the regular season.(Officials schedules must be entered on Bound.).
  - f. Any official on probation will not be eligible to work post season contest.

*Process after that: We are seeking input from the softball coaches to recommend up to 6 umpires to work the state tournament. From that list, I will view the recommendations from the coaches and visit with my east and west assignor and place umpires for the tournament.*

## **Track And Field**

1. Starters, meet referees and head field judges who are utilized for the State Meet must register with the South Dakota High School Activities Association, pass the Track and Field online open book exam, and view the online rules meeting.
2. The SDHSAA will select the head starters, assistant starters, meet referees, head field judges and head umpires for the different sites of the state track & field meet.

## **Volleyball – State Tournament Officials**

1. The following requirements must be met to be eligible for state tournament work: view the online rules meeting, view the online mechanics meeting; attend a region/local association meeting; complete, submit and pass the online open book exam; attend a jamboree 1 of every 3 years; must work a minimum of 8 varsity dates during the regular season. A regular season varsity tournament counts as two dates. (Officials schedules must be entered on Bound.) Officials must attend their initial jamboree prior to working any sub-state or state events.
2. The official cannot be on probation.
3. The official must hold a "certified" classification for a minimum of 3 years (eligible on the 3<sup>rd</sup> year of certification). In the event the official's certified officiating experience is interrupted, prior years of service will be counted if the period of interruption does not exceed two years.
4. Only certified officials are eligible to officiate sub-state and state athletic games and tournaments, including any certified official with an out-of-state address/residency, provided official is fully registered with the SDHSAA. Students from out-of-state attending a South Dakota college or university are eligible to officiate sub-state and state athletic games and tournaments, provided they are certified official registered with the SDHSAA. Officials registered with sister state associations, who have paid reciprocity fees to the SDHSAA are not eligible for sub-state and state games and tournaments.
5. **State Tournament Officials Selection.** Twenty-four officials will be selected to work the state tournament. Eight in each class. The selection process is as follows:
  - a. The SDHSAA will send notification, via e-mail, to all head volleyball coaches, that a list of eligible officials for the state tournament is available on the SDHSAA website. Using this list the head coach may recommend up to eight (8) officials in their class.
  - b. Three separate lists are to be developed, one for each class. Each official has the option of placing his/her name on one, two, or all three lists.
  - c. This recommendation list will be considered by the SDHSAA to secure officials for the three classes of tournaments. Coach's recommendation will be not disseminated to officials or coaches.
  - d. Consideration in selecting these officials would be given to:
    - 1) officials working region matches,
    - 2) years of experience,
    - 3) geographic representation of tournament officials,
    - 4) recommendation results,
    - 5) number of matches worked in a particular class.
  - There must be one new official in the group of twenty-four officials. The new official selected must be a person who has not officiated a state tournament **OR** may be a person who has not officiated a state tournament the previous three years. (Must sit out three full years, new status starts the fourth year.)
  - Each official will work a total of three matches and be an alternate official for one contest throughout the tournament.

*Process after that: Coach's recommendations are considered for the state event. I review schedules of officials and generally will have several people that are selected highly to work any class. They may be the leading vote getter in each class or close to it. I will then look at where that official had the higher percentage of votes and place them in that class and continue to work my way down the list to have 8 officials in each class. I try to get one new official in each class when possible. I like to have my officials work lines in a tournament before placing them as an R1 or R1. Sometimes that works and sometimes it doesn't. I look for leadership, court awareness, how they manage the contest, types of calls they make, are they consistent with those calls throughout the contests? I try to*

*observe as many officials as I can, but it is hard to cover the state in doing so. I attend many tournaments to see several officials at once.*

## **6. Volleyball - Guidelines for Selecting Line Judges**

- a. Line judges must have knowledge of line judge duties with actual line judge experience.
- b. Line judges must be licensed officials with the SDHSAA. *(may be on probation)*
- c. Only active volleyball officials will be considered, providing they meet the criteria.
- d. Preference will be given to individuals that can work all three days.
- e. Line judges will work the same class for the entire tournament.
- f. Each line judge will work a total of 6 matches.
- g. Line judge assignment for all matches shall be assigned by the SDHSAA Representative.  
*Process after that: I will look at the votes that they may have received to officiate a state event for those who put in to do the state event. If they were close but didn't get in, I like to give them that opportunity. Not many officials line judge throughout the year. There are several in the larger schools that will work the lower level contests and then work lines for the varsity. I like to look at those individuals with line judge experience, or maybe they have been line judges before. This is a great place to start and work your way up.*

## **Wrestling**

### **1. Selection of State Wrestling Tournament officials shall be as follows:**

- a. Every head wrestling coach of a team participating in the elimination tournaments (Class "B" & "A") will receive a recommendation list of the eligible certified officials. Only those officials who have been licensed by the SDHSAA for a minimum of three years are eligible for the recommendation list. Of those three years, a minimum of two years must be at the certified status.
- b. All "B" Schools will be polled for selection of State "B" Officials.  
All "A" Schools will be polled for selection of State "A" Officials.
- c. Each coach shall be entitled to recommend up to seven officials. Recommendation lists will be available under the School Zone on the SDHSAA website and will be electronically submitted. The submission means that the head coach and the athletic director or principal agree to the officials selected.
- d. Coaches may recommend less than seven, but no more than seven.
- e. Coaches may waive their right to recommend by not submitting the recommendation list.
- f. All recommendation lists will be tabulated.
- g. There shall be no weighting. Each recommendation shall be counted as one.
- h. The coaches' recommendation will be used as a recommendation only, to help determine the officials for the state tournament. Officials will work in pairs using the referee and assistant referee concept. At least one west river official will be represented in each tournament.
- i. There must be at least one new official each year in each of the two state tournaments. A new official is defined as someone who has never worked a state tournament or has not worked a state tournament the previous three years or longer.
- j. To be eligible to work the State Wrestling Tournament, the official must have worked a minimum of ten varsity dates during the regular season with varsity tournaments counting as two dates and varsity duals counting as one date. At least one SDHSAA member school must be involved in order for the meet to count towards the minimum of ten. Triangular and quadrangular will count as two dates if only one official is working all matches.
- k. Should an official be in the top ten for both tournaments, ranking of the official in each class will determine which tournament they will be working.
- l. The Board of Directors reserves the right to reject the name of any official for cause.



- m. One of the officials for each class will be selected to be present at first day weigh-ins to check hair, nails, weight.