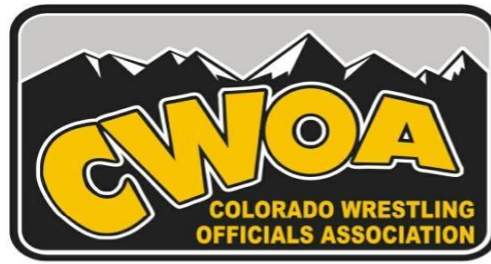


*Officials' Manual*



## **COLORADO WRESTLING OFFICIALS' ASSOCIATION**

### **Mission, Vision and Core Values**

#### **MISSION:**

**The Colorado Wrestling Officials Association provides all Colorado wrestling officials opportunities to develop through training, recognition, and advancement.**

#### **VISION:**

**The Colorado Wrestling Officials Association strives to have the best wrestling officials in the country.**

#### **CORE VALUES:**

**Sportsmanship - Respect all coaches, participants, team personnel, and spectators.**

**Character - Exhibit professionalism and integrity on and off the mat.**

**Excellence - Promote improvement through training, recognition, and evaluation.**

## CWOA COMMUNICATION TOOLS

### **CWOA Website**

The CWOA has established its own website, [www.cwoa.us](http://www.cwoa.us). Information about the organization, rules interpretations and other items of interest can be accessed at this location in addition to the material housed at the “Officials Center” on the CHSAA website.

### **Mobile Text Alert Subscription**

Members may subscribe to text alerts from the CWOA by clicking on the link <http://mobile-text-alerts.com/CWOA> or by texting the word **CWOA** to **781-728-9542**. Text alerts will be sent to subscribing members. This is a “private” service solely for the benefit of communications within CWOA. Your number would not be used for any other purpose.

### **Social Media**



**FACEBOOK**

<https://www.facebook.com/pages/Colorado-Wrestling-Officials-Association/>



**TWITTER**

<https://twitter.com/cwoawrestling>

## HONORARY LIFETIME MEMBERSHIPS

*"These officials exemplified the values of Sportsmanship, Character and Excellence during their careers."*

Bachicha, Pino	Brighton	Nelson, Stan	Colorado Springs
Ballinger, Walter	Loveland	Paolucci, Tano	La Junta
Bellamy, Ken	Wheatridge	Pike, Ron	Pueblo
Bettger, Rick	Steamboat Springs	Place, Albert "Bo"	Denver
Clay, Walt	Pueblo	Pohja, Dan	Colorado Springs
Coca, Ray	Grand Junction	Powell, Frank	Lakewood
Colbert, Curt	Littleton	Purdom, Brett	Denver
Colbert, George	Lakewood	Pursley, Stan	Aurora
Cox, Carl	Grand Junction	Reader, William (Bill)	CHSAA
Daly, Dan	Denver	Reichert, Don	Boulder
Daniels, Mike	Grand Junction	Rhoades, Ray	Burlington
Deyo, Doug	Craig	Roldan, Mike	Greeley
Dumler, J.R.	Berthoud	Sandau, Gary	LaSalle
Fetter, Alvis D .	Grand Junction	Sanders, Clarence "Barney"	Fort Morgan
Flieger, Gordon	Englewood	Schade, Harry	Denver
Frisch, David	Colorado Springs	Smith, Robert	Wray
Gabel, Steve	LaSalle	Sondgeroth, Don	Aurora
Goss, Bernie	Grand Junction	Stazio, Gerald	Boulder
Hancock, John	Greeley	Thompson, Jon	Fort Collins
Harrel, Jerry	Burlington	Trujillo, Ron	Englewood
Hoemann, Steve	Highlands Ranch	Van Dahm, Mike	Grand Junction
Howard, Will	Denver	Veraldi, Jim	Lakewood
Johnson, Colin	Broomfield	Wagner, Julius "Hans"	Fort Collins
Klassen, Daryn	Brighton	Whalley, Ed	Grand Junction
Klune, Joe	Lakewood	Wiedeman, Rocky	Monte Vista
Knaub, Ben	Denver	Willems, Byron	Craig
Kopetzky, Bob	Wiggins		
Lampe, Stan	Fort Morgan		
Lear, Al	Windsor		
Leon, Tim	Grand Junction		
Lopez, Tom	Fort Collins		
Lopez, Vince	Alamosa		
Martinez, Art	Pueblo		
McClain, Jeff	Littleton		
McClure, John (Skip)	Center		
McGraw, Herschel	Fort Collins		
McGuire, Ray	Aurora		
McPeek, Richard D	Grand Junction		
Meisenheimer, Darrell	Grand Junction		
Mendoza, Ryun	Brighton		
Miller, Benjamin	Phoenix		
Moles, B.O.	Denver		
Monasmith, Daryl	Wray		
Moore, Gerald	Evergreen		
Morelli, Frank	Florence		



## Procedures for Colorado Wrestling Officials Association

### Membership, Dues, and Materials

Membership dues are \$85.00 paid in two parts via member ArbiterSports account. *Active officials not paying dues by June 1<sup>st</sup> will be assessed a late charge of twenty dollars (\$20).*

Dues will be accepted on the basis indicated above. The Executive Committee establishes annual dues that are subject to change without prior notice

Transferring Officials: Officials from other state associations are welcome to join the CWOA. Transferring officials must submit the following before membership in the CWOA will be granted: 1) Payment of dues for the current season; 2) Completed membership application form.

### Materials

Materials from the CWOA and National Federation will be provided to all paid members at the Regional Rules Clinics. CWOA materials include the following:

1. Rules Book,
2. Interpretations,
3. Association Regulations, and
4. Points of Emphasis.

### Uniforms and Tournaments

#### Official Uniform Requirement

The recognized uniform adopted by the Colorado Wrestling Officials Association and approved by the CHSAA is as follows:

Shoes:	Black
Trousers:	Black (double knit)
Belt:	Black (if worn)
Socks:	Black
Shirt:	Short sleeved, gray shirt with thin vertical black stripes or Tournament provided shirt.
Breast Emblem:	Right chest
Flip Disk:	Red / green
Arm Bands:	One red and one green

Any member of the CWOA who officiates high school wrestling matches in any other uniform than that described above shall be subject to disciplinary action by the Executive Committee and the CHSAA.

**SPECIAL NOTE:** Honoring the Deceased: It is recognized that from time to time the wrestling community throughout Colorado loses important persons who have contributed much to the sport of wrestling. To properly honor and respect those individuals, the CWOA provides the following guidelines for officials to follow.

1. Referees can wear black sweat bands—one on each wrist during the remainder of the current season; OR
2. Referees may exhibit the black “commemorative” type of rubber band wristbands on one wrist while working matches during the current season.
3. Nothing is authorized to be displayed which becomes permanently attached to the officials uniform such as sewn patches, Velcro, etc.

## **Regional and State Tournament Officials**

**Regional Tournaments:** The CWOA forwards to the CHSAA a list of post-season eligible officials. This list includes those officials that have met the requirements detailed on the Post-Season Application Form. Regional officials' voting begins in early January. The results of the voting are sorted in rank order of officials by individual region. The draw consists of four to five rounds, proceeding until each region has drawn its allotted officials. As each region draws an official, the next available official is selected based on number of votes received. The order of regions is randomly picked before the draw. The first-round proceeds in numerical order from 1 to 16. The second-round is from 16 to 1. The first and second-round will consist of only officials selected for the State Tournament being chosen. This allows each region to get at least two of the State Tournament selected officials. The third round is from 9 to 16, then 1 to 8. The fourth round is 8 to 1, then 16 to 9. If a region has no officials remaining on its coach's vote list, an official will be selected from the overall list of officials based on total votes, regardless of region. Once the officials are selected, a head official is appointed for each region. CHSAA will then email confirmation to all selected officials. Each official must reply to regional directors with confirmation.

**State Tournament:** A panel of individuals will be selected by the CWOA President, Vice President, and Executive Secretary. Those individuals will represent areas from throughout the state of Colorado and will be tasked with contributing input to be utilized in the selection process.

Each contributing individual will rank officials in specific quadrants of first-ten, second-ten, third-ten, and fourth-ten. Ten officials do NOT have to be placed in each quadrant. Officials are to be placed in the quadrant that best represents the individuals' true abilities. For example, based on opinion of abilities, a contributor could submit a ballot with 6 names in the first-ten, 8 names in the second-ten, 9 names in the third-ten, and 5 names in the fourth-ten.

**NOTE:** This allows ranking points to be more accurate than it would be if a second-ten quadrant official is placed in the first-ten quadrant only because the contributor is unable to rank all 40 places.

Contributing individuals will also be asked to provide comment as to new/returning officials they feel should be considered for selection, and additional comment as to officials they feel should not be considered for selection. That input will be utilized in selecting new/returning officials and in resolving tiebreaker situations.

After ballots are submitted, individuals listed will be awarded 1 point for being placed in the first-ten quadrant, 2 points for being placed in the second-ten quadrant, 3 points for being placed in the third-ten quadrant, and 4 points for being placed in the fourth-ten quadrant.

**NOTE:** Individuals not listed on all ballots will be awarded 5 points for each ballot they did not appear on. Every name that appears on a ballot will receive a point total that reflects as if they appeared on all ballots.

Each individual's total points will be divided by the number of total contributors to determine an average quadrant ranking. For example, if an individual receives 18 total points, and there are 10 ballots cast, the average quadrant ranking would be 1.8. The average quadrant ranking will then be used to rank officials 1 through 40+, with a 1.0 ranking being the best an individual can receive.

**NOTE:** Ballots, total points, and average quadrant rankings will be reviewed and verified by the CWOA President, Vice President, and Executive Secretary.

In instances where ties exist between the last individuals to be selected, additional information will be considered (Area Director feedback, promptness in meeting post-season requirements, contributor comment, test scores, etc.). That information will be reviewed by the CWOA President, Vice President, and Executive Secretary. Those individuals will then make determination as to who will be included on the final selection list.

The final CWOA State Tournament Selection List will be presented to the CHSAA for approval. If the list is not approved, ranking data will be used to adjust the list until approval is received.

**\*\* Referee Enhancement Program evaluation results will NOT be considered in the selection process. Individuals involved in the evaluation program will NOT participate in the ranking process. Evaluation results are used ONLY as a personal performance tool and will not be used for ranking purposes**

## **CONTRACTS, ASSIGNMENTS, CANCELLATION POSTPONEMENTS AND NO-SHOW POLICY**

### **Contracts and Assignments**

Practice dual meets or practice tournaments do not fall under these guidelines. Any persons accepting contracts before this specified date will be suspended from the CWOA for a period to be determined by the Executive Committee.

### **Cancellations or Postponements**

Officials who are not notified of a cancellation or postponement of a scheduled match before the time of their leaving home will receive one-half (1/2) of the regular match fee, plus the regular travel expense. Officials who are notified before postponements can expect no payment, but should be given the first opportunity to officiate the re-scheduled match.

### **No Show Policy**

The CWOA discourages its members from taking contracts and failing to complete those commitments. Any violator reported in writing to the CWOA Executive Secretary will be contacted and requested to submit a letter of explanation for each violation. An Area Director and the Executive Secretary will conduct an internal investigation. The Executive Committee, as deemed appropriate, will assess penalties for each infraction.

In cases involving a no-show, the fee structure makes an allowance for stipends to be paid beyond the actual fee (the fee that was to be paid the no-show official will be divided equally and paid to the remaining crew officials) .

Officials Associations must have on file with the CHSAA a copy of their constitution, rules, and by-laws outlining their disciplinary procedures for dealing with no-shows as well as other CHSAA expectations. Schools should contact the CHSAA office and identify the official(s) so local officials' associations can take action. Leagues and schools are encouraged to develop procedures for use in these situations as well.

## **WRESTLING TEST**

Before membership in the Colorado Wrestling Officials' Association is extended to a prospective wrestling official, he/she must take and pass a NFHS wrestling rules test. The minimum passing score is 75%. Each year, the test will be given in a manner specified by the CWOA Executive Board. Area Directors will communicate the process and instructions for completing the test at their Regional Rule Clinics.

### **CHSAA/CWOA Weigh Master Procedure**

**Summary:** A Weigh Master(s) may be requested, by home administration, for any tournament. The Weigh Master will be a CWOA official(s) who is specifically responsible for conducting and supervising weigh-ins and skin checks. Each Weigh Master will receive an additional stipend of \$37.50.

#### **Procedure:**

**Appointment of Weigh Master-** The Head Official, as designated by the tournament assignor, shall typically serve as Weigh Master. However, upon communicating with his or her officiating crew, the Head Official may designate another CWOA certified official from the crew to serve Weigh Master for the tournament. A tournament may request multiple officials be present as Weigh Master.

**Weigh Master Communication with Host School-** The Weigh Master must call, e-mail or make other direct contact with the host school no later than three (3) days before the tournament (e.g. call on Wednesday before a Saturday tournament) in order to:

1. Speak with the Athletic Director and inform the Athletic director of the Weigh Master process. If the Athletic Director is not available, attempt to find out who will be the tournament director and speak to the director.
2. Determine how many scales will be used for weigh-ins.
3. Inform the AD/tournament director that the host school will be required to provide two (2) weigh-in personnel for each scale to be used during weigh-ins.
4. Request that the weigh-in personnel be ready and at the weigh-in room at least 10 minutes in advance of the start of weigh-ins.
5. If possible, contact the host school head coach to inform the coach that the Weigh Master will be used for the tournament.

The school and athletic director contact information is provided with the Arbiter assignment.

#### **On Day of Tournament-**

**Weighing in the Wrestlers.** On the morning of the tournament, the Weigh Master(s) will be responsible for arriving at the host school at least 15 minutes in advance of weigh-ins. The Weigh Master shall check the scales to insure they are working and then shall meet with the weigh-in personnel to educate and train them on the NFHS weigh-in procedures, including but not limited to, weighing wrestlers in order of the NFHS weight classes, procedure for challenging scales in the event of a wrestler is overweight, hair and nail checks, requirement to wear a proper undergarment and legal uniform, requirement of removing jewelry, etc. ***Assure the weigh-in personnel that you will always remain in the room during weigh-ins and will always be available to answer any questions and assist with any problems. Encourage them to ask you for advice and direction at any time they have questions or are unsure of the rule or how to handle a situation.***

**Skin Checks.** Although the Weigh Master may delegate the hair and nail check duty to the weigh-in personnel, the Weigh Master shall always be required to conduct the inspection of the wrestler's skin pursuant to CHSAA/NFHS rules and procedures. This duty may not be delegated to any third party unless it is to another CWOA certified official. The Weigh Master should use this opportunity to also approve special equipment, check for proper mouth guards, remind wrestlers regarding the removal of jewelry, etc.

**Other Duties-** In addition to the duties of the Weigh Master during weigh-ins, the Weigh Master shall:

1. Develop a system of notifying the weigh-in personnel of those wrestlers who will be required to trim hair or cut nails to be eligible to compete.
2. Be responsible for controlling the crowd of wrestlers in the weigh-in room.
3. Follow up with those wrestlers who need to check in and confirm hair was properly trimmed and nails sufficiently cut.



4. Sign and certify the weigh-in sheets. (Recommend asking the weigh-in personnel to also sign the weigh-in sheets in order to identify the weigh-in personnel in the event of a subsequent weigh-in question.)
5. Gather up and deliver the weigh-in sheets to the tournament director.
6. Serve as the officials' liaison to the coaches during the coaches meeting, reminding the coaches of the obligation for sportsmanship among the coaches, wrestlers, officials and fans, and answering any rule or rule related questions.
7. Confirm with the Head Official that the Head Official will notify the applicable assignor of the name of the official who performed the Weigh Master duties.

#### **Other Considerations.**

Depending upon the number of teams at a tournament and the format of the weigh-ins, the Weigh Master may determine that two or more weigh masters will be needed for the efficient conduct of the weigh-ins. In such event, the Weigh Master shall contact the host school AD to inform him/her of such need, and shall then secure the assistance of one of the other assigned officials to service as the additional weigh master.

Communication is the key – The Weigh Master must properly and fully communicate with the host school, tournament director, host school coach, weigh-in personnel, other officials on the officiating crew, assignor/Head Official, etc.

Be mentally prepared to perform your duties as the Weigh Master. Think through the process and anticipate the needs and challenges of handling the Weigh Master duties.

**PAY AND FEES SCHEDULE-** Current Pay and Fees can be found using the following link.

[CHSAA Officials Fees \(PDF\) - Colorado High School Activities Association \(chsaanow.com\)](#)

**TRAVEL FEES-** Current travel fees can be found using the following link.

[CHSAA Travel Fees \(PDF\) - Colorado High School Activities Association \(chsaanow.com\)](#)

**INDIVIDUAL MILEAGE BUFFER:** No mileage will be paid to an official whose town of residence is 20 miles or closer to the host school. Full mileage (including the first 20 miles) will be paid to officials traveling over 20 miles.

**GOOD FAITH** -- When a school in good faith contacts an official of a postponement or overbooking, no fee shall be paid to any official. That same official shall have the opportunity to work the cancelled contest. When an effort to contact an official has not been made, 50% of the standard fee, plus any travel allowance due will be paid to an official who shows up to officiate the contest. Once a game or match is started, the official is entitled to the entire game or match fee.

**PRIORITIES** -- When a site or date change occurs, the officials originally assigned, should be the first given the chance to work the rescheduled game.

**EXHIBITION MATCHES** - CHSAA does not allow for "exhibition" matches to be wrestled. Any matches wrestled must be classified as either "varsity" or "sub-varsity". Any match wrestled outside the scope of the actual event is not to be identified as "exhibition," and must be included in the Match Point calculations for the individuals involved.

**For example:** If two wrestlers from opposing teams were to accept a forfeit at 182 lbs. and 195 lbs. respectively, then be paired up by the coaches for an actual match following the dual meet; that match is outside the scope of the actual dual meet, must not be identified as "exhibition", and would count as additional Match Points used by those individuals. Similar situations would be viewed in the same manner at individually bracketed tournaments.

The CHSAA wants individuals to be offered the opportunity to compete, but does not allow for the Match Point system to be cheated by using the concept of "exhibition" matches.

Important - as an official, please be aware that since the CHSAA does not recognize "exhibition" matches, they are not CHSAA sanctioned matches, and your NFHS liability insurance coverage would be jeopardized when officiating those matches.

Additionally, as recommended by the Wrestling Committee and approved by the CHSAA, individuals from different teams can be combined to wrestle in a dual meet as long as no team score is kept.

**POST SEASON APPLICATION-** The post season application can be found using the following link. Application for postseason is due by 12/31 at 11:59:59 each season.

[Online Post Season Application \(cwoa.us\)](http://cwoa.us)

### **ADDITIONAL ASSIGNING INFORMATION**

Active officials working for, or assigning with, an assigning entity. An assigning entity can be one or more individuals.

- No working official can assign for a league without permission from the league and the CHSAA office. Along with the request for permission to the CHSAA the assignor will have to define policy for assigning oneself. The assignors will be required to openly share their policy with all the officials for whom they assign.

Overriding Blocks made by officials.

- An assignor shall not override a block of any kind by an official unless that official has agreed via a phone conversation or email exchange with the assignor

Postponed assignments

- An official whose game was postponed will have the first right of refusal to work the re-scheduled contest. If the official is blocked on that date the assignor may not override the block unless the official has agreed via a phone conversation or email exchange with the assignor.

Terms and Condition of accepting an assignment as approved and promulgated by the sports officiating organization. An assignor shall make suggestions for terms through the sport officials' organization. The following is a list of the terms and agreement of accepting an assignment by an official and is not inclusive.

#### **Officials Responsibility**

1. Arrive at the contest at a time set for by the sports officiating organization.
2. Wear the uniform for the game as described by the sports officiating organization.
3. Arrive for the game in business casual attire. No jeans, shorts, flip flops, or sandals.
4. Officiate the mechanics as defined by the sports officiating organization

#### **Assignors Responsibility**

1. Respect
2. Trust
3. Communication/Tone
4. Etc.

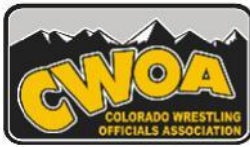
### **Denver Metro Area only-**

The Denver Metro Area draw is problematic because of the competing interests for officials. It is the want of each school participating in the draw to have an equal and fair opportunity to select the best officials for their varsity events. Because there are too many areas of the draw to monitor to ensure fairness and equality, coupled with the perception that one league over another gets better officials, one individual assigning entity will be charged with managing the draw.

Draw Manager: **Scott Tarbox**

The draw manager will have final say over assignments for every varsity event, including games that were missed or left out for any reason prior to the draw. The draw manager will be assisted by the other league assignors in the following areas:

- Guaranteeing that their specific league(s) schedules are entered in Arbiter
- Alert the draw manager with league schedule changes or additions.
- Provide the manager with the information about the priority of games and the recommended quality of the officials needed on a game.
- Initially assign their own league games with officials obtained from the Arbiter Auto-Assign. Remember the draw manager has the final word.
- The lists and descriptions above are not inclusive of the duties of the league assignor or draw manager.
- New Policy: One assignor, selected by the CHSAA schools, to run each specific sport draw at the varsity level. Through the draw process each league assignor shall initially assign his league games but final approval will come from the assignor designated to run the draw. The final approval shall include assurances that each league is treated with same intent to assign the very best officials. The league schools and CHSAA will collaborate to identify the best assignor in charge for each sport with each assignor having the responsibility of a draw. In addition, lines of communication must be established with the sport's local area directors. Assignors shall not supplant the duties of an officiating organization's area directors.



## CWOA Referee Enhancement Program

The Colorado Wrestling Officials Association (CWOA) established its Referee Enhancement Program (REP) in 2013. The purpose of this program is to improve the overall proficiency of its membership. The REP is comprised of training and evaluation components. Both of these complement each other through formal and informal feedback throughout the season. This feedback is critical in identifying shortcomings in both components and eliminating these shortcomings.

### **Training Component**

The REP training component is based on the CWOA Officiating Standards. These Standards rely on the current versions of the NFHS Rules Book, NFHS Case Book, and the CWOA Officiating DVDs. The Officiating Standards focus on applying the rules during a match. CWOA expects each CWOA member to apply these standards while officiating. The Officiating Standards consist of six major categories: Mechanics, Signals, Rules Application, Judgment, Stalling and Match Control. Each one of these has subcategories that details what is expected from an official. These Standards have corresponding presentations that are available on the CWOA website, [cwoa.us](http://cwoa.us). Training sessions are conducted in each area within CWOA. At a minimum, these consist of a Rules Clinic and two Work Sessions. Additional sessions are also scheduled such as off-season tournaments and newcomers clinics. A recent REP initiative is summer training. The purpose of this training is to accelerate how to officiate. These opportunities provide for hands-on coaching of officials in a low-threat environment with live wrestling. These events are scheduled at the local (area) level and one state summer camp. After this summer, CWOA recognized that this training is effective and essentially represents up to two and one-half years of normal training. CWOA will continue this initiative next off-season.

### **Evaluation Component**

The purpose of the evaluation component is to provide feedback of an official's demonstrated performance on the mat over several matches. When an evaluation is completed, feedback is given to the official and ways to improve, if needed. These evaluations are solely for the improvement of the official's performance. They have no bearing whatsoever on postseason selection and should not be viewed as a comparative ranking system. Evaluations during the regular season are conducted on a volunteer basis. Although any official may request an evaluation, CWOA targets officials with two to eight years of experience. After an official volunteer's for an evaluation, an evaluator is assigned and a date is selected for it to occur. On the scheduled date, the evaluator introduces himself to the official. After the evaluation is over, the evaluator talks to the official about what was observed. The evaluator then completes the form and sends it to the REP Director. The Evaluation Standards provide a numerical rating based on the demonstrated performance of the official over a set number of matches. These Standards correspond to the Officiating Standards. They are also provided on the CWOA website, [cwoa.us](http://cwoa.us). These Standards are shown on the Evaluation Form. This form provides both a numerical rating and corresponding comments. The form also provides an improvement plan for the official. Each formal evaluation is given to the official within three business days of the evaluation. Observations may also be given to any official by any official. These are informal and are considered simply as ways to improve from fellow officials. An evaluation may only be given by a CWOA appointed evaluator. CWOA currently has nine evaluators across the state. These evaluators have extensive experience both as officials and as evaluators. They are given assignments within their local area. Each one goes through an annual training process which is given at the Evaluators' Summit.

# **COLORADO WRESTLING OFFICIALS' ASSOCIATION**

## **CONSTITUTION**

### **ARTICLE I: NAME**

Sec. 1 The name of the organization shall be the Colorado Wrestling Officials Association.

### **ARTICLE II: OBJECTIVES**

Sec. 1 To unite in one nonprofit organization all approved and registered youth and high school wrestling officials within the State of Colorado.

Sec. 2 To collaborate with those responsible for promoting wrestling as a wholesome form of recreation for the development of health, character, good sportsmanship, and citizenship.

Sec. 3 To study and improve the techniques of officiating in wrestling and the administration and revision of rules, particularly from the standpoint of officials, through rules interpretation and demonstration meetings.

Sec. 4 To recruit, develop, and retain qualified wrestling officials.

### **ARTICLE III: MEMBERSHIP**

Sec. 1 Members shall pay annual dues and meet all other Association and Colorado High School Activities Association requirements for membership. Members may be classified as honorary, active, provisional, student, associate, or inactive.

Sec. 2 Honorary members shall be those elected by the membership in recognition of their special contribution to wrestling. Honorary members shall not pay annual dues, officiate high school events, vote, or hold office but are welcome to attend all rules clinics.

Sec. 3 Active members in good standing shall be those who pass the annual test and attend a regional rules clinic and at least two approved work sessions or mat skill improvement opportunities during each wrestling season.

Sec. 4 Provisional members shall be those officials who are otherwise qualified to be active members but have failed to pass the annual test.

Sec. 5 Student members shall be either high school student members or college student members who are novice officials enrolled full time in high school or a four- or two-year college or vocational school. High school student members who attend a regional rules clinic and pass the testing requirements of active members, may officiate youth matches only. College student members are obligated to meet all the testing, regional clinic, and work session requirements of active members and may officiate youth matches or sub-varsity level matches only.

Sec. 6 Associate members shall be those who are not wrestling officials but who wish to support wrestling. Associate members shall not vote or hold office but shall be entitled to attend rules clinics and similar activities sponsored by the Association and to receive Association publications.

Sec. 7 Inactive members shall be those previously active members who desire to remain affiliated with the Association but who give up their right to officiate high school matches during the period of inactive membership. Inactive status can only be granted by the Executive Committee and only to a person who has been an active member. Inactive members shall not vote or hold office but shall be entitled to attend rules clinics and similar activities sponsored by the Association and to receive Association publications.

Sec. 8 Only active, provisional, and student members may officiate matches. Provisional and college student members may only officiate youth level and sub- varsity level matches. High school student members may only officiate youth level matches.

#### **ARTICLE IV: OFFICERS**

Sec. 1 The officers of the Association shall be: (A) President, (B) Vice-President, (C) At-Large Representative, and (D) Executive Secretary-Treasurer.

Sec. 2 The President shall call to order all meetings of the Association and of the Executive Committee, and shall preside at the meetings and appoint committees not otherwise provided for by the Constitution and/or By-Laws. In the event the office of Vice-President becomes vacant, the President shall perform the duties of the Vice-President until such time as the members elect a new Vice-President.

Sec. 3 The Vice-President shall perform the duties of the President in the absence of the President and shall assume the office of the President in the event the office becomes vacant. The Vice-President shall act as Chairman of the Nominating Committee and shall select the other members of the Nominating Committee. The Nominating Committee shall recommend to the Executive Committee nominations for the office of Vice-President to be placed on the official ballot for election by the members.

Sec. 4 The Executive Secretary-Treasurer shall: (A) Receive and disburse all money under the direction of the Executive Committee. Keep complete and accurate records of all money received and disbursed by the Association. Complete and submit a financial report at each meeting of the Executive Committee and at the Master Clinic. (B) Promptly answer all correspondence received by the Association and keep records of such correspondence. (C) Keep accurate records of all meetings of the Executive Committee. (D) Collect all dues, pay all bills authorized by the Executive Committee, have charge of all funds, and place such funds under the name of the Association in a depository as approved by the Executive Committee. (E) Prepare the official ballot as approved by the Executive Committee, which will include: (1) Candidates for the office of Vice-President, including a space for write-in candidates (2) Candidates for honorary membership, if appropriate, and (3) any other matters deemed necessary by the Executive Committee.

#### **ARTICLE V: CHANGE AND ELECTION OF OFFICERS**

Sec. 1 The term of office for the President is two years. The Vice-President is elected for a two-year term and then assumes the office of President for a two-year term. The President and Vice-President assume office on June 1 of odd numbered years.

Sec. 2 The Executive Committee shall annually appoint the Executive Secretary-Treasurer. The Executive Committee shall set the salary of the Executive Secretary-Treasurer. The Executive Committee shall have the power to dismiss the Executive Secretary-Treasurer for any valid reason, by majority vote of the Executive Committee.

Sec. 3 The At-Large Representative shall be an active member in good standing appointed by the President with the approval of the Executive Committee. The term of office for the At-Large Representative is two years. The At-Large Representative shall assume office on June 1 of even numbered years.

Sec. 4 The Vice-President will fill a vacancy in the office of the President for the remainder of the term.

Sec. 5 A vacancy in the office of Vice-President, occurring because the Vice-President filled a vacancy in the office of the President, or otherwise, will be filled for the remainder of the term by election by the members using an official ballot. Candidates to fill the vacancy will be submitted by the Nominating Committee appointed by the President and approved by the Executive Committee. The official ballot will also contain a space for write-in candidates.

Sec. 6 A recall of the President, Vice-President, At-Large Representative, or one of the two immediate Past-Presidents may be conducted in the following manner: (A) A recall petition is submitted to the Executive Committee with signatures of at least 10% of the active members in good standing. (B) An official ballot will be sent to all active members in good standing. (C) A two-thirds vote in favor of recall of those ballots returned is necessary for recall. A recall vote removes the President, Vice-President, At-Large Representative, or Past-President from office but does not remove the person from membership in the Association.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

Sec. 1 There shall be an Executive Committee consisting of the President, Vice- President, At-Large Representative, and the two immediate Past-Presidents of the Association as voting members. The Executive-Secretary shall serve as a non-voting member of the Executive Committee. In the event a Past-President or At-Large Representative cannot serve his term of office, the President shall appoint an active member in good standing to fill the vacant position for the remainder of the term with the approval of the Executive Committee. The Commissioner of the Colorado High School Activities Association or his duly appointed representative may serve as ex-officio member of the Executive Committee.

Sec. 2 The Executive Committee shall conduct all business of the Association. The financial administration of the Association shall be vested in the Executive Committee. The Executive Committee shall be bound by the results of those items voted upon in an official ballot as long as at least one-half of the registered officials submit a ballot.

Sec. 3 The Executive Committee shall arrange for an annual audit or other independent review of the Association's financial accounts.

#### **ARTICLE VII: AREAS AND AREA DIRECTORS**

Sec. 1 The state shall be divided into Areas, with boundaries to be determined from time to time by the Executive Committee.

Sec. 2 The Executive Committee shall appoint an Area Director for each Area. The Executive Committee may appoint additional Area Directors. Each Area Director must be an Association member in good standing. All Area Directors serve at the discretion of the Executive Committee and may be removed at any time by the Executive Committee.

Sec. 3 Area Directors are to meet in person or meet through the use of electronic telecommunications/video conferencing or similar communications methods at the time of the Master Clinic and at such other times as the President may call.

Sec. 4 Area Directors will be responsible for conducting a regional rules clinic in October or November and at least two approved work sessions or mat skill improvement opportunities per season, one in November/December and another in January.

#### **ARTICLE VIII: CLINICS AND WORK SESSIONS**

Sec. 1 The Master Clinic is an annual meeting of the Executive Committee and the Area Directors held on a date and site established by the Executive Committee.

Sec. 2 Regional Rules Clinics and approved Work Sessions will be held in each Area on dates and at sites established by Area Directors or held through the use of electronic telecommunications/video conferencing or similar communications methods.

#### **ARTICLE IX: FISCAL YEAR**

Sec. 1 The fiscal year of the Association shall be from April 1 through March 31 of each year.

## **ARTICLE X: AMENDMENTS**

Sec. 1 Amendments to this Constitution must be approved first by the Executive Committee. An official ballot will then be sent to all voting members in good standing. Final approval of all amendments shall be by a two-thirds vote of those ballots returned.

## **COLORADO WRESTLING OFFICIALS' ASSOCIATION BY- LAWS**

### **ARTICLE I – MEMBERSHIP DESCRIPTIONS**

The Colorado Wrestling Officials Association (C.W.O.A.) shall be comprised of six levels of membership.

#### **A. Active Official:**

- 1) Shall pay annual dues as established by the Executive Committee.
- 2) May vote in the election of officers, honorary members and other items of business appearing on the official ballot.
- 3) Shall attend a regional rules clinic annually.
- 4) Shall take and pass at least 75% proficiency the NFHS wrestling rules test.
- 5) Shall attend at least two (2) required mat skill improvement opportunities per season, one in November/December and one in January.

#### **B. Student Official:**

- 1) Shall pay annual dues as established by the Executive Committee.
- 2) Shall be classified as high school student officials if enrolled full time in high school.
- 3) Shall be classified as college student officials if enrolled in an institution of higher education which may include trade or vocation training schools.
- 4) High school student officials need only attend a regional rules clinic and pass the testing requirements of active officials and may only officiate youth matches.
- 5) College student officials must meet all the attendance and testing requirements of active officials and may only officiate youth matches or sub-varsity level matches.

#### **C. Provisional Official (Registered official who does not achieve the required 75% proficiency on the NFHS wrestling rules test):**

- 1) Shall pay annual dues as established by the Executive Committee.
- 2) May officiate only youth matches or sub-varsity matches.
- 3) Shall attend required meetings as outlined for active members.

#### **D. Inactive Official (Previously active official who desires to remain affiliated with the Association, but who will not be eligible to officiate matches during the period of inactive membership):**

- 1) Shall pay an annual fee established by the Executive Committee.
- 2) Shall not vote or hold elective office.
- 3) Shall be permitted to receive Association publications, and attend rule clinics and other sponsored activities.

#### **E. Associate Member (Coaches and other individuals who are not wrestling officials, but wish to support the sport of wrestling):**

- 1) Shall pay an annual fee established by the Executive Committee.
- 2) Shall not vote or hold elective office.
- 3) Are welcome to attend rule clinics and other activities sponsored by the Association.



F. Honorary Member:

- 1) The Executive Committee shall review nominated individuals prior to having their name approved to be placed upon the official ballot.
- 2) Candidates must receive a positive two-thirds majority of the returned ballots before this recognition can be granted.
- 3) Suggested criteria for possible candidates include but are not limited to:
  - a. Longevity in the C.W.O.A.
  - b. Service given to the C.W.O.A.
  - c. Leadership contributions
  - d. General support of high school wrestling activities
  - e. Honors and awards already earned
  - f. Recommendations from fellow C.W.O.A. members
  - g. Other positive impacts made for wrestlers and wrestling programs in Colorado
  - h.

## ARTICLE II – ATTENDANCE AND TESTING

Section 1 All active officials must attend a Regional Rules Clinic, at least two (2) approved work sessions or mat skill improvement opportunities, one in November/December and one in January of each season, and take and pass the annual written test to be classified as a registered official in good standing. The minimum passing test score shall not be lower than 75%. Other mat skill improvement opportunities approved by the Executive Committee such as attendance at a summer referee camp may also count as meeting the November/December requirement.

Section 2 Failure to attend the required meetings will result in the official being ineligible to be selected to work the regional and state wrestling tournament series. The following procedure will be used for violators:

A. Notice will be given to CHSAA asking that violators not be assigned to officiate in any post-season tournament series during the current season.

Section 3 Before active or student membership in the Colorado Wrestling Officials Association is extended to a prospective wrestling official, he/she must take and pass a test on the current wrestling rules as presented by the NFHS.

**NOTE: ALL TESTING WILL BE COMPLETED NO LATER THAN DECEMBER 1<sup>ST</sup> OF EACH YEAR. THE NEED FOR GETTING NEWLY CERTIFIED OFFICIALS NAMES TO THE ASSIGNORS NECESSITATES THIS PROVISION.**

## ARTICLE III – CONDUCT STATEMENT

Section 1 The C.W.O.A. does not discriminate on the grounds of race, color, religion, sex, marital status, age, handicap, national origin or sexual orientation in the recruiting, promotion advancement, participation or retention of it's members or with regard to the high school coaches, athletes or other team personnel.

Section 2 CHSAA game officials are expected to abide by the code of ethics for their respective associations including proper accepted social conduct. Violations of this by-law will be investigated and if substantiated, the official may be suspended from the officials association and CHSAA contests for a specific period.

Section 3 Any official who has been suspended or expelled may appeal that action to an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

Section 4 This by-law allows the Association and officials' organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials' organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials' organizations are required to place this by-law in their organization's operations and procedures.

Section 5 At the January 21, 1999, Board of Control meeting the board voted 54 – 0 to adopt proposal S-1-Officials Conduct. Athletic By-laws, Article 27, Rule 2760 to read:

A. Any official who has been registered by his/her parent official's group may be suspended and or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials' organization governing board when:

1. It has been shown that the official is guilty of unethical conduct; or
2. The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
3. If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
4. If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
5. It is deemed that the official's conduct is detrimental to interscholastic athletics or activities.

Section 6 Any member that has acted, in any way, unbecoming of a wrestling official will be reviewed by the Executive Committee. If the Executive Committee rules the act to be serious, they will conduct private hearings with the official involved and take appropriate action. The Executive Committee's action will be final.

Section 7 The C.W.O.A. believes that all of its members should strive to provide a healthy, safe and appropriate environment for athletic competition. This philosophy dictates that each individual involved with the interscholastic competition be treated with respect and dignity. An integral part of a contest official's role is awareness of what behaviors or practices are considered unacceptable.

The following information identifies what is considered wrongful conduct, both on and off the contest area and said conduct is hereby discouraged and prohibited.

Definitions:

A. Sexual Harassment is a form of discrimination which violates federal laws. Sexual harassment is illegal. Sexual harassment includes requests for sexual favors, sexual motivated physical contact/conduct, other verbal or physical conduct, or communication of any sexual nature.

B. Sexual Intimidation is conduct that subject individual of either gender to humiliation, embarrassment, or discomfort. Sexual intimidation can be verbal or non-verbal in nature.

C. Sexual Violence is an act of physical aggression that includes a sexual act or sexual intent. Sexual violence could include, but not limited to touching, grabbing, or patting another person's intimate body parts, or coercive sexual touching and or coercive sexual intercourse. Using force or the threat of force to engage in sexual touching or sexual intercourse, also constitutes sexual violence.

Section 8 Any person not a member of the C.W.O.A. who officiates high school wrestling matches or tournaments during a wrestling season shall not be extended C.W.O.A. membership until a period of ineligibility as determined by the Executive Committee, in cooperation with the CHSAA, has been served.

## **ARTICLE IV – VOTING**

Section 1 Active members of C.W.O.A. in good standing shall vote upon the following items by official ballot:

- A. Vice-President,
- B. Honorary Members, and
- C. Any other matters deemed by the Executive Committee.

Section 2 A quorum shall consist of four (4) Executive Committee members. No official business of the Association can be conducted without a quorum being present. All members of the Executive Committee must be notified at least one week (7 calendar days) in advance of any called meeting.

Section 3 Any active member of the Association may propose, in writing, changes and amendments to the By-Laws. The written proposal must be received by the Executive Committee prior to June 1<sup>st</sup> or October 1<sup>st</sup> annually.

After a period of review not to exceed 180 calendar days, the Executive Committee shall act upon the proposed change/amendment. The results of any action taken by the Executive Committee shall be reported in written form to the person initiating the respective proposal. All members will be promptly advised of any amendments to these procedures and by-laws.

## Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators.

Officials assigned to officiate a contest are responsible for the conduct of the contest. Controlling crowds and crowd reactions are not within the officials' province. That responsibility falls to game administrators. If spectators begin to interfere with the conduct of a contest; cause an official to become distracted through continual and unrelenting verbal abuse; or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. If no game administrator is present, as is often the case at sub-varsity contests, officials may have to call on coaches or other school personnel to remove an unruly spectator.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved, but terminating a game because of problems with spectators must be an absolute last resort. Following the ejection of a spectator, please file an incident report with CHSAA.

## REPORTING PLAYER/COACH EJECTIONS

The CHSAA assesses penalties and maintains a five-year file on each school related to all aspects of conduct penalties and sportsmanship related incidents. This is done with a goal of supporting officials and maintaining the educational atmosphere of our activities. Because of penalties involved, 100 percent reporting by officials is crucial. The following must be reported in writing:

- Player ejections
- Coach ejections
- Coach conduct penalties that do not lead to ejections: e.g., technical fouls, etc.
- Instances of unsportsmanlike conduct by crowds before, during or after games.
- Game management and facility problems that detract from the proper administration of the game.
- Noteworthy instances of outstanding positive sportsmanship by players, coaches, crowds.
- Because of the severe penalties involved, be sure that the offense warrants the penalty. NEVER contact a coach or the CHSAA following the game to reverse your decision.

## PROCEDURES

In an effort to provide proper accountability with the administration of CHSAA member schools and their support for exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a game. Needless to say, we urge preventative measures.

### **PLAYER:** (Please include ALL requested information)

If it becomes necessary for an official to eject a player from a high school game, the following procedure is to be followed:

1. Indicate to the player they are being ejected from the game.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorebook) book.
3. Notify the coach of the ejection and the reason for the ejection.
4. Notify the school administrator at the site.
5. Call the school Athletic Director on the next school day.
6. Notify the CHSAA immediately, in writing (include the following):
  - a. The name of the schools competing and level of competition
  - b. The site and date of the game
  - c. The name of the player ejected
  - d. The school they represent
  - e. The reason for the ejection
  - f. Notify CHSAA office by 8 AM the next business day: Office (303) 344-5050, fax your written report to (303) 367-4101, or e-mail to Theresa [Muniz:tmuniz@chsaa.org](mailto:Muniz:tmuniz@chsaa.org)

Do not attempt to interpret the CHSAA regulations to the coach or coaches involved.

### **COACH:** (Please include ALL requested information)

If it becomes necessary for an official to eject a coach from a high school contest, the following procedure is to be followed:

1. Notify the coach of his/her ejection and ask that he/she remove him/herself from the playing area immediately.
2. Notify the CHSAA immediately, in writing (include the following information):
  - a. The name of the schools competing and level of competition
  - b. The site and date of the game
  - c. The name of the coach ejected
  - d. The school he/she represents
  - e. The reason for the ejection
4. If the head coach is ejected, ask the administrator in charge to identify the coach who is now in charge. A game shall be forfeited if there is not a certified person available to serve as coach. Do not attempt to interpret the CHSAA policy pertaining to the ejection of coaches.

Once your immediate information is received by the CHSAA, the office will work with school administration on the prescribed corrective action with player and/or member of the coaching staff.

## Liability and Accident Insurance Coverage and Procedures

National Federation of High School Associations Officials  
Coverage Summary



### General Liability Insurance

Carrier: Everest National Insurance Company  
Aggregate Limit: \$5,000,000  
Products-Completed Operations Aggregate Limit: \$5,000,000  
Each Occurrence Limit: \$2,000,000  
Personal and Advertising Injury Limit: \$2,000,000  
Damage to Premises Rented to You: \$300,000  
Premises Medical Payments: \$5,000  
Sexual Abuse & Molestation – Each Occurrence: \$1,000,000  
Sexual Abuse & Molestation – Aggregate: \$2,000,000  
Participant Legal Liability: \$2,000,000  
Crisis Response – Each Event/Aggregate: \$25,000



### Accident Insurance

Carrier: Hartford Life and Accident Insurance Company  
Accident Medical Expense Benefit  
Maximum Benefit: \$50,000  
Deductible: \$250  
Heart & Circulatory Maximum Benefit: \$2,500  
Malfunction Benefit: 10%  
Physical Therapy/Chiropractic – per Visit: \$50  
Physical Therapy/Chiropractic – Maximum per Injury: \$2,000  
Durable Medical Equipment – Maximum per Injury: \$1,000  
Outpatient Prescriptions – Maximums per Injury: \$1,000  
Dental Maximum Limit: Included In Medical Max  
Accidental Death & Dismemberment Benefit: \$2,500

### Covered Activities

Insured persons are covered during:

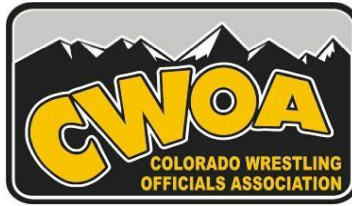
- Officiating duties during a regularly scheduled sports or activity competition
- Sport or activity must be recognized in that state by the member state high school association
- Officiating duties including chain crews and attending officiating camps, clinics and meetings
- Coverage is extended to youth, recreational and college officiating, however, the sport must be recognized by the state high school association
- Premises owned, leased or borrowed by the policyholder
- Direct travel to and from a covered activity

### Claim, Certificate of Insurance and Detailed Coverage Information Contact:

Dissinger Reed  
8700 Indian Creek Parkway, Suite 320  
Overland Park, KS 66210  
Phone: 800-386-9183 or 913-491-6385  
Fax: 913-491-0527

[email: info@dissingerreed.com](mailto:info@dissingerreed.com)

[www.dissingerreed.com/nfhs](http://www.dissingerreed.com/nfhs)



## **CODE OF ETHICS**

### **EACH OFFICIAL SHALL:**

- Maintain the best physical condition possible.
- Have a thorough knowledge of the rules and officiating mechanics.
- Use the accepted standardized signals.
- Strive for consistency and control throughout the match.
- Strive to carry out the assignment in accordance with accepted techniques.
- Always wear the official uniform.
- Accept matches only by official contract.
- Report to the match site in sufficient time to handle all of the pre-meet duties
- Leave the match site immediately after match.
- Avoid any controversy concerning other officials.

### **OBLIGATIONS OF COMPETING SCHOOLS**

- Provide a proper dressing area away from the competing schools.
- Assume responsibility for crowd control.
- Provide qualified timers and scorers.
- Assume responsibility for the sportsmanlike conduct of the coaches and wrestlers
- Cooperate with the officials' association in matter of contracts, use of members, payment of fees, etc.

### **EQUAL OPPORTUNITY**

The CWOA. does not discriminate on the grounds of race, color, religion, sex, marital status, age, handicap or national origin in the recruiting, promotion, advancement, participation or retention of its members or with regard to the high school coaches, athletes and team personnel

## Login Instructions - ArbiterSports

Logging On: [www.ArbiterSports.com](http://www.ArbiterSports.com)

Type in the e-mail address you supplied to CHSAA, then type in your password. Your initial password will be your last name.

Once you log on you may be invited to join one or more organizations. This may also be done from any page by clicking the 'Switch Views' button. If you want to join an organization that is not listed here, contact the CHSAA.

For many of you there will be multiple "Organization Name" or "Types" in the "Switch Views" drop down menu. The "Switch Views" menu will show the following "Types" for many members.

ID	Organization Name	Type
103373	CHSAA Main	Central Hub
104528	CHSAA Wr	Official
105401	NFHS	Official
105775	ASO	Official

### Setting up Your Account:

Click the "Profile" tab to enter the Official's User Information. Here is where the official can update or change user information.

### Blocking Dates:

Click the "Block" tab for blocking dates.

Select the Month you want to block dates for – you will find this option to select on the right hand of the screen right below the Date Range box.

Then choose under "Action" what type of block you would like to do – "Block All Day", "Block Part Day", or "Clear Blocks".

### Accepting Assignments:

Click to accept or decline assignments

Note: clicking on the site will display the site's contact information and permit display of a map of the site location.

After 'submit' the accepted game displays the date it was accepted and the declined game has been removed.

## CHSAA BACKGROUND INVESTIGATION PROCEDURES In ArbiterSports

Log into ArbiterSports, and sign into "Organization Name" 103373 CHSAA Main - Central Hub. Select the "Background". See if you have a "Completed Registration" on file within the last 3 years. For example, a Background Check dated 2016 or sooner is still covered through the 2018 season. Any checks dated prior to 2016, or those without any dates listed, are due for a new Background Check in the 2018 season.



If you need a Background Check, follow all the screens' directions. The first screen is personal information, make sure you answer ALL the questions. Birth date and Social Security must match exactly. The next page is for consent. You must scroll all way to the bottom and give consent every time it asks for you to in order for CHSAA to run the background check. The final step is payment of \$10.00.

The only Background Check that will be accepted is in ArbiterSports, please do not pay for an outside background check. If you do not have access to account 103372 it is because you have not registered in you sport account. If you need help, contact Monica Tillman ([mtillman@chsaa.org](mailto:mtillman@chsaa.org)).

## **Login Instructions – RefPay Integration**

### **What is RefPay?**

**A system where schools, conferences and officials' associations transfer funds electronically. The most common use will be for schools and associations to pay officials' game fees.**

**NOTE:** If you believe you have a RefPay account but need to check to see if it is linked to ArbiterSports:

### **Create Sign-in Information**

Select a username, password, and four-digit security key as your RefPay sign-in information.

Your email address is acceptable as your username in case you would like to keep your ArbiterSports and RefPay sign-ins the same.

If you have an ArbiterSports account, be sure to select "Yes." You will then be provided with the ArbiterSports Account Details box. Enter your ArbiterSports account information to link it to your RefPay account.

### **Agree to Terms and Conditions**

To see the Terms and Conditions, click "View." After reviewing, select "*I Agree to these Terms & Conditions.*"

At this point your RefPay account is created.

Sign into ArbiterSports to make sure your RefPay account is linked to ArbiterSports.

**NOTE:** You cannot be paid thru RefPay until you link your RefPay account to your ArbiterSports account! **Checking ArbiterSports/RefPay Integration**

If you entered your ArbiterSports sign-in information correctly while creating your RefPay account, you should see your account number and balance under the PAYMENTS Tab.

### **Linking RefPay to an Existing or New ArbiterSports Account**

If your account number and balance are not in view, enter your RefPay username and click the green plus sign. You will need to repeat this step for any new groups you join.

### **Accessing Account Information from Within ArbiterSports**

Your RefPay Account Number (randomly created) will be displayed.

Enter your four-digit security key.

Check the Arbiter group numbers for which you want to receive RefPay payments,

Then click the blue disk.

### **Account Balance Information**

You will now see your RefPay account number shown for each group you selected and your account balance (which will always be \$0.00 initially). You may check this screen for your account balance at any time, but you must sign into [refpay.com](http://refpay.com) to actually receive funds that have been made available as pay. The RefPay logo on this screen will take you to the [refpay.com](http://refpay.com) sign-in page.

## RefPay Accounts Page

When a school or association makes a payment, you can sign into [www.refpay.com](http://www.refpay.com) to review your new balance **RefPay Reports**

Reports provides payment details for easy reference.

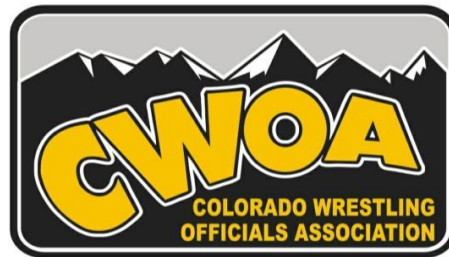
## Fund Transfer Versatility

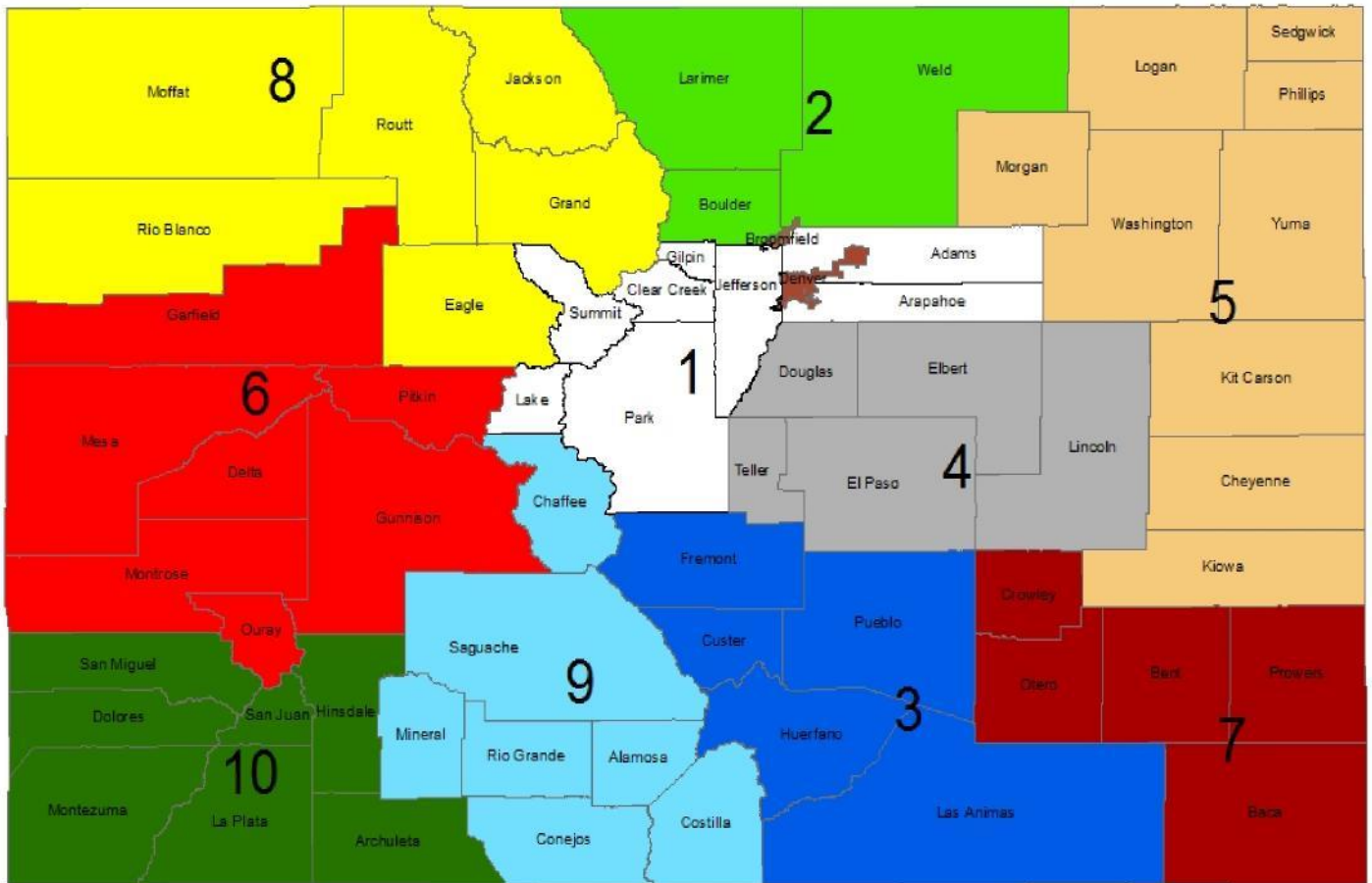
Receiving RefPay funds in any of three ways from the “Transfers” menu:

- ~ To Back Account (EFT) Direct Deposit (Free)
- ~ To RefPay Debit Card (Free)
- ~ By Check (\$3.00 fee)

You can also send money via RefPay to other officials or schools; for instance, when you received pay for a game someone else worked.

**Security, RefPay is designed to protect your data. Our 128-bit encrypted website uses the same technology as most online banks. ArbiterSports employee access to RefPay information is completely restricted and all accounts are audited daily. RefPay funds are kept in an FDIC -insured account with a fully-accredited and trusted local bank.**





## ***CWOA Area Designation***

