

# Rating Record

## FOR COACHES NOTES ON CONTEST OFFICIALS • ANNUAL LEDGER

### Schools Must Rate Officials

The Michigan High School Athletic Association Representative Council adopted, in May of 1987, a *Handbook* regulation which makes clear and emphatic the responsibility of MHSAA member high schools to rate officials who work contests (home and away) involving their teams in sports for which officials' ratings are maintained (baseball, boys and girls basketball, girls competitive cheer, football, ice hockey, boys and girls lacrosse, boys and girls soccer, girls softball, girls volleyball, and wrestling).

**High schools which fail entirely to rate any official during the season shall be subject to the penalties outlined under Regulation V, Section 4(A), including any or all, but not limited to, censure, probation with or without competition, loss of privilege of revenue sharing, and/or expulsion.**

Regulation II, Section 7(B) applies only to high schools, however, junior highs and middle schools are urged to rate officials as well.

### RATING CATEGORIES

Officials who officiate at levels other than varsity will be rated in the category "sub-varsity." The point of the category is to recognize new officials from a proactive educational focus and to encourage improvement, training and professional growth. Be sure to indicate if a rating is "varsity" or "sub-varsity."

#### - Sub-Varsity Rating Definitions -

- 1=A** sub-varsity official who has demonstrated officiating skill and knowledge which suggests readiness for advanced officiating opportunities. Continued evaluation and advanced education will assure steady development and advancement opportunities.
- 2=A** sub-varsity official who has demonstrated continued growth in officiating skill and rule knowledge. Readiness to advance as an official is apparent but the official can benefit from game experience and evaluative guidance.
- 3=A** sub-varsity official who has a command of the skills and knowledge necessary to develop into a quality official. Continued education and evaluation will provide opportunity to advance and grow as an official. Enforcement philosophy is apparent and rule knowledge is expressed in confident explanations.
- 4=A** sub-varsity official who is beginning to demonstrate awareness of specific officiating techniques and mechanics. Participation in extensive training and education will benefit officiating development. Study and discussion will foster a clear understanding and knowledge of rules and enforcement philosophy.
- 5=A** sub-varsity official embarking on an officiating career path. Growth and improvement will develop through officiating experience, approved training and evaluation while rules book study will assist the official in grasping concepts of rules and enforcement philosophy.

#### - Varsity Rating Definitions -

- 1=Excellent** - Very good, first class, surpasses all others. Typically, the quality of performance required to officiate tournament contests.
- 2=Above Average** - Better than the mean, high quality, better than the accepted level of performance. Typically, the quality of performance required to officiate mid and lower level tournament contests.
- 3=Satisfactory** - Adequate, average, a solid performance. Typically, the quality of performance required to officiate seasonal and lower level tournament contests.
- 4=Below Average** - Deficient, lacking the skills and/or knowledge to earn a higher rating. Typically, an official who would benefit from training and education.
- 5=Unsatisfactory** - Not desirable, definite improvement required. Typically, a performance that lacks accepted mechanics, has limited knowledge of the rules, demonstrates weak people skills.

When an official is rated a 5 the school must submit an Unsatisfactory Rating Explanation to the official and to the MHSAA. **WITHOUT AN EXPLANATION THE "5" RATING WILL BE EXPUNGED FROM THE OFFICIALS RATING RECORD.** (3/27/98 Representative Council adoption.)

At the conclusion of the season, each member school is required to submit the ratings of all officials observed to the MHSAA. Each rating will be included in the official's record in order to compute an average rating for the season. Each official who receives varsity ratings for the season of 3 (satisfactory) or 4 (below average) will receive notification from the MHSAA of the categories listed by rating schools where improvement is needed.

### Athletic Director Review

Athletic Directors are encouraged to take an active part in the rating activity. An annual review of the rating process through a local in-service will assure that all coaches are aware of the school's obligation to rate officials.

The review of completed ratings by the athletic director will assure that ratings are included for all officials and that those ratings submitted are appropriate. In addition, check to assure that where necessary the "Improvement Needed" categories are completed.

## Specific Procedure for Baseball, Boys and Girls Basketball, Girls Competitive Cheer, Football, Ice Hockey, Boys and Girls Lacrosse, Boys and Girls Soccer, Girls Softball, Girls Volleyball, and Wrestling

Over the years, coaches have wanted to have input into the rating of officials. The officials also have wanted to know what the coaches think of their work. The system serves these purposes.

The MHSAA defines a **RATING** as a subjective estimate of an official's ability as observed by a coach involved in the contest for which the official is rated.

The ratings are determined on a scale of 1-5, with 1 being the best. The rating average of an official is a composite of three years of ratings. Every year the ratings from four years ago are dropped and the current year is added.

Varsity officials are listed as **approved, supplemental** or **general**. An approved official must have received 16 varsity or more ratings over a three-year period with an average of 3.0 or less. Supplemental officials include those officials with 6-15 varsity ratings or officials with 16 or more ratings whose averages are greater than 3.0. General officials include those officials with 5 or less varsity ratings or those officials with 6-15 varsity ratings whose averages are greater than 3.0.

While it is recognized ratings are not exact, they are used as one of several factors in making tournament assignments.

Sub-varsity ratings follow the same general system, except that they are not considered when tournament assignments are made. An official can receive both varsity and sub-varsity ratings from the same school.

**REGULATION II, SECTION 7 - USE OF REGISTERED OFFICIALS**  
**SECTION 7(A) - High schools and others which sponsor competition for member high school teams, shall use in the sports concerned, only those athletic officials who are registered with the Michigan High School Athletic Association for the current year in football, basketball, baseball, ice hockey, wrestling, girls competitive cheer, girls gymnastics, boys and girls lacrosse, girls softball, girls volleyball and soccer. The referee and/or starter used in all interscholastic swimming, cross country or track and field meets must be registered for the current year in that sport. In girls volleyball, the referee and umpire must be registered.**  
**SECTION 7(B) - Schools are responsible for rating officials who officiate contests involving their teams in sports for which officials' ratings are maintained. Schools which fail to rate any officials during the season shall be subject to the penalties outlined under Regulation V, Section 4. Regardless of the method used to submit official's ratings, the school principal or athletic director shall verify that the ratings submitted are truthful and accurate, have met with the approval of the appropriate school administrator and are submitted on the school's behalf.**

### INTERPRETATIONS - SECTION 7

178. Responsibility for assurance that registered officials only are used rests primarily with the host school, although school executives are reminded that both parties to a contest are responsible for compliance with this regulation and may receive penalties for failure to adhere to it.
179. Member schools are responsible to assure that individual officials contracted to officiate for that member school shall be provided a contract for each date or event hired. Any multiple date or official contract form will list all officials scheduled and include the signature of each contracted official and/or all dates and events for which an individual is contracted.
180. Any interscholastic contest in baseball, basketball, football, girls competitive cheer, girls gymnastics, ice hockey, boys and girls lacrosse, soccer, girls softball, girls volleyball or wrestling and any meet in cross country, swimming or track and field (either with other schools or with non-school teams) must be officiated by registered officials of the MHSAA or the state Association in which the game is played. Six-man or eight-man football games must be officiated by registered football officials.
181. Schools may be certain that officials are registered with the MHSAA for a current year by consulting the *Officials Directory* in which their names and classifications appear, or by contacting the MHSAA in the case of late registration. Each registered official also should have a registration card in his or her possession and be wearing the MHSAA officials' emblem for the current school year.
182. An official who officiates in high school athletic contests without having completed the required registration for a current school year, is to have the case reviewed by the Executive Director before any subsequent registration will be accepted. In all cases, such officials will not be given credit toward their MHSAA Service awards and any ratings given them for contests worked while they were not registered will be discarded. The official may be censured, placed on probation (no tournament assignment), suspended, or refused registration in one or more sports for one or more years. A suspended official may be reinstated to good standing as an athletic official at the conclusion of a period of suspension upon payment by that person of all registration fees in which he or she is in arrears: it being understood, however, that no registration fee is to be charged such an official for the period of his/her suspension.

## Coaches Rating Ledger of Officials

The Ledger on pages 3-4 of this brochure is provided for each coach to assist in keeping accurate notes of officials observed throughout the season.

It is important that coaches do not rate immediately following an emotion-filled contest.

Keep in mind the categories in which officials are to be rated. Make notes that will provide you with information about the official's abilities as they relate to these categories. Your notes will enable you to give a valid rating to each official at the close of the season.

It is a requirement that every member school rate officials and it is a requirement that all officials, poor to excellent, experienced to inexperienced, seen at home or away, receive ratings. **A school shall submit ONE rating per official that worked a contest during the current season.**

## Rating Due Dates

**Rating due dates change annually and are posted under "Administration" on the MHSAA.com web site.**

We are pleased to have availability of the MHSAA's online officials rating system to our member high schools and junior high/middle schools. Athletic directors can now log on to password-protected sections of our Web site to submit officials ratings. Additionally, athletic directors have the option to assign passwords to their coaches to rate officials.

To access the online ratings system:

1. Click on the **School Login** link in the lower left-hand side of the www.mhsaa.com homepage
2. Enter your school ID and password to access the "MHSAA School Services" Web page.
3. Click the red **Enter Official's Ratings** link in the middle of the page. To learn how to enter ratings, click the **Help** link in the upper right-hand section of the "MHSAA Officials Ratings Center" Web page to access up to date instructions.

Athletic directors have the option to provide their coaches the ability to add officials ratings. Once logged on to the "MHSAA School Services" Web Page:

1. Click the **Update Your Coaches' Information** link.
2. Click the corresponding **Edit** link found in the right-hand column of the table row containing the sport you wish to select.
3. Check the box to allow the coach in the rated sport to enter ratings online.
4. Enter a password for the coach.
5. Re-enter the same password (to verify).
6. Notify your coach of her/his access. Coaches should use the two or three digit sports code + the school ID for a login ID. For example, Brighton High School's Girls Basketball Coach would use GBB1016 for a login ID. GBB for girls basketball and 1016 for Brighton's school ID. For Baseball, BA1016 would be the login ID. The password assigned by the athletic director should be used. Below is a list of prefixes for your school's sport codes.

Baseball	BA
Boys Basketball	BBB
Boys Lacrosse	BL
Boys Soccer	BSO
Girls Competitive Cheer	CC
Football	FB
Girls Basketball	GBB
Girls Lacrosse	GL
Girls Soccer	GSO
Ice Hockey	IH
Softball	SB
Volleyball	VB
Wrestling	WR

Login instructions for coaches can be downloaded from the "MHSAA Officials Ratings Center" Web page. Coaches cannot approve online ratings. That responsibility remains with the athletic director. Once the ratings are entered by your coach, she/he can click on a link to notify you that they have submitted ratings for your approval. If you have not provided a valid email address, please update your profile on our Web site to enable an efficient transfer of information.



COACH \_\_\_\_\_ SCHOOL \_\_\_\_\_

\_\_\_\_ FROSH \_\_\_\_ JV \_\_\_\_ VAR. SPORT \_\_\_\_\_

**COACHES RATING LEDGER**

List only those officials who work your contests. Make a new entry each time the official works one of your contests.

**ASK TO SEE THE OFFICIALS ID CARD!**

	Date	Official	City	MHSAA ID#	Notes
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TRANSFER DATA TO  
MHSAA.COM FOR  
ONLINE SUBMISSION  
OF RATINGS

Keep notes on all officials - home or away. Use your notes to rate officials.  
Please reproduce this record if you need more for yourself or other persons.

Ask to see the officials ID card! - Notify the MHSAA when there is a problem.

	Date	Official	City	MHSAA ID#	Notes
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TRANSFER DATA TO  
MHSAA.COM FOR  
ONLINE SUBMISSION  
OF RATINGS

This record is NOT to be submitted as the officials rating form, but to help you complete your ratings.

NOTE: When an official is rated a 5 the school must submit an Unsatisfactory Rating Explanation to the official and to the MHSAA. WITHOUT AN EXPLANATION THE "5" RATING WILL BE EXPUNGED FROM THE OFFICIALS RATING RECORD. (3/27/98 Representative Council adoption.)