



## **Athletic Directors and Coaches Guide for Rating Game Officials**

*MHSAA Handbook*, Regulation II, Section 7 (B) requires schools to rate officials who officiate contests involving their teams in sports for which ratings are maintained. Each official will be rated in four categories for each contest: **Judgment, Presence & Demeanor, Attitude & Effort** and **Administration & Communication**. Criteria and descriptions for each of these categories are listed on the next page.

Rating officials is critical to provide those officials areas where improvement is needed and to give the MHSAA feedback and guidance for the selection of officials for postseason consideration. Ratings are submitted through the MHSAA website.

The following guidelines are provided to assist athletic directors and coaches of member schools in the rating of officials.

### **Rating Definitions**

<b>Superior –</b>	Performance demonstrates an exceptionally high degree of competence and knowledge of the category.
<b>Above Standard –</b>	Performance exceeds the standard and performance better than the average official in the category.
<b>Meets Standard –</b>	Performance is standard and expected, and official is functional and competent in the category.
<b>Marginal –</b>	Performance acceptable, but corrective action and remedial training is suggested in the category.
<b>Below Standard –</b>	Performance unacceptable and corrective action is clearly necessary in the category.

### **Things to Consider Before Entering Online Ratings**

- **ONLY OFFICIALS THAT ACTUALLY WORKED THE CONTEST MAY BE RATED.** Keep track of the officials that officiated your school's contests. This may be different than those listed on the ratings page.
  - Check the checkbox to remove official that didn't officiate your school.
  - Add and rate any official(s) that officiated but is not listed.
- Rate each official based on his/her performance for only that contest. Officials should not be rated based on a reputation, a performance from a previous contest or on a single call or decision.
- Rate officials independent of the rest of officials that work on the crew. It is expected that officials will receive different ratings and areas of improvement from other members of the crew based on their individual performances – not the crew's performance as a whole.
- You are free to assign any rating to an official you feel appropriate; however, coaches may not use the threat of low ratings to intimidate or coerce officials during the contest. **Coaches that threaten low ratings are subject to immediate ejection.**
- Timing of ratings is important. There is a "cool down" period for submitting ratings following the conclusion of a contest. Ratings submitted sooner than later are better, though, as performances are fresh on your mind and regular feedback may indicate patterns that can be addressed sooner. **Ideally, ratings will be submitted within a week from the conclusion of the contest.**
- A **GREEN CHECKMARK** means the contest is satisfactorily rated. A **RED DOT** means that there are outstanding unrated officials listed on the contest still.

## Category Criteria and Descriptions

### Judgment

- **Consistency**  
Maintains a uniform philosophy in application of calls, decisions, penalties and technical aspects of the position in accordance with the standards mandated by the MHSAA.
- **Accuracy**  
Correctly makes decisions in judgment for rulings, calls and decisions in a completely objective manner.

### Presence & Demeanor

- **Appearance in Uniform**  
Displays adequate physical condition, proper body language and appears confident in mannerisms, movements and interactions. Uniform worn is style mandated (or accepted) by the MHSAA; includes proper emblems, patches, or logos; and is kept in a clean, neat condition.
- **Composure/Approachability**  
Demonstrates proper self-control and poise while handling unusual or high-pressure situations. Actively listens and effectively communicates using appropriate volume, tone and assertiveness based on the situation.
- **Mobility (if applicable)**  
Possesses adequate physical ability, athleticism, coordination and agility to carry out required duties during the contest.

### Attitude & Effort

- **Professionalism**  
Represents the MHSAA and the avocation in a proper and positive manner by exhibiting honesty, integrity, dependability, and responsibility. Makes all calls, decisions and enforcements of penalties solely on the present circumstances and not in regard to any previous history or incident(s).
- **Focus**  
Displays a consistent level of concentration and alertness throughout the contest without regard to the score, standings, weather conditions or other circumstances.
- **Fraternization**  
Avoids unnecessary or excessive casual conversations with players, coaches or spectators during the contest.
- **Hustle (if applicable)**  
Moves with a purpose and in an energetic manner.

### Administration & Communication (the rating for this category should have input from the AD)

- **Dependability/Punctuality**  
Provides proper communication with administrative officials regarding schedule and contest details when appropriate. Arrives in time to properly prepare for the contest and is available to start at the scheduled time to begin.
- **Contest Management**  
Displays the ability to control the contest with an appropriate level of authority. Does not intentionally and unduly draw attention to oneself, but also does not hesitate to make difficult and/or unpopular decisions regardless of the expected response. Makes a best effort to maintain a proper flow throughout the contest and pays attention to the details associated with handling of escalating situations and weather concerns.
- **Clarity/Conciseness**  
Skillfully communicates with administrators, coaching staffs and players before and during the contest. Provides clear and reliable answers to questions when appropriate.
- **Rule Knowledge/Application**  
Properly enforces rules, interpretations and regulations without regard to personal preferences or biases.