

# RESOLUTION

for recognition as an MHSAA

## LOCAL APPROVED ASSOCIATION

Resolution year – August 1, 2023 through July 31, 2024

**THIS RESOLUTION, ALL SUPPORTING DOCUMENTS AND REGISTRATION PAYMENT ARE DUE ON OR BEFORE JULY 15, 2023.**

### LOCAL APPROVED ASSOCIATION INFORMATION

(MHSAA communications will be sent to the Association Contact Person listed below.)

Full Name of Association: \_\_\_\_\_

\*\*\*Please do not use abbreviations. Many associations have similar names\*\*\*

MHSAA Association Listed City: \_\_\_\_\_ Association Zone: \_\_\_\_\_

Check all sports sponsored by the association:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> BASEBALL          | <input type="checkbox"/> ICE HOCKEY     | <input type="checkbox"/> SWIMMING          |
| <input type="checkbox"/> BASKETBALL        | <input type="checkbox"/> BOYS LACROSSE  | <input type="checkbox"/> TRACK / X-COUNTRY |
| <input type="checkbox"/> COMPETITIVE CHEER | <input type="checkbox"/> GIRLS LACROSSE | <input type="checkbox"/> VOLLEYBALL        |
| <input type="checkbox"/> FOOTBALL          | <input type="checkbox"/> SOCCER         | <input type="checkbox"/> WRESTLING         |
| <input type="checkbox"/> GYMNASTICS        | <input type="checkbox"/> SOFTBALL       |  |

Association Contact Person:

Name: \_\_\_\_\_ MHSAA ID #: \_\_\_\_\_ Email: \_\_\_\_\_

*\*\* The Association Contact Person is the primary individual with whom the MHSAA will list online, direct others to contact and be listed as the association's communication point person. This may be the same as another listed person.*

President:

Name: \_\_\_\_\_ MHSAA ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Vice-President:

Name: \_\_\_\_\_ MHSAA ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Secretary/Treasurer:

Name: \_\_\_\_\_ MHSAA ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Recruiting and Mentorship Coordinator:

Name: \_\_\_\_\_ MHSAA ID #: \_\_\_\_\_ Email: \_\_\_\_\_

## ASSOCIATION MEMBERSHIP DETAILS

### ASSOCIATION CLASSIFICATION

Number of Association Members (including those not in good standing as of June 1, 2023:

Check the appropriate classification requirement for the association:

Zones 1-6 (Single-Sport Association in CC, GY, BL, GL, IH, SO and SW)

15 or More

Zones 1-6 (Multi-Sport Association or Single-Sport Association in BA, BB, FB, TR & XC, VB and WR)

30 or More

Zones 7-8

15 or More

### DUES

Explain membership dues amounts and format for association. If you provide discounts for new members, multi-sports, Legacy officials, etc., please explain the variable amounts and reasons.

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### ROSTERS and MIGS

Associations must regularly manager their rosters online through the MHSAA website. This includes adding new members, removing former members and updating officials' MIGS statuses. Failure to do so in a timely manner may result in members of the association being ineligible for postseason tournament consideration. Members in Good Standing **DO NOT** carry over from one year to the next. Associations must update MIGS with the MHSAA annually before the specified deadlines.

Newly formed associations may submit a spreadsheet document via email to [ryan@mhsaa.com](mailto:ryan@mhsaa.com) that includes the following information for each association member: Full name, MHSAA ID# and email address used for their MHSAA registration. Only include officials already registered with the MHSAAA and considered Members in Good Standing with the association.

**ASSOCIATION SPORT TRAINER NOMINATION**  
**(SEPARATE NOMINATION FORMS MUST BE SUBMITTED FOR TRAINERS OF MULTIPLE SPORTS)**

Local Approved Associations must annually submit a Trainer Nomination form for each sport sponsored. MHSAA trainers must attend scheduled events to remain in compliance.

Full Name of Association: \_\_\_\_\_  
\*\*\*Please do not use abbreviations. Many associations have similar names\*\*\*

recommends the nomination of:

Name: \_\_\_\_\_ MHSAA ID #: \_\_\_\_\_ Email: \_\_\_\_\_

to serve as the Sport Trainer for our Local Approved Association in the sport of \_\_\_\_\_.

\_\_\_\_\_  
Association Representative (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ASSOCIATION TRAINER RESOLUTION**

I will participate in all training events, remain registered with the MHSAA and be an active Member in Good Standing in an MHSAA Local Approved Association, attend or complete the MHSAA current year rules meeting, complete the annual tournament exam in the sport for which I'm nominated (if applicable), support and advance the MHSAA philosophy of officiating, adhere to MHSAA regulations, policies and practices and commit to being an empathetic and engaged mentor.

Further, I understand that my status as a trainer is subject to review by the MHSAA and may be denied or revoked if it is determined to be in the best interest of the MHSAA.

\_\_\_\_\_  
Trainer Nominee (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ASSOCIATION TRAINING MEETINGS SCHEDULE

Use a separate sheet if additional space is needed.

### “ROOKIE” MEETINGS SCHEDULE

List tentative dates in advance, but “rookie” meetings are required only if new officials that have not previously attended a “rookie” training are part of the association during that season. Required “rookie” meeting are <i>not</i> designed for sport-specific rules and technical content. Rather, these meetings are intended to provide information on administrative, contest management and handling situation duties. The Recruiting and Mentorship Coordinator should be present.				
	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF MEETING	LOCATION (Must have a <i>specific</i> location listed)
FALL SEASON				
WINTER SEASON				
SPRING SEASON				

### GENERAL MEMBERSHIP ASSOCIATION MEETINGS SCHEDULE

General association business to discuss strategies, hold elections, discuss general officiating topics, etc.				
MEETING TOPIC	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF MEETING	LOCATION (Must have a <i>specific</i> location listed)

### SPORT-SPECIFIC EDUCATIONAL MEETINGS SCHEDULE

Associations are required to host at least three sport-specific educational meetings per year (June 1, 2022 – May 15, 2023) – Covering rules, interpretations, theory and philosophy. At least one meeting must be held before the start of the season (Fall Sports – August 16, 2023, Winter Sports – December 6, 2023, Spring Sports – March 20, 2024).					
SPORT	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF MEETING	LOCATION (Must have a <i>specific</i> location listed)	TRAINER

### MECHANICS TRAINING SCHEDULE

Associations are required to host at least three accumulative hours of hands-on mechanics and techniques training per year (June 1, 2023 – May 15, 2024) – Only required for BA, BB, FB, IH, BL, GL, SO, SB, VB and WR.					
SPORT	DATE	START TIME (Indicate a.m. or p.m.)	LENGTH OF TRAINING	LOCATION (Must have a <i>specific</i> location listed)	TRAINER

**ASSOCIATION REGISTERED OBSERVER NOMINATION**  
**(ONLY ONE NOMINATION FORM IS NEEDED FOR REGISTERED OBSERVERS OF MULTIPLE SPORTS)**

Local Approved Associations must annually submit a Registered Observer Nomination form for each Registered Observer. MHSAA Registered Observers must attend scheduled events to remain in compliance. Approved Registered Observers that do not submit observation forms to the MHSAA are not eligible to serve as a Registered Observer the following school year.

Full Name of Association: \_\_\_\_\_  
 \*\*\*Please do not use abbreviations. Many associations have similar names\*\*\*

Nominated Observer:

Name: \_\_\_\_\_ MHSAA ID #: \_\_\_\_\_ Email: \_\_\_\_\_  
 to serve as a Registered Observer for the association in the sport(s) of:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> BASEBALL          | <input type="checkbox"/> ICE HOCKEY     | <input type="checkbox"/> SWIMMING          |
| <input type="checkbox"/> BASKETBALL        | <input type="checkbox"/> BOYS LACROSSE  | <input type="checkbox"/> TRACK / X-COUNTRY |
| <input type="checkbox"/> COMPETITIVE CHEER | <input type="checkbox"/> GIRLS LACROSSE | <input type="checkbox"/> VOLLEYBALL        |
| <input type="checkbox"/> FOOTBALL          | <input type="checkbox"/> SOCCER         | <input type="checkbox"/> WRESTLING         |
| <input type="checkbox"/> GYMNASTICS        | <input type="checkbox"/> SOFTBALL       |  |

\_\_\_\_\_  
 Association Representative (Print Name)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**REGISTERED OBSERVER RESOLUTION**

I will participate in all training events, remain registered with the MHSAA and be an active Member in Good Standing in an MHSAA Local Approved Association, attend or complete the MHSAA current year rules meeting, complete the annual tournament exam in the sport for which I'm nominated (if applicable), support and advance the MHSAA philosophy of officiating, adhere to MHSAA regulations, policies and practices and attest that I have at least five years varsity experience in the sport(s) for which I will observe.

Further, I understand that my status as a Registered Observer is subject to review by the MHSAA and may be denied or revoked if it is determined to be in the best interest of the MHSAA.

\_\_\_\_\_  
 Observer Nominee (Print Name)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## ASSOCIATION AUXILIARY MEMBERSHIP DECLARATION

In order to improve consistency and uniformity of mechanics and rules enforcement in high school contests across the state, it is the goal of the MHSAA that all registered officials be members of Local Approved Associations. To this aim, established Local Approved Associations are encouraged to develop auxiliary membership opportunities that would provide MHSAA officials (that do not have the ability to attend traditional in-person trainings because of their proximity to associations for the sport(s) they officiate access to quality information, improved training and increased engagement with other officials.

To receive waiver of Member in Good Standing requirements, officials that do not have a Local Approved Association available to them for in-person attendance at association meetings may be required to have auxiliary membership of an association to receive postseason tournament consideration. For auxiliary members that meet all association attendance and dues payment requirements, they should be included on the association's membership roll and listed as a Member in Good Standing on the MHSAA website. Those that do not meet all minimum requirement should not be included on the Member in Good Standing list.

Full Name of Association: \_\_\_\_\_

\*\*\*Please do not use abbreviations. Many associations have similar names\*\*\*

Select One

- Has previously submitted a declaration and been approved to provide auxiliary membership opportunities.
- Seeks to offer auxiliary membership opportunities.

Auxiliary members in the association will receive (check all that apply):

- Regular electronic communications and online training opportunities. (REQUIRED)
- Access to live video conference sport-specific and general membership meetings. (REQUIRED)
- The opportunity to participate in elections and other votes (OPTIONAL)
- The opportunity to serve in elected or appointed positions of the association (OPTIONAL)
- Other \_\_\_\_\_ (OPTIONAL)

Regular membership dues      \$ \_\_\_\_\_

Auxiliary membership dues      \$ \_\_\_\_\_

Requirements for an official to receive auxiliary membership are determined by each individual association (*e.g., dues, attendance, voting, trainings, etc.*); however, auxiliary members **MAY NOT** serve as that association's Trainer, Registered Observer or Recruiting and Mentorship Coordinator in any sport.

\_\_\_\_\_  
Association Representative (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ASSOCIATION REGISTRATION PAYMENT AND CERTIFICATION

Annual Approved Association Registration:	\$15.00	\$15.00 _____
Late Fee (if submitted after <b>July 15, 2023</b> ):	\$30.00	\$ _____
Total Amount Due		\$ _____

Assigners and Association Leadership Meeting  
 Registration for this event will be done online on the MHSAA website.  
 DeWitt High School  
 Saturday, July 15, 2023 – 8:00 a.m. to approximately 3:30 p.m.

Reach out to [ryan@mhsaa.com](mailto:ryan@mhsaa.com) with any questions regarding this meeting.

### LOCAL APPROVED ASSOCIATION RESOLUTION

I certify that all information contained in the Resolution and included in any attend documents is accurate and current for the **2023-24** school year. The association will regularly maintain membership roster information through the MHSAA website and ensure that individual Member in Good Standing statuses are current at the deadlines for each season. At least one member of the association’s leadership will attend this year’s Assigners and Association Leadership Meeting on July 15<sup>th</sup>, 2023.  
 The association will maintain good standing with the MHSAA annually by securing five attendance points as required in the previous school year and properly submitting recommendations for postseason consideration on behalf of its membership.

\_\_\_\_\_

Association Representative (Print Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date