

ORGANIZED 1946

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MEMBER OF THE
NATIONAL FEDERATION OF
STATE HIGH SCHOOL
ASSOCIATIONS



R. ANDREW WARNER
EXECUTIVE DIRECTOR

Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201

To: All Sport Officials Associations

From: R. Andrew Warner, MPSSAA Executive Director

Date: June 14, 2018

Re: Association Registration

On behalf of the more than 112,000 annual participants in interscholastic athletics in Maryland's 200 public schools, I would like to begin by thanking the officials' associations for their work as a part of these programs. Educationally based athletics provide one the greatest character building opportunities available to our young men and woman and the entire community involvement, from officials to coaches to school administrators, all have invested equally in ensuring positive lessons are derived from participating in these programs.

As we begin making plans for another school year, the process of registering officials begins. This memo is to provide detailed information for each association to register their officials with the MPSSAA and NFHS. I am pleased to inform you the registration fee remains at \$34.00 for the 9th consecutive year.

Registration Procedures:

1. Each association via email will receive a copy of last year's NFHS Registration document. The document is in a Microsoft Excel and contains the final registration names based on our information.
2. The following steps should assist each board in updating their association information for the 2018-19 school year.
 - a) Current Officials
 - i. Please begin by deleting any names who will not be returning this year.
 - ii. Please make any necessary edits to the current list (please remember the email address must be the correct address for the registered account in order to take the NFHS Rules Exam. The email address on this form will be the email address each official must use to login and take the rules exam).

b) Adding New Officials

- i. State User ID: No changes are necessary.
- ii. Please type the First Name of the Official
- iii. Please type the Last Name of the Official
- iv. Please enter the Email Address of the Official (please remember the email address must be the correct address for the registered account in order to take the NFHS Rules Exam. The email address on this form will be the email address each official must use to login and take the rules exam).

c) Please save the document and return via email as an attachment to Jason Bursick, Assistant Director MPSSAA, at Jason.Bursick@Maryland.gov.

3. The MPSSAA will upload your association's registration to the NFHS site.
4. Once your list has been uploaded by NFHS to their site, no deletions can be accepted as the MPSSAA will be billed for the total number of officials uploaded.
5. If you have additional officials you need to add after submitting names, add your new officials to the blank template and email the document to Mr. Bursick.

Please be advised this document will provide the MPSSAA with official registration numbers per association for the purpose of invoicing for rule books and registration fees. It is also important to remember that the majority of the registration fees per official are passed on to the NFHS for the purchase of rules books, National Federation of Officials Association (NFOA) membership and one-million-dollar liability insurance, testing and other administrative needs. Please remember only those officials registered and certified through the MPSSAA will receive the benefits of NFOA membership (good July 1 through June 30th of each year).

Also, I would like to remind each association of the regulations to be a certified official. In order to work a MPSSAA (varsity or JV) regular or tournament season you must be registered and certified. The following requirements are necessary for certification.

1. Be at least 18 years of age and a high school graduate.
2. Be a member in good standing with the local MPSSAA-recognized officials' group.
3. Attend an MPSSAA-sponsored rules interpretation clinic in the current year.
4. Pass the National Federation examination (75% is the lowest passing score).
5. Pay the MPSSAA registration fee (through the local officials' association).

An updated schedule for MPSSAA Rules Interpretation Clinics can be found at <http://www.mpssaa.org/officials/rules-interpretation-clinics/>. Clinic attendance is mandatory for certification.

On behalf of the MPSSAA thank you again for the service you provide the students and schools in Maryland. If you have any questions or concerns please contact Robert.warner1@maryland.gov or Jason.Bursick@Maryland.gov. You may also call the MPSSAA at any time at 410-767-0555.