

# **OKLAHOMA OFFICIALS' ASSOCIATION (OOA) CONSTITUTION**

## **ARTICLE I—NAME**

The object of this Association shall be to further the best interests of athletics:

1. By aiding the officials, coaches, and players in acquiring a thorough knowledge of the playing rules of the various sports.
2. By promoting uniformity in the mechanics of officiating.
3. By encouraging observance of the spirit and letter of playing rules and ethical codes on all occasions.
4. By requiring its membership to be classified according to their duly established qualifications.

## **ARTICLE II—MEMBERSHIP**

Section 1. Any person of good character desiring to qualify as an official may present an application to the Secretary with the necessary fee; such application to include verification by the applicant if the applicant is registered with Oklahoma Sex Offenders Act.

Section 2. Any official failing to meet the requirements provided by the by-laws will cease to be a member.

## **ARTICLE III—MANAGEMENT**

Section 1. Executive Committee

- (a) The operation and management of the Association shall be vested in the Executive Committee, which shall be composed of nine (9) persons.
- (b) The Executive Committee shall be responsible for the execution of the express wishes of the membership, and for the general direction of the policies and activities of the Association, and shall represent the organization in activities undertaken in cooperation with other athletic organizations.

Section 2. Mode of Election

- (a) The election of the Executive Committee shall be at the annual business meeting to be held each year, not later than September 15.
- (b) The state shall be divided into four districts and two Executive Committee members shall be elected from each district. (Executive Committee members shall not be elected from the same county.) NOTE: After the initial election, one Executive Committee member shall be elected from each year from Districts 1, 2, 3, and 4.
- (c) Nominations for Executive Committee members are to be made from the nominating district. The majority of votes cast by those present shall prevail.
- (d) Districts shall be determined by counties as follows:  
DISTRICT 1: (Southwest Counties) Beckham, Caddo, Carter, Comanche, Cotton, Garvin, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, Love, Murray, McClain, Stephens, Tilman, Washita.  
DISTRICT 2: (Southeast Counties) Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, Marshall, McCurtain, McIntosh, Pittsburg, Pontotoc, Pottawatomie, Pushmataha, Seminole, Sequoyah.

**DISTRICT 3: (Northeast Counties) Adair, Cherokee, Craig, Creek, Delaware, Lincoln, Mayes, Muskogee, Nowata, Okfuskee, Okmulgee, Osage, Ottawa, Pawnee, Payne, Rogers, Tulsa, Wagoner, Washington.**

**DISTRICT 4: (Northwest Counties) Alfalfa, Beaver, Blaine, Canadian, Cimarron, Cleveland, Custer, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Logan, Major, Noble, Oklahoma, Roger Mills, Texas, Woods, Woodward.**

### **Section 3. Term**

- (a) The term of each member of the Executive Committee shall be for two years and he/she shall take office upon election. No member of this committee shall be elected for more than two consecutive terms.**

### **Section 4. Organization of Committee**

- (a) The Executive Committee shall, immediately after election, meet and select one of their number to serve as President of said Association and one to serve as Vice President.**
- (b) In the case of vacancy created by removal from the district, non-membership, or resignation, the remaining members of the Executive Committee shall fill the unexpired term of such member by appointment from the proper district.**
- (c) The eight members, as elected, shall select a ninth member who shall serve as Secretary of the organization.**
- (d) The Secretary shall have no vote except in the event of tie, at which time he/she shall have the right to vote.**
- (e) A majority of the members of the Executive Committee shall be considered a quorum, and the majority vote of those present shall prevail.**

## **ARTICLE IV—AMENDMENTS**

**Section 1. For the purpose of carrying into effect this Constitution as adopted, there is hereby called an immediate election upon the adoption of this Constitution, of eight officials as members of the Executive Committee who shall, after their election, immediately meet and select officers of said Association to serve until their successors are duly elected.**

**Section 2. Amendments to the Constitution and to the By-Laws of this organization, as adopted, may be made provided that the proposed change has been submitted by:**

- (1) A recognized local officials association, or**
- (2) By ten member officials, or**
- (3) By the Executive Committee.**

**All legislation must be submitted in writing to the Secretary of the Association by May 1 so that all members may be notified. Such a vote to amend the Constitution shall be: (a) By a majority vote of those members at any regularly called meeting of the Association; or (b) By a majority of those voting in the event of the mailing of ballots to the members of the Association.**

## BY-LAWS

### ARTICLE I—DUES

The Annual dues shall be \$45 for one sport which includes liability insurance, and \$15 for enrollment in each additional sport.

### ARTICLE II—UNIFORM AND APPEARANCE

The Officials manual for each sport contains a section on the prescribed uniform and should be referred to when questions arise. The uniform should be clean and well-kept and officials are not to deviate from the prescribed uniform. All officials are expected to be well-groomed and neat in appearance when working a contest.

#### REGARDING REGISTRATION

- (1) Oklahoma officials' registration begins June 1 for the upcoming school year.
- (2) In order to register, an applicant must be sixteen (16) years old. High school seniors and younger may register, but may not officiate any games where high school students participate.
- (3) OUT-OF-STATE: Oklahoma has a reciprocal agreement with other states that out-of-state officials may enroll for \$10 per sport must test in Oklahoma or show verification of passing the NFHS test in each sport.
- (4) Enrollment ending dates: Beginning of State Playoff series in that sport.

### ARTICLE III—RATING OF OFFICIALS

#### Section 1 RATING CLASSIFICATION

- (a) Member officials enrolled in any sport must take and make a passing grade of 75% on NFHS Part 1 of the rules examination (effective school year 1971-72) before their enrollment will be considered complete.
- (b) In order to be eligible for a rating in football and basketball, member officials must take and make a passing grade of 75% on Part II of the football and basketball ~~and baseball~~ examinations.
- (c) UNCLASSIFIED RATING: Officials who have not attended one Association-sponsored rules meeting, and three local rules meetings of ninety minutes of length, who have not taken and passed Part II of the rules examinations (in a sport where Part II is offered), who have not earned 50 points and have not called at least 5 varsity games the previous season, will be rated "UNCLASSIFIED."

- (d) REGISTERED RATING: Officials who have attended one Association–sponsored rules meeting, and three local rules meetings of ninety minutes of length, who have taken and passed Part II of the rules examinations (in a sport where Part II is offered), who have earned 50 points, who have been enrolled in the Association for three years and have called at least 5 varsity games the previous season, will be rated “REGISTERED.”
- (e) APPROVED RATING: Officials who have attended one Association–sponsored rules meeting, and three local rules meetings of ninety minutes of length, who have taken and passed Part II of the rules examinations (in a sport where Part II is offered), who have earned 65 points, who have been enrolled in the Association for four years and have called at least 5 varsity games the previous season, will be rated “APPROVED.”
- (f) CERTIFIED RATING: Officials who have attended four rules meetings, one of which must be a state Association–sponsored rules meeting, and three local rules meetings of ninety minutes of length, who have taken and passed Part II of the rules examinations (in a sport where Part II is offered), who have earned 80 points, who have been enrolled in the Association for four years and have called at least 5 varsity games the previous season, will be rated “CERTIFIED.”

## Section 2 POINTS

Rating Points: Officials may establish a rating points in the Oklahoma Officials Association in the following manner:

1. KNOWLEDGE OF THE RULES: 40 points possible
  - (a) Examination—32 points (passing grade of 75%) NOTE: 95-100 examination grade, 32 points; (two points are deducted for each 5% drop in grade.) Example: 90-94, 30 points; 85-89 points, 28 points; 80-84, 26 points; etc....
  - (b) Rules Meeting Attendance—8 points. NOTE: Association-sponsored, 3 points; local meeting attendance 1 point each. All meetings must be at least ninety minutes in length.
2. SERVICE AWARDS: 60 points possible
  - (a) Games officiated and reported by schools—50 points. NOTE: Superior—1 point; Good—2 points; Fair—3 points; Unsatisfactory, 4 points; Poor—5 points. Example: 1.5%--50 points; 1.6%--49 points; 1.7%--48 points; 1.8%--47 points. One point is deducted for each 1/10 increase.
  - (b) Number of games officiated—5 points. NOTE: 1 point for each group of five games reported.
  - (c) Number of years experience—5 points maximum.
  - (d) Mentoring program participation.
  - (e) In football, participation in the crew test program.

## TEMPORARY LEAVE OF ABSENCE

### Requirement to Qualify:

- 1) Request for temporary leave must be made in writing and submitted to the OSSAA Director of Officials.
- 2) Notification should also be given the Area Coordinator.
- 3) All rules of eligibility and certification must be met with exception of number of games reported by coaches: Requirements for registration and dues, passing grade on Test I and II, Attendance of at least one (1) state rules meeting, and attendance of at least three (3) local rules meetings must all be met.
- 4) Applicant is urged to officiate as many Jr. High or J.V. games as possible.
- 5) At time of request, officials classification, and rating will be 'frozen' until such a time as official returns to active status.
- 6) Request for Temporary Leave should only be used as a last option to continue in Officiating.
- 7) Approval or denial of request will be at the discretion of the OSSAA Director of Officials.

### Reinstatement to Active Status

- 1) Request must be made in writing and submitted to OSSAA Director of Officials.
- 2) Approval or denial of request will be at the discretion of the OSSAA Director of Officials.
- 3) Notification must also be given to Area Coordinator.
- 4) Upon approval for reinstatement, previous 'frozen' rating and classification will be reinstated with all requirements for eligibility to be met by applicant.

## **RESPONSIBILITIES OF LOCAL ASSOCIATIONS**

1. Associations should foster and encourage that each of its officials acquire and wear with pride the proper official uniform.
2. Associations should strive to bring new prospective officials into their group.
3. Local associations should set up clinics for its officials and assume some responsibility in their training.
4. Associations should establish a minimum number of meetings. NOTE: Six (6) is minimum.
5. Periodic clinics should be held during the regular season to discuss problem areas and unusual situations. This can be accomplished as part of the local meetings.
6. Associations are to maintain a composite list of their membership for availability to schools, coordinators, and the State office.
7. Each local association should establish committees necessary to properly function as a unit, e.g. (Board of Directors, etc)
8. Local associations should work closely with various schools for the purpose of acquiring schedules for assignments purposes, etc.
9. Local Associations shall be responsible to their designated coordinator and he/she, in turn, to the state office.
10. Local associations are to make recommendations and/or criticism to the state office through their coordinators.

## RESPONSIBILITIES OF THE STATE COORDINATORS

1. Coordinators shall be appointed by the state association office for various designated local associations.
2. The coordinator shall be basically responsible for seeing that local units organize, elect officers, set local fees, establish meeting requirements and assist the local unit in every way possible.
3. The coordinator will be responsible to the state office and will offer suggestions and recommendations which will strengthen the over-all state officials' program.
4. The coordinator shall make periodic visits to the local units under his/her supervision to assist in carrying out the objectives of the local unit as well as the state office.

## OFFICIALS' HONOR ROLL

Each official who has officiated in Oklahoma for twenty years or more is given a Certificate of Meritorious Service for his/her work. A plaque containing their names hangs in the Association office. For us to check back on the records of every official that we have enrolled would entail a tremendous amount of time-consuming work for our office staff. If you believe that you meet the qualifications for the honor roll, please call the Association office (405) 840-1116 and we will check our records to verify the number of years.

Any official who has a minimum of 20 years of service and who has retired may purchase a pass each year to all state sponsored activities.

## RECIPROCAL AGREEMENT

Years of service earned by out-of-state membership in officials' associations will be honored in Oklahoma upon verification from your former state association.

## POLICIES

1. Football officials who officiate a state finals contest may not repeat the following year.
2. Basketball officials may not officiate a state tournament for more than three (3) consecutive years in Class B, A, 2A, 3A and 4A.
3. Basketball officials must attend an OSSAA basketball officials' camp one time in a five year period to be eligible to officiate in the state basketball tournament.
4. Board members of the Oklahoma Officials' Association may not appoint themselves to officiate an All-State contest or an Oil Bowl contest.
5. To be eligible for the Officials' Hall of Fame, an official must be retired, be 60 years old, and have a minimum of 20 years service.

## CODE OF ETHICS FOR ATHLETIC OFFICIALS

1. Register with the OSSAA each year on a timely basis (by July 1) and attend all required meetings. Work no interscholastic contests with officials who do not hold current registration in the sport when possible.
2. Join and actively participate in a local officials' association.
3. Execute and honor contracts.
4. Be on time for all contests.
5. Make thorough preparations, physically and mentally, for each season and every assigned contest.
6. Present a clean and professional image in terms of personal appearance and uniform, and provide a positive role model in terms of personal habits, language, and conduct. Use of tobacco within site of players and spectators and *use of alcohol any time before a contest on the day of the contest is not acceptable.*
7. Cultivate professional relationships with partners, players, coaches, administrators, and spectators. Refrain from comment to the media.
8. Make clear signals and concise rulings and instructions to the scorers, timers and teams. Use only those signals which have been authorized by the rules code and the OSSAA.
9. Admit and correct one's own errors, hold to correct but unpopular decisions, and support the decisions of other officials.
10. Maintain self-control at all times.
11. Recruit, encourage, and assist new officials.
12. Volunteer to work scrimmages as often as possible as a service to schools and for the opportunity to gain experience and improve officiating skills.

## DISCIPLINARY PROCEDURES FOR OSSAA OFFICIALS

It is the policy of the Oklahoma Secondary School Activities Association to share with each official any written criticism which is received by the Association regarding the actions of that official and to invite that official's written response to the critique.

If there is a substantiated allegation about an official's misconduct, failure to adhere to the Code of Ethics of Athletic Officials, or regarding the official's mismanagement of contest, or persistent misapplication of playing rules, 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. Such actions may be taken by the OSSAA staff after the official has an opportunity to respond in writing to the allegations, but a personal conference is not required. The action may be appealed by the official to the OSSAA Board of Directors. The request to appeal must be received in writing within fourteen days after notice of the Director of Official's action is postmarked or personally received, and may include a personal appearance if requested.

If there is a substantial allegation that an official violated a Regulation of the OSSAA Handbook, the official may be censured, placed on probation, suspended, or refused registration in one or more sports for one or more years. Such actions may be taken by the OSSAA Executive Director and are governed by the Due Process Procedure.

## **OSSAA REGULATIONS CONCERNING THE USE OF OFFICIALS**

The regulations of the Oklahoma Secondary School Activities Association provide that all officials used in all sports during regular season competition and Association sanctioned tournaments where participants are 7<sup>th</sup> -12<sup>th</sup> grades must be enrolled with the Association.