

MHSAA

2022



2023

Official's Handbook

**Mississippi High School Activities Association
P. O. Box 127
Clinton, Mississippi 39060
601-924-6400 Fax: 601-924-1725**

INTRODUCTION

Welcome to the exciting and critically important avocation of interscholastic athletic officiating. The Official's Handbook has two purposes. First, it is intended to provide prospective officials with the information necessary to determine if they have the desire, character and ability to become one of the essential ingredients of interscholastic athletics in Mississippi. Second, it provides both new and veteran officials with reminders of policies and procedures which must be followed if they are to remain in good standing with the Mississippi High School Activities Association.

REGISTRATION PROCEDURES

1. Any person 18 years of age or over and a high school graduate may apply for registration as a MHSAA official.
2. The application shall include references and payment of registration fees for one season.
3. All officials will be required to join a local association.
4. Membership Renewal – membership may be renewed by payment of the annual registration fee, with a satisfactory record for the previous year.
5. All officials that were not registered by the MHSAA the previous year will be recognized for one year.
6. The annual MHSAA registration fee is \$45.00 for each sport.
7. Recruiting new officials – officials and high school coaches should be the key people involved in recruiting new officials. In recruiting officials, quality not quantity should be a main concern because “good people” make “good officials.” Each Association should have 5 to 10 new people each year. If they are willing to work hard, attend meetings, work junior high games assigned, learn the rules, and have good judgment in applying them, they will be very valuable to our association. While officiating is an avocation, it is one which requires dedication. Players who have practiced long hours deserve competent officials who have a complete understanding of the letter, as well as the spirit of the rules and administer them consistently and fairly.

New Officials Responsibilities:

1. Attend at least five of seven local meetings.
2. Make time to work a minimum of 6 sub-varsity game dates.
3. Accept constructive criticism.
4. Ask questions.
5. Find out who the experienced officials are that live near you and ask them to help you.
6. Go to games and watch the officials, not the ball.

Officials should recruit people who can be a better official than they are. Recruiting is the sustaining ingredient of an association.

www.Dragonflymax.com
Registration website for Officials

MEETING ATTENDANCE

1. Experienced officials shall attend at least 3 local meetings.
2. Officials with less than three years of experience shall have 2 additional meetings. (a total of 7)
3. Each official will be required to attend 3 of the 5 local meetings. Failure to comply will result in probation for one year and failure to comply the following year shall result in suspension of the violator.
4. All officials will be required to complete the state sponsored *Rules Interpretation Clinics* annually in order to be eligible to officiate.

ASSIGNMENT

1. An official should not work a home school or school where he has a “conflict of interest.” Including but not limited to: Employed by school or district, Relative employed by or going to home school.
2. Football officials with more than 5 years experience will not be assigned to work as a clock operator until the list of inexperienced officials has been exhausted.
3. Junior High and JV team officials:
 - a. Football – officials with two years or less experience should be assigned to these games prior to a veteran official being assigned.
 - b. Basketball –officials with two years or less experience should be assigned to these games prior to a veteran official being assigned. Junior varsity officials must observe varsity officials for pre-game and half time conference. One of the varsity officials should be assigned to observe second half of junior varsity game and give post game critique.
4. An official who fails to report for a game that he has accepted, unless he has been released or he is unable to report due to illness or accident, shall be subject to a penalty by the MHSAA. On the second offense he shall be placed on probation or suspended.
5. No official shall solicit any coach, principal, or other school official for the privilege of working athletic contests, nor shall a local association solicit the privilege of serving any school.
6. Officials shall file promptly a report directly with the MHSAA if there is any unusual incident involving a serious injury or unsportsmanlike conduct by players, coaches, school officials, cheerleaders, or fans. The referee is responsible for making the initial report to MHSAA. All ejections must be reported.
 - a. Telephone by 9:00 a.m. of the next working day. 601-924-6400

- b. Written report should be completed on DragonFly or email:
gfreeman@misshsaa.com
7. A registered official's first responsibility for assignment of games is to the MHSAA and the local association.
8. A school's "scratch" privileges shall not be violated.
9. Officials shall arrive at the site of the game at least 45 minutes before the scheduled game time. If all officials do not ride to the game together, they shall arrive at the game site one hour prior to game time.

SANCTIONS

An official's word is his bond. Once given, verbally or by formal contract, he will be present regardless of possible inconvenience or financial loss and will never give up one contract to accept another better paying assignment.

1. Late for game:
 - a. 1st time – reprimand
 - b. 2nd time – one game suspension, probation, and fine game fee
 - c. 3rd time – suspension (any combination of 1 & 2)
2. Failure to appear:
 - a. 1st time – game fee
 - b. 2nd time – one game suspension, probation, and fine game fee
 - c. 3rd time – suspension
3. Any official that is placed on probation cannot work post season games.
4. Any official that is suspended may not work any game and may not work any post season games for at least one year after being reinstated.
5. Any official that does not report an ejection can be fined \$100.00 and suspended if not paid within one (1) week.
6. Any official who calls a game while he is under the influence of alcohol or drugs shall be subject to suspension.
7. All athletic officials shall be subject to penalty for any conduct unbecoming to a responsible official or citizen.
8. If an official has an unsatisfactory record for the previous year, the association may not renew his membership.

LOCAL ASSOCIATION GUIDELINES

All officials must follow all regulation as established by the local association's constitution and by-laws. The local association's constitution and by-laws will at a minimum follow the MHSAA Officials Handbook and in no way will be less stringent. If the local association constitution and by-laws are found to be less stringent, the MHSAA Officials Handbook will apply.

RATING SYSTEM

The system is based on a 100-point maximum and divided into four sections:

1.	Certification Exam:	Classification Value		Post Season Value
	90-100 20 points	20 points	=	5
	85-89 16 points	16 points	=	4
	80-84 12 points	12 points	=	3
	75-79 8 points	8 points	=	2
	70-75 4 points	4 points	=	1
	Less than 70 0 points	0 points		

2. Mechanics: Evaluation – 0-20 points, Meetings: State – 3 Points, Local – 1 point each (7 meetings)

3. Varsity games worked – football – 2.5 points per game (25 points maximum)
Basketball – 1 point per game (25 points maximum) 25 point will be credited to officials who have worked a total of 100 football games and 250 basketball games.

4. Experience – 5 points per year up to a maximum of 25 points – must work minimum of 6 games (junior high through varsity).

5. Post Season Rankings:

Ranking of officials for post season will be based on the following formula: (coaches evaluation average) + local association + state association and closed book exam.

Local	1 – 5
Test	1 – 5
Coaches	1 – 5
Class	1 – 5

DRESS CODE

Officials must wear the prescribed uniform as described in the MHSAA Handbook and the National Federation Officials Manual

Appearance

1. Uniform fits properly, neat, and in good condition. See National Federation Manual
 2. Facial hair is not desirable.
 3. Athletic appearance – should not be overweight.
 4. Good physical condition – must have stamina enough to last throughout game to cover the plays and make good decisions. The physical condition of an official and the decision he makes has a strong relationship.
 5. The referee shall critique the dress of each official and report any violations to the local association.
 6. Use of tobacco while performing duties as official is prohibited.
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2022-2023 Officials Fees

It is strongly recommended that the timer and scorer in all sports be competent adults.

Each official must attend a clinic in the sport for which he is registered. A school will be fined \$100.00 if the head coach does not attend a state rules meeting or complete the online meeting in the sport in which he coaches.

There is NO Mileage for playoff games.

Football – Varsity

\$115.00

Electronic Clock Operator - \$60.00

40/25 Second Operator - \$60.00

JV & 9th Grade \$60.00

***Post Season - \$135 Through North/South State**

EOC - \$70; 40/25 - \$70

***State Finals - \$175**

EOC - \$80; 40/25 - \$80

Alternate official - \$80.00

Middle School

1 Game - \$50.00

2 Games - \$65.00

Each additional game \$25.00

Length of game for students below 9th grade – 8 minute quarters

JV and 9th grade may play 10 minute quarters

Cancellation policy: If the officials have departed for the game, compensations for a cancelled ballgame beyond the control of game management will be one game fee.

JV and Middle School games must be played in quarters.

Basketball – Varsity & Junior Varsity

2 Officials

\$100.00 Per Game

3 Officials

\$75.00 Per Game

Middle School 7/8

\$40 Per Game

JV/9th

\$40 Per Game

Length of quarters for students below 9th grade- 6 minutes

9th grade length of quarters 7 minutes or less

Post Season

Regional (Division) Tournament - \$75 Per game

1st Round & 2nd Round - \$110 Per Game

Quarter Finals- \$125 Per Game

Semi and State Finals- \$165 Per Game

NFHS rules require the official scorer to wear an officials' shirt.

JV and Middle School games must play in quarters

Cancellation policy: If the officials have departed for the game, compensations for a cancelled ballgame beyond the control of game management will be one game fee.

Baseball – Varsity

Plate - \$95.00

Bases - \$95.00

Post Season – \$115 through North/South State**State Finals - \$165****Junior Varsity & Jr. High**

Plate - \$40.00

Bases - \$40.00

An official scorebook must be kept for all JV games.

5 innings or 1½ hours. If time limit occurs after inning has started, the inning is to be completed.

Cancellation policy: If the officials have departed for the game, compensations for a cancelled ball game beyond the control of game management will be one game fee.

Suspended Game Policy: If a game is suspended, the officials will receive full compensation. \$30.00 for completion of a suspended game that is less than 3 innings when combined with another contest. A double header is considered two consecutive games (not normally the same teams).

Volleyball

	Single JV or Varsity	Two Matches JV & Varsity	Three Matches V/JV/Middle
1 st Referee 3 of 5	\$75.00	\$95.00	\$135.00
2 nd Referee 3 of 5	\$75.00	\$95.00	\$135.00
<u>Middle School</u>			
1 st Referee 2 of 3	\$40.00	\$70.00	\$90.00
2 nd Referee 2 of 3	\$40.00	\$70.00	\$90.00
Linesmen	\$30.00	\$35.00	\$40.00

All varsity and JV volleyball tournament matches that play 2 of 3 games

\$40 per official per match

Two officials required on all matches, middle school thru varsity

Post Season - \$90 through North/South State Referee and Umpire

\$60 Linesman

State Finals - \$150 Referee and Umpire; \$75 Linesman

2 Officials are mandatory for middle school

Fast Pitch Softball – Varsity

Plate - \$85.00

Bases - \$85.00

JV & Junior High

Plate - \$40.00

Bases - \$40.00

Post Season - \$95.00 Plate and Bases through North/South State

State Finals - \$140.00

Cancellation policy: If the officials have departed for the game, compensations for a cancelled ballgame beyond the control of game management will be one game fee. Suspended Game Policy: If a game is suspended, the officials will receive full compensation. \$20.00 for completion of a suspended game

that is less than 3 innings when combined with another contest. A double header is considered two consecutive games (not normally the same teams).

Soccer - Varsity

Diagonal (3 officials)

Referee - \$80.00

Assistant Referee - \$70.00

Dual (2 officials)

Referee - \$80.00

Assistant Referee - \$80.00

Post Season: Regional - Referee \$90, Asst Ref \$80

North/South State - Referee \$120, Asst Ref \$110

State Finals – Referee 135 Asst Ref \$125

JV & Middle Schools

Referee - \$45.00

Assistant Referee - \$40.00

Cancellation Policy: If the officials have departed for the game, compensations for a cancelled ball game beyond the control of game

MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION



Supervisor of Officials

Greg Freeman

gfreeman@misshsaa.com

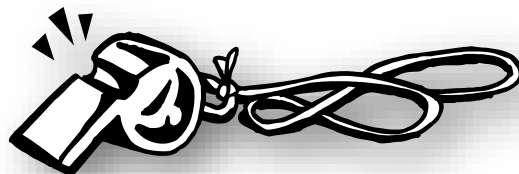
**Be sure and visit the
Officials
page on our website:**

www.misshsaa.com

601-924-6400

Fax: 601-924-1725

Registration website: www.dragonflymax.com



State Mechanics Adoptions...

1. All Sports – Referee or umpire shall supply each head coach with the names of the crew that is working the game.
Referee or Umpire-In-Chief shall contact the home school **prior to noon of game day** to verify game time, crew, etc. Complete DragonFly game report *asap* after completion of the game

Football:

1. Referee will work on the side of the passing arm of the quarterback during scrimmage play.
2. Officials shall arrive one (1) hour prior to game time if they travel together.
3. Length of quarter for students below 9th grade – 8 minute periods
4. Try will be attempted if a touchdown is scored on the last down of the 4th period in all regional games.

Basketball:

1. Three-man mechanics – calling official will move to table side position after reporting foul.
2. Officials shall arrive 30 minutes prior to scheduled game time if they travel together or 45 minutes if they travel separately.
3. Length of quarters for students below 9th grade – 6 minutes.

Baseball & Softball:

1. Official uniform is gray slacks and black pull-over shirt. Alternate shirts are light blue. Crew must be dressed alike.
2. Officials shall arrive 30 minutes prior to scheduled game time if they travel together or 45 minutes if they travel separately.
3. Rule Adoptions – 10 run rule after 5 innings (baseball & fast pitch)
4. Play-off games end as described by Rule 4-2 and 4-2-3 (regulation game may end after 5 full innings). If game ends before conditions in NFHS rule 4-2, the game will be declared a suspended game.
5. JV regulation game – 5 innings or 1½ hours. If time limit occurs after inning has started the inning is to be completed.
6. Unsportsmanlike act penalty (3-3-1g-h-i-j-k-l) (a) **warn** if judged to be of a minor nature, (b) **restrict** to dug-out if not flagrant, (c) **eject** if flagrant or repeats unsporting action.

Soccer:

1. Crew shall be dressed alike.
2. Crew shall arrive at least 30 minutes prior to scheduled game time if they travel together.

CODE OF ETHICS

National Federation of State High School Associations

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner,

Officials shall work with each other and their state associations in a constructive and cooperative manner,

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall conduct themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

FACTS ABOUT MHSAA

The other half of education...

The Mississippi High School Activities Association is a nonprofit, nondiscriminatory association, run by the secondary schools in the state of Mississippi. The Association is responsible for both academic and athletic competitions. The academic competitions include debate, drama, speech, writing--prose, poetry, short stories, essays--and music--band and choral. The athletic competitions include the following eighteen sports listed in order of season: football, swimming, volleyball, cross country, soccer, basketball, boys powerlifting, girls powerlifting, tennis, boys golf, girls golf, track, baseball, fast pitch softball, wrestling, bowling, and archery. The Association is also responsible for approximately 4,000 officials, who are registered and certified through MHSAA clinics.

The welfare and relationships of the 530,000 students who make up the public and parochial schools in Mississippi are promoted through the Association. This is done by (1) developing a higher standard of scholarship and encouraging scholastic achievement; (2) planning, directing and controlling contests, games, and other interscholastic activities; (3) defining and fixing responsibility; (4) elevating the standards of sportsmanship by seeking to strengthen the moral fiber of all concerned; (5) encouraging the formation and promotion of noncompetitive activities which contribute to the moral and spiritual values in character development as part of a well rounded extracurricular program.

The public and private schools that make up the MHSAA account for 94% of the total school population and because of this our Association realizes the tremendous responsibility that we have to the people of Mississippi. The Mississippi High School Activities Association and the activities it sponsors are often called "the other half of education," when, in fact, we are much more than that. Surveys have shown that students who participate in extracurricular activities stay in school and achieve to a higher degree academically than those who do not participate. Surveys also show that these same students develop high moral fiber and that their values are molded in such a way that they are truly the good citizens that make this country great. Because of this proven importance of activities to a student's education, our Association cannot be just "the other half." Activities are instead an integral part of any quality educational program.

MHSAA is proud of the part it plays in accomplishing these tasks and invites others to be a part. After all, we have the greatest product in the world to sell-- and that is the children of Mississippi.



RECORD OF GAMES

<u>Date</u>	<u>Opponents</u>	<u>Scrimmage</u> <u>JH/JV/V</u>	<u>Partners</u>
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Article I – Name

The name of this organization shall be the _____ Officials Association, herein after termed the Association.

Article II – Affiliation

- A. The Association will be affiliated with the Mississippi High School Activities Association.
- B. The Association will be subject to the rules of the MHSAA as presented in the MHSAA Handbook

Article III – Purpose

The purpose of the Association shall be to serve the schools that are assigned to the MHSAA with qualified officials, to promote better officiating through training and supervising the members of the Association, to create and maintain a relationship between the schools, school officials, and assist in creating a wholesome condition for the participants in the athletic program.

Article IV – Officers and Duties

The officers and their duties are as follows:

President – The President shall preside at all sessions of the Board of Directors and membership-at-large, and shall represent the Association in accordance with the policies of the Association.

Vice President – The Vice President shall preside at meetings in the absence of the President and serve as a member of the Board of Directors.

Secretary-Treasurer – The secretary/treasurer shall:

- 1. Collect dues and maintain an appropriate record
- 2. Handle all correspondence of the Association
- 3. Record attendance at all meetings
- 4. Submit to all schools assigned to the Association a list of members in good standing
- 5. Serve as chairman of the Assignment Committee
- 6. Coordinate the training program of the Association
- 7. Supervise an assessment program of the officials
- 8. Assist in making play-off assignments

Assistant Secretary – The duties of this officer are as follows:

- 1. Serve as vice chairman of the assignment committee.
- 2. Assume the duties of the secretary/treasurer in his absence.

Board Member – In addition to the president, vice president, secretary/treasurer, and assistant secretary, the board of directors shall be made up of at least four (4) additional members, preferably representing different areas the association serves.

The officers shall be elected by a majority vote of the membership. **The secretary and assistant secretary must be approved by the MHSAA.** If not approved, the MHSAA has the right to appoint. The secretary and assistant secretary must meet the following criteria:

1. Have been a member of the local association for five (5) consecutive years.
2. Be accessible to schools and officials
3. Attend MHSAA training sessions and meetings.
4. Possess organizational skills.

Only members in good standing are allowed to vote. The time of the elections will be set by the board of directors. Prior to June, voting will be secret ballot. The membership must be notified at least 14 days prior to the election.

Article V – Membership

Only persons residing within or near the boundaries of the Association determined to be qualified and duly approved by the Board of Directors will be accepted or continued as members. New officials will be on probation for a period of one year. The Association at its first meeting of each year will elect, by majority vote, a screening committee composed of certified officials only to control the admission of new applicants and to review their progress during their probationary period. The committee shall fully interrogate the new applicant on the year of probation. The screening committee will report their findings and recommendations to the board of directors and if this committee approves, present the applicant's name at the next business meeting of the district. In order to become a member, the applicant will then have to secure a majority vote of those members in attendance. The screening committee will include the secretary/treasurer elected by the Association, the assistant secretary, and four (4) certified members. The Association at its first business meeting will set a maximum number of officials that can be members of the Association in the district during the succeeding years. The maximum number of officials that can hold membership in the Association shall be determined by a majority vote of the membership in attendance at their annual business meeting.

Article VI – Meeting

A minimum of five (5) meetings for membership-at-large shall be held each year. Date, time, and place will be determined by the secretary. Two additional meetings will be held for recognized officials. Special meetings will be called by two-thirds vote of the Board of Directors. The first meeting shall be the annual business meeting of the Association and the remaining meetings shall be devoted to clinics on rules and mechanics. The Association will arrange its own compulsory meetings and prescribe such penalties as it deems necessary for members failing to attend these meetings.

Article VII – Amendments

Amendments to the constitution and by-laws shall be made only at the annual business meeting. Proposals for change in the constitution shall be submitted to the Board of Directors one month in advance of the announced date of the business meeting. A two-thirds vote of the membership

in attendance shall be necessary for the adoption of any proposed amendment to the constitution. A majority vote of the changes in or amendments to the by-laws. The secretary/treasurer shall provide each member official with a copy of the amendment to the constitution and by-laws within 30 days from the date of the annual business meeting where such amendments were adopted.

By-Laws

Section 1 – Compensation of Elected Officials:

The District Secretary shall collect dues annually from all Association members. He will retain these dues after expenses with the exception of that portion transmitted to the MHSAA, or paid a salary, as set forth in the constitution.

Section 2 – Dues:

The annual dues for officials shall be _____. Dues of continuing members must be paid to the secretary by date set forth or membership will be canceled and the schools so advised. A deadline will be set each year for the paying of dues. Any payment of dues after the deadline set for the payment of dues will be assessed an additional fee set by the board of directors.

Section 3 – Assignment of Games:

All games will be assigned by the secretary and the assistant secretary. In making game assignments, the secretary and assistant secretary will give consideration to official's ranking, the amount of travel involved, the importance of the ball game to be played, the training of the new officials and other factors that they deem appropriate. A school's "scratch" privileges submitted at the beginning of the year shall not be violated (home and away games). All officials shall be notified by the appropriate secretary through the Arbiter of his assignments and shall immediately confirm these assignments with the secretary, or appropriate disciplinary action shall be taken. Schools shall be notified of assigned officials through the Arbiter.

The officials will be assigned according to the following procedure:

1. Official's ranking
2. Game ranking
 - a. Division games
 - b. Rivals
 - c. Regular season contest
3. Officials will not be assigned to work back-to-back games with a school or site.
4. Automatic scratches (officials with any close ties to a school such as employed, children attend, relatives work or participate at a school) will be honored.
5. The assigning secretary must be notified 48 hours in advance of any changes in the schedule by member schools. If the school cancels the games less than 48 hours the school will pay the officials as if he would have worked the games unless cancelled due to providential hindrance.

Upon acceptance of a game at any school, no exchange of games may be made between officials. Any official failing to report for a game to which he has been assigned shall be fined the game fee he/she would have received. This fine shall be paid through the secretary and/or assistant secretary to the school to which he was assigned and failed to report. Failure to pay such fine

before his next regular scheduled game will result in cancellation of the remainder of his schedule. Any unusual situation that occurs in a game will be reported by the crew chief in writing to the secretary and assistant secretary no later than the next working day. The referee will initiate this report. These reports shall be made in full, including the entire proceedings and any action by a participant, a coach, or game official which is considered to be an unusual nature. Unusual situations so reported shall be investigated by the secretary, assistant secretary, and the board of directors. If it is determined that the situation arose as a result of actions on the part of an official, such officials will be reprimanded and corrective action initiated at once. If any member official is associated in any official capacity with a member school, that official will not be permitted to officiate any games in which that school participated.

Section 4 – Cancellation of Games: Cancellation of any game by an official, after having accepted the game, must be made to the secretary or assistant secretary at least forty eight (48) hours before game time, except in the instances of illness or death in the immediate family, or upon direction of the regular employer of the official. Any substitution made due to the cancellation must be made by the secretary and assistant secretary.

Section 5 – Conduct of Officials

Each official should be dressed in a complete official's uniform as described in the National Federation Officials Manual. An official may be dismissed from the Association under the following conditions: An official shall be expelled if it is proven that he has solicited games from any school official, has consumed alcoholic beverages or drugs on the day of the game in which he works, criticizes other officials before coaches, players or spectators, and/or does any other act that is considered detrimental to the Association. The board of directors shall conduct an opening hearing at the request of the official accused of such detrimental conduct and he shall be permitted to present witnesses in his defense. No member shall knowingly officiate in a regularly scheduled varsity game with an official who is not a bonafide member of an officials association. PENALTY: EXPULSION FROM THE ASSOCIATION.

Section 6 – Removal of officials for previously assigned games by secretaries or schools:

No official assigned to any game may be removed within seventh-two (72) hours of game time and assigned to another game. Any school attempting to remove an official from any game previously assigned and accepted by the school shall not be assigned another official unless the school pays the prevailing game fee to the official being removed. If the secretary or assistant secretary removes an official from a game to which he has been assigned without collecting the game fee, they shall be subject to a fine in the amount of the game fee which the official would have received, this fine being paid to the member official who was removed. All officials will be expected to be physically fit, to be able to cover his position completely.

Section 7 – Charges against members:

The board of directors shall hear all charges made against any officer or member.



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