



www.mshsl.org

Minnesota State High School League

2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
(763) 560-2262

Office Use Only

Date: _____
CK#: _____
Amount: _____
Dep #: _____

2009-2010 Official's Reciprocity Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (H) _____ (W) _____

(Cell) _____ Email: _____

Please indicate by filling in below the sport(s) in which you are registered in your home state for which you seek reciprocity with the Minnesota State High School League. If your home state does not sponsor the activity, you must register as a Minnesota official.

- | | | |
|--|--|--|
| <input type="checkbox"/> Football | <input type="checkbox"/> Wrestling | <input type="checkbox"/> Girls' Gymnastics |
| <input type="checkbox"/> Girls' Volleyball | <input type="checkbox"/> * Basketball | <input type="checkbox"/> * Hockey |
| <input type="checkbox"/> * Soccer | <input type="checkbox"/> Baseball | <input type="checkbox"/> * Track and Field |
| <input type="checkbox"/> * Swimming and Diving | <input type="checkbox"/> Girls' Softball | <input type="checkbox"/> Girls' Lacrosse |
| | <input type="checkbox"/> Boys' Lacrosse | |

* Registration qualifies individual to officiate both boys and girls.

The League web site will automatically post your information to the secure school administrative site. Indicate the information which you wish to have listed on the public site:

- Yes, please put my address, phone number on the public site
- No, just list my name and city on the public site.

ALL REGISTRATIONS EXPIRE JUNE 30, 2010

REGISTRATION FEE (covers all sports qualified for in home state) _____ \$ **10.00**

NOTE: Use check or money order; Do not send cash - REGISTRATION FEES ARE NOT REFUNDABLE!

RECIPROCAL POLICY

The following policy includes the seven (7) states of Illinois, Iowa, Michigan, Minnesota, Wisconsin, North and South Dakota;

- Officials will be granted reciprocity if the official is licensed in their home state.
- The official will correspond directly with the state association office of the state in which the official desires reciprocity. As an example, if an official from Iowa wants to affiliate with the state of Minnesota, the official will contact to the Minnesota State High School League.
- The registration fee is \$10.00 for reciprocity and will include all sports for which the official is registered in their home state.
- Any official who officiates a contest in a state in which the official does not have reciprocity may be suspended.

Conviction Status: Check the appropriate response. You must choose one box.

- | | |
|--|---|
| <input type="checkbox"/> I HAVE NOT been convicted or adjudicated of an offense involving a minor or any sexual offense, an offense involving any illegal/illicit drugs, and I am not currently serving a sentence or probation/parole period for any offense. | <input type="checkbox"/> I HAVE been convicted, or adjudicated with a finding of fault, guilt, or violation, in regard to an offense involving a minor or any sexual offense, an offense involving any illegal/illicit drug or controlled substance; or I am currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body. (You must explain in full detail and attach letter to form. Include nature and date of conviction, dates and time served probation/parole requirements, and dates of probation/parole.) |
|--|---|

Reciprocity officials must complete a MSHSL background check

I hereby certify that I am a registered official with one of the following associations in the sport(s) in which I have requested reciprocity:

- | | |
|--|--|
| <input type="checkbox"/> Illinois High School Association | <input type="checkbox"/> North Dakota High School Activities Association |
| <input type="checkbox"/> Iowa High School Athletic Association | <input type="checkbox"/> South Dakota High School Activities Association |
| <input type="checkbox"/> Michigan High School Athletic Association | <input type="checkbox"/> Wisconsin High School Athletic Association |

Home State # _____

The official acts as an independent contractor when entering into an agreement with a MSHSL member school. Contractor agrees that failure to provide workers' compensation insurance for himself/herself, spouse, parents, or children constitutes a rejection of workers' compensation benefits for those individuals. Signing below certifies and authorizes the League and/or its agents to verify any of this information including, but not limited to criminal history and background checks. I authorize all schools, companies, former employers and law enforcement authorities to release any information concerning my background and hereby release any said person, schools, companies, former employers and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

I am a high school graduate or at least 18 years of age, and committed to providing students with an opportunity to participate in activities that respect cultural diversity and are free from gender discrimination. My signature below verifies that all information on this registration form is accurate to the best of my knowledge.

Registration must be completed and the fee paid prior to working any varsity events in Minnesota.

Signature: _____

Reciprocity officials must complete a background check.

Minnesota State High School League

Background Checks for Official Applicants

POLICY

Persons who apply to become a registered sports official with the Minnesota State High School League, may not have engaged in any action, which within the discretion of the MSHSL Board of Directors, or their representative, gives rise to a concern over the safety of minors or others involved in MSHSL sponsored programs; indicates that the applicant cannot objectively perform an official's duties; or otherwise is inconsistent with the MSHSL's responsibilities to its member schools, the student participants, or the parents of participants.

All officials who apply to become a registered Minnesota State High School League official (including officials who register for reciprocity) must submit to a background check. Background checks will be conducted on all officials prior to their completed registration for the 2009-10 school year; and thereafter, annually on all new officials. This background check will verify the applicant's social security number and address history, and screen their criminal conviction history.

In order to become or continue as a registered official for the MSHSL, the applicant may not have been convicted of a felony crime involving:

- a) a minor at any time
- b) the use, possession, or sale of a controlled substance within the last ten years
- c) the use or threatened use of violence against a person within the last ten years
- d) a sexual offense within the last ten years
- e) gambling within the last ten years

Any previous convictions meeting the above criteria shall result in the denial of registration. This denial may be waived by the MSHSL Board of Directors Executive Committee in individual cases if it determines in its sole discretion that there exists circumstances justifying such a waiver or modification.

Upon receipt of information that indicates that an applicant will be denied registration, a pre-adverse action letter will be sent to the applicant, along with a copy of the screening report. The applicant will have ten days in which to contest any information that is inaccurate or incomplete. After ten days the information will be deemed to be accurate, and an adverse action letter will be sent, notifying the applicant that their request to be a MSHSL registered official has been denied.

Questions in regard to this policy and the established criteria should be directed to the MSHSL office – 763-569-0484.

See back of this page for background check process and instructions

Background Check Process and Basic Instructions:

1. All officials must initiate the background check as part of the registration process. This will be a very secure and private process, which is governed by the Fair Credit Reporting Act. **NOTE: You will not be eligible to work varsity contests until the background check has been completed and received by our office.**

2. When registering you will have a link which will connect you to web site for The McDowell Agency, Inc., the company that will be conducting the check. **You will be asked enter a generic ID and password and your MSHSL Official's ID number.**

Generic ID: **MSHSL1**
Generic Password: **Official**

3. Additional instructions will be given after entering this information. We highly recommend that you print out the instructions. This will not be a lengthy process – especially if you follow the instructions as outlined. Once you have provided the necessary information you will approve and submit the order to initiate the background check.

3. You will be asked to sign off to give permission to do this check. You will also be required to give your social security number and birth date, along with your MSHSL Official's ID number – **be sure to enter this information accurately!** Please Note: The MSHSL office will not track nor see either your social security number or birth date. The information is kept private through the McDowell Agency. This information is necessary in order to conduct the background check.

4. The League Office will only see the names of those officials who have completed the process, with additional information provided for those that have committed a crime. We will only look at those who show a crime, to determine whether or not you still qualify to be an official, according to the established criteria. If there is reason not to accept you as an official, you will be sent a letter and a copy of the reports, specifying that you have ten days in which to appeal. If there is no appeal, a second letter will be sent to indicate that you are not allowed to register as an official.

5. If you have questions about the security and privacy of your information or technical issues with providing the required information and initiating the check, call:

The McDowell Agency 651- 644-3880
Technical Issues-ask for Maria
All other issues-ask for Tim L.

Please Note: MSHSL policy does not allow for refunds of registration fees. If you register and pay your fee, and do not pass the background check you will not receive a refund. If you have questions regarding your status, call the League Office prior to paying your registration fee.

Background Check Instructions

1. To do the background check, type www.mcdowellagency.com in your address bar.
2. Click on “**Client Log-In**” on the blue bar
3. Enter the User ID and Password and click the “Login” button
 - a. User ID: **MSHSL1**
 - b. Password: **OFFICIAL**
4. Click “Request” on the green bar
5. Type your first and last name in the Electronic Signature box and click the “**Continue**” button
6. Complete the following information on the Applicant Information Screen (be sure to enter this info accurately):
 - a. Last Name
 - b. First Name
 - c. Current Address
 - d. State of Residence
 - e. Date of Birth
 - f. Social Security Number
 - g. Alias-If you’ve ever gone by a different name
 - h. Under the Additional Information heading **you must enter your Minnesota Officials ID number in the appropriate box.** This box will be labeled either as “**Reference.**” In order to get credit for your background check you must include your Minnesota Officials ID number.
Click “Continue”
7. Under the Criminal Court Searches heading click the “**Add/Edit Jurisdiction**” button
8. In this screen you will enter only two lines of information. Below are the instructions for each line of information you must enter
 - Line 1**
Search Type: Select “Felony and Misdemeanor” from the drop-down menu
State: Select your state of residence from the drop-down menu
County/Jurisdiction: Select “Statewide” from the drop-down menu
 - Line 2**
Search Type: Select “Felony and Misdemeanor” from the drop-down menu
State: Select your state of residence from the drop-down menu
County/Jurisdiction: Select your current county of residence from the drop-down menu
Click the “**Add Searches to Order**” button
9. Review the screen to make sure all information is correct and then click the “**Agree and Submit Order**” button.
10. Print the confirmation page with order number for your records before returning to the League website.