



Arkansas Association of High School Officials (AAHSO)

P. O. Box 1 - Heber Springs - AR - 72543-0001

Memorandum of Understanding (MOU) for All Football Officials

Registration and Certification

- **Annual Registration:** All officials must register annually with the AOA and NFHS.
- **NFHS Rules Exam:** All officials must take the annual NFHS football rules exam, which opens July 1, 2026.
- **Division 3 Officials:** Must email proof of a passing score (70% or higher) to the AAHSO at info@aahso.org by August 1, 2026.
- **Division 1 & 2 Officials:** All Division 1 & 2 officials in good standing with the AOA is no longer required to provide proof of passing score.
- **Verification:** The AAHSO may contact the AOA to verify all annual criteria has been met and in good standing.
- **AAHSO Clinic:** All Division 3 officials must attend one of the three statewide AAHSO clinics annually.
- **Memorandum of Understanding (MOU):** Each official is required to have a dated and signed copy of the MOU on file with the AAHSO. Forms can be found on the aahso.org website and returned via email to info@aahso.org.

Game Day Procedures and Assignments

- **Game Notifications:** The referee, crew chief, or a designated representative of the crew, will send a written game day notification via HorizonWebRef (Not Personal Email) to the Athletic Director and Head Coach of both teams, include all crew members, and AAHSO staff at info@aahso.org by Monday at 12:00 PM using the approved AAHSO template only (found on the aahso.org website under Documents).
- **Crew Sizes:** The AAHSO voted, adopted, and approved the use of five officials for Senior/B/JV and four officials for Junior/7th/8th-grade games for the 2026-2027 seasons. The use of six officials is not encouraged at this time due to the shortage of officials statewide.
- **Game Assignments:** Officials may not work a maximum of two games per date. (No exceptions at 5:30 PM)
- **Arrival Times:** Arrive NLT two hours prior to senior high games (dressed and on the field by 6:00 PM) and 30 minutes prior for all other levels.
- **Pre-Game:** Be sure to leave time for crew to have an informative pre-game. Discuss new rules, adopted addendums by AOA on mechanics, pre-snap routine, identify formations, and keys, etc. (Training docs can be found at aahso.org).
- **Game Balls:** Crews will take possession of six game balls from each school by 6:30 PM. Check for pressure and texture per rule, mark them, and return them to each team's 50-yard line before the 6:55 PM coin toss. Please notify visiting schools that may not be AAHSO members in the Game Day Notice.
- **Coin Toss:** Will be conducted at 6:55 PM. Captains will be at each end zone at 6:50 PM and officials will escort players to 50 yard line. All pre-game activities (Awards, Pledge, Prayer, & National Anthem, Etc.) should conclude by 6:50pm to allow for the 6:55 PM coin toss.

Dress Code and Conduct

- **Pre-game Attire:** Sporty or business casual. AAHSO logo shirts are encouraged; cutoffs, T-shirts, and sandals are prohibited.
- **Uniforms:** Officials must provide their own cleaned and pressed uniforms that meet current AOA and AAHSO requirements.
- **Conduct and Professionalism:** Professional conduct is expected at all times. All officials must adhere to NFHS mechanics, rules, and approved AOA addendums to the rules.

Reporting and Discipline

- **Game Reports:** At least one crew member must complete the report in HorizonWebRef promptly following each contest.
- **Ejections/Incidents:** All ejections must be reported to the AOA via DragonFly and to the AAHSO at info@aahso.org in writing by noon on the Saturday following the game.
- **Game Management:** Follow the NFHS penalty progression (warning, flag, sideline restriction, 2nd flag, ejection) unless sideline interference is called. Coaches must have two flags and players must have two UNFs prior to an ejection unless an "egregious" act occurs. Targeting is exempt from this progression.

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- Judgment: Please use common sense and applicable NFHS rules when deciding to disqualify any coach or player.

Failure to Comply and Approved Absence

- Failure to Comply: Failure to comply with any of these terms will result in the loss of game assignments and may lead to a suspension or a formal hearing with the AAHSO Board of Directors.
- Approved Absence: In the event of special circumstances or an emergency, a written request for an approved absence may be emailed to the AAHSO Board of Directors at info@aahto.org.

Contract & Payment:

- Contracting and Assignments: The AAHSO holds the contract between all parties and reserves the sole right to assign officials.
- Payment: Officials are independent (W-9) contractors. Payment will come from schools, must be cash or check, made directly to the officials, and not through DragonFly or HorizonWebRef.

General Release of Liability

- Release of Liability Waiver: This is a legally binding contract that said official, estates, families, etc. (releasor) agrees not to hold the Arkansas Association of High School Officials - AAHSO (releasee) responsible for potential injuries, damages, or losses working as an independent contractor, to or from locations, or participating in football officials activity.

PRINT OFFICIALS NAME	AOA#	EMAIL
SIGNATURE OF OFFICIAL	MOBILE PHONE	DATE SIGNED
<i>AAHSO - Board of Directors</i>		<i>07-01-2026</i>
AAHSO BOARD OF DIRECTORS		DATE SIGNED