

ORGANIZED 1946

MEMBER OF THE  
NATIONAL FEDERATION OF  
STATE HIGH SCHOOL  
ASSOCIATIONS



TELEPHONE: (410) 767-0376  
FAX: (410) 333-3111

R. ANDREW WARNER  
EXECUTIVE DIRECTOR

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

To: All Sport Officials Associations  
From: Ken Kazmarek, MPSSAA Coordinator of Officials  
Date: June 21, 2024  
Re: Association Registration of officials for 2024-25

On behalf of the more than 111,000 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 women 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. MPSSAA fees for officials in 2024-25 for officials who officiate one sport is \$40 per official. Any official who officiates any additional sport will pay only \$20 to register.

Reminder: MPSSAA registration fee is paid online by all officials using the Centers for Officials Services powered by DragonFly Athletics. Officials registered in Dragonfly from last year will use the same login information.

1. RETURNING Officials who have a Dragonfly account, simply login to your Dragonfly account and register for 24-25
2. NEW officials must set up a Dragonfly account. This account will hold verification of NFHS Exam and Rule Clinic requirements. Directions for new registration are in this link. <https://www.dragonflymax.com/officials-academy>
3. Each association has administrative access to the Dragonfly site to monitor the registrations of officials registering with their association.
4. The MPSSAA will monitor your association for the registration of officials.

It is 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 30<sup>th</sup> of each year).

Also, I would like to remind each association of the regulations to be a certified official. In order to work in an MPSSAA (varsity or JV) regular season or tournament contest 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.

[www.mpssaa.org](http://www.mpssaa.org)

2. Be a member in good standing with the local MPSSAA-recognized officials' group.
3. Attending an MPSSAA-sponsored rules interpretation clinic course on the NFHS learn network site in the current year. Upload the certification of completion of this course to the Dragonfly platform.
4. Pass the National Federation examination (75% is the lowest passing score).
5. Pay the MPSSAA registration fee online through the Dragonfly platform.

### **FEE Structure and Primary Association Declaration**

1. State fees are separated into two-line items. NFHS officials fee (\$17) and the MPSSAA sport fee (\$23). Officials are to pay both. Officials registering for a second sport will only pay \$20.

PAY MPSSAA   MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION FEES	
ALL SPORTS - NFHS OFFICIALS REGISTRATION FEE	\$17.00
BASKETBALL - BASKETBALL OFFICIALS REGISTRATION FEE	\$23.00




2. Primary association declaration-officials must declare their primary association for each sport. *(This declaration informs your association to order your rulebook)*

MPSSAA PRIMARY LOCAL ASSOCIATION DECLARATION FORM: FOOTBALL REQUIRED FOR FOOTBALL		
MPSSAA PRIMARY LOCAL ASSOCIATION DECLARATION FORM: FIELD HOCKEY REQUIRED FOR FIELD HOCKEY		

**Officials are to obtain their rulebooks from ONLY the association they have declared as their Primary!**

### RULE CLINICS:

Access to rule clinics is online through the NFHS Learning network site. Opening dates and links to rule clinics can be found on our website at <https://www.mpssaa.org/officials/rules-interpretation-clinics/>

Step by Step directions to maneuver through NFHSlearn to rule clinics (click below)  
<https://www.mpssaa.org/assets/1/6/How to maneuver through the NFHS site to your rule clinic.pdf>

Officials are to use the IMPORT process to upload the Rule Clinic Course to the Dragonfly profile. The upload process is no longer available for the rule clinic course. The clinic online course attendance is mandatory for certification. Import directions are provided in the link below.

<https://www.mpssaa.org/assets/1/6/Step by Step instructions to import Clinic certificate!.pdf>

**All fees must be paid, and association declaration form completed to gain access to NFHS exam portal.**

### NFHS EXAM:

Access to the NFHS testing platform is through the Dragonfly portal. NFHS Fall rule exams open on August 1, 2024 and closes Monday September 2, 2024. Winter and spring exams dates can be found on our website at <https://www.mpssaa.org/officials/online-testing/>

### RULE BOOKS:

Rule book order form link is below. Officials will declare primary association upon registration. Rule books are free for all primary members. **Associations will be charged for additional rulebooks.**

**To order rule books:** <https://www.mpssaa.org/officials/officials-rule-book-order-form/>

**To find Primary declared:** [How to find your number of primary Declared members.pdf](#)

On behalf of the MPSSAA thank you again for the service you provide for the students and schools in Maryland. If you have any questions or concerns, please contact Ken Kazmarek  
[ken.kazmarek@maryland.gov](mailto:ken.kazmarek@maryland.gov).