1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.

2. Have your public address announcer, team member, or cheerleaders read a sportsmanship statement and remain unbiased during the contest.

3. Make sure an event supervisor on scene understands the duties and responsibilities pertinent to that contest.
   a. Make sure proper crowd control is visible and in place.
   b. Observe the crowd during the contest and prevent any disturbances that may occur.
   c. Work with the official during the game regarding crowd control.

4. Make sure the playing area is maintained during halftime of each contest.

5. Retrieve the game ball at the end of the contest.

6. Escort the officials' back to the dressing room at halftime and at the conclusion of the contest.

7. Home management must assist with any fan behavior. If administration is not present, the coach will be the acting supervising agent.

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**SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST**

**RECOMMENDED SCHOOL RESPONSIBILITIES FOR HOSTING OFFICIALS**

1. Escort the officials safely back to the dressing room or automobiles.

2. Do not allow unauthorized persons in the dressing room after the game.

3. Have refreshments available for the officials after the contest.

4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.

5. Make sure the arrangements for paying the officials has been completed.
Quality Officiating

Quality officiating makes any athletic contest run smoothly. It also creates a positive experience for the players, coaches, and fans. As the host school, it is your responsibility to make the officials feel welcome and comfortable when they are working a game at your facilities.

Always remember that these individuals are working these contests because of their love for school sport and the enjoyment received from working with the high school athlete.

It is the athletic department's responsibility to provide the necessary information prior to the officials assigned contest as well as being available during and following the contest.

Fine officiating and good game management often go unnoticed, but together the officials and athletic department can make the competitive aspect of the game a positive one.

Hopefully, the suggestions that follow will help show the necessary respect, appreciation and preparation needed before an official comes to your school.

1. Send a reminder email to the officials after they are scheduled.
2. Include date of contest, time, level, location and sport. Be sure to include any special activities such as parent's night, extended half and advance information regarding officials parking arrangements and locker areas.

   Be sure that your email or other reminder communication is confirmed. This can be readily accomplished on Arbiter or other officials scheduling programs.

   Even though many schools and conferences have official assignors, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the official assignor is, but they do know the athletic director. Avoid embarrassment.

3. Have a standard wage scale set for your different sports and levels. Many leagues set the fees that a school is to pay. Direct deposit of official's fees is often preferred by school business offices and officials. If paid by check on site present payment prior to the contest or at half time and in a private location.

4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or trainer coverage for events whenever possible.

   Prior to the contest provide the officials with directions and inform of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)

6. Give the official a cell number they can call in case of an emergency or postponement due to weather.
7. Do a check on game scoreboards and lighting systems prior to the game or contest.
8. Make sure the playing area is properly marked and meets Federation guidelines for that contest. Check that nets are secure and repaired if necessary.
9. For wrestling, make sure the mat is properly cleaned and washed.

   Fine officiating and good game management often go unnoticed, but together the officials and athletic department can make the competitive aspect of the game a positive one.

   Hopefully, the suggestions that follow will help show the necessary respect, appreciation and preparation needed before an official comes to your school.

   School's Responsibility to an Official

   Upon Arrival at the Contest

   1. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
      a. Provide a reserved parking space.
      b. Meet officials and take them to the dressing room.
      c. Have refreshments available for halftime and postgame.
      d. Ask for any additional needs.
      e. Have the escort or preferably the athletic director introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
      f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.

   2. Have competent adult workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.

   3. Provide the officials with the name of the adult supervisor for that contest and where they can be found in the event a challenging situation should occur.

   4. Athletic director should discuss with the officials any special events, conference rules, National Anthem time, etc. that would affect the game.

   5. Make officials aware of location of trainer or paramedics during the contest. Emergency medical personnel should be available whenever possible, especially at football and soccer contests.

   6. Make sure all bench personnel are properly attired.