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# School's Responsibilities Toward HOSTING OFFICIALS



Illinois High School Association

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# 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 their particular sport and the enjoyment they receive from working with the high school athlete.

It is the athletic department's responsibility to provide the necessary information prior to the official's 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 administration can make the competitive aspect of the game a positive one. Proactive administrators control **ALL** situations.

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 PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

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

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

- 1) Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
- 2) Give the official a number they can call in case of an emergency or postponement due to weather.
- 3) Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
- 4) 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) 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.
- 5) Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
- 6) Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
- 7) Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
- 8) Make sure all bench personnel are properly attired.
- 9) Do a check on game scoreboards and lighting systems prior to the game or contest.
- 10) Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
- 11) Provide appropriate secured dressing area and hot water showering facilities.



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

- 1) Insist coaches display good sportsmanship and are proper examples for your players and crowd.
- 2) Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
- 3) Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
- 4) Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
- 5) Help with adverse weather conditions; monitor accordingly.
- 6) Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
- 7) Observe the crowd during the contest and prevent any disturbances that may occur.
- 8) Work with the official during the game regarding crowd control.
- 9) Retrieve the game ball at the end of the contest.
- 10) Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

- 1) Escort the officials safely back to the dressing room and parking lot.
- 2) Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
- 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 arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
- 6) Ensure that officials are not confronted by anyone after the contest.

