

A SCHOOL'S RESPONSIBILITY TO AN OFFICIAL

Prior to the Season:

1. Check the names of all 9-12 officials to make sure they are currently registered with NDHSAA.
2. Make sure to notify officials, or their local associations, immediately when there are changes, postponements or delays.
3. Hire competent people as game workers – scorekeepers, timers, announcers, and site managers. Make sure they are properly trained to do their job.
4. Provide security for the officials before and after the game.
5. Make arrangements to have someone “host” the officials. This could be you, a site manager, or students who have been trained to perform this duty.

Prior to the Contest:

1. Greet the officials upon their arrival and escort them to their dressing room.
 - a. Try to provide water or applicable beverage
 - b. Ask officials if there are any other needs
 - c. Escort them to and from the dressing room. If this is not possible, provide the officials with a key to the room
2. Provide a clean and private area for the officials to use as a dressing area. If possible this area should have a toilet and shower with towels.
3. Provide officials with any instructions they need for the contest such as pregame timelines, special half-times or pregame ceremonies.
4. Make sure the officials are aware of any special conference policies or procedures.
5. Notify the officials of where the site manager will be located during the game.

During the Contest:

1. Set high expectations for your coaches in regard to sportsmanship and insist they do the same with their players.
2. Make sure arrangements have been made for emergencies – Location of AED, who calls 911, police, etc. – and have trainers/doctors available when possible.
3. Keep the officials dressing area clear from unauthorized personnel.
4. Administrators, carefully observe the contest, the spectators, and deal with problems as necessary and appropriate.
5. Cooperate fully with any requests officials have in regard to any problems with spectators.

After the Contest:

1. Provide an escort (if necessary) to ensure the officials can return safely to their dressing areas.
2. Do not allow unauthorized persons to have access to the officials.
3. Provide refreshments for officials after the contest if possible – anything to eat or drink is appreciated.
4. Be prepared to provide an escort for the officials to their vehicles if necessary.
5. Thank the officials, and better yet, have your players and coaches thank them.