

# *Colorado Track & Field Officials Association (CTFOA)*



2009  
*HANDBOOK/DIRECTORY*

# OFFICIALS

## CODE OF ETHICS NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The NFOA Board of Directors has developed and officially adopted the following Code of Ethics for high school officials.

### **Declaration of Policy:**

Schools have entrusted us to assist them in the educational development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible to people they serve. In recognition of these expectations there is hereby established a Code of Ethics for all officials. The purpose of the Code is to establish guidelines for ethical standards of conduct for all officials.

**An official** must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and creditable service in a fair and unbiased manner.

**An official** must work with fellow officials and the state association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points of rules at issue.

**An official** must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.

**An official** must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the student-athletes, coaches, athletic directors, school administrators, colleagues, and the public, to be worthy example to the athletes under one's jurisdiction.

**An official** will be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting the importance of the game.

**An official** must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.

Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.



**Colorado Track & Field Association**  
**State Officers**  
**2008-2009**



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# TRACK OFFICIALS FEES

## **TRACK (STARTER & REFEREE)**

Duals	\$ 36
Sub-varsity	\$ 27.50
Triangular or larger meet / per session	\$ 41
Sub-varsity	\$ 31
(4 certified officials should be used in varsity meets with six or more teams)	
Pre-Oualifving Meet	
One session meet	\$ 55
Extended Meets (two sessions or more	\$ 109
Multiple day meets	\$ 136
Cross Country Event	\$ 36

**TOURNAMENT FEES** – During regular season play, leagues and schools have the option to establish tournament fees with officials groups unless specified elsewhere in the above fee schedule. Those fees must be stated on contracts sent to officials prior to the tournament.

## **MEAL ALLOWANCE (in excess of 75 miles one way)**

Breakfast/Lunch.....	\$ 4.00
Dinner.....	\$ 6.00

**MILEAGE – 28 cents per mile (round trip)** – For the **2008-2009** school year the Jefferson County (except Conifer, Elizabeth, Evergreen and Summit), Denver, Continental, Skyline (except Fort Lupton), Front Range (Fort Collins, Loveland, Poudre and Rocky Mountain), Frontier (except Lake County and Middle Park), Metropolitan and Centennial leagues will not pay mileage between league cities, but will pay a mileage travel stipend of \$2 to each official between league cities. Colorado Springs schools will pay mileage travel stipend of \$2 to officials selected from the Colorado Springs Officials' Association.

**INDIVIDUAL MILEAGE BUFFER** – No mileage will be paid to an official whose town of residence is 20 miles or closer to the host school. Full mileage (including the first 20 miles) will be paid to officials traveling over 20 miles.

**GUIDELINES FOR "NO-SHOWS"** – If the fee structure makes an allowance for a reduced crew (i.e. a 3-official system and a 2-official system) the fee structure stipends shall be the actual fee.

In all other sports, when one official is a "no-show", the other officials working the contest shall split 50% of the extra check. (Not to exceed 50% of standard fee).

"No-show" policies do not apply to the situation when a reduced crew is assigned due to the availability of officials.

Officials Associations must have on file with CHSAA a copy of their constitutions, rules, and by-laws that outline their disciplinary procedures for dealing with no-shows as well as other CHSAA expectations. Schools should contact the CHSAA office and identify the officials so that the local officials associations can take action. Leagues and schools are encouraged to develop procedures for use in these situations as well.

**GOOD FAITH** -- When a school in good faith contacts an official of a postponement or overbooking, no fee shall be paid to any official. That same official shall have the opportunity to work the cancelled contest. When an effort to contact an official has not been made, 50% of the standard fee, plus any travel allowance due will be paid to an official who shows up to officiate the contest. **Once a game or match is started, the official is entitled to the entire game or match fee.**

**PRIORITIES** -- When a site or date change occurs, the officials originally assigned should be the first given the chance to work the rescheduled game.

# **COLORADO TRACK AND FIELD OFFICIALS ASSOCIATION**

## **CONSTITUTION**

### **ARTICLE I - NAME**

The name of the organization shall be the Colorado Track and Field Officials Association, **CTFOA**.

### **ARTICLE II - OBJECTIVE**

The objective of this association shall be to promote, encourage and improve the quality of Track and Field officiating in the state of Colorado. It shall accomplish this purpose through the education and certification of officials to officiate interscholastic track and field and cross-country meets. Further, it is the purpose of this association to support its members who wish to become certified to officiate at the National and international level by facilitating membership in the USA Track and Field Officials organization.

### **ARTICLE III - MEMBERSHIP**

#### **Section 1 - CHSAA Registration**

All members of this association must be registered with the Colorado High School Activities Association (CHSAA) to officiate track in field at the interscholastic level within the state of Colorado. To be a member in good standing, officials must annually:

1. Take the National Federation Rules Exam prior to March 10<sup>th</sup> of the current year and score a minimum of 70% on this open-book test.
2. Attend a rules clinic sanctioned by the Executive Committee of the CTFOA, and
3. Pay dues as prescribed in these Bylaws.

#### **Section 2 - NFOA Membership**

Members may choose to join the National Federation Officials Association (NFOA) and receive all the advantages and benefits (Insurance protection and Publications, etc.) of membership in a national organization. The National Federation shall establish fees for such membership.

#### **Section 3 - USAT&F Membership**

Members may also choose to join the Officiating arms of the national governing body for track and field, The USA Track and Field Officials Association. USA Track and Field shall establish fees and standards for such membership.

### **ARTICLE IV – EXECUTIVE COMMITTEE AND DUTIES OF OFFICERS**

**Section 1** - The officers of the CTFOA shall constitute the Executive Committee of this association.

**Section 2** - The officers shall be the president, President-Elect, Past-President, Secretary/Treasurer and Instructional Chairperson. The executive officer shall serve as an ex-officio member of the Executive Committee.

#### **Section 3 - Duties of the President**

The president shall preside at all meetings of the membership and of the Executive Committee. Further, the president or designee shall represent the membership at all meetings of the Colorado High School Activities Associations (CHSAA) Officials group, known as Partners.

#### **Section 4 - Duties of the President-Elect**

The President-Elect shall serve as president in the event of the President's absence or his/her inability to perform the assigned duties. In the event that the president resigns or is unable in any other way to serve, the President-Elect shall finish out the president's current term. The President-Elect shall, at the conclusion of the president's term of office, succeed to the office of president.

### **Section 5 - Duties of the Past-President**

The Past-President shall serve as president in the event of the President's and President's Elect's absence or their inability to perform the assigned duties. In the event that the president resigns or is unable in any other way to serve, and the President-Elect is unable to succeed to the office of President, the Past-President shall finish out the president's current term. The Past-President shall serve as the first alternate representative in any liaisons with the CHSAA.

### **Section 6 - Duties of the Secretary/Treasurer**

The Secretary/Treasurer shall be responsible for keeping an accurate record of all business transacted by the membership and the Executive Committee. Also, the secretary/treasurer shall be responsible for all correspondence of the association. As treasurer, the Secretary/Treasurer shall have general supervision for the accurate bookkeeping of the association's fiscal operations.

### **Section 7 - Duties of the Instructional Chairperson**

The Instructional Chairperson shall be responsible for the instructional program of the CTFOA membership in compliance with National Federation Rules and the Competition Rules of USA Track and Field. Also, the Instructional Chair shall serve as the official rules interpreter of the association and the CHSAA.

### **Section 8 - Duties of the Executive Officer**

The Executive Officer shall be responsible for all ongoing business of the association including membership, dues collection, and bill payments. The Executive Officer shall be responsible for insuring that the business of the association is carried out in a timely and efficient manner.

## **ARTICLE V – TERMS OF OFFICE AND ELECTIONS**

**Section 1** - The President-Elect shall be elected to a two-year term, and shall subsequently serve as President for two years and Past President for two years.

The Secretary/Treasurer and the Instructional Chairman shall be elected to a two-year term and may succeed him/herself.

The Executive Committee shall appoint the Executive Officer. The membership shall in a regularly scheduled meeting or by ballot annually endorse the individual appointed to assume or retain the position of Executive Officer.

**Section 2** - The Executive Committee shall prepare a ballot at its June meeting and mail a ballot to all members of the association. The ballot shall be returned in a timely fashion so that the Executive Committee can canvas the election at its August meeting.

## **ARTICLE VI - MEETINGS**

### **Section 1 - Meetings of the General Membership**

There shall be one annual meeting of the entire membership after the first of the year and prior to the start of the CHSAA competitive track and field season.

**Section 2 - Meetings of the Executive Committee** - The Executive Committee shall meet three times the year.

- A. In June to critique the season, to schedule the coming year's meeting dates for publication, and to prepare the ballot for mailing to the membership,
- B. In August to canvas the ballot, to make preparations for the upcoming cross-country season, to nominate members for appropriate awards including those of the association, the CHSAA, and the NFOA, and
- C. In November/December to plan for the annual meeting of the association and to prepare and certify (the) clinics for membership testing and certification.

### **Section 3 - Special Meetings**

A special meeting of the membership may be called by the president or by a majority vote of the Executive Committee provided the membership is given two weeks advanced notice. The president may convene extra meetings of the executive committee at his/her discretion.

### **Section 4 - QUORUM**

A majority of the officers must be present for the Executive Committee to transact any official business at their meetings. For all regularly scheduled and properly called meetings of the membership, the quorum shall consist of those members present.

The minutes of any special meeting shall be reported at the next annual meeting of the membership.

## **ARTICLE VII - DUES**

Dues shall be of \$38.00 a year and are due no later than by June 30<sup>th</sup> of the previous calendar year to certify membership for the following year. Dues paid after June 30th shall be \$48.00.

## **ARTICLE VIII - COMMITTEES**

There shall be no standing committees of the association. The president may assign committees at his discretion to address specific and current needs as he/she and/or the executive committee see fit.

The president shall make all appointments with the advice and approval of the Executive Committee. The first appointed member shall chair the committee.

## **ARTICLE IX – RULES OF ORDER**

These bylaws shall govern all sessions of the CTFOA. In all other regards, meetings of the association shall be run in accordance with Roberts Rules of Order.

## **ARTICLE X – OFFICIALS' CONDUCT**

### **Section 1 - National Federation**

Members of the CTFOA shall conduct them in compliance with the National Federation Code of Ethics for Officials.

### **Section 2 - Colorado High School Activities Association**

Any member of the association may be suspended and/or banned from the Colorado High School Activities Association (CHSAA) registered list of officials for a specified amount of time (including a lifetime ban) by action of the CTFOA Executive Committee, when:

- 1) It has been shown that the official is guilty of unethical conduct; or
- 2) The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
- 3) If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 4) If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 5) It is deemed that the official's conduct is detrimental to interscholastic athletics and activities.
- 6) CHSAA game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the officials association and CHSAA contests for a specific period.

Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

This by-law allows the CHSAA and CTFOA to discipline officials who have been arrested or convicted of crimes. It allows the CHSAA and CTFOA to remove the offending official for conduct detrimental to interscholastic athletics and activities.

### **Section 3 - CHSTFOA CODE of ETHICS**

Because I believe the role of a track official is an important part in the nationwide school athletic program:

1. I will give my complete cooperation to the schools that I serve and to the state association that I represent.
2. I will honor all commitments.
3. I will study the rules of the sport, observe the work of other officials and will, at all times, strive to improve myself as a track and field official.
4. I will be prepared both physically and mentally to administer my responsibilities.
5. I will cooperate and be professional in my association with my fellow officials.
6. I will be constantly alert to the possibility of injury to contestants and will strive to ensure that all safety precautions have been taken.
7. I will shape my character and conduct so as to be a worthy example to the athletes under my jurisdiction.
8. I will dress and maintain my appearance in a manner befitting the dignity of the sport.
9. I will remember that while my work as an official is important, I must conduct myself in such a way that attention is drawn, not to me, but to the athletes.
10. I will be fair and unbiased in my decisions.

### **ARTICLE XI - AMENDMENTS**

These bylaws may be amended by a simple majority vote of the membership at the annual meeting provided all amendments are mailed to the membership at least two weeks prior to the meeting.

# NFHS Officials Association Insurance

## Plan Administrator -- General Information:

**Bollinger, Inc.**  
101 JFK Parkway  
Short Hills, NJ 07078

Phone: 800-350-8005  
Fax: 973-921-2876  
Web: [www.BollingerNFHS.com](http://www.BollingerNFHS.com)  
Web: [www.BollingerInsurance.com](http://www.BollingerInsurance.com)

The NFHS Insurance Program is administered by **Bollinger, Inc.** Bollinger is the 16<sup>th</sup> largest privately held insurance agency in the US. For over 60 years, Bollinger has specialized in providing insurance to athletes and sports organizations. From National Governing Bodies (NGB's), to national, regional and state sports organizations, and all the way down to local community sports associations, Bollinger provides protection to over four million athletes across the country.

**\*\*\*\* NOTE:** For Membership questions, please call the NFHS at (317) 972-6900.

## Insurance Company - General Information

### **Markel Insurance Company**

**Markel** underwrites the Accident and Liability programs that make up an important part of the benefit of membership in the NFHS. Markel is rated "A" (Excellent) by A.M. Best's rating service. Markel has a strong history and reputation in such specialty areas as Sports, Recreation and School insurance products.

## Insurance Program General Description

### What insurance benefits does my NFHS Officials Association Membership provide?

Your membership in one of the NFHS's Professional Associations includes a package of insurance providing you with general liability, accident medical and accidental death and dismemberment insurance. These coverages are automatically provided to you as part of your membership dues. There is no additional fee for this insurance program.

#### **Who is covered?**

1. All officials must be currently registered with a member state association, or with an affiliate of the NFHS (if that association registers officials), in order to be eligible for the NFHS Officials Association insurance benefit.
2. State and local officials' associations that have 100% membership in the NFHS Officials Association are included as additional insureds under the general liability policy.
3. Assignors, instructors and rule interpreters who are currently registered with the NFOA are covered under the liability insurance for claims involving Bodily Injury or Property Damage. No liability coverage is provided for claims that do not involve Bodily Injury or Property Damage.

**Note:** Coverage for alleged wrongful acts not involving Bodily Injury or Property Damage is provided by a Directors and Officers liability insurance policy and can be purchased separately. See "Optional Insurance Coverages".

### What Activities are Covered?

Members of the NFHS Officials Association are covered for the following activities under the insurance plan:

- The insurance coverage applies only while the member official is performing his/her officiating duties (as defined below) during regularly scheduled sports or activities competitions.
- In order for a member to be covered for his/her officiating, the sport/activity must be recognized in that state (or US territory or possession) by the member state high school association, or by high schools that follow the guidelines of the member state associations.
- If the sport is recognized for either men or women in that state, territory or possession, the official will be covered for officiating that sport for both men and women.
- Officiating duties also include chain crews and attending officiating camps, clinics and meetings.
- Coverage for officials is not limited to high school activities. It also extends to officiating college, junior college, independent youth, adult and recreational leagues. Coverage is limited only to officiating sports that are recognized by that state's high school association.
- No coverage is provided for the officiating or management of any professional sport or activity.

- Assignors, instructors and rule interpreters while acting in their official capacity.

Note: No liability coverage is provided for claims that do not involve Bodily Injury or Property Damage. See "Who Is Covered" above.

### What is the Coverage Territory?

The general liability and accident policies protect the members while in the United States, its territories and possessions; and while temporarily performing covered activities outside the United States. If outside the US, the official is covered as long as the sport is recognized by one of the state high school associations or an NFHS affiliate association.

## NFHS Officials Association General Liability Insurance Summary

### General Liability Insurance

#### Limits of Liability

\$5,000,000 Aggregate Limit  
 \$1,000,000 Per Occurrence Limit (includes Participant Liability)  
 \$1,000,000 Products/Completed Operations Aggregate  
 \$1,000,000 Personal Injury/Advertising Injury Limit  
 \$100,000 Fire Legal Liability Limit  
 \$10,000 Medical Payments (to non-participants only)  
 \$0 Deductible

**What is Covered?** The general liability policy provides coverage for claims or lawsuits that arise out of **bodily injury** or **property damage** during a covered activity. The policy also provides coverage for claims arising out of participant's legal liability, personal injury, advertising injury and products or completed operations liability. Defense costs are included in the limit of coverage provided. This coverage is excess over any other valid and collectible insurance.

**Notable Exclusions:** The standard commercial general liability exclusions apply (such as War, Nuclear Energy, Absolute Pollution, Asbestos); in addition, the policy excludes coverage for abuse and molestation, the use of fireworks, and no liability coverage is provided to any member while driving any auto.

**Insurance Company:** The General Liability is underwritten by Markel Insurance Company, Glen Allen, VA. Markel is rated "A" (Excellent) by A.M. Best's rating service.

## How to File a Claim

### For Liability Claims

For a claim form visit the web site at <http://www.bollingerfhs.com>

#### *For Claims occurring on or after 8/1/03:*

If you are involved in an incident that results or could result in a liability claim, or if you are named in a lawsuit as a result of a covered activity under the NFHS policy, please contact Bollinger immediately. Such claims typically involve court deadlines -- please fax all legal notices of claim immediately to one of the Bollinger contacts below:

**Bollinger, Inc.** Phone: 1-866-267-0093  
 NFHS Liability Claims Fax: 1-973-921-2876  
 101 JFK Parkway  
 Short Hills, NJ 07078

John Spiotta, Senior Vice President - Sports Division  
 Phone: 1-800-350-8005, ext. 8087

**\*\*\* NOTE:** For Claims occurring prior to 8/1/03, please contact American Specialty Insurance Services at 1-800-245-2744.

## ADDRESS CHANGE FOR TRACK OFFICIALS

### COLORADO TRACK & FIELD OFFICIALS ASSOCIATION

14855 East Second Avenue

Aurora, CO 80011-8900

(Office) 303-364-1337 (Fax) 720-859-8792 (E-mail) mtillman@chsaa.org

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

HM PHONE: (\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_

WK PHONE: (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (This is your ID#)

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## REMINDER:

**You can now change your own personal information by going to the Officials Web Site: [www.chsaa.org](http://www.chsaa.org), pull down on the Officials tab to “Officials Home”, click on the Officials Login link and log in with your Username and Password.**

### Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators.

Officials assigned to officiate a contest are responsible for the conduct of the contest. Controlling crowds and crowd reactions are not within the officials' province. That responsibility falls to game

administrators. If spectators begin to interfere with the conduct of a contest; cause an official to become distracted through continual and unrelenting verbal abuse; or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. If no game administrator is present, as is often the case at sub-varsity contests, officials may have to call on coaches or other school personnel to remove an unruly spectator.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved, but terminating a game because of problems with spectators must be an absolute last resort. Following the ejection of a spectator, please file an incident report with CHSAA.

## **REPORTING PLAYER/COACH EJECTIONS**

The CHSAA assesses penalties and maintains a five-year file on each school related to all aspects of conduct penalties and sportsmanship related incidents. This is done with a goal of supporting officials and maintaining the educational atmosphere of our activities.

Because of penalties involved, 100 percent reporting by officials is crucial. The following must be reported in writing:

- Player ejections
- Coach ejections
- Coach conduct penalties that do not lead to ejections: e.g., technical fouls, etc.
- Instances of unsportsmanlike conduct by crowds before, during or after games.
- Game management and facility problems that detract from the proper administration of the game.
- Noteworthy instances of outstanding positive sportsmanship by players, coaches, crowds.

- **Because of the severe penalties involved, be sure that the offense warrants the penalty. NEVER contact a coach or the CHSAA following the game to reverse your decision.**

## **PROCEDURES**

In an effort to provide proper accountability with the administration of CHSAA member schools and their support for exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a game. Needless to say, we urge preventative measures.

### **PLAYER: (Please include ALL requested information)**

If it becomes necessary for an official to eject a player from a high school game, the following procedure is to be followed:

1. Indicate to the player they are being ejected from the game.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorebook) book.
3. Notify the coach of the ejection and the reason for the ejection.
4. Notify the school administrator at the site.
5. Notify the CHSAA immediately, in writing (include the following):
  - a. The name of the schools competing and level of competition
  - b. The site and date of the game
  - c. The name of the player ejected
  - d. The school they represent
  - e. The reason for the ejection
  - f. Notify CHSAA office by 8 AM the next business day: Office (303) 344-5050, fax your written report to (303) 367-4101, or e-mail to [jboudreau@chsaa.org](mailto:jboudreau@chsaa.org).
6. Call the school Athletic Director on the next school day.

**Do not attempt to interpret the CHSAA regulations to the coach or coaches involved.**

### **COACH: (Please include ALL requested information)**

If it becomes necessary for an official to eject a coach from a high school contest, the following procedure is to be followed:

1. Notify the coach of his/her ejection and ask that he/she remove him/herself from the playing area immediately.
2. Notify the CHSAA immediately, in writing (include the following information):
  - a. The name of the schools competing and level of competition
  - b. The site and date of the game
  - c. The name of the coach ejected
  - d. The school he/she represents
  - e. The reason for the ejection
3. If the head coach is ejected, ask the administrator in charge to identify the coach who is now in charge. **A game shall be forfeited if there is not a certified person available to serve as coach.**

**Do not attempt to interpret the CHSAA policy pertaining to the ejection of coaches.**

Once your immediate information is received by the CHSAA, the office will work with school administration on the prescribed corrective action with player and/or member of the coaching staff.