



# ***Colorado Association of Swimming Officials***



**2017-2018  
DIRECTORY**

# Officials Code of Ethics 2017/2018

## National Federation of State High School Associations

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

**Officials** shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

**Officials** shall work with each other and their state associations in a constructive and cooperative manner.

**Officials** shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

**Officials** shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

**Officials** shall be punctual and professional in the fulfillment of all contractual obligations.

**Officials** shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

**Officials** shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonable hazardous.

**Officials** shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

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**2017-2018**

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## **PAST PRESIDENTS**

*Joe Pendelton*

*Bud Ryan*

*Gene Mack\**

*Bill Rapp*

*Anthony Cassio*

*Bob McClinton*

*Ray Prinz*

*Beryl Wallace*

*Bruce Curtis*

*Don Mayotte\**

*Jack Buchanan\**

*Tony Snyder*

*Cecil Townsend*

*Kathy Christy\**

*John Bartlett\**

*Andrea Grant*

*Monica Abelein\**

*Bryan Van Driel\**

*\*More than one term*



## 2017-2018 OFFICIALS' FEES

### SWIMMING (3 officials)

Dual, Triangular and Double Dual meets

1 heat .....	\$47.00
2 heats (4 or less events).....	\$52.00
2 heats (5 or more events) .....	\$62.00
Triple meet (6 teams, 3 separate meets) - 3 heats .....	\$77.00
Quad meet (8 teams, 4 separate meets) - 4 heats .....	\$93.00
Invitational/League/Relay/Pentathlon/Specialty Meets (3 – 5 Officials) - per session .....	\$62.00

\* A session is described as 3 hours or less, sessions that go beyond 3 hours are paid at \$20/hr

### \* Session Payment Caps

Preliminary and Timed Final pays no more than 2 sessions

Diving Preliminary/Semi pays no more than 1 session

Championship Finals pays no more than 2 sessions

### OTHER ITEMS FOR BOARD OF CONTROL ACTION:

A. 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.

B. 1. Mileage – 40 cents per mile. **Exception** see note 1 that follows: Note 1: The Confluence (except Campion); The 5280 (except Gilpin County); The Colorado 7(except Fort Lupton, Elizabeth, Fort Morgan, Weld Central); The Jefferson County (except Conifer & Evergreen), Denver, Continental, East Metro, Front Range (except Fort Collins, Loveland, Poudre and Rocky Mountain), Frontier (except Bennett, Clear Creek, Lake County, Middle Park and Platte Canyon), Metropolitan, and Centennial leagues and Broomfield, Denver Academy, Denver Christian, and Valor schools will not pay mileage between league cities, but will pay a mileage travel stipend of \$2 to each official between league cities per day of assignments. Colorado Springs schools will pay mileage travel stipend of \$2 per day of assignments to officials selected from the Colorado Springs Officials' Association. An official that is assigned to two or more contests at a given site on the same day shall be paid one travel stipend or reimbursement.

2. Only ONE driver will be paid the mileage reimbursement for each contest. It will be paid to the official on the crew who travels the farthest. Issues with multiple drivers must be solved between the officials and the assignor prior to the game.

3. In lieu of per diem, a rider fee of \$10 is paid to officials, non-drivers only, who are riding on trips of 75 miles or more one-way.

4. It is recommended that, during the regular season only, assigners assign officials to a contest whose travel miles to a school is less than or equal to 75 miles round trip, thus resulting in a payment of no more than \$30 for travel. If an official travels miles more than 75 miles round trip the official should be paid at the \$.40/mile rate as listed above unless other arrangements are made with the officials by the school.

### C. 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 first 20 miles) will be paid to officials who travel over 20 miles. This does not apply to the metro area officials described above that receive the \$2 travel stipend.

### D. Priorities

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

### F. "No-Show"

1. 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).

2. Guidelines for "No-Shows"

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.

**CONSTITUTION AND BY-LAWS**  
**of the**  
**COLORADO ASSOCIATION OF SWIMMING OFFICIALS**

**ARTICLE 1 - NAME**

SECTION 1 - The name of this organization shall be the Colorado Association of Swimming Officials.

SECTION 2 - When used as an emblem or abbreviation, the name shall be shortened to CASO.

**ARTICLE 2 - OBJECTIVES**

SECTION 1- To provide a corps of trained qualified and certified officials.

SECTION 2 - To improve and upgrade swimming officiating in the State of Colorado.

SECTION 3 - To promote the uniform interpretation and administration of the official swimming and diving rules by all officials within the state.

SECTION 4 - To promote all competitive aquatic activities.

**ARTICLE 3 - STATE ORGANIZATION**

SECTION 1 - The state organization shall consist of seven districts.

SECTION 2 - The districts are as follows:

- A. District 1 - Denver, Adams, Arapahoe, Boulder (except the City of Longmont), Clear Creek, Gilpin, Jefferson, and Douglas counties.
- B. District 2 - Elbert, Lincoln, Kit Carson, Cheyenne, El Paso Teller, and Fremont counties.
- C. District 3- Saguache, Custer, Alamosa, Costilla, Conejos, Rio Grande, Dolores, and San Miguel counties.
- D. District 4 - Chaffee, Park, Lake, Pitkin, Gunnison, Montrose, Delta, and Mesa counties.
- E. District 5 - City of Longmont, Larimer, Weld, Logan, Morgan, Washington, Yuma, Phillips, and Sedgwick counties.
- F. District 6 - Pueblo, Crowley, Kiowa, Otero, Bent, Prowers, Huerfano, Las Animas, and Baca counties.
- G. District 7- Summit, Grand, Jackson, Routt, Eagle, Garfield, Rio Blanco, and Moffat counties.

SECTION 3 - In the event of the dissolution of the Colorado Association of Swimming officials, after all outstanding obligations are met, all remaining assets are given to a charitable organization exempt under Section 501-c-3 of the Internal Revenue Code, or to a Federal, State, or Local Government and no part of the earnings will inure to the benefit of any private shareholder or individual.

## **ARTICLE 4 - MEMBERSHIP, ADMISSION AND DUES**

- SECTION 1 - Members will be those who have complied with the rules for membership.
- SECTION 2 - There shall be a membership committee appointed by the President of each district. Its duties shall be to investigate and pass on the qualification of all applicants and to administer necessary tests. This committee shall have the power to admit or to reject an applicant for cause.
- SECTION 3 - Examination of applicants shall consist of (a) references; (b) written test; (c) participation in annual officiating clinics.
- SECTION 4 - Annual dues shall be determined by the state Board of Directors. Members will pay annual dues in a manner prescribed by the CHSAA. Each district, at its sole option, may assess an additional amount of dues to be retained and used by that district.
- SECTION 5 - Members shall purchase items such as uniforms and additional patches at their own expense.
- SECTION 6 - All officials are required to attend local rules interpretation meetings during the season, If an official does not attend the above meetings, s/he may be dropped from the Association.
- SECTION 7 - All written examinations shall be administered by the state Executive Board, or its delegated representatives. The results shall be forwarded to the State Board.

## **ARTICLE 5 - BOARD OF DIRECTORS**

- SECTION 1 - There shall be a Board of Directors, consisting of the President of each district. They shall select, from the general membership, a state chairman and a vice-chairman, to serve for terms of two (2) years. The state chairman shall call to order all meetings of the Board of Directors, and shall preside at all meetings. He shall appoint all committees not otherwise provided for by the Constitution or By-laws. The vice-chairman shall act as a chairman in the absence of the chairman.
- SECTION 2 - There shall be an Executive Secretary-Treasurer appointed by the Board to serve at the discretion of the Board. The Secretary-Treasurer shall not be a voting member of the Board. They shall serve without compensation, but shall be reimbursed for any and all expenses incurred in the execution of their duties. The Secretary shall assist the Board of Directors in the performance of its duties. The Secretary shall answer all correspondence promptly and keep records of all proceedings. The Secretary shall provide a minimum of thirty (30) days' notice of a Board of Directors meeting. The Treasurer shall keep complete and accurate records of all monies received and disbursed, and shall disburse all monies under the direction of the Board of Directors, and submit written reports of the Treasurer when requested by the Chairman.
- SECTION 3 - A quorum of the Board of Directors shall consist of those members present.
- SECTION 4 - The Board of Directors shall handle all business of the Association occurring between the annual or special meeting of the Association. The Board shall meet at least annually.
- SECTION 5 - The financial administration of the Association shall be vested in the Board of Directors.
- SECTION 6 - The Board of Directors shall appoint such committees as may be required.
- SECTION 7 - The Board of Directors shall issue annually a Statement of Policy and Code of Ethics.

## **ARTICLE - OFFICERS**

SECTION 1 - The officers of the Association shall be (a) the Board of Directors, (b) the Executive Secretary, and (c) the Executive Treasurer.

SECTION 2 - The officers of the Districts shall be the President and Secretary-Treasurer. The term of office shall be for two (2) years, and the successful candidates shall assume office at the beginning of the next fiscal year.

SECTION 3 - The duties of the District officers shall be as follows:

- A. The President shall call to order all meetings of the District membership and shall preside at all District meetings. He shall appoint any committees not otherwise provided for in the Constitution and by-laws.
- B. The Secretary-Treasurer shall assist the President in the performance of his duties. The Secretary-Treasurer shall answer all correspondence promptly and keep records of all proceedings. The Secretary-Treasurer shall keep complete and accurate records of all monies received and disbursed and shall submit written reports of the Treasurer at least annually.

## **ARTICLE 7 - MEMBERSHIP PRIVILEGES AND RESPONSIBILITIES**

SECTION 1 - Each member is entitled to wear the official emblem and uniform of the Colorado Association of Swimming Officials.

SECTION 2 - Members are expected to read carefully, and observe the policies and requirements as set forth in the Constitution and by-laws.

SECTION 3 - Members are expected to be thoroughly familiar with the current swimming and diving rulebooks.

SECTION 4 - If a member officiates in a meet in a location not under the geographical jurisdiction of the Association (the State of Colorado), he is to be governed by the rules and regulations, which govern members in that territory. Before accepting in such an area, members should first acquaint themselves with the rules and regulations governing members in that area.

SECTION 5 - Members may officiate professional swimming activities and events.

SECTION 6 - The official uniform **MUST** be worn by each member when working swimming and diving events. No excuse for working swimming events in other than the official black and white striped shirt, white pants or shorts (minimum of mid-thigh length), white crew type socks, predominately white tennis or deck shoes, and standard name tag.

SECTION 7 - Officials are expected to report for a meet in neat, clean and complete uniform, and be neat in personal appearance.

SECTION 8 - Any official failing to honor a contract by not complying with District policy will be subject to disciplinary action by the District. Members disciplined have the right of appeal to the Board of Directors.

## **ARTICLE 8 - FEES OF OFFICIATING**

SECTION 1 - A scale of minimum fees shall be set by the CHSAA. This shall not prevent a member from officiating gratis in meets sponsored by those who are unable to pay any fee, and where the official renders his service for the good of the sport.



## ARTICLE 9 - MEETINGS

- SECTION 1 - An annual meeting shall be held, the date and place set by the Board of Directors.
- SECTION 2 - Special meetings may be called by the Chairman of the Board, or upon the request of a majority of the Board of Directors, and shall be called when requested in writing by not less and not more than ten (10) percent of the membership.
- SECTION 3 - The order of business at the Annual Meeting shall be:
1. Roll call
  2. Reading of minutes
  3. Reading of communication, bills
  4. Report of Treasurer
  5. Report of standing committees
  6. Unfinished business
  7. New business
  8. Miscellaneous business
  9. Adjournment

## ARTICLE 10 - AMENDMENTS

- SECTION 1 - Amendments to the Constitution and by-laws may be made as follows:
- A. Any member may initiate amendment proceedings by presentation, in writing, the proposed amendment to the Board of Directors.
  - B. The Board of Directors shall submit the proposed amendment to the membership of the Association in writing thirty (30) days prior to the published voting date.
  - C. Each District shall, at least two weeks prior to the published voting date, convene a meeting for the purpose of discussing the proposed amendment.
  - D. Amendments shall become effective by a two-thirds (2/3) vote of those members responding.
- SECTION 2 - **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 Association and officials' organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials' organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials' organizations are required to place this by-law in their organization's constitution.

At the January 21, 1999, Board of Control meeting the board voted 54-0 to adopt Proposal S-1- Officials' Conduct. Athletic By-laws, Article 27, Rule 2760 to read:

## **OFFICIALS' CONDUCT**

Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials' organizations' governing board, 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 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) is deemed that the official's conduct is detrimental to interscholastic athletics and activities.

## **POLICIES**

### **MEMBERSHIP**

1. Tests will be administered by each District. The tests and state registration dues of those applicants receiving a passing grade will be sent and registered with CASO State Secretary-Treasurer immediately. Membership will require an 80% passing grade.
2. Additional tests may be prepared and administered by the Districts as a supplement to the National Federation Exam. It is necessary that new members shadow a minimum of two meets prior to working contracted meets.
3. Membership in the National Federation and National Federation Liability insurance plan is required by all members.

### **DISTRICTS**

1. The official uniform for interscholastic and intercollegiate competition shall be: official black and white striped shirt, white pants or shorts (minimum of mid-thigh length), white type crew socks, predominately white tennis or deck shoes, name tag and CASO emblem worn on shirt.
2. It is the referee's responsibility to list all officials' names at the bottom of all score sheets. In the event there are only two officials and someone other than a CASO official assists, their name shall appear on the score sheet also.

### **BOARD OF DIRECTORS**

1. Shall serve as the policy making body.
2. Shall maintain an up-to-date list of all qualified officials for use by meet directors. This list shall be available upon request from the State Secretary or District President.
3. A copy of the Constitution and by-laws shall be issued to each member via the District President.

Amended August 2003

## CASO ACCOUNTABILITY PACKET

### **AREAS TO BE ADDRESSED TO ENHANCE OUR ASSOCIATION ACCOUNTABILITY:**

1. Evaluation system of all officials
2. System of recruitment, training and testing of all officials
3. Procedures for assignment of all officials to provide equity and parity with respect to opportunities
4. Association procedures for contracted "no shows"

### **EVALUATION SYSTEMS OF ALL OFFICIALS – STANDARDS COMMITTEE**

In response to the need for greater accountability, the Colorado High School Activities Association has required that each group of officials provide a system within each organization. The Area Directors have agreed to adopt the following methods of organization. Each district must adopt a Standards Committee and each district will decide the membership of this committee/

#### **\* DESCRIPTION AND PURPOSE:**

The purpose of the committee is to ensure adherence to the Constitution and By-laws of the district and the State CASO organization, to evaluate and establish standards of performance and serve as a liaison between the district and schools/coaches.

#### **\* RESPONSIBILITIES**

The Standards Committee will insure compliance with the rules and regulations of the local and state organizations. Among the responsibilities of the committee is the EVALUATION of the district's standards of performance. The committee shall maintain COMMUNICATION between the district and competing organizations. The committee shall also assure the PARTICIPATION of the district's members in the organization.

1. **EVALUATION:** The committee shall seek means of improving member performance.
2. **COMMUNICATION:** The committee shall seek to inform school officials/coaches of the district's commitment to excellence. The committee shall also seek district participation in the "draw" selection of officials for meets in the district's area of service.
3. **PARTICIPATION:** The district has determined that membership participation in the organization is essential to maintain a high level of professionalism. Therefore, the committee shall insure attendance at meetings of the organization and shall have the power of discipline in this and other matters.

The CASO District Secretary/Treasurer will monitor attendance at meetings and maintain the responsibility of notifying members of scheduled meetings.

1. Members must be notified at least 30 days prior to a scheduled meeting, including those deemed as "mandatory" meetings.
2. Members shall attend all meetings. Members missing more than one District meeting or assigned swim meet shall be placed on a probationary status as a member of the District.
3. The District Secretary/Treasurer shall inform the Standard's Committee and the member involved of any violations immediately. The member has 30 days from the day the probation occurred to make a written response to the Standard's Committee, at which time the committee shall determine the membership status.
4. Upon receipt of the individual's explanation in the matter, the Standard's Committee shall deem the response as "acceptable" or "unacceptable" and shall notify the individual and the membership of the district.

\*The TRAINEE must use the training meets to become thoroughly familiar with all working facets of meet administration as well as CURRENT HIGH SCHOOL RULES.

1. Training and testing should only occur through one season, with new recruits only being accepted when each district has evaluated their needs well in advance. It is also recommended that new officials be accepted at the beginning of seasons to assist in record keeping at all levels.

### **PROCEDURES FOR MEET ASSIGNMENTS OF ALL OFFICIALS TO PROVIDE EQUITY AND PARITY WITH RESPECT TO THE OPPORTUNITIES OF MEETS SCHEDULED.**

- It is the responsibility of each District to create a method by which officials are chosen through communication with school representatives.
- Each district should generate an officials list with personal information (address & phone), dates of possible conflicts, etc. for the above method.
- After the selection of officials has taken place, a district meeting should be held to finalize the schedule of officials, and then school representatives should be given the final schedule from which to generate individual contracts.

### **Association procedures for contracted "NO SHOWS"**

- Each official is an independent contractor with each school district. Each CASO district must be sure that each official fills his or her contracted jobs.
- As was stated earlier, the responsibility rests with the District's Standards Committee to make decisions regarding violations of contracts.

The intent of this program is to provide quality CASO officials and to strive for excellence in the sport of swimming in Colorado. Officials are on the deck for the benefit for the student swimmer.

# **CONSIDERATION FOR POST SEASON ASSIGNMENTS**

If you wish to be considered as an official for the state meet, please read the criteria below. Then, using The Arbiter website, you must apply to work the meet.

Only certified, patched officials are eligible to officiate the state meet. CHSAA will select the officials and assign them as they see fit. Their decision is final. Participation on deck at a state meet is an honor and a privilege, and should never be seen as an entitlement.

TO BE CONSIDERED AS A STATE MEET OFFICIAL, YOU MUST HAVE:

1. Scored 80% or higher on the open book test
2. Officiated a minimum of 6 meets during the season. This number may be lower if working in an area of the state that only has a minimum number of meets held each season.
3. Paid your annual CASO membership dues and be a member in good standing with the organization.
4. Meet the deadline to apply for the state meet.
5. Attended the required annual Swim/Dive clinic.
6. Consistently applied and implemented National Federation rules and CHSAA rule modifications of the sport, including official's uniform code.
7. Three full year's prior certification as a patched CASO official.

(approved by the CASO Board 2/11/2011)

**ADDRESS CHANGE FOR SWIMMING OFFICIALS**

**COLORADO ASSOCIATION OF SWIMMING OFFICIALS**

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 : \_\_\_\_\_

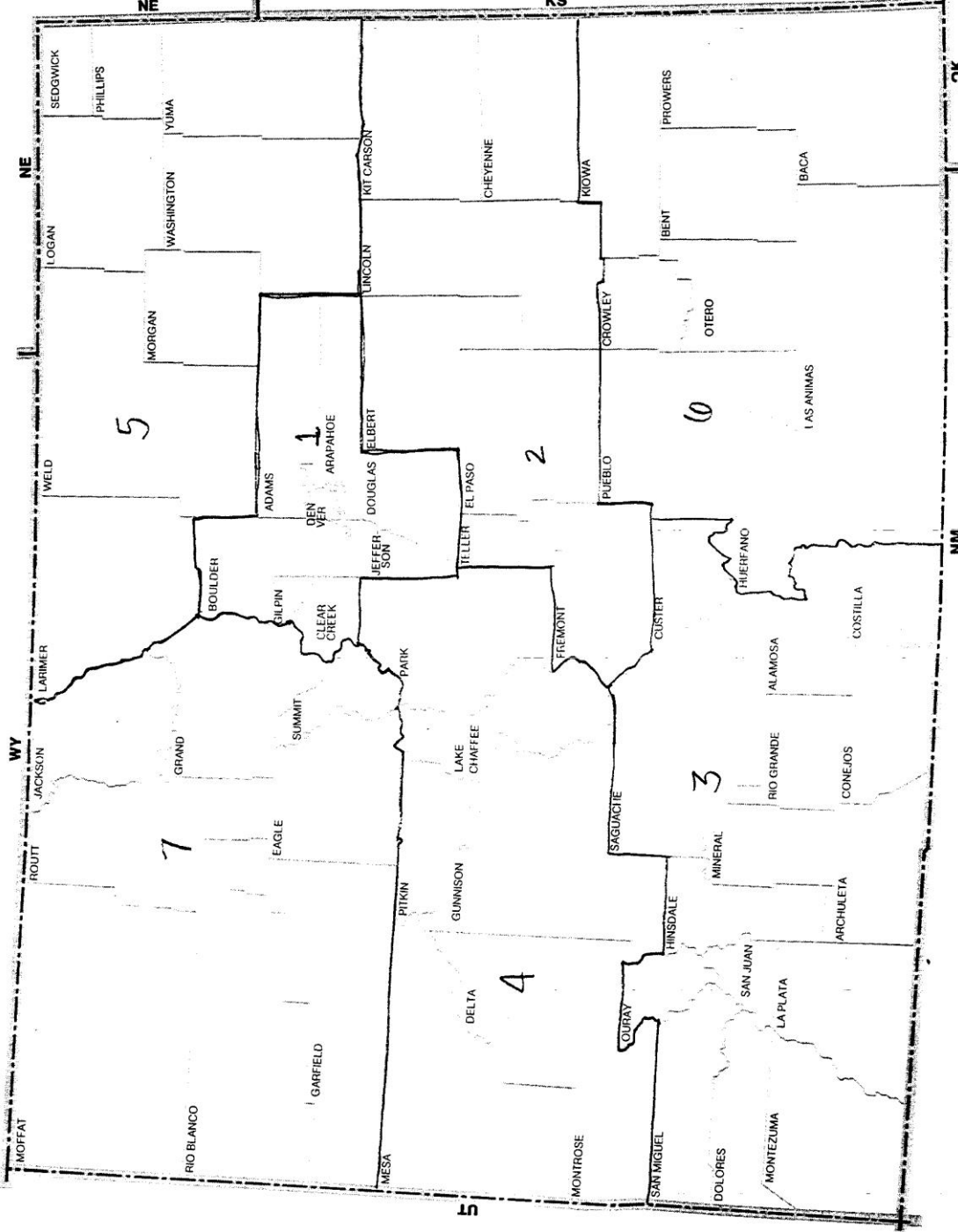
SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (This is your ID#)

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**REMINDER:**

**You MUST register on the Arbiter at [www.arbitersports.com](http://www.arbitersports.com) in order to complete your CHSAA registration. The only way you will be able to take the test and to show as paid is by registering on the arbiter. This is mandatory of all officials who want to officiate any games during the 2017-2018 season.**

Name of County	Population	Location on Map
Adams	285,038	F-12
Alamosa	13,617	L-10
Archuleta	5,345	M-7
Baca	4,556	K-16
Bent	5,048	K-16
Boulder	235,339	E-11
Chaffee	2,397	H-16
Cheyenne	2,397	H-16
Clear Creek	7,619	F-11
Conejos	7,453	M-9
Cook	3,946	J-14
Crowley	3,946	J-14
Delta	20,960	H-8
Delle	487,500	K-2
Douglas	60,391	G-12
El Paso	21,928	F-8
Fremont	397,014	H-12
Garfield	29,974	G-13
Gilpin	3,070	F-5
Grand	10,968	E-9
Hinsdale	1,467	K-7
Huerfano	6,009	L-11
Jackson	1,505	C-9
Kit Carson	439,430	G-12
La Plata	7,140	G-16
Lake	32,284	L-6
Las Animas	6,007	H-9
Las Animas	13,285	C-10
Lincoln	4,529	G-15
Logan	17,567	G-4
Mesa	93,145	C-15
Moffat	11,359	C-8
Montezuma	16,672	L-4
Montrose	24,423	J-4
Ouray	2,295	J-6
Phillips	7,174	G-10
Prowers	2,189	D-17
Pueblo	123,051	J-13
Rio Blanco	5,872	E-4
Rio Grande	10,708	C-9
Saguache	7,453	L-6
San Miguel	3,653	K-4
Summit	12,880	F-10
Teller	12,468	H-12
Washington	4,812	D-15
Weld	19,051	C-13
Yuma	13,285	D-17
Total	3,294,394	



Cleartype  
 County-Outline  
**COLORADO**  
 OAMC

# 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 subvarsity 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

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 contest. Needless to say, we urge preventative measures in advance so that ejections will be kept at a minimum.

### PLAYER:

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

1. Indicate to the player he/she is being ejected from the meet.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorebook).
3. Notify the coach of the ejection, the reason for the ejection and the need to replace the player immediately.
4. Notify the CHSAA office immediately in writing **by 8:00 a.m. the next business day**. You may also **FAX** your letter **303-344-0775** or **e-mail swilliamson@chsaa.org**.
5. **INCLUDE THE FOLLOWING INFORMATION:**
  - a. The name of the schools competing and level of competition;
  - b. The site and date of the meet;
  - c. The name and number of the player ejected;
  - d. The school he/she represents; and
  - e. The reason for the ejection.
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:

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 himself from the playing area immediately.
2. Notify the CHSAA office immediately in writing **by 8:00 a.m. the next business day**. You may also **FAX** your letter **303-344-0775** or **e-mail swilliamson@chsaa.org**.
3. **INCLUDE THE FOLLOWING INFORMATION:**
  - a. The name of the schools competing and level of competition;
  - b. The site and date of the meet;
  - c. The name of the coach ejected;
  - d. The school he/she represents; and
  - e. The reason for the ejection.
4. If the head coach is ejected, ask the administrator in charge to identify the coach who is now in charge. **A meet 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 active with player and/or member of the coaching staff.