Colorado Volleyball Officials’ Association

2018 Handbook
COLORADO VOLLEYBALL OFFICIALS ASSOCIATION
(CVOA)

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Take time to visit the Colorado Volleyball Officials Association (CVOA) website at www.cvoaref.org where you will find the following and so much more:

- Constitution & Bylaws
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- Sub-committees
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- Assignor contact information
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# Colorado Volleyball Officials Association

## State Officers

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Address</th>
<th>City, State</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>BRUCE BIRD</td>
<td>8407 SONATA LN</td>
<td>WELLINGTON, CO, 80549</td>
<td>(970) 214-1798</td>
<td><a href="mailto:bruce.bird@csor.info">bruce.bird@csor.info</a></td>
</tr>
<tr>
<td>President-Elect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-Presdent</td>
<td>BRENDA LARSEN</td>
<td>60819 STATE HWY 112 E</td>
<td>HOOPER, CO, 81136</td>
<td>(719) 588-8730</td>
<td><a href="mailto:brendalarsen@hotmail.com">brendalarsen@hotmail.com</a></td>
</tr>
<tr>
<td>Secretary-Treasurer</td>
<td>ALICE NOLL</td>
<td>304 N 42ND AVE</td>
<td>GREELEY, CO, 80634</td>
<td>(970) 515-8118</td>
<td><a href="mailto:awnoll@earthlink.net">awnoll@earthlink.net</a></td>
</tr>
<tr>
<td>Director of Training</td>
<td>MONICA HINDS</td>
<td>2868 COUNTY RD 4 SOUTH</td>
<td>ALAMOSA, CO, 81101</td>
<td>(719) 588-0664</td>
<td><a href="mailto:monica.hinds7@gmail.com">monica.hinds7@gmail.com</a></td>
</tr>
<tr>
<td>Rules Interpreter</td>
<td>RAY LAMEIRO</td>
<td>2826 SUNSTONE DR.</td>
<td>FORT COLLINS, CO, 80525</td>
<td>(970) 204-4776</td>
<td><a href="mailto:rayarea2@comcast.net">rayarea2@comcast.net</a></td>
</tr>
<tr>
<td>Liaison CHSAA</td>
<td>BETHANY BROOKENS</td>
<td>14855 E. SECOND AVE.</td>
<td>AURORA, CO, 80011-8900</td>
<td>(303) 344-5050</td>
<td><a href="mailto:bbrookens@chsaa.org">bbrookens@chsaa.org</a></td>
</tr>
<tr>
<td>Administrative Assistant CHSAA</td>
<td>SANDRA WILLIAMSON</td>
<td>14855 E. SECOND AVE.</td>
<td>AURORA, CO, 80011-8900</td>
<td>(303) 344-5050</td>
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</tr>
<tr>
<td>Liaison CHSAA</td>
<td>TOM ROBINSON</td>
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<td>(303) 344-5050</td>
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</tr>
<tr>
<td>Liaison CHSAA</td>
<td>MONICA TILLMAN</td>
<td>14855 E. SECOND AVE.</td>
<td>AURORA, CO, 80011-8900</td>
<td>(720) 859-8792</td>
<td><a href="mailto:mtillman@chsaa.org">mtillman@chsaa.org</a></td>
</tr>
</tbody>
</table>
Area Directors

1 - Denver
2 - Ft. Collins
3 - Sterling
4 - Pueblo/
Florence
5 - Grand Junction
6 - Glenwood/Aspen
7 - Montrose/Delta
8 - La Junta
9 - Alamosa
10 - Durango
11 - Springfield
12 - Craig/Meeker
13 - Colorado Spgs.
14 - Burlington
15 -
16 - Greeley
17 - Lamar
18 - Cortez
19 - Grandby/Kremmling
20 - Canon City/Upper Arkansas
21 - Longmont

1 JIM HENTHORN
6495 HAPPY CANYON RD. #84
DENVER, CO. 80237
Cell Phone: (720) 232-0106
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1 TOM OLNOWICH
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1 GEORGE BARROWS
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1 PATTI HAYES
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ARVADA, CO. 80004
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2 JAKE RAYNOLDS
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Home Phone: (970) 226-1923
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3 ANNIE SHALLA
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Home Phone: annie.shalla@njc.edu

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PUEBLO, CO. 81007
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Home Phone: Kathy.Cox@Pueblocc.edu

5 TONY CLARK
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Tuesday, May 29, 2018
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11 SHANNON GERBER
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15

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Cell Phone: (303) 929-4431
Home Phone: (303) 834-9751
Email: pembertondd@yahoo.com
### IMPORTANT DATES FOR THE 2018-2019 SEASON

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Sunday, July 22</td>
<td>Annual Business Meeting for the CVOA Executive Board</td>
</tr>
<tr>
<td>Monday, August 6</td>
<td>First formal practice date</td>
</tr>
<tr>
<td>Saturday, August 11</td>
<td>First scrimmage date</td>
</tr>
<tr>
<td>Thursday, August 16</td>
<td>First day for volleyball competition</td>
</tr>
<tr>
<td>Saturday, October 27</td>
<td>District Tournaments Completed</td>
</tr>
<tr>
<td>Saturday, November 3</td>
<td>Regional Tournaments Completed</td>
</tr>
<tr>
<td>Thu, Fri, Sat, November 8-10</td>
<td>State Volleyball Tournament-Denver Coliseum</td>
</tr>
<tr>
<td>December 1</td>
<td>Election ballots to CVOA Members</td>
</tr>
<tr>
<td>December 20</td>
<td>Ballots, Registration, &amp; membership dues to the CHSAA Officials' Office</td>
</tr>
<tr>
<td>January 15</td>
<td>New elected CVOA Officers and Area Directors assume office</td>
</tr>
</tbody>
</table>
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 round trip. 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.

G. One Official Worked Contest for Volleyball

H. A single assigned or single self-assigned official to a contest will receive the posted single game fee. Exception: A Volleyball V/JV solo official shall be paid the single rate game fee and a half. Soph/Fresh shall be paid the single rate game fee.

I. Good Faith

When a school has made a good faith effort to contact an official of a postponement or overbooking, no fee shall be paid to any official. That same official shall have the first opportunity to work the canceled contest. When an effort to contact an official of overbooking or cancellation has not been made prior to the time an official has left to work the contest, 50% of 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. If a game is postponed, the same or new officials will be paid an entire game or match fee.

Tuesday, May 29, 2018
QUALIFICATIONS FOR CVOA MEMBERSHIP

All officials listed in the CVOA directory, unless otherwise noted, passed the 2018 National Federation Examination and paid their dues for the 2018 season.

Officials listed in the CVOA directory with a status of C are certified by CVOA from previous year. Members scoring a 90-100% on the National Federation Examination test, attending a required CVOA Regional Clinic, and attending the required study sessions during the season (2016) attain certified status and may officiate any regular-season and/or post-season matches sanctioned by CHSAA.

Officials designated with a status of P (Provisional), scored a 75-89% on the National Federation Examination, and/or did not attend a required CVOA Regional Clinic, and/or did not attend the required rules study sessions during last season. Officials who are provisional may officiate regular-season matches (no post-season). Each provisional official has an indicated date when that provisional status may be removed, assuming all criteria to become certified have been met.

Officials designated as a NP (Non-Participating) have chosen to be affiliated with CVOA and pay one-half dues, but are not qualified to officiate any matches sanctioned by the CHSAA.

Questions concerning the membership status of any CVOA member should be directed to the CHSAA Officials’ Office.

CVOA MEMBERSHIP DUES

Regular membership dues are **$86 for 2018**. If the individual decides not to take the test or does not pass, half the dues will be refunded. Dues for individuals who choose to be non-participating are **$43**.

Dues for currently certified, provisional and non-participating members are due before **December 20** of each year and are payable to CVOA. Completed registration forms and dues payments should be sent to the CHSAA (CVOA) Officials Office, 14855 East Second Avenue, Aurora 80011-8900. Members (including Non-Participating) who pay their dues between December 21 and January 31 will be assessed a $10.00 late fee, after February 1 the late fee will be $20.00.

Membership status changes may be requested at any time by notifying the CHSAA Officials Office, CVOA Secretary, and your Area Director. Members dropping membership or changing status to Non-Participating will be refunded half their dues, if the CVOA Secretary is notified of the status change, in writing, before the official test date. No refunds will be issued due to change of status after the official test date.

The CVOA Executive Committee, under direction of the CVOA Treasurer develops a 3-year dues schedule that will adequately support the CVOA organization. The dues schedule adoption and adjustment occurs annually at the CVOA Annual Business Meeting.

MANDATORY SPORTSMANSHIP PRE-GAME PROCEDURE

To: All CVOA Members:

Prior to each varsity and sub-varsity game, the officials will address the players and coaches of both teams concerning sportsmanship. In most cases, this will take place at the pre-game conference prior to the coin toss. At that time, the referee shall emphasize that sportsmanship is expected of all participants during the competition per the attached statement.

In the opinion of the assigned officials, insulting, offensive, abusive, vulgar, or profane language or gestures, taunting, and excessive celebration will not be tolerated and will be dealt with appropriately and immediately if they occur during the match.

NOTE: The foregoing procedure will take the place of the Sportsmanship Card Exchange Procedure.

SPORTSMANSHIP STATEMENT

As representatives of CVOA and CHSAA, we are here to promote sportsmanship and fair play. Let this competition reflect mutual respect among all participants and officials. Coaches please certify that your players are legally equipped and uniformed according to NFHS rules. Good luck and have a great contest.
The Colorado Volleyball Officials Association Hall of Fame was created to honor those individuals who have made a significant contribution to CVOA and to high school volleyball in Colorado. The CVOA Executive Board selects one or more individuals who have been nominated by CVOA members. The inductions ceremony is held in November in conjunction with the CVOA State Tournament Officials Banquet. The members of the CVOA Hall of Fame with their year of induction are:

2017  Anne Gibbins, Bruce Bird
2015  Mel Heaps, Dawn Valentine
2014  Pam Chavez
2012  Richard Simmons, Jack Signs
2010  Diane Ruby, Teri Ward, Jeanette Rasmussen, Nanci Kalaymaya
2009  Anita Rentas, Kerry Gress
2006  Sandy Manzanares, Paul Arriaga, Ann Edinger
2005  Judy Barnett
2004  Edwina Marshal, Becky Fischer
2003  Paula Henson, Donna Iverson, Chrisy Mears
2002  Tim Darnall, Roger Moore
2001  Nancy Holm, Eulalia Skinner
2000  Theresa Mileus
1999  Glenda Bailey, Alice Barron, Jack Berckemeyer, Lorell Cotten, Karen Cravens, Linda Feeney, Debby Fischer, Terry Porter
1998  Bill Berry, Glenda Brungardt, Bill McKenzie
1997  Claudia Conley, Pat Latta, Dick Porter
1996  Chris Beal, Dorothy Hornby, Joan Powell, Sheila Worley
1995  Maggie Abrams, Nancy DiCocco, Sheila Hasenkamp, Sharon Wilch
CVOA PAST-PRESIDENTS

The following individuals have served as president of the Colorado Volleyball Officials Association.

<table>
<thead>
<tr>
<th>Years</th>
<th>Name</th>
<th>Years</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>2018-Present</td>
<td>Bruce Bird</td>
<td>2009-2015</td>
<td>Nici Bishop</td>
</tr>
<tr>
<td>1997-1999</td>
<td>Anita Rentas</td>
<td>1990-1993</td>
<td>Sue Hayes</td>
</tr>
<tr>
<td>1988-1990</td>
<td>Holly Cook</td>
<td>1985-1986</td>
<td>Chuck Ellis</td>
</tr>
<tr>
<td>1976-1977</td>
<td>Jackie Yoder</td>
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Officials Code of Ethics

Officials at interscholastic athletic events 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 interaction 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 unreasonably hazardous.

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

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 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 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 inter-scholastic athletics and activities.
National Federation of High School Associations
Coaches and Officials Coverages

Effective Date: July 1, 2018 – July 1, 2019

General Aggregate Limit: $5,000,000 Products-Completed Operations Aggregate Limit: $5,000,000 Each Occurrence Limit: $2,000,000 Personal and Advertising Injury Limit: $2,000,000 Damage to Premises Rented to You: $300,000 Premises Medical Payments: $5,000 Sexual Abuse & Molestation – Each Occurrence: $1,000,000 Sexual Abuse & Molestation – Aggregate: $2,000,000 Participant Legal Liability: $2,000,000 Crisis Response – Each Event/Aggregate: $25,000 Employee Benefit Liability/Each Claim $1,000,000 Deductible: $1,000 Employee Benefit Liability Aggregate: $3,000,000 Terrorism: Included Deductible - $0 (zero)

Excess Liability Insurance Carrier: Everest National Insurance Company Effective Date: July 1, 2018 – July 1, 2019 Policy Limit: $1,000,000 Policy Form: Straight Excess General Aggregate Limit: $1,000,000 Products-Completed Operations Aggregate Limit: $1,000,000 Terrorism: Included

Blanket Accident Program Carrier: United States Fire Insurance Company Effective Date: July 1, 2018 – July 1, 2019 Benefits: Accident Medical Expense Benefit Maximum Benefit $50,000 Deductible $250 Maximum Dental Limit (Sound and Natural Teeth) Included In Medical Max Accidental Death and Dismemberment Benefit $10,000 Heart & Circulatory Malfunction Maximum Benefit $2,500 Physical Therapy/Chiropractic – per Visit $50 Physical Therapy/Chiropractic – Maximum per Injury $2,000 Durable Medical Equipment – Maximum per Injury $1,000 Outpatient Prescriptions – Maximums per Injury $1,000 Accidental Death & Dismemberment Benefit $2,500 Benefit Period 1 Year Covered Activities: Insured persons are covered for injury resulting from an accident which occurs directly from: □ Activities that are scheduled, sponsored, or supervised by the policyholder; □ Premises owned, leased or borrowed by the policyholder; □ Travel scheduled, sponsored or supervised by the policyholder. (accident medical coverage only) □ For officials/referees, coverage shall apply only while the member is engaging in officiating activities during regularly scheduled sports or activities competition, which includes assigning, chain crew, and attending or operating officiating camps, clinics or meetings.
ADDRESS CHANGE FOR VOLLEYBALL OFFICIALS

COLORADO VOLLEYBALL 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 (___)_______________

E-MAIL: ______________________________________________________

SOCIAL SECURITY NUMBER _____-____-_____ (This is your ID#)

REMINDER:

You must register on the arbiter. In order to do that, you need to log in, your username is your email address and your password is your last name unless you have already logged in and changed it. Once you have logged in, go to account #104524 and sign in, and then click on the link in the middle of the page that says “click here to re-register”.

Once you click that, follow each screen through to the payment page. If you have already paid, mark that you are going to mail in a check. If you still need to pay, you can either pay there using the e-check option or mark that you are going to mail in a check and then mail a check to the CHSAA office. If you have any questions please feel free to contact Monica Tillman.
CVOA OFFICIAL’S GAME REPORT FORM  
FOR RED CARDS & EJECTIONS

<table>
<thead>
<tr>
<th>Game Date</th>
<th>Date of Report</th>
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<tbody>
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</table>

**Game Site**

**Home School**

**Coaches**

**Visiting School**

**Coaches**

**Conduct Foul for Player**

**Ejection of Player**

**Explain in detail the occurrence of events. Include as many details, names and numbers of players as possible, the score of the game and type of misconduct.**

<table>
<thead>
<tr>
<th>Name of person receiving foul</th>
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<table>
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<tr>
<th>Players number if applicable and uniform color</th>
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<table>
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<tr>
<th>School Name</th>
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**Officiating Team Information**

<table>
<thead>
<tr>
<th>Referee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone (H)</td>
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<table>
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<tr>
<th>Umpire</th>
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<tbody>
<tr>
<td>Phone (H)</td>
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</table>

**Person Filling Out Form**

<table>
<thead>
<tr>
<th>Signature</th>
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</thead>
</table>

**Send copies of this form to:**

CVOA President, CVOA Area Director of School or Game Site and CHSAA Liaison, Bethany Brookens, 14855 E Second Ave., Aurora 80011, Fax 303.367.4101, email rrailey@chsaa.org
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 the penalties involved, 100 percent reporting by officials is crucial. The following must be reported in writing:

- Red cards/Player ejections (red & yellow cards together)
- Coach ejections
- Coaches conduct penalties, which do not lead to ejections
- Instances of unsportsmanlike conduct by crowds before, during or after contests
- Game management and facility problems that detract from the proper administration of the game
- A noteworthy instance of outstanding 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 a contest to reverse your decision

PROCEDURES

In an effort to provide proper accountability with the administration of the 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 match. Needless to say, we urge preventative measures.

PLAYER:

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

1. Indicate to the player she is being ejected from the match.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorekeeper) 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 the level of competition
   b. The site and date of the match
   c. The name of the player ejected
   d. The school she represents
   e. The reason for the ejection
   f. Notify CHSAA (Bethany Brookens), fax (367-4101), or e-mail Sandra Williamson at swilliamson@chsaa.org at 8:00 am on the next business day.
   g. Notify the CVOA President and your CVOA Area Director
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 gym area immediately.
2. Notify the CHSAA immediately in writing (include the following):
   a. The name of the schools competing and the level of competition
   b. The site and date of the match
   c. The name of the coach ejected
   d. The school he/she represents
   e. The reason for the ejection
3. Notify CHSAA (Bethany Brookens), fax, or e-mail (see numbers above).
4. Notify the CVOA President and your CVOA Area Director.
5. 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.

Tuesday, May 29, 2018