



# KANSAS STATE HIGH SCHOOL ACTIVITIES JOURNAL

## Spotlight on Officials: Hosting Officials

In any given night officials will make an immeasurable amount of decisions on a given night. Certainly, they will want to try and remember pivotal moments to learn from, but how they were hosted at the event will always be something they can recall. Why? Because it is the first and last thing they experience the night of a game. A friendly welcome, maybe a hotdog, and a heartfelt thanks are things that officials will take home with them and tell other officials about. Officials wanting to work your contests is an admiral goal to attain for any school. There are two aspects to keep in mind for both the official and the school administration. Odds are, this is not the first task of the day for the official. They've likely been at work where they left early and drove straight to the venue to work the game. For the school administration, odds are it is not their first task of the day either. They likely have been through a whole school day full of challenges before setting up the venue for the event. Both parties are best served to work together and understand that each will need to be flexible and understanding to produce the best outcome for the student-athletes.

### PRIOR TO EACH CONTEST

- Let the officials know who their partner(s) will be.
- Give the officials a number they can call in case of an emergency.
- Provide the officials with information about parking location.
- Arrange for someone to meet the officials upon arrival and escort them to their dressing room.
- Provide a secured place for officials to dress.
- Arrange for transportation to the field (if not dressing at the facility).
- Go the extra mile to make sure the officials feel welcome and that they will be playing a vital role in the management of the contest.

### DURING EACH CONTEST

- Provide escorts to take officials on and off the field/court.
- Identify the person(s) who will assist them with sportsmanship challenges during or following the contest.
- Inform the officials of any special activities prior to the game or at halftime.
- Introduce the officials to game workers pertinent to the contest (scorer, announcer, chain gang, ball boys, etc.).
- Get the proper pronunciation of the officials' names – **DO NOT ANNOUNCE THE OFFICIALS' HOMETOWNS.**
- Confirm the clock time with the officials.
- Provide for refreshments during halftime and/or postgame.
- Ask about any additional needs.
- Inform the officials of the location of emergency medical staff (athletic trainer or EMT/EMS).
- Make sure all the bench personnel are properly attired.

### AFTER EACH CONTEST

- Have escorts walk the officials to their dressing room after the contest and to their vehicles.
- Do not allow unauthorized persons into the officials' dressing room after the contest.
- Check in with the officials – any unusual situations you need to be aware of, any concerns, etc.
- Clarify any questions or issues concerning the payment of game fees. Checks should be issued prior to the contest. If policy prevents issuance prior to the contest, make officials aware of when they will receive their payment.
- Be sure to thank the officials for their time and efforts on behalf of both schools and the teams, regardless of the outcome of the game.