

Contest Cancellations

When/What to Pay Officials

Acts of God, Unplayable Playing Surface and Safety and Security Crises

Examples: Inclement weather, unexpectedly ruined field or court, medical epidemics, bomb threats, etc.



School Responsibilities Guide for Hosting Game Officials



<u>If the official is informed:</u>		<u>The school owes:</u>
Before he/she arrives on site	⇒	Nothing
After he/she arrives, but before the start of the contest (see below for exception)	⇒	1/3 of the contract amount, or pre-negotiated travel – whichever is greater
After a contest postponed for more than 1 ½ hours from the start time is cancelled before it is started	⇒	Full contract fee
After the contest has started*	⇒	Full contract fee

*The School is only responsible to pay game fees for any contest completed and/or started.

Non-acts of God

Examples: Injured players, band concert, bus breakdown, student discipline, etc.

Just because it's out of your control doesn't mean it's an act of God.

<u>If the official is informed:</u>		<u>The school owes:</u>
At least 10 days before the contest date	⇒	Nothing
Within ten days of the contest date*	⇒	Full contract fee

* The school is not obligated to pay an official that, on the same day of the contest, takes another assignment or refuses to accept a comparable assignment.

It is the responsibility of host schools to make officials feel welcome and comfortable when they work games at your facilities. Properly hosting officials is the primary way schools can show respect and appreciation for the work and effort officials give and for their contribution in supporting school sports. Treat officials visiting your school as if they were guests visiting your home.

I understand that athletic administrators have numerous responsibilities on game days and that you are often limited in your facilities, funding, staffing, etc. Please take time to consider the recommendations that this guide offers and implement as many as possible. MHSAA officials don't expect any more than what you expect of them...to give your very best.

Thank you for representing the MHSAA membership well by hosting your officials in the best manner possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Rice".

Brent Rice

Assistant Director, MHSAA

School Responsibilities Prior to Game Day

1. Make sure that your assigned officials are registered with the MHSAA. This can be done through Arbiter or the Officials Directory of the MHSAA.com website. The use of unregistered officials adds unnecessary liability to the school and may result in discipline.
2. Once scheduled (or rescheduled), an email should be sent to the officials that includes:
 - Contact information (including cell number) of the on-site administrator
 - The date and time of the contest.
 - Directions to the facilities or any special routes based on special events.
 - Any special activities, events or extensions of intermissions scheduled.
 - Information for parking arrangements, assigned greeter of the officials and locker room accommodations.
 - A request for confirmation that the official is in receipt of the email.
 - A reminder and confirmation email sent to officials is highly recommended and may help administrators avoid embarrassment. Your coaches, players and spectators likely do not know the assigners utilized for officials assignments – but they all know the athletic director.

School Responsibilities Upon Arrival of the Official(s)

1. Provide a reserved parking area or space(s) for official(s), preferably away from general parking
2. Someone assigned to greet the official(s) at a single-designated time for arrival and escort to the designated locker room/dressing area.
3. Provide a private, secure locker room/dressing area (this should be offered to officials in **ALL** sports). If possible this area should be apart from coaches or other contest personnel.
4. Provide each official with cold, liquid refreshments before and after the contest and at each intermission when returned to the locker room/dressing area.

School Responsibilities During the Contest

1. Make certain that you set high expectations for your coaches' conduct and behavior and insist that they do the same with their players. Your coaches and

players are the examples for spectators; and by showing respect toward officials and their decisions, they set the tone for your fans.

2. Officials should be introduced/recognized after starting lineups have been announced.
3. Have a designated on-site administrator to observe the contest and monitor team and spectator conduct and behavior. These individuals should be identified to the officials before the start of the contest, and they should be available and cooperative with the officials to appropriately address any concerns with spectators.

School Responsibilities Following the Contest

1. Someone assigned to escort official(s) from the playing area to their locker room/dressing area and/or vehicle (if vehicle is located in general public area) following the conclusion of the contest.
2. Thank the officials for their efforts.
3. Pay the official(s). Prompt payment for services increases an official's satisfaction of experience. The speed in which an official is paid spreads quickly – both good and bad – and quick payment incentivizes officials to accept future assignments with the school. Direct deposit is preferred; but if paying by check, payment should be made before the contest or at half time and in a private location.
4. Rate the official(s). Though there is a “cool down” period, coaches/administrators should attempt to submit officials ratings sooner than later so that the officials can benefit from input. Ratings should be honest and fair, and coaches/administrators should consider the whole of the contest and not just rely on one or two particular calls or rulings.

Additional Locker Room

Accommodation Recommendations

- Provide snacks or a light concession to official(s) after the contest and at intermissions when returned to the locker room/dressing area.
- Offer a locker room/dressing area that includes shower and toilet facilities, or offer access to shower and toilet facilities in another private area following the conclusion of the contest.