

2023-24

**Game
Administrator
Training**



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POSITIVE GAME ENVIRONMENT

- UIL High School Athletics exist for educational purposes.
- The stadium, field, gym, pool, and track are our student athletes' classrooms.
- Game administrators should ensure a safe and positive educational environment for students at all contests.





REQUIREMENTS

C&CR Section 21: RESPONSIBILITIES OF THE SUPERINTENDENT OR CHIEF ADMINISTRATOR

(a) shall exercise direction and management of all UIL contests and scrimmages in which schools in the district compete, including appointing a game administrator for all home UIL varsity athletic team contests *(It is recommended to have a game administrator at all UIL contests.)*





UIL REQUIREMENTS

C&CR Section 1208: ATHLETIC REGULATIONS

(g) GAME ADMINISTRATOR

Outlines the specific duties of game administrators at UIL athletic contests.

PLAN AHEAD

- Discuss expectations for game administrators at the initial DEC meetings for the year.
- Assign an appropriate number of administrators to each athletic event.
- Schedule security for home events.
- Have a communication plan between administrators and security; For example, exchange cell numbers or provide radios.



PLAN AHEAD

- Communicate with Administration from the opposing school to lay out a plan for an upcoming contest if you think it will be especially contentious.
- Plan for an announcement prior to the game to remind spectators of behavior expectations during the game.
- Plan for an announcement near the end of the game to remind spectators of expectations for staying off the playing field/court and for leaving the facility following the game.



FACILITY PLAN

The Home Administrator Should:

- Have access to the Emergency Action Plan for the facility.
- Know the location of AEDs.
- Identify and address any problem areas in the facility.
- Have after-hour contact information for maintenance.
- Have a plan for parking, ingress, and egress for home and visiting spectators as well as officials.



GAME NIGHT

- **Arrive well before (as much as an hour) the game.**
- **Introduce yourself to the officials, game workers, and the opposing team's administrator. Let them know where you will be located.**
- **Ensure students and fans are sitting in appropriate, marked areas and do not have any restricted items, such as inappropriate signs or noisemakers.**



VISIBILITY

- **Proximity is the key. Minimize issues by being visible in problem areas.**
- **Be in the best place possible to monitor the crowd.**
- **Your location depends on the sport, the venue, and the number of administrators who are on duty.**



BE PROACTIVE!

- Visit with fans/students regarding behavior before it gets to the point where they must be removed.
- Position yourself to deter students/fans from entering the field/court upon completion of the game. This is especially important if the game is competitive.



OFFICIALS



- **Greet & Escort**
Greet officials upon arrival and escort them to and from the locker room during pregame and halftime.
- **Removals**
Assist officials in maintaining sportsmanlike conduct from players, coaches, and spectators. If an official asks that someone be removed, they should be removed.
- **Post-Game**
Ensure the safety of the officiating crew after the game. Debrief about any behavior resulting in ejections or removals.

UIL REQUIREMENT FOLLOWING THE GAME



Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL via the [Incident Reporting Form](#) within the next two working days.

STUDENTS POST GAME



- Monitor spectator behavior after the game and into the parking lot.
- Ensure that all students have left and/or secured their ride.

REMINDERS AND RECOMMENDATIONS

1 KNOW POLICIES SPECIFIC TO THE FACILITY. FOR EXAMPLE, DOES THE FACILITY HAVE A BAG POLICY?

2 FOR RIVALRY GAMES OR LARGE EVENTS, BOTH THE HOME AND VISITOR TEAM SHOULD SEND ADMINISTRATORS TO MONITOR CROWDS AND PREVENT ISSUES.



REMINDERS AND RECOMMENDATIONS

3 THE ADMINISTRATOR ON DUTY IS NOT AT THE EVENT AS A SPECTATOR. IN FACT, HE/SHE MAY MISS "WATCHING" THE GAME BECAUSE HE/SHE WILL BE BUSY MONITORING SPECTATORS.

4 THE ADMINISTRATOR SHOULD NOT WAIT FOR THE OFFICIAL TO ADDRESS SPECTATOR BEHAVIOR; THIS IS NOT PART OF AN OFFICIAL'S JOB DESCRIPTION.



REMINDERS AND RECOMMENDATIONS

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CHECK THAT STUDENT SECTIONS ARE SAFE, ORDERLY, AND WELL-BEHAVED. CHEERS AND CHANTS SHOULD ALWAYS BE SPORTSMANLIKE, AND SHOULD NEVER BE DEMEANING OR CONTAIN PROFANITY.

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ENSURE COACHES MONITOR PLAYERS DURING THE HANDSHAKE FOLLOWING THE GAME SO THAT NO ALTERCATIONS OCCUR.

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REMINDERS AND RECOMMENDATIONS

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ENCOURAGE COACHES TO GET THEIR TEAM TO THE BUS & LEAVE THE FACILITY IN A TIMELY MANNER. THE LONGER A TEAM STICKS AROUND, THE LONGER FANS HANG OUT, WHICH CAN LEAD TO ISSUES.

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ADDRESS ANY SPECTATOR BEHAVIOR THAT DOES NOT FOLLOW UIL SPECTATOR GUIDELINES (VULGAR LANGUAGE, NEGATIVE SPEECH DIRECTED AT STUDENT PARTICIPANTS, COACHES, OR OFFICIALS).

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REMINDERS AND RECOMMENDATIONS

9 INFORM ADMINISTRATION OF BOTH SCHOOLS OF UNSPORTSMANSLIKE CONDUCT BY FANS, COACHES, AND PLAYERS.

10 REPORT ANY UNPROFESSIONAL BEHAVIOR ON THE PART OF THE OFFICIALS VIA THE OFFICIALS EVALUATION FORM FOUND ON EACH SPORTS WEBPAGE ON THE UIL WEBSITE UNDER OFFICIALS.



