

UIL Game Administrator Procedures

In all UIL varsity athletic team contests, a game administrator shall be appointed by the home school. That person must be a coach (other than the game coach), teacher, or administrator. It is recommended that a game administrator be designated by the home school for all non-varsity athletic team contests. The responsibilities of the game administrator are as follows:

1. Meet with the officials prior to game time (preferably on the playing field or court); If officials are not notified by the designee by ten minutes prior to beginning of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
2. See that officials are directed to their dressing room;
3. If there is no designated administrator, the officials shall inform the UIL in writing the next working day.
4. Inform the officials where the game administrator will be seated.
5. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or gym).
6. Check with the officials after the game to see if there is any misconduct that needs to be reported.
7. Offer to provide an escort for the officials to their cars.
8. Report incidents to the appropriate school administrator (home team or visitor).
9. Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL office in writing within the next three working days.
10. The home school is responsible for security. In playoff games/matches, both schools are responsible.
11. In playoff games/matches both schools shall have a game administrator.

Crowd Management and Game Security

In our complex and open society there are numerous problems which hinder the public school administrator. Crowd management and game security are two problems which have haunted even the most conscientious administration. This area goes beyond the spectator who is intoxicated in the stands or those who insist on running onto the field at the end of the game. Schools in some states have been forced to abandon night games, while others in some states must seek a neutral site with little or no publicity surrounding the event to prevent added disturbances. Fortunately, this has not been a great problem for athletics in Texas. However, disturbances can occur at even the smallest of schools during a game which has no bearing on the district championship. Each school system should develop a master plan for management of crowds.

Administrative duties for controlling crowds involves a well thought out plan of action. Actions prescribed should be endorsed by the school board as policy for the district, prior to

each school year. Plans may then be viewed for comparison with other school systems. Naturally, each system will include variations to fit their own unique situation. The UIL views this as a positive way to defend against possible trouble at athletic events. School personnel are more apt to act with confidence, knowing where they stand when written policy is in place. Schools that have operated without a crowd management and/or game security policy may see this as an opportunity to add consistency while upgrading their procedures, not to mention serving as a guide for legal implications. It is better to operate somewhat anonymously and behind the scenes so that fans may enjoy their favorite events than to spend little time in planning and be faced with an unchecked security problem.

Administrative Responsibility.

The school district superintendent and/or their designee is responsible for enacting and enforcing a crowd management policy for contests sponsored by his/her district. Likewise, all phases of interscholastic competition are under the careful supervision of the superintendent.

Guidelines. (These basic guidelines may be supplemented by local schools.)

1. A crowd control policy for season athletic contests shall be endorsed by the school board and should be kept on file with the district executive chairman and in possession of those in the individual school directly responsible.
2. No interscholastic contest may be arranged without the knowledge and sanction of the superintendent or their designee.
3. A game administrator or manager (usually the athletic director or principal) shall be in charge of the various administrative duties not associated with the contest at all home games. This person shall be on duty during the actual playing of the contest.
4. In all cases where students are competing against those of another school there must be an authorized faculty representative on the premises. In team sport contests such as basketball, football, soccer, softball, and volleyball, the superintendent and/or a designated game administrator shall be present at all home games and should be present at games away from home when large numbers of students and fans are attending the game.
5. Students, participants and staff members representing member schools in interscholastic competition are expected to conduct themselves in a sportsmanlike manner. Failure to do so may be in violation of the UIL Constitution and Contest Rules and subject the school, students and sponsors to penalty.
6. The member school superintendent is responsible for initiating appropriate disciplinary measures against those guilty of violations of the State Education Code.
7. It shall be the responsibility of the host administration to insure the safety of the officials.

Safety

Our baseline responsibility is to assure that every person who comes to school or to a school event is ensured the opportunity of returning home safely that day or night. The following suggestions are not complex, but hopefully will stand the test of time.

1. Principals and athletic directors should meet with the police and fire chiefs, emergency medical service head, and school superintendent. At this meeting establish roles of responsibility. For example, whose decision it is to evacuate a school or athletic site? Also discuss all of the other issues (e.g. lightning, power outage, bomb threats, weapons) that are concerns of the respective participants in this meeting. It would be good if written protocols resulted.
2. Form a School Safety Committee which should be representative of students, custodians (who may know your facility better than anyone else), staff, administration, parents, and the community. All of these constituents are stakeholders who should share in responsibility for safety.
3. Consider safety to be a “team” effort. Inform your students and other constituencies that you want them to keep their eyes open, and to report anything they see or hear that may be troubling. “Intelligence” is important and can be reasonably easy to acquire through such a network.
4. Every student should have an advocate member of the school staff. Too often children are without a good adult role model. A staff member, making it a point to check on each student once a week, may be enough to keep the student connected, or to detect a potentially significant personality change.
5. Recognize that you are surrounded by trained observers. Educators, like police, are accustomed to observing individuals, groups, and crowds. Anyone or anything that does not “look right”, probably isn’t. Station trained observers at the entrance to athletic events. Assign staff in fan sections, have the police detail deployed to observe fan behavior, and place administrators at vantage points where spectators and observers can be viewed.
6. Cell phones can be critical during an emergency when phone lines are cut; incoming phone traffic precludes making calls, etc.
7. Don’t believe “it can’t happen here.” The profiles of perpetrators of recent school tragedies are suburban, affluent young people who spend time on computers or who may have access through family to guns.
8. Continue to work to keep high school athletic programs within the perspective of their educational mission. Do not place athletes on a pedestal. Honor equally achievements of all your students (e.g. academics, community service, drama, National Honor Society).

9. A communication system (e.g. walkie-talkies) is important among school personnel, fire, police, EMS, etc.
10. Remain calm, and use the PA system to deliver pre-developed messages/instructions.