

# Incident Report Process

## Applies to Varsity and Non-varsity contests

### Player Ejection

1. Have a crew discussion to review what happened before making final decision. Other official(s) can provide input, and come to an agreement that an ejection is justified
2. Record on your game card:
  - a. Ejected player name if possible, but definitely the number(s)
  - b. Brief explanation
  - c. Quarter and Time of game
3. When an ejection is decided, the original calling official and the white hat will take the player to their sideline, and explain to the coach what happened. **Note: The ejected player(s) must stay on the sideline for the duration of the game**
  - a. The wing official for the other teams' sideline will go over and tell that head coach what happened. If this official made the original call, the back judge needs to talk to the other head coach.
  - b. If the umpire made the original call, the back judge will control the ball at the dead ball spot.
4. After explanations have been completed, the white hat will signal the penalty, and have the umpire walk-off the penalty yardage.
  - a. If the referee has use of a microphone, announce the penalty, including the player(s) number, followed by the "Player is Disqualified"

### Coach Ejection

1. Have a crew discussion to review what happened before making a final decision. The official(s) can provide input, and come to an agreement that an ejection is justified
2. Record on your game card:
  - a. Ejected coach's name
  - b. Brief explanation
  - c. Time of game
3. When an ejection is decided, the original calling official and the white hat will take the player to their sideline, and explain to the coach what happened. **Note: The ejected coach must leave the stadium, this includes the stands and press box**
  - a. The wing official for the other teams' sideline will go over and tell that head coach what happened. If this official made the original call, the back judge needs to talk to the other head coach.
  - b. If the umpire made the original call, the back judge will control the ball at the dead ball spot.
4. After explanations have been completed, the white hat will signal the penalty, and have the umpire walk-off the penalty yardage.
  - a. If the referee has use of a microphone, announce the penalty, followed by the "Coach is Disqualified"

## Ejection Report

The MSHSL Ejection Report is on-line in Arbiter in the Central Hub, Officials and Judges section.

1. The white hat for the game will complete and submit the report – fill in your name in the 'Reporting Official Name' section of the form
  - a. Explanation for the ejection.
  - b. Stick to the facts of the incident. Be specific. Explain what happened during this play only.
  - c. Do not refer to situations from earlier in the game, unless the ejection was because of a second unsportsmanlike conduct penalty called against the same individual
  - d. Do not reflect on previous game experiences with this individual or team
2. Before submitting the Incident Report to MSHSL office, send the report to George Winn for review
3. Submit the report within two business days
4. The high school league follow-up with both schools

## Guideline

1. The incident report could be used in litigation. Be precise.
2. What should be included in the report
  - Facts related to the specific incident. Guard against including excessive, and unnecessary comments.
  - If the incident report is for language directed at an opposing player or official, include the actual words used.
3. What should not be included in the report
  - Leave speculation and sarcasm out of the report
  - References to warnings issued prior to the incident being reported are not to be included in the report.
  - Warnings can be interpreted as an official failing to take action earlier in the game. This could indicate that an official saw a foul and gave a warning instead of calling the foul.