SUGGESTED GUIDELINES FOR HOSPITALITY FOR NMAA/NMOA OFFICIALS

School athletic administrators are reminded that "hospitality" for officials actually begins when an assignment is accepted by an official and extends through the time that officials are paid for their services at the contest. Below are some very basic and minimal guidelines that a school can utilize when hosting officials for an athletic contest at their school:

1) If there is a game change of any kind, including times, dates or sites, please contact the appropriate Coordinator as well as the lead official on the contest immediately with that information so that arrangements can be made with the crew in a timely manner. More than 24 hours notice is highly recommended.

   Helpful Hint: *Check DragonFly at the start of each week to ensure that all of your games are correct and that all games have officials assigned to them. With the officials' shortage, we cannot guarantee games can be filled at the last minute.*

2) Ensure that the school Athletic Director, Gym Master or other designee is available to greet contest officials and show them to their dressing facilities upon arrival to your school. In addition, make sure that officials have a secure room to dress in prior to the contest and to convene in at halftime (when applicable). It is also imperative that the individual who has the keys to the officials' dressing area is present at halftime and at the end of the contest to let officials into their private location. Too many times, negative situations can arise when officials are left stranded outside of their dressing room.

   Helpful Hint: *Use your student activities groups to serve as Officials' Ambassadors! Have them escort the officials around your school from arrival to departure and assist them as guests in your facilities!*

3) Make refreshments available for contest officials before, during and after the contest. Access to water is a minimal requirement.

4) Provide the officials with the name and cell phone number of a supervisor for that contest and where that individual can be found in the event a challenging or volatile situation occurs.

5) Make officials aware of the location of athletic trainers or paramedics present at the contest.

6) Ensure that game management monitors the behavior of spectators and that everyone is behaving in a manner in accordance with standards of sportsmanship expected at interscholastic contests. Take care of any incidents that occur in the stands. The contest officials' responsibility is managing the participants in the contest.

7) After the contest, make sure that the officials arrive safely to their dressing facilities.

8) Provide a security guard or an escort for officials to their vehicles.

9) Have a partnership with the officials to ensure that the contest is an educational environment for players, coaches and fans alike.

10) Following the game, please ensure that officials receive proper payment. Online payment should occur within 24-48 hours. Other forms of payment should be issued no later than 7-10 business days upon completion of the event. Timely payment of officials is expected.

The best way to approach hospitality for officials is to remember that athletic administrators, coaches, players and officials are all part of the same educational athletic event. Best practices for professional courtesies should be afforded to all participants.