Ejection Report Procedure

The following procedure MUST be followed when an ejection occurs in one of your games.

This procedure/protocol is for your protection and benefit. Sending a report directly to BOCES without it being sent to the Executive Committee first, can result in a poorly written, factually inaccurate, not rules-based report containing syntax and grammatical errors.

Before the protocol below is followed, you MUST:

Send a preliminary email to Jacquie Hughes (jhughes@swboces.org) from BOCES and cc the Executive Committee (board52ec@gmail.com) informing her that you had an ejection. State the name and/or number and the school of the player and/or coach who was ejected. The reason for this is to immediately alert BOCES of the ejection so that they can notify the school. Details will follow in the formal ejection report. BOCES must know immediately in the event the ejected player's team has a game scheduled for the next day.

Once an ejection has been issued:

- To a Player or coach:
  - Report the ejection to the scorers' table.
  - They MUST comply with the rules. Explain the rule briefly in each ejection category.
- If you have to eject a spectator:
  - Go DIRECTLY to game management.
  - Find out who is in charge of the facility.
  - Inform them that the person MUST leave.
  - STOP the game until the spectator is gone.

Proper documentation & notification at the game:

- If you eject a **player**:
  - Get his name. Go to the scorebook and write the player's name and # on a piece of paper. This is particularly important if it is a contested ejection, and most are.
  - Write down the time of the ejection.
  - Remember what happened before the ejection
  - In HS basketball, ejected players are not removed from the confines of the playing area.
    - Do not send a player to the locker room without adult supervision.
- If you eject a **coach**:
  - Remember the time of the ejection and what the coach did and/or said to warrant the ejection.
  - If your partner called the first of two T's, know the details of that.
  - A coach is required to leave the visual confines of the playing court.

- If you eject a **spectator**:
  - Remember the time of the ejection and what they did and/or said to warrant the ejection.
  - Note who the person was from the game site management that you notified and who handled the ejection of the spectator.
  - Officials should NOT engage with the spectator(s). You MUST notify the site manager of what happened and let them handle the situation.
  - BOCES does not have to be notified for a spectator ejection, but the Board 52 Executive Committee MUST be notified.
  - The host school's AD will be notified of the incident.
  - The ejected spectator must leave the gymnasium/building.
  - Have enough information to write a comprehensive report.
  - Facts only.

Proper Notification:

- If you eject a player, coach or spectator:
  - Notify the IAABO Bd. 52 President ASAP. Board52EC@gmail.com
  - BOCES to be notified the next business day.
    - Copy the Executive Committee on all BOCES correspondence.
- Submitting an EJECTION REPORT:
  - Forward the DRAFT report to the Executive Committee BEFORE submitting it on ZW.
  - Write the report immediately while it is fresh in your head.
  - Document all of the facts.
  - Cite rule(s) if necessary.
  - Note if the game continued with or without further incident.
  - The Executive Committee will then green-light your submission after review and it can then be submitted formally.

How to Submit the EJECTION REPORT:

All officials **must** submit their **Ejection Reports** via ZebraWeb.

Follow these steps:

1. Select the correct association, "NYSPHSAA Section 1- Basketball (Boys)"
2. Go to the Schedule Tab and then click on "My Schedule"
3. Once your schedule is displayed, click on "Report(s) Submitted" (see attached screenshot)
4. Click on + Add New Ejection Report
5. Fill out the form by selecting what applies to your situation.
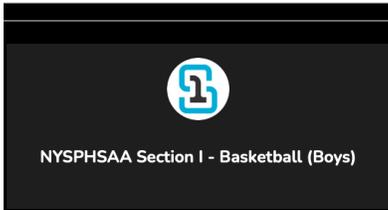6. Save Changes

Step-by-step instructions below.
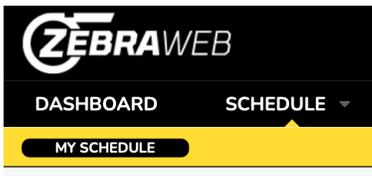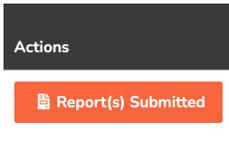
Scroll to next page
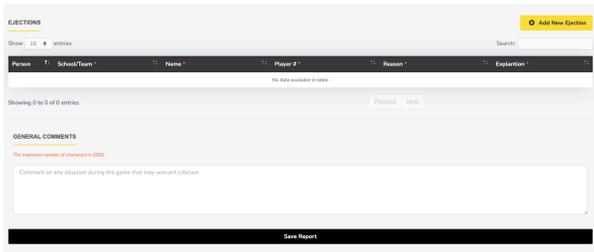
↓

1.

2.

3.

4.

Enter New Ejection

EJECTION DETAILS

Person *

Coach

Team *

Select a School

Reason *

Select a reason for ejection

Name *

Player #

GENERAL COMMENTS

Comments:

5.

6. <mark>Save Changes</mark>