

NOTICE OF SCHOOL HOST FORM

SPORT _____
SCHOOL _____
SOA CHAPTER _____

NAME OF SCHOOL HOST _____
TELEPHONE NUMBER _____
day night

DATE(S) OF CONTEST(S) _____

LOCATION OF CONTEST(S) _____

INFORMATION:

DRESSING ROOM: _____

PARKING: _____

TELEPHONE # IN CASE OF EMERGENCY AT GAME TIME: _____

PAYMENT (method, etc.): _____

OTHER INFORMATION:

SIGNATURE OF SCHOOL REPRESENTATIVE COMPLETING THIS FORM:

(High School's should send this form to the chapter that services them.)

NOTICE OF SCHOOL HOST FORM

It is recommended that the principal or superintendent of the school appoint a school representative as the officials' liaison for each home contest. The secretary of the assigning SOA chapter will be notified of this appointment. This notification will include the following:

- (1) Name and telephone number(s) of school host.
- (2) Exact location at the contest site where the officials are to report.
- (3) Location of officials' parking area.
- (4) Location of officials' dressing room, if available, or statement that dressing and/or shower facilities are not available.
- (5) Telephone number at the school to be used in case of emergency, such as late arrival of officials, change in officials, etc.

The head official will notify the school's host at least 24 hours prior to the contest of:

- (1) Arrival time at the game site.
- (2) Parking requirements.
- (3) Scheduled time of officials' pre-game conference.

School host will:

- (1) Prior to meeting the officials, arrange for adequate parking, dressing and pre-game meeting facilities when available.
- (2) Arrange for prompt payment of the officials, **in the officials' dressing room**, if appropriate.
- (3) Arrange for adequate security for the officials during their stay.
- (4) Meet the officials on their arrival and stay with them, when appropriate, until they leave the contest site.
- (5) Escort the officials to and from dressing/meeting place and to and from a court.
- (6) Insure that security personnel are performing their assigned duties prior to, during and after the contest.
- (7) Provide officials with administrative information, such as, but not limited to:
 - a. Pre-game activities.
 - b. Anticipated administrative problem areas.