



**Procedures to be followed:**

1. At the conclusion of the contest, the officials must immediately notify their assignor of the ejection.
2. Each official is to complete a separate form and give it to their assignor.
3. The assignor of the contest is responsible for sending all copies to the:
  - a. Principal of each school involved
  - b. Athletic Director of each school involved
  - c. VPA Director of Student Activities
4. The principal or athletic director of the coach must forward immediately all copies of the official's and coach's report to the school superintendent.