



# Conduct in Competition Procedures for all NAIA Athletic Contests

Effective August 2009

INTEGRITY RESPECT RESPONSIBILITY SPORTSMANSHIP SERVANT LEADERSHIP

The Committee on Conduct in Competition worked over the past year to establish standards for behavior during all NAIA competition. The goal was to provide both proactive best practices to avoid situations which may lead to misconduct and reactive standards to take action when necessary.

Approximately 27% of presidents, 54% of athletics directors and 35% of coaches completed two surveys conducted by the committee. The first survey focused on the current state of behavior of fans, coaches and student-athletes during NAIA competition and hospitality of campuses to officials and visiting teams in preparation for and during contests. The information gathered was used to develop the second survey which allowed the committee to test specific standards with the membership while also generating ideas for best practices.

## Event management

NAIA members have adopted specific standards to demonstrate a commitment to conduct in competition consistent with the core values:

1. After every contest, teams and coaches will stay on the playing surface and shake hands with opponents.
2. Profanity is unacceptable in NAIA competition.
  - a. PA announcement must be made before the invocation/national anthem or player introductions.
  - b. PA announcement must be made to give a warning for profanity/vulgarity when deemed appropriate by the event manager.
3. Support groups (bands, cheerleaders, etc.) must be placed as far away from the opponent's bench as possible.
4. The coach must not secure, assign or pay officials.
5. Making personal attacks regarding physical characteristics of a player, coach or official is unacceptable and must be addressed by the crowd control manager.
6. Every institution must assign a person who is solely responsible for crowd control at each contest in basketball, football, soccer and other sports as deemed necessary.

Game officials must provide a written report to the conference commissioner/A.I.I when an ejection of a coach or student-athlete occurs during a contest.

## Year-end report for conduct in competition

Each conference is required to file a conduct in competition year-end report with the national office yearly.

The forms will be sent to conference commissioners in May of each year and will be applicable for the school year just ending. Conferences shall have until July 1 to complete the report and return to the national office.

Conferences delinquent in filing the conduct in competition report shall be ineligible for postseason play until the report is filed. If by August 1 the report has not been filed, the national office will contact the institutions in the conference, notifying them that the conference is not in compliance.

### **Champions of Character**

The National Association of Intercollegiate Athletics (NAIA) Champions of Character program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches, and athletic administrators to use in modeling exemplary character traits. The NAIA developed the *Champions of Character* program in response to the growing problem of deteriorating standards of integrity in sports and society. At a time when all of sport has experienced increasingly inappropriate behavior by athletes, coaches, and fans, NAIA *Champions of Character* raises the standards for positive student-athlete development in athletics and academics. The NAIA *Champions of Character* program has established five core values that stretch well beyond the playing field. The NAIA identifies those core values as: **integrity, respect, responsibility, sportsmanship and servant leadership**. These character values help young people - and those associated with their development - make good choices in all aspects of their life and reflect the true spirit of competition.

Mindful of the need to model exemplary character traits during competition, the NAIA recommends the following procedures for conduct and hospitality during all NAIA competition. The main goal is the prevention of crowd disturbances at NAIA sporting events; efficient crowd control maintenance, and discipline among officials, administrators, coaches, players and spectators.

The NAIA urges every institution to become strongly involved within its own program and the programs of its conference, in fostering procedures that provide a positive atmosphere, an attitude of sportsmanship and a safe experience for all students, athletes, officials and spectators at its athletic events.

**[www.ChampionsofCharacter.org](http://www.ChampionsofCharacter.org)**

Go to [NAIA Resources page](#)

### **Crowd Control Procedures for Athletic Events**

Efficient management of intercollegiate athletic contests, both at home and away, is an increasingly important aspect of administering an institution's athletic program.

The hostility of the crowd is the reflection of hostility between the schools or coaches' actions. A crowd faced with disorganized, confused events is more prone to become hostile. The following recommendations strive to prevent hostility between the schools, and promote efficient conduct of the events themselves.

1. **Pre-season and pre-game** responsibilities are shared by both institutions competing in any athletic contest.
2. Responsibilities **during the game** are shared by both institutions, with the home institution assuming the key role. A dual responsibility exists at a neutral site.
3. **Post-game** responsibilities are shared by administrators of institutions, local security and the citizens of the community.
4. Advance preparation is important for efficient administration.

### OPPORTUNITIES FOR BOTH INSTITUTIONS

Work with your own student body to set the stage for expectations during competition.

- If possible, provide opportunities for cultural exchange between student bodies through gatherings.
- Use assemblies/gatherings to orient students to the importance of good conduct.
- Plan assemblies to inform students about game rules, or issue a book of rules and regulations so that everyone knows how to watch a game intelligently and knows what is expected of him/her.

### HOME INSTITUTION

#### PRE-SEASON AND PRE-GAME RESPONSIBILITIES

- Contact the visiting institution as early as possible to arrange for a meeting or telephone conversation to discuss the game, including prior and existing school/community conduct problems. Time and location of pre-game security meeting should be confirmed.
- Discuss any situations peculiar to your venue and send a map of the venue and parking areas to the visiting institution.
- Formulate plans, which provide directions and instructions for all visiting personnel regarding safest routes, parking, seating and dismissal from bleachers, and loading and unloading buses and automobiles. Be alert to the impact of new construction projects. Predetermine departure times and routes of visiting spectators.
- Evaluate the type of/use of pre-game music.
- Evaluate the conditions and factors of on-site construction projects and the possible impact on entrance and departure procedures.
- Evaluate the use of separate spectator entrance/departure gates/doors.
- Have parking areas well lighted. Arrange for on-site parking of visitors' autos and buses.
- Have stadium or gym secure and all gates locked prior to the scheduled opening time.
- Arrange for supervision to continue until after all visitors have left the area, including the team bus.
- Prepare a supervision chart and inform assigned personnel of their duties before the game. (Persons on duty from both schools should have some type of identification-armsbands, badges, etc.)
- Provide for adequate security supervision before, during and after the game.
  - Be sure there is both inside and outside security supervision at games including off-site parking areas and streets.
  - Make arrangements with local police departments at the highest level possible in order that adequate police protection will be available to control the spectators at the conclusion of the contest. Develop a plan of action in cooperation with the police for measures to be taken in the event of trouble. Review prior and existing institution community-control problems.
  - Develop, in consultation with police, emergency evacuation plans relating to activated fire alarms, bomb threats, and other inappropriate acts.

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- Arrange for diverting traffic away from the athletic field or gym so that spectators leaving the game can do so quickly.
  - Work with local police to provide "no parking" signs around the stadium or gym, blocking off streets if needed, arranging for one-way traffic where necessary.
  - Give specific instructions to auxiliary police, ushers and faculty members hired by the institution, concerning their responsibilities; designate someone to provide further instructions and direction to security, ushers and faculty members at the contest.
  - Develop a supervision chart for police coverage before, during and after the contest. Police supervision of the on-site and off-site parking areas during the contest should not be forgotten.
  - Stagger security scheduling, so that all security will not arrive and leave at the same time.
  - Suggest a suitable location to detain anyone arrested by the police until they can be taken away with the least amount of confusion.
  - All security personnel should be readily identifiable by the public. Prevention, not apprehension after trouble begins, should be emphasized.
- Be alert to prior and existing community or cross-community control problems.
  - Advise ticket sellers to screen for alcohol abuse, troublemakers and group agitators. Representatives from the visiting institution should screen for known troublemakers from their school/community. Such individuals should be turned away prior to admission.
  - Instruct the operator of the video taping equipment to record all incidents of inappropriate behavior.
  - Have all special seating areas roped off prior to opening the gates. Use school service club members (booster, student council, etc.) as ushers and monitors of student sections and make sure that these students are rehearsed in their duties.
  - Provide reserved seats for bands. The amount of time they will have for half-time activities should be known to them and should be strictly observed.
  - Seat students from opposing institutions in separate sections. Seating for home and visiting spectators should be adequate. Seats and tickets should be numbered. Spectators should remain on their side of the field or gymnasium throughout the contest. Do not oversell the facility. Preferential seating may be given to season ticket holders.
  - Assign a student manager or administrator to meet the visiting team upon arrival and direct the team to its dressing quarters. A good-sized room, dry erase board and markers, training table, benches, chairs, and drinking water should be provided. It may be necessary to ask opponents to come dressed for the game if the visiting team's quarters do not include changing facilities.
  - Provide security measures to protect visitors' clothing and valuables while the visitors are on the field or court. The playing field or court and the area immediately adjacent to it shall be restricted to team members, coaches, managers, officials, and other parties necessary to the conduct of the contest. Student or faculty associates shall wear something distinctive so that they may easily be identified. Sufficient personnel shall be provided by the host institution to enforce this regulation. The visiting institution shall see that this rule is enforced in the visitors' area. Institutions bear a dual responsibility when playing at a neutral site.

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- Provide reserved parking for game officials.
- Emphasize to game officials the importance of keeping the game under control.
- Checks must be given to officials before the game.
- Take care in the preparation, printing, and sale of athletic programs. Correct names and numbers, major rule changes and interpretations, plus statements concerning spectator behavior, will be effective.
- Arrange for adequate concessions. If possible, a concession stand should be available on both sides of the stadium at football games.
- Custodians should check rest rooms for sanitation and supplies before game time. Separate rest rooms should be provided for visitors.
- Check game facilities: Condition of the venue should be checked before the game for hazardous conditions, cleanliness, and proper markings. An athletic trainer must be present at every contest and a physician if possible. An ambulance should stand by in an area where it will not be observed by the public. It should be brought on the field only on request of the physician. The home team physician may be made available to the visiting team if the visiting team does not bring its own physician to the contest.
- Have properly trained adult scorers and timers for officials at games. If possible, the same assistants should be used the entire season.
- Assign a competent person to take charge of the scoreboard and have adults on the chain crew.

### DURING THE GAME

- Meet administrators from the visiting school and acquaint them with their areas.
- Any type of mascot shall be kept on the side of a school's rooting section.
- Only spirit posters, the school banner and *Champions of Character* banners should be displayed and placed on the participant's side of the venue.
- Monitor and stop inappropriate chants and cheers.
- Have adequate security, faculty, and patrons distributed among the students and other spectators. Assign someone to help control spectator behavior in the vicinity of the players' bench.
- Keep lines of communication open to administrators from the visiting institution and the site manager.
- Assign a responsible adult, other than the coach, to help attend to injured players, and, if necessary, to accompany them to the hospital.
- Provide for supervision during halftime. Whether or not there is halftime entertainment, supervision is necessary to help direct the crowd, keep spectators off the playing area and keep the under-the-stands area cleared.
- Maximum available lighting shall be utilized during any contest and shall not be restricted to the area of competition.

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## POST GAME

- Use public address system to give directions to students and spectators regarding exit from the stands.
- Provide police and faculty supervision until all students and spectators are well dispersed. Permit no loitering.
- Provide an escort with a key to the locker room for officials.
- Arrange an area for press interviews if needed.
- Check supervision of all areas; provide continuous security for locker room area.
- Assign someone to assist police in dispersing hangers-on who wait for the team after the game.
- Buses loaded with rosters, band, and team should depart, with police escort, immediately after the game.
- Administrators of both schools should confer before leaving to be sure that all details have been attended to.
- When deemed necessary, have police escort officials to their cars, and buses to the city/town limit.
- Letters of appreciation should be sent to the opposing school, coaches, officials and newspapers, if appropriate.

## KEY MESSAGES: TICKET STUBS, PROGRAM, PA ANNOUNCEMENTS

- **TICKET STUBS** — Print the following message on the back of tickets:  
*“The NAIA requires that all fans behave in a positive manner with the highest degree of sportsmanship. Student-athletes are friendly rivals as members of opposing teams. The visiting team tonight, and in every NAIA contest is a guest of the home team. You are to treat them as a guest. NAIA officials are individuals who have been assigned to administer the rules of the game. Their experience and their integrity qualify them for their part in this contest.”*
- **PROGRAM** — Use these ready-to-print *Champions of Character* messages in your event program or as an insert; full and half-page and quarter-page formats are provided at:

[NAIA Institution Resources Page](#)



- **ANNOUNCERS** — The announcer is a key person in NAIA competition and carries a great deal of responsibility. What is said and how it is said may have serious effects on crowd behavior.
  - The game should be reported without showing favoritism to teams or players.
  - Proper language should be used at all times.
  - Announcers can show enthusiasm without losing control.
  - Plays, first downs, time outs, or touchdowns should not be anticipated.
  - Only those in charge of the event should be permitted to use the microphone.
  - Under no circumstances should officials' decisions be criticized directly or indirectly.

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### Examples of PA announcements ([Download a copy.](#))

- #1 — HOST INSTITUTION and the NAIA would like to take this opportunity to encourage you to help everyone enjoy tonight's contest by being a true *Champion of Character*. By displaying respect and good sportsmanship, you can help us create a positive environment for the teams and the fans.
- #2 — HOST INSTITUTION is a true believer in the NAIA's *Champions of Character* Initiative and asks HOST INSTITUTION that you show respect for the players, fans and officials of tonight's contest between HOST INSTITUTION and VISITING INSTITUTION. Regardless of the outcome, we expect a positive environment for all.
- #3 — Good evening, ladies and gentlemen, and welcome to tonight's match-up between HOST INSTITUTION and VISITING INSTITUTION. HOST INSTITUTION and the NAIA are committed to maintaining the true spirit of competition in athletics. Please do your part by showing respect to every spectator, athlete, coach, and official involved in today's contest.
- #4 — Welcome to today's game, the HOST INSTITUTION, the ATHLETIC CONFERENCE and the NAIA have formed a partnership to promote character in athletics. The NAIA *Champions of Character* program empowers our athletes, coaches, officials and fans to be role models for sportsmanship and fair play on the field (or court) and in our communities. Thank you for your support.
- #5 — Good afternoon/evening Ladies and Gentlemen and welcome to HOST INSTITUTION for today's/tonight's *Champions of Character* event between the visiting VISITING INSTITUTION MASCOT and HOST INSTITUTION MASCOT. The NAIA embraces the five core character values of the *Champions of Character* Initiative, which are respect, responsibility, integrity, servant leadership and sportsmanship. We hope that you embrace these values as you create a positive environment for everyone to enjoy.
- #6 — HOST INSTITUTION welcomes all players, officials and spectators to today's contest. As a member of the NAIA and the ATHLETIC CONFERENCE we are committed to the true spirit of competition as *Champions of Character*, embracing five core values: respect, integrity, responsibility, servant leadership and sportsmanship. We ask each of you as a participant, official or spectator to abide by these values by creating a positive environment in which our athletes may participate, our officials may work and you, the spectator, may enjoy. Please enjoy today's contest.
- #7 — HOST INSTITUTION welcomes you to today's game! As a participant in the NAIA's *Champions of Character* Initiative we, along with the ATHLETIC CONFERENCE challenge each of you to enjoy today's contest with the true spirit of sportsmanship. HOST INSTITUTION is confident this will create a positive competitive environment we can all take pride in and enjoy.
- #8 — HOST INSTITUTION welcomes all players, officials and spectators to today's game. As participants in the NAIA's *Champions of Character* initiative, we hope each of you will help create a positive competitive environment by showing respect for one another. On behalf of the ATHLETIC CONFERENCE, please enjoy today's game.
- #9 — In the spirit of sportsmanship, HOST INSTITUTION welcomes all of today's players, officials and fans. As a member of the NAIA and its *Champions of Character* Initiative, we hope that today's players, officials and spectators will uphold the standards the NAIA embraces. These are the values that will make today's game a positive competitive experience. Enjoy the game!

## VISITING INSTITUTIONS

### PRE-SEASON AND PRE-GAME RESPONSIBILITIES

- Contact home institution or neutral site manager to discuss game preparations and obtain information on:
  - safest route to and from venue
  - location of visitors' parking area
  - visitors' entering and exit gates
  - visitors' seating area
  - prior and existing school/community control problems
- Consider transporting students by bus if there is inadequate parking at the venue.
- Student buses must have staff supervision.
- Have adequate faculty and administrative supervision going to the game, at the game and after the game. Provide identification for school personnel.
- Consider asking interested parents and patrons to help with supervision.
- Provide information to students regarding travel, parking, entrance seating and exit.
- Check on amount of time allotted for band or other half-time activities and adhere strictly to the time limit.

### DURING THE GAME

- Visiting institutions athletics director or their representative should contact the site manager or athletic director immediately upon arrival to discuss final details and to indicate seat locations so that parties are available to each other.
- Any type of mascot shall be kept on the side of a school's rooting section.
- Only spirit posters, the school banner and *Champions of Character* banners should be displayed and placed on the participant's side of the venue.
- Be alert to prior and existing community or cross-community control problems.
- Monitor and stop inappropriate chants and cheers.
- Keep lines of communication open to administrators from the visiting institution and the site manager.

### POST GAME

- Administrators of both schools should confer before leaving to be sure that all details have been attended to.
- Buses loaded with fans, band, and team should depart, with police escort, immediately after the game.
- Letters of appreciation should be sent to the opposing school, coaches, officials and newspapers, if appropriate.

### INDIVIDUAL RESPONSIBILITIES

#### SECURITY

- Security should arrive in sufficient time before the starting time of the contest and report to administration or representative to request instructions, such as best locations for observation, nearest phone, etc.
- During the game, security should be requested to assist in controlling the following:
  - Non-students seated in student sections who may cause disturbances.
  - Any person appearing to be under the influence of alcohol must be denied admission to the event.
  - Any suspicious gathering of individuals in rest rooms, behind the stadium, in the parking areas, or elsewhere.
- Loiterers should be asked to leave and crowds dispersed outside gym once game is sold out.

#### **COACHES — Coaches influence not only the conduct of players under their supervision, but also the behavior of many spectators.**

- In dealing with the officials, the coach's approach must be business-like at all times. The coach must exercise self-control and realize that the official sees through impartial and unbiased eyes. Coaches must familiarize themselves with the proper procedure for requesting a conference with an official.
- Coaches must stay on playing surface and shake hands with opponents.
- Coaches must be sensitive to situations, such as athletes losing control of themselves, and get potential troublemakers out of the game before difficulty begins.
- Head coaches are responsible for the conduct of their entire staff.

#### **PLAYERS — The less notice the player takes of the spectators and the more he/she concentrates on his/her art in the game, the more absorbed the crowd will be and the less likely to misbehave.**

- Players should refrain from showing surprise or irritation at a call of an official. The official's ruling-just or unjust-should be accepted with politeness.
- "Playing to the crowd" can cause trouble-particularly in basketball where the player's facial expressions are clearly visible to the bench and stands.
- Making personal attacks regarding physical characteristics of a player, coach or official is unacceptable and must be addressed by the crowd control manager.
- Substitutes on the bench should not heckle the opposing team.
- Coaches must stay on playing surface and shake hands with opponents.
- The relationship of players to each other before, during and after the game affects and helps establish crowd rapport.

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**SCHOOL REPORTERS — Reporters have many opportunities to speak out for good sportsmanship.**

- Stories should be presented fairly and accurately.
- Losses do not need to be explained.
- Wins should not be over stressed.
- Reporters should refrain from criticizing athletes in a school newspaper.

**SPECTATORS — Students and adult spectators who have a general knowledge of game rules and of officials' techniques and signals seldom cause disturbances at athletic contests.**

**Spectator sportsmanship may be encouraged in the following ways:**

- Student councils can develop codes of sportsmanship.
- Cheerleaders and bands can help promote good sportsmanship.
- Sportsmanship rating forms can be developed.
- Sportsmanship trophies can be given to encourage good conduct.
- Pep boosters can promote better sportsmanship.
- The pre-game atmosphere is improved if spectator participation is encouraged. Standing and singing "The Star Spangled Banner" is one opportunity for such participation.
- Handbooks on regulations dealing with crowd conduct.
- Disorderly persons should be removed promptly.
- Posters can be used to stress courtesy and sportsmanship.
- Noisemakers and drunkenness should not be permitted.
- Students should sit as a group.

**CHEERLEADERS — Student bodies and teams will react as they are instructed, inspired and led by neat and well-poised cheerleaders.**

- Instead of exchanging cheers, the host institution cheerleaders should go to the visiting side and greet the visiting cheerleaders. Cheerleading advisors, coaching staffs and other game management advisors should meet to discuss the importance of spectator and player sportsmanship.
- Cheerleaders' functions are to make a positive contribution to good spectator reaction at an athletic contest and to create better relations between opposing supporters.
- Cheers should be positive, not aimed at antagonizing an opponent. Care should be taken in making certain that words used in a cheer are not suggestive and do not have a connotation which would inflame an audience.
- Cheerleaders are expected to lead the cheer group in a round of applause for an injured player leaving the game. Cheering is appropriate.
- When "booing" occurs, the cheerleaders should attempt to stop it with a "waving off" motion of the hands. It is important that any booing is waved off immediately. If the booing becomes louder, the cheerleaders should help to divert the crowd's attention by starting a popular yell routine. Immediate action is the key to the control of booing.
- Cheerleaders, properly trained, can be as important to the spectator behavior as the coach is to his team.