

HOW TO FILE "EJECTION" (MISCONDUCT) AND INCIDENT REPORTS

Rev. 1/15/15

Gary Van Zandt – CIF/SS South Bay Liaison



FILING “**MISCONDUCT (EJECTION)**” REPORTS

- The CIF/SS has moved away from writing, faxing and filing paper Ejection Reports and has instituted an online Misconduct Report
- For all Ejections officials must file an online report. **The CIF/SS requires that it be done within 24 hours but the schools and CIF/SS SB Liaison prefer it be completed by 8 am the following morning.** This is important because players and coaches who are ejected must sit out their next game, which could be the very next day. This makes it critical to file the report in this time frame.
- It's also important that officials cite the rule(s) used to support the ejection. It concretizes that officials know the rules leading to the report.

FILING “**MISCONDUCT (EJECTION)**” REPORTS

- You should only file these reports using a desktop or laptop computer. Do not use mobile phones as they tend not to work with the site's technology. Tablets have mixed results (they may or may not work).
- Remember that the official ejecting the player is the person that files the Misconduct Report (not necessarily the Game Referee)

FILING “**MISCONDUCT (EJECTION)**” REPORTS

- First -- immediately call Gary Van Zandt – CIF/SS South Bay Area Liaison @ 424-242-6000 and report the Misconduct/Ejection and or Incident. If there is no answer leave a brief message.
- Next -- go to www.cifss.org

CIFSS - Mozilla Firefox

File Edit View History Bookmarks Tools Help

← cifss.org/index.pt

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☐ Jackie Robinson
☐ Cheryl Miller
☐ Glenn Davis
☐ Other

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See where you play! UPDATED 5/20/13 12:15 A.M.

BASEBALL SECOND ROUND COIN FLIP RESULTS 05/17/2013
Results for ALL Divisions

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See when teams play

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IN THE PRESS

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- From the yellow navigation (tool) bar near the top select **OFFICIALS**

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2013 BOYS GOLF CENTRAL DIVISION INDIVIDUAL 05/14/2013



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FILING “**MISCONDUCT (EJECTION)**” REPORTS

- Select the sport from the drop down menu (i.e. Baseball, Basketball, Football, etc.)
- Use the password: 123
- Left click the “Sign-In” button



Report Misconduct

Login

Sport:

Password:

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FILING “**MISCONDUCT (EJECTION)**” REPORTS

- On the next page left-click the red “Ejection Misconduct” button

Report Misconduct for Basketball Sport

DISQUALIFICATION / INCIDENT / INJURY REPORT FOR PLAYERS & COACHES

~~Select Sport~~

Ejection Misconduct

Incident

Video Tutorial

CIFSS Home - Misconducts & Incident Reporting

Visiting Team Score at Time of Ejection:

Home Team Final Score:

Visiting Team Final Score:

How Long Was Game Delayed:

Offending Person

First Name:

Last Name:

Offender is at:

Jersey #:

School:

Assistant Ref # 1:

Assistant Ref # 2:

Assistant Ref # 3:

Assistant Ref # 4:

Assistant Ref # 5:

Assistant Ref # 6:

Assistant Ref # 7:

Assistant Ref # 8:

Assistant Ref # 9:

Assistant Ref # 10:

Assistant Ref # 11:

Assistant Ref # 12:

Assistant Ref # 13:

Assistant Ref # 14:

Assistant Ref # 15:

Assistant Ref # 16:

Assistant Ref # 17:

Assistant Ref # 18:

Assistant Ref # 19:

Assistant Ref # 20:

Assistant Ref # 21:

Assistant Ref # 22:

Assistant Ref # 23:

Assistant Ref # 24:

Assistant Ref # 25:

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Assistant Ref # 27:

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Assistant Ref # 94:

Assistant Ref # 95:

Assistant Ref # 96:

Assistant Ref # 97:

Assistant Ref # 98:

Assistant Ref # 99:

Assistant Ref # 100:

Reason for the Ejection:

☐ A) Pretextually

☐ B) Abuse



FILING “**MISCONDUCT (EJECTION)**” REPORTS

- On the following screen complete the information



Southern Section

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Southern Section
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Report Misconduct

DISQUALIFICATION REPORT

Sport:	Basketball *
Gender:	Boys ▾ *
Level:	Varsity ▾ *
Date of Incident:	 *
Time of Incident:	*
Official's Name:	*
Official's Email:	*
Official's Phone:	*
Site of Incident:	*
Home Team:	▾ *
Visiting Team:	▾ *
Home Team Score at Time of Ejection:	*
Visiting Team Score at Time of Ejection:	*
Home Team Final Score:	*
Visiting Team Final Score:	*
How Long Was Game Delayed:	*
Offending Person	
First Name:	*
Last Name:	*
Offender is a?	<-- Select --> ▾ *
Jersey #:	*
School:	▾ *
Assistant Ref # 1:	
Assistant Ref # Phone:	
Assistant Ref #2:	
Assistant Ref # 2 Phone:	
Alternate:	
Alternate Phone:	

Home Team:

---Select School--- ▼ *

Visiting Team:

▼ *

Home Team Score at Time of Ejection:

✱

Visiting Team Score at Time of Ejection:

✱

Home Team Final Score:

✱

Visiting Team Final Score:

✱

Home Team:

Visiting Team:

Home Team Score at Time of Ejection:

Visiting Team Score at Time of Ejection:

Home Team Final Score:

Visiting Team Final Score:

How Long Was Game Delayed:

Offending Person

First Name:

Last Name:

Offender is a?

Jersey #:

School:

Assistant Ref # 1:

Select School

Search

- Acaciawood Academy
- Academy Careers & Exploration
- Academy/Academic Excellence
- Adelanto
- AGBU/Canoga Park
- AGBU/Pasadena
- Agoura
- Aleman
- Alhambra
- Aliso Niguel
- Alta Loma
- Alverno
- Ambassador
- Anaheim
- Animo Leadership
- Antelope Valley
- Antelope Valley Christian
- Apple Valley
- Apple Valley Christian



For each school
type its name and
then select from
those that appear.

Home Team:

Visiting Team:

Home Team Score at Time of Ejection:

Visiting Team Score at Time of Ejection:

Home Team Final Score:

Visiting Team Final Score:

How Long Was Game Delayed:

Offending Person

First Name:

Last Name:

Offender is a?

Jersey #:

School:

Assistant Ref # 1:

Select School



Search

Red

Redondo Union
Cantwell-Sacred Heart of Mary
Flintridge Sacred Heart
Redlands
Redlands Adventist
Redlands East Valley
Sacred Heart of Jesus

*

*

*

*

Home Team:		*
Visiting Team:	Non-CIFSS School	*
	School Name: Los Angeles	
Home Team Score at Time of Ejection:		*
Visiting Team Score at Time of Ejection:		*
Home Team Final Score:		*
Visiting Team Final Score:		*
How Long Was Game Delayed:		

If either school is a non-CIF/SS school (i.e. CIF/LA City Section) first select “Non-CIFSS School” and then type the school’s name in the **School Name** box.

Reason for the Ejection:*

- ☐ A) Profanity
- ☐ B) Abusive
- ☐ C) Personal
- ☐ D) Heckling
- ☐ E) Bumping
- ☐ F) Pushing
- ☐ G) Kicking
- ☐ H) Striking
- ☐ I) Fighting

Select the reason(s) for the Misconduct (Ejection). They are sport-specific.

For "Red Cards" & "Flagrant Misconducts" ONLY: Prior to the student returning to competition the post ejection form must be received by CIFSS. This constitutes conducting a guidance meeting with the parent, student-athlete, and appropriate athletic administration. [Click Here](#) for the post ejection form.

Action Was Against:

<-- Select --> *

Detailed Explanation for Each Disqualification:*

Had the ejected person been warned before?:

Yes ▾ *

Liaisons to send to:

Gary Van Zandt ▾ *

Upload Letter or Ejection Report(if necessary):

Go Back

Save

Save and Copy

Print Form

FILING “**MISCONDUCT (EJECTION)**” REPORTS

- When writing the “Detailed Explanation” be as truthful and complete yet succinct as possible (i.e. who, what, when, where and why). Give facts – not opinions.
- If someone said something (language) write ***exactly*** what they said even if explicit or vulgar.
- **Please cite the rule(s) you used to support the ejection**
- “Detailed Explanations” are subject to editing to make them understandable and readable

FILING “**MISCONDUCT (EJECTION)**” REPORTS

As submitted: “The foul, abusive & personal language was the result of a game ending play at the plate. The runner attempting to score on a base hit was called out. The runner was three feet up the line as the ball arrived. There was contact and in my opinion the glove with the ball in it made contact with the runner and the runner was declared out. The third base coach from Pen ran down to the plate area and got in my face and told me how "god damn horrible" the call was and continued to berate me with more "god damn's" thrown in and basically how I had been "screwing them" the whole game. I proceeded to eject him immediately after the foul, abusive and personal language continued. The AD Wendell Yoshida was in attendance of the game and I briefly discussed the incident with him. I did not get the name of the coach as I felt it best that I leave the hostile premises.

FILING “**MISCONDUCT (EJECTION)**” REPORTS

AS EDITED AND PROCESSED

A runner who was attempting to score on a base hit was called out. The runner was three feet up the line from home plate as the ball arrived. There was contact and in my opinion the glove with the ball in it contacted the runner whom I declared out (8-4-2-H).

The third base coach from Peninsula immediately ran down to the home plate area, got in my face and told me how "god damn horrible my call was" and continued berating me, saying "I'd been screwing them the whole game." I then ejected him per rule 3-3-1.

Peninsula AD Wendell Yoshida was in attendance and I briefly discussed the incident with him. I didn't get the name of the coach as I felt it best that I leave the premises.

FILING “**MISCONDUCT (EJECTION)**” REPORTS

- Finally, select **Gary Van Zandt** as the Liaison and **Save** your report. To retain a copy for yourself you can also **Save and Copy**
- Penalty for not filing a known Ejection: Although there is no formal penalty for not filing a report for an Ejection/ Misconduct or Incident I recommend official's schedules be immediately held (games rescinded) until reports for known Ejection(s)/Misconducts and Incidents are filed.

Reason for the Ejection:*

- ☐ A) Profanity
- ☐ B) Abusive
- ☐ C) Personal
- ☐ D) Heckling
- ☐ E) Bumping
- ☐ F) Pushing
- ☐ G) Kicking
- ☐ H) Striking
- ☐ I) Fighting

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Action Was Against:

<-- Select --> *

Detailed Explanation for Each Disqualification:*

Had the ejected person been warned before?:

Yes *

Liaisons to send to:

Gary Van Zandt *

Upload Letter or Ejection Report(if necessary):

Go Back

Save

Save and Copy

Print Form

Select **Gary Van Zandt** as Liaison and **"Save"** or **"Save and Copy"** your report

FILING “**INCIDENT**” REPORTS

- Reporting “Incidents” – anything other than an ejection
 - Injuries including concussions
 - Uniforms
 - Facilities/Equipment
 - Spectator Incident
 - Other

FILING “**INCIDENT**” REPORTS

- Process: Basically the same as filing Misconducts (Ejections)
- First, go to www.cifss.org

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0:00 / 0:31

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FILING “INCIDENT” REPORTS

- Select the sport from the drop down menu (i.e. Baseball, Basketball, Football, etc.)
- Use the password: 123
- Left click the “Sign-In” button



Report Misconduct

Login

Sport:

Password:

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FILING “**INCIDENT**” REPORTS

- On the next page left-click the **blue “Incident” button**

Report Misconduct for Basketball Sport

DISQUALIFICATION / INCIDENT / INJURY REPORT FOR PLAYERS & COACHES

☒ Select Sport ☐ Ejection Misconduct ☐ Incident

[Video Tutorial](#)

CIFSS Home - Misconducts & Incident Reporting

Visiting Team Score at Time of Ejection:

Home Team Final Score:

Visiting Team Final Score:

How Long Was Game Delayed:

Offending Person

First Name:

Last Name:

Offender is at:

Jersey #:

Position:

Assistant Ref # 1:

Assistant Ref # 2:

Assistant Ref # 3:

Assistant Ref # 4:

Assistant Ref # 5:

Assistant Ref # 6:

Reason for the Ejection:

☐ A) Precedent

☐ B) Rulebook



0:00 / 2:16

YouTube

FILING “**INCIDENT**” REPORTS

- On the following screen complete the information (slightly different than the screen for Misconducts/Ejections)
- School names are entered the exact same way as on Incident/Ejection Reports
- When writing the “Detailed Explanation” give facts – not opinions. Make sure you state when the incident occurred. If during the game state the quarter and time (i.e. Q2 @ 7:15)

Incident Report

Sport:	Softball *
Gender:	Boys ▾ *
Level:	Varsity ▾ *
Date of Incident:	 *
Time of Incident:	*
Reporter's Name:	*
Reporter's Email:	*
Reporter's Phone:	*
Reporter's Position:	*
Location of Incident:	*
Home Team:	▾ *
Visiting Team:	▾ *
Incident Involved Which School?	▾ *
Type of Incident:	▾ *
Witness # 1:	
Witness # 1 Phone:	
Witness #2:	
Witness # 2 Phone:	
Witness #3:	
Witness #3 Phone:	

Description of Incident *

Go Back

Save

Print Form

FILING “**MISCONDUCT (EJECTION)**” REPORTS

- Finally, **Save** your report. To retain a copy for yourself you can also **Print**
- Penalty for not filing a known Incident: Again -- although there is no formal penalty for not filing a report for a known Incident I recommend official's schedules be immediately held (games rescinded) until reports for known Incidents are filed