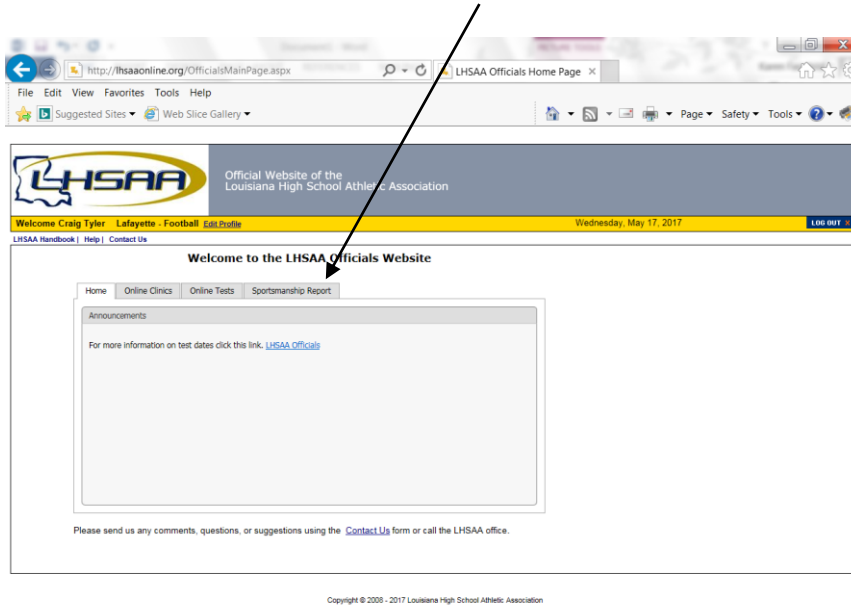
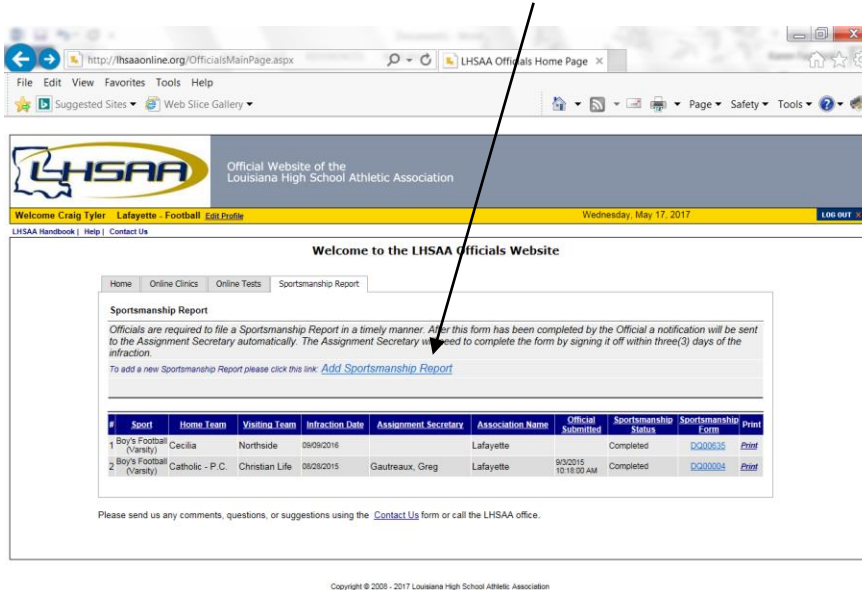


DIRECTIONS FOR REPORTING SPORTSMANSHIP VIOLATIONS

STEP 1: Officials are to login to the LHSAA Member Site (lhsaaonline.org) using your username & password, Select the “**Sportsmanship Report**” Tab.



STEP 2: Next, Select the “**Add Sportsmanship Report**” Tab.



DIRECTIONS FOR REPORTING SPORTSMANSHIP VIOLATIONS

STEP 3: Next, follow the prompts and complete the form online. You can save the report and return if you do not have all the information requested at the time. Don't forget to click on the "Submit" button at the bottom of the page once you have completed the form. The form will then be automatically forwarded to the RCO to sign-off on and then automatically sent to the LHSAA.

The screenshot shows a web browser window displaying the LHSAA Sportsmanship Report form. The browser's address bar shows the URL <http://lhsaonline.org/MainSportsmanshipForm.aspx?m=0>. The page features the LHSAA logo and contact information for the Louisiana High School Athletic Association. The form itself is titled "SPORTSMANSHIP REPORT (Official's Form)" and includes instructions for officials. It contains several required fields: "Infraction Date", "Sport" (with radio buttons for Varsity and Sub-Varsity), "Type of Offense", "Home Team", "Visiting Team", "Official's Association", and "Official Making Report". There is also a section for "Disqualified Player or Coach" with an "Add" button and a text area for "Description of events pertinent to the disqualification or reason for disqualification". The browser's taskbar at the bottom shows the time as 10:45 AM on 5/17/2017.

Important: Sportsmanship Violations Are To Be Reported Within 48 Hours