



# Game Administration

## *Respect the Game*



Participation in sound and wholesome athletic programs is an extension of the educational experience. Cooperation and competition are both important components of life and, as such, it is important for administrators, athletic directors, and coaches to do everything possible to create a climate conducive to good sportsmanship. A crowd faced with a disorganized event is more prone to become disruptive. These procedures are designed to help promote a wholesome atmosphere, encourage good sportsmanship, and provide a safe experience for all students, athletes, officials, and spectators at athletic events.

Local schools, school systems, and sports statewide have a wide variety of different needs. The following checklist was prepared for the athletic director/game manager to be used and modified as needed and as appropriate.

Yes	N/A	
		<b>Contact visiting school AD / Principal to discuss upcoming contests</b>
		<ul style="list-style-type: none"> <li>Contact police to discuss needs, supervision, assignments</li> </ul>
		<ul style="list-style-type: none"> <li>Contact coaches to discuss with teams the expectations and responsibilities of players as representatives of the school and local school system</li> </ul>
		<b>School administrators stress expectations with students, parents, boosters, community, and PTSA</b>
		<ul style="list-style-type: none"> <li>Announcements week of contest and prior to game emphasizing positive sportsmanship</li> </ul>
		<ul style="list-style-type: none"> <li>If there are serious concerns, consider limiting the number of tickets sold or selling tickets only by advance sale (requires notification of all parties)</li> </ul>
		<b>Prepare diagram or map of gym/ stadium/ field for visiting school. Send following to visiting school.</b>
		<ul style="list-style-type: none"> <li>Directions/ routes</li> </ul>
		<ul style="list-style-type: none"> <li>Seating (signs designating special sections for home, visitors, band, pep squads, etc.)</li> </ul>
		<ul style="list-style-type: none"> <li>An emergency plan (inside and outside)</li> </ul>
		<ul style="list-style-type: none"> <li>An evacuation route (weather, disruptive behavior)</li> </ul>
		<b>Creating a parking plan</b>
		<ul style="list-style-type: none"> <li>Traffic direction: pregame and postgame</li> </ul>
		<ul style="list-style-type: none"> <li>Reserved areas for buses, special guests, etc. (use of barrels, sawhorses, etc.)</li> </ul>
		<ul style="list-style-type: none"> <li>Handicap access/ parking</li> </ul>
		<b>Prepare a supervision chart</b>
		<ul style="list-style-type: none"> <li>Solicit additional help from parents, boosters, and PTSA</li> </ul>
		<ul style="list-style-type: none"> <li>Clearly define duties, expectations, responsibilities, i.e., staying the whole game or until everyone leaves</li> </ul>
		<ul style="list-style-type: none"> <li>Prepare a site plan, designating who is assigned where</li> </ul>
		<ul style="list-style-type: none"> <li>Issue sideline tags/ passes to limit access to field/ court</li> </ul>
		<ul style="list-style-type: none"> <li>Consider not admitting elementary and junior high/ middle school students unless accompanied by an adult</li> </ul>
		<ul style="list-style-type: none"> <li>Clearly identify the passes that are acceptable at the gate</li> </ul>
		<ul style="list-style-type: none"> <li>Prepare a plan for acquiring police backup, if necessary</li> </ul>

*Never Forget To Respect the Game*



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Yes	N/A	
		<b>Identify key people</b>
		• Provide each person on duty with easily identifiable arm band, hat, button, etc., labeled "event staff"
		• Identify representatives from each school
		• Identify cheerleader and pompon sponsor/ coaches
		• Identify band directors
		• Identify administrators from host schools
		<b>Establish guidelines for cheerleaders</b> <b>NOTE: Inform visiting school of exception to allowable number, due to local regulations.</b>
		• Do not allow taunting, inflammatory, or insulting cheers
		• Request sponsors/ coaches to identify themselves to game manager
		• Designate special seating/ specific areas based on available space.
		• Give mascots specific directions and limitations (Note that mascots are under National Federation Spirit Rules.)
		<b>Secure equipment that may be helpful</b>
		• Access to phone
		• Communication devices, such as walkie-talkies, bull horns, etc.
		• Rope, tape
		• Signage
		• Flashlights/ lanterns/ batteries
		• Barrels, saw horses,, etc.
		• Money bags for frequent pickups (secure area for deposit)
		<b>Consider availability of and access for medical personnel and supplies</b>
		• Paramedic, trainer, or physician
		• Plan emergency vehicle access to site
		• Ice/ water
		• First Aid Kit
		<b>Analyze and prepare facility</b>
		• Have designated home and visitor dressing rooms
		• Know seating capacity and do not exceed
		• P.A. system (announcements should be positive, helpful, and impartial)
		• Maximum available lighting should be utilized during any contest and not restricted to area of competition
		• At sold-out contest, clear the site of fans that could not gain admission
		• Evaluate conditions, factors, and resultant impact of on-site construction projects
		• Instruct video taping equipment operator to record all incidents of inappropriate behavior
		• Consider announcing that fans will not be allowed on the field/ court at any time
		<b>Follow-up</b>
		• Evaluate procedures (update information/ resolve issues)

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