

CONTEST AND EVENT MANAGEMENT GUIDELINES (INCLUDING SAFETY, SECURITY AND CRISIS MANAGEMENT)

For OHSAA Member Schools



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FAN CODE OF CONDUCT

The following prohibited actions or items will result in individuals being ejected from the contest and potentially facing additional criminal and/or school discipline:



-  Entering or throwing objects onto field, court or playing area or entering team, coaches or officials lockerrooms or offices.
-  Intoxication or other signs of impairment related to alcohol consumption or the use of illegal substances.
-  Behavior that is unruly, disruptive or illegal in nature.
-  Fighting, taunting or threatening remarks or gestures.
-  Foul or abusive language or gestures.
-  Smoking, including ecigarettes and vaping, in any areas of the facility.
-  Displays of affection not appropriate in a public setting and/or public indecency.
-  Possession and/or use of illegal drugs or firearms.
-  Obscene, indecent or offensive clothing.
-  Failing to comply with instructions from school administrators, ushers, parking attendants, security, game management or law enforcement.



FOR A MORE INFORMATION ON SPORTING BEHAVIOR AND THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION'S SPORTSMANSHIP PROGRAM, VISIT THE OHSAA'S WEBSITE AT WWW.OHSAA.ORG.



SPORTSMANSHIP

STUDENT-ATHLETES' RESPONSIBILITIES

- Treat opponents with the respect they deserve just as you would want to be treated.
- Exercise self control at all times, accepting decisions by officials, coaches and teammates and abiding by them. Display no behavior that could incite fans.
- Respect the integrity and judgment of the officials. Never argue or make gestures indicating the dislike of a decision.
- Always set a good example for your teammates and fans to follow.
- Accept both victory and defeat with pride and compassion, being neither boastful nor bitter.
- Congratulate opponents in a sincere manner following either a win or a loss.



PARENTS' AND FANS' RESPONSIBILITIES

- Realize that a ticket is a privilege to observe a contest and support high school athletics. It is not a license to verbally assault anyone or act in an outrageous manner.
- Conduct yourself as a positive role model and encourage other fans to follow suit.
- Realize that interscholastic athletes are part of the educational experience and that its benefits go beyond the final score of the contest.
- Realize that everyone's goal is to win, but winning is not our purpose. Our purpose in interscholastic athletics is the human growth and development of the participants so that they can develop skills they can use throughout their lives.
- Respect the decisions made by officials and learn the rules of the game to better understand their decisions.
- Respect and support the task of the coaches.
- Respect opponents as students, and acknowledge them for striving to do their best.
- Be a fan, not a fanatic. If you are a parent, be a parent that your child can be proud of.

STUDENT FANS' RESPONSIBILITIES

- Realize that a ticket is a privilege to observe a contest and support high school athletics. It is not a license to verbally assault anyone or generally be obnoxious.
- Conduct yourself as a positive role model and encourage other students to follow suit.
- Respect the property of the school and the authority of school officials and game administrators. Also respect yourself, your team, coaches, fellow fans and spirit groups.
- Use only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Show respect for an injured player when they are removed from the contest.
- Do not applaud errors by opponents or penalties inflicted upon them.
- Do not heckle, jeer or distract members of the opposing team or contest officials.
- Never criticize the players or coaches for the loss of the game.
- Refrain from using profanity, racial or sexual comments and intimidating language or actions directed to others.



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Introduction

The Ohio High School Athletic Association encourages a professional approach to game management (including risk management and emergency action plans) and has compiled this guide to assist in those efforts. It is imperative that all local school sites, college and university sites and community or private facilities are aware of OHSAA policies and comply with the best practices for dealing with emergencies, crowd management and health and safety protections. The following information is designed to assist administrators in providing safe and enjoyable activities free from unnecessary risk for all events at your school or facility up to and including state championships. For those schools hosting OHSAA tournament play, additional information may be provided by the Association.

Preparedness planning, training and collaboration between schools (staff, faculty, students and parents), public safety agencies (police, fire and emergency medical) and government emergency management authorities can mitigate the impact of emergencies, improve responses and accelerate recovery. Schools and communities should analyze potential threat scenarios and locations such as proximity to chemical factories, energy generation and transmission plants, military facilities and governmental offices. All schools or facilities, no matter your setting, may be located near high priority targets. To manage the consequences of catastrophic terrorism incidents, planning, money and commitment are required. An “all-hazard” approach requires school and non-school facilities to examine threats that range from low to high consequence. Planning, training and conducting exercises must be integrated into a school/facility and community’s emergency response plan.

School or facility emergency planners must balance risks and resources when developing an emergency action plan – “a vision without resources is an illusion.” Planning and implementation is an intricate process – preparing a plan, building consensus, familiarizing people with the plan, building skills and training, practicing as a team and working with community responders. Although it is highly unlikely an emergency or catastrophic event will take place at an interscholastic athletic contest or event, we can’t assume that it “won’t happen to us.” Remember, it is always better to be proactive than reactive!

Note: See the next page for items upon which the OHSAA is placing extra emphasis as they relate to positive sporting behavior.

Creating Positive Contest/Event Environments

As a contest/event host, you are highly encouraged to ensure everyone is displaying proper and appropriate sporting behavior at all times to create better environments. Winning is everyone's goal, but it is not our purpose in interscholastic athletics. Research says that the No. 1 goal of our students participating in our programs is to have fun and be around their friends. Let's remember that our programs not only afford our student-athletes the lifelong memories of playing together, but they also provide lessons they can use throughout their adult lives.

- Appoint a site manager for every contest, review duties and expectations (provide training if needed) and ensure administrators, coaches and site managers know your school's emergency action plan (**this is an OHSAA Bylaw requirement**). Make any adjustments to the latter according to the contest's/event's specific needs.
- Hire uniformed personnel to help ensure that the visiting team(s) and their fans are safe and secure (**this is an OHSAA Bylaw requirement**).
- Make plans to ensure that the visiting team(s) and their fans and contest officials are safe and secure in your parking areas (**this is an OHSAA Bylaw requirement**).
- Remove any individual(s) who disrupts the contest or event (**this is an OHSAA Bylaw requirement**).
- Ensure that unauthorized personnel are kept from the playing field/court (**this is an OHSAA Bylaw requirement**).
- Meet with the officials' host and uniformed security personnel upon arrival to the contest/event to provide reminders, provide them with the communications plan and discuss any special needs.
- Ensure that lockerrooms for participants and contest officials are safe and secure and that access is limited to only those who should be within said rooms.
- Develop administrative coverage assignments for your contests/events, both home and away (**see OHSAA Bylaws for specific requirements**).
- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school community.
- Utilize the OHSAA website that includes several tools, recommendations and reminders to promote positive sporting behavior (<https://www.ohsaa.org/Respect-the-Game>).
- Consider requiring parents to take the National Federation of State High School Associations (NFHS) free online sportsmanship course (<https://nfhslearn.com/courses/sportsmanship-2>).
- Contact the visiting team athletic administrator and contest officials prior to the contest/event to review policies and procedures and any special needs and meet them upon arrival to provide reminders, provide them with the communications plan and discuss any special needs.
- Meet with the contest officials upon arrival to the contest/event to provide reminders, provide them with the communications plan and discuss any special needs.
- Review guidelines and expectations with your public address announcer(s) to remind them of their important role in the administration of your contests/events, your sportsmanship expectations and emergency action plan) and ensure that any music played is appropriate and in good taste.

Note: On the pages that follow, items highlighted in **yellow screen** provide additional details on the items above or are highlighted for emphasis.

Bylaw 3-1-1, Administrative Responsibility

Bylaw 3-1-1 says that each school's principal is responsible in all matters pertaining to interscholastic athletics, including educating the school's students, coaches, school personnel, boosters and other appropriate persons involved in the program regarding OHSAA bylaws and sport regulations that could affect them. This would include the OHSAA Tournament Participation Agreement, which must be signed in order for schools to be eligible to participate in OHSAA tournaments, and, among several items, indicates that schools shall follow the orders and guidelines disseminated by the Governor's Office, Ohio Department of Health, local health department and/or adopted by the school.

Tournament Failure to Appear, School Closures, No Contests/Forfeitures, Interrupted/Suspended Contests and Tournament Forfeitures

Sports Regulation 17.3, Failure to Appear and School Closures – OHSAA Tournament Contests

Teams and competitors are required to play tournament contests at the scheduled time, date and location.

"Closure," "closed" or "school closing" shall mean that a local school or school district's board of education/governing board or superintendent/head of school has canceled all high school classes and/or school-sponsored extracurricular activities due to inclement weather; a strike; a natural or technological/man-made disaster; an issue deemed catastrophic or an emergency*, or the local health authority has canceled all high school classes and school-sponsored extracurricular activities due to a specific public health/safety concern.

For head-to-head tournament contests which involve a school that was closed on the day of the scheduled contest, the District Athletic Board and/or Executive Director's Office shall work with the impacted schools to reschedule the contest, if desired, as long as the contest can be completed before the next level tournament game is scheduled. For tournament contests which include three or more teams (meets, etc.), the tournament shall proceed as scheduled unless the District Athletic Board and/or the Executive Director's Office reschedules the event because of a natural disaster, a national/state emergency, inclement weather or another force majeure. However, an individual school closing shall not automatically cause the meet to be rescheduled.

***Note:** A local school or school district may be open but a local school or school district's board of education/governing board or superintendent/head of school may also determine that it is unsafe for its school's team to travel to the site of the tournament contest. If so, the above guidance would apply.

The following tournament regulations apply to team and individual sports unless national playing rules address "failure to appear" or school "closures":

Sports Regulation 17.3.1, Team Sports (baseball, basketball, field hockey, football, lacrosse, soccer, softball, volleyball)

If a team "fails to appear" without notifying the opposing team, officials and/or site management or is not ready to play within 30 minutes of the scheduled starting time of the tournament contest, a 'no contest' shall be declared and the opposing team shall advance to the next round of competition. See Bylaw 10

and Sports Regulation 21 for additional details that may be applicable.

In the event of a school “closure” within 48 hours of a tournament contest in which the school is scheduled to participate, the Executive Director’s Office, in collaboration with the administrative staff, District Athletic Boards and/or Board of Directors and tournament personnel, shall make all reasonable efforts to accommodate the competing school with rescheduling the contest (time, date and/or location), provided that such rescheduled dates do not adversely affect the next round of the tournament competition/tournament schedule and contest officials can be obtained.

In the event of a “closure” at the site of the tournament contest within 48 hours of a tournament contest(s) in which schools are scheduled to participate, the Executive Director’s Office, in collaboration with the administrative staff, District Athletic Boards and/or Board of Directors and tournament personnel, shall reschedule (time, date and/or location) the tournament contest(s) for the schools thus affected.

Note: In the event a school is not closed but unforeseen or extenuating circumstances arise within 48 hours of a tournament contest in which the school is scheduled to participate, the Executive Director’s Office, in collaboration with the administrative staff, District Athletic Boards and/or Board of Directors and tournament personnel, shall make all reasonable efforts to accommodate the competing school with rescheduling the contest (time, date and/or location), provided that such rescheduled dates do not adversely affect the next round of the tournament competition/ tournament schedule.

Sports Regulation 17.3.2, Individual Sports

(bowling, cross country, golf, gymnastics, swimming & diving, tennis, track & field, wrestling)

If a team or individual participant “fails to appear” without notifying the opposing team, officials and/or site management or is not ready to play within 30 minutes of the scheduled starting time of the tournament contest, a ‘no contest’ shall be declared and the opposing team/individual shall advance to the next round of competition. See Bylaw 10 and Sports Regulation 21 for additional details that may be applicable.

In the event of a school “closure” within 48 hours of a tournament contest in which the school is scheduled to participate, the tournament shall proceed as scheduled.*

***Note:** The Executive Director’s Office, in collaboration with the administrative staff, District Athletic Boards and/or Board of Directors and tournament personnel, reserves the right to delay or reschedule a tournament competition when all factors related to the severity of the situation are considered and provided it is practical to delay or reschedule such competitions.

In the event of a “closure” at the site of the tournament competition within 48 hours of a tournament competition in which schools are scheduled to participate, the Executive Director’s Office, in collaboration with the administrative staff, District Athletic Boards and/or Board of Directors and tournament personnel, shall reschedule (time, date and/or location) the tournament competition for the schools thus affected.

Sports Regulation 21.1, No Contest

Any scheduled regular season or tournament contest which is not started shall be considered ‘no contest’ unless specified in the sport specific regulations. A ‘no contest’ shall not be included in won-lost records, shall not count towards a student/coach fulfilling any ejection consequence, shall not count towards a student fulfilling his/her transfer consequence and shall not count towards the number of maximum allowable regular season contests permitted. Additionally, if a regular season contest is scheduled to be played but the assigned officials fail to fulfill their contract, the contest can still be played, subject to

agreement by both schools, but it shall be counted as a “no contest” and shall not count in the win-loss record for either team. However, the event shall still count towards the team’s maximum allowable regular season contest total.

Sports Regulation 21.2, Interrupted/Suspended Contest

If an interscholastic contest (game, match, meet, etc.) is interrupted/suspended for any reason beyond the control of the responsible administrative authority, the contest shall be resumed from the point of interruption unless there is a specific procedure for determining the outcome of an interrupted contest (e.g., baseball, football, lacrosse, soccer and softball). If there are no game-ending procedures outlined in the sport and if the contest is not resumed, the contest shall be counted as a no contest and shall not be included in won-lost records, shall not count towards a student/coach fulfilling any ejection consequence, shall not count towards a student fulfilling his/her transfer consequence, and shall not count towards the number of maximum allowable regular season contests permitted. Unless denoted in other OHSAA regulations, forfeitures of regular season or tournament contests may occur if a team refuses to resume a contest which has already started and which teams are still present (e.g. it has then been suspended and has not concluded).

Sports Regulation 21.3, Tournament Forfeits

Please see Bylaw 10 for regulations regarding tournament forfeitures. Should a forfeiture occur not involving an ineligible student, the forfeit shall be included in won-lost records. Many national playing rules stipulate the exact score of forfeited contests. In accordance with Bylaw 10, forfeitures in OHSAA team sports tournaments shall mean the forfeiting team shall be disqualified from the tournament and the opponent in the contest of the forfeited tournament contest, or the next highest ranking team, may take its place in the tournament. See football tournament regulations regarding qualifiers to the OHSAA state football tournament.

Safety, Security and Crisis Management

The host school or facility has the responsibility to ensure that a contest or event is governed in a manner that emphasizes the educational values inherent in interscholastic athletics. It is the host school's or facility's responsibility to remove any individual(s) who disrupts the educational goals of the contest or event.

Likewise, the host school or facility is ultimately responsible for the safety of all participants (players, coaches, officials, spectators, etc.) of interscholastic athletics before, during and after each contest or event. Therefore, the host school shall appoint a site director/manager or administrator-in-charge for every contest or event. The host school or facility shall ensure that the site director/manager or administrator-in-charge is aware of the school's or facility's emergency action plan and how to adjust it to meet the needs of the particular contest or event.

Included in the emergency action plan shall be procedures to ensure that unauthorized personnel are kept from the playing field or court; procedures for providing safety and security for the visiting team(s), their spectators and the contest officials, and procedures for providing safety and security for parking areas related to the contest or event.

School Sites

For OHSAA sanctioned events held at member school sites, the site director/manager or administrator-in-charge should have in place the local school and school district emergency action plan as a guide for the local handling of any emergencies.

The site director/manager or administrator-in-charge should prepare the site for crowd control, clearly post safety and emergency procedures, pre-script emergency announcements and make other provisions for ensuring a safe and successful competition for participants and spectators alike.

All contest workers should be informed of their roles under the emergency action plan. This includes ticket sellers and takers, timers, custodians, announcers, door guards, locker room supervisors, official scorers, security and crowd control personnel, minor officials and other school officials.

All police, ambulance, EMT and fire personnel, whether on duty or available on a call basis, should be familiar with the emergency action plans of the school or site.

Non-School Sites

The expectation of the OHSAA in using or renting facilities independent of member schools is the same for security purposes as if the site were under the auspices of member schools. While plans may vary given the nature of the governing agency, it is most necessary that safety and security planning is in place in the event of emergencies.

Site Director's/Manager's or Administrator-in-Charge's Responsibility for Safety, Security and Crisis Management

Pre-Season Emergency Planning

Emergency Action Plan

Most schools, school districts and facilities already have an emergency action plan in place for school day operations. The question is, "Do these plans cover emergency situations during interscholastic athletic contests or events after regular school hours?" Will your school be ready? Do not be concerned if you do not know the universal model for reacting to various threats to safety. There may be no such model. The site director's/manager's or administrator-in-charge's job is to find out if the school already has such procedures in place, as well as how they should be adapted to interscholastic athletic contests or events. The plans, which should be in writing with appropriate diagrams, should be thoroughly reviewed each year with staff. Meet with appropriate staff to be certain that the plan is communicated and ALL event personnel know their role. If the school does not have one in place, or it is unclear as to how to adapt it to interscholastic athletic contests or events, the school or school district's police resource officer may be of assistance. Be sure to include plans for:

- Evacuations.
- Lockdowns.
- Shelter-in-place.
- A defined entry and exit plan for the venue.
- Public address announcements.
- Parking arrangements and traffic flow identifying high traffic times and possible bottlenecks with plans on how to address.

1) **Common Emergencies** – The following common emergencies should be addressed in your action plan:

- a) Fire
- b) Weather-related issues (i.e. lightning, inclement weather, heat and humidity)
- c) Medical and catastrophic emergencies on the playing field/court and in the crowd
- d) Facility problems (i.e. loss of power, structural collapse)
- e) Crowd control issues (i.e. disorderly conduct, weapons, demonstrations)
- f) Threats

2) **OHSAA Inclement Weather Policy**

- a) Schools and facilities are required to adhere to the OHSAA's lightning/inclement weather policy for outdoor events (included in the OHSAA Handbook - Sports Regulations, which is mailed to school administrators and appears on the OHSAA website, www.ohsaa.org).
- b) The host school's or facility's lightning/inclement weather policy may be followed provided it is at least as stringent as OHSAA guidelines. If a host school has a lightning/inclement weather policy that differs from OHSAA guidelines, the policy to be used shall be included

in the game contract with both the opponent and the contest officials.

- 3) **Legal** - Be certain that all legal issues, contracts and insurance policies are reviewed and updated by your school's legal counsel, superintendent and school board to ensure that liability issues are covered.
- 4) **Communication** - Be certain that your entire management team has means to communicate with one another. Those who should be included in communication are participating school administrators, coaches, ticket takers, ushers and parking attendants, security, medical personnel, contest officials and the media.
- 5) **Equipment** - Be certain that emergency exits, alarms and necessary public address systems are working and locations are known and marked.
- 6) **Medical Personnel** - Be certain that medical personnel are on site, communication is available and clear paths for an ambulance or other emergency vehicles are available.
- 7) **Security** - Meet with security and develop a checklist, which should include location of security, how long security is required and the means of communication.
- 8) **Chain of Command** - Develop a chain of command to ensure necessary decision makers are aware of any situations. This will be the core group needed to make decisions, provide information on behalf of your school or facility, provide necessary medical coverage and be the spokespersons to the media. The lead emergency response organization will likely be determined based upon the type of emergency (i.e. fire, medical, etc.). School administrators should confer with the appropriate emergency response organizations prior to any contests to resolve all issues pertaining to jurisdiction.
- 9) **Public Relations** - Have a public relations plan in place regarding statements to be released to the media, parents and other fans. Determine who will be involved with creation of the appropriate statements and when and how they shall be released.
- 10) **Delays, Postponements & Cancellations**
 - a) Identify who shall be involved with this decision-making process.
 - b) If a contest is interrupted for any reason beyond the control of the responsible administrative authority, the contest shall be resumed from the point of interruption. EXCEPTION — those sports that have a specific procedure for determining the outcome of an interrupted contest: e.g., baseball, football, lacrosse, soccer and softball. In those sports that cannot be resumed from the point of interruption due to the nature of the events within the sport (e.g. cross country, track and field, gymnastics and swimming and diving), the referee or head official may require that the event be competed again in its entirety.
 - c) Any scheduled regular season contest which is not started due to inclement weather; a strike; a natural or technological/man-made disaster; an issue deemed catastrophic or an emergency, or the local health authority has cancelled all high school classes and school-sponsored extracurricular activities due to a specific public health/safety concern that would cause a team to fail to appear, shall be considered a "no contest." A "no contest" shall not be included in won-lost records.

Any tournament contest in which a team fails to appear and the contest does not begin shall also be considered a "no contest" and the opposing team shall advance to the next round of competition (see General Sports Regulations 17.3 and 21 for more details).

Should a “forfeit” occur, Bylaw 10 and General Sports Regulation 21.3 say that those forfeits not involving an ineligible student-athlete shall be included in the won-lost records and the opposing team shall advance to the next round of competition or the next highest ranking team may take its place in the tournament (see the OHSAA football tournament regulations regarding qualifiers to the OHSAA football tournament).

- d) Student eligibility is set forth in OHSAA Bylaw 4. A participating student must be eligible in all regards. An athletic contest in which a team is determined to have used an ineligible participant or committed other rules infractions must be forfeited. Forfeiture in this situation can occur only after a contest is started, completed or the contest official's jurisdiction has begun.

Crisis Management Team (CMT)

Once an emergency action plan has been adopted, it is important for the site director/manager or administrator-in-charge to establish who is on the Crisis Management Team. The Crisis Management Team should consist of the following:

- Principals/administrators of opposing schools
- Site director/manager or administrator-in-charge
- Security personnel – police, fire
- Medical personnel – EMT, M.D.

The CMT is responsible for:

- Evaluating the situation and determining a course of action to assure the health and safety of all in attendance.
- Coordinating the emergency response with the community.
- Directing all game workers in their response to the situation.
- Assuming command roles in an emergency.
- Communicating with the media.
- Working with the schools involved in guiding relief, recovery and rehabilitation after the event.

In the event of an emergency, the site director/manager or administrator-in-charge needs to know who to call in order to activate the CMT. Everyone on the CMT should know how to get a hold of one another.

Security Staffing for Events

The site director's/manager's or administrator-in-charge's responsibility is to arrange for adequate security for the event, including police, paid security personnel and participating school staff, consistent with the requirements of the facility and the nature of the sport.

The site director/manager or administrator-in-charge will determine the level of security necessary for the event and may include:

- Uniformed police, fire and safety personnel
- School or private security personnel with identifying clothing
- Public address announcer
- School administration and staff from the participating schools

Security staff should be positioned strategically around the facility and be in constant communication with each other and with the site director/manager or administrator-in-charge via electronic devices. School personnel should be visible, wear distinguishing identification or school clothing and be in position to monitor spectator behavior from respective schools.

Security staff should also be briefed on emergency action procedures, lines of communication and the authority of fire, police and safety personnel prior to all interscholastic events.

Medical Coverage

The site director/manager or administrator-in-charge will determine the medical and emergency coverage needs for all contests. Coverage can consist of having on site any or all of the following, depending on the nature of the sport or event:

- Emergency medical technician
- Certified athletic trainer
- Medical doctor
- Other medical personnel
- Ambulance services

When medical and emergency coverage is not available, on-site arrangements will be made by the host school or facility and site director/manager or administrator-in-charge to have such services available on stand-by. A participating team may have in attendance its own personal physician or trainer who will be permitted to attend to the team's needs and assist with emergencies.

There is no OHSAA bylaw that mandates a medical personnel presence at an athletic practice or event. District policies and procedures for medical assistance supersede all OHSAA policies.

Command Center and Communications

Specific to each venue, the site director/manager or administrator-in-charge should determine a good location for a command center. This will serve as the hub for all communications for the event staff. If possible, the command center should have the following characteristics:

- Easily accessible to event staff
- Equipped with a hard-line telephone
- Have someone there at all times, preferably a designated individual
- In a location away from spectators (press box, nearby office, scorer's booth, etc.)
- Have a good vantage point for the entire venue

The site director/manager or administrator-in-charge should also make sure arrangements have been made for proper forms of communication. Some minor suggestions include:

- Is a hard-line telephone accessible?
- Is the event staff provided with adequate two-way radios? Are they charged?
- If cell phones are being used, have the necessary parties exchanged numbers?
- Have pre-scripted announcements been written to communicate with spectators?
- How will the game officials, coaches and administrators from the participating schools be contacted in an emergency?

Emergency Layout of the Venue

The site director/manager or administrator-in-charge should have a layout of the event venue. Most emergency action plans may already be equipped with this layout. The layout should mark the following:

- Evacuation routes and/or safe havens
- Emergency vehicle entrance/route/parking
- Command center
- Bomb blast buffer zone
- Where the teams and officials will go
- Media briefing area

Preparing the Venue

One of the best rules for preparing a venue for emergencies is to keep the spectators informed!

- Be sure all exits, fire extinguishers, AEDs, first aid and emergency equipment are properly marked.
- Post emergency procedures and contacts at the gates, concession stands, restrooms and other highly visible locations.
- Prepare pre-game announcements and scoreboard messages for spectators regarding safety issues and procedures.

Conducting “Tabletop” Exercises

Although it is difficult to be fully prepared and practiced for emergencies, the OHSAA highly recommends that the site director/manager, administrator-in-charge and/or athletic administrator conducts “Tabletop” exercises at the beginning of each season specific to each venue (gymnasium, stadium, etc.). A “Tabletop” exercise is essentially an active discussion or walkthrough of every emergency situation that can present itself (fire, harsh weather conditions, bomb threat, power outage, medical emergencies, suspicious activity, shootings, crowd disruption, terrorist activity, etc.) at an interscholastic athletic contest or event.

The “Tabletop” exercises should include everyone working the event (principal, administrators, site director/manager or administrator-in-charge, police, security, fire department, EMT, ticket-takers, score keepers, announcer, game officials, coaches, crowd workers, custodians, etc.). Coming out of the exercise, everyone should know his or her role in the event of an emergency.

Safety, Security and Crisis Management Checklist

Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate safety, security and crisis management plans in place, contest or event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems. Listed below is a basic checklist, which should be adjusted accordingly for each event.

- ✓ Review any changes to be made from the previous event(s).
- ✓ Make sure a copy of the school's emergency action plan and emergency venue layout is accessible.
- ✓ Have a copy of the Crisis Management Team's contact information.
- ✓ Make sure that the necessary police, security medical and fire personnel are present and aware of their duties and posts.
- ✓ Make sure all event staff are aware of the command center location and have access to a working hard-line telephone, two-way radio or cell phone.
- ✓ Have pre-scripted public announcements ready and available for the announcer and have plans to place to alert the media should the need arise.
- ✓ Be sure that game officials, administrators from the participating schools and coaches are aware of emergency contact procedures. Survey the venue. Make sure all emergency equipment is in working order, properly marked and accessible. Also, remove any hazards, check playing surface conditions and survey weather conditions.
- ✓ Have a brief pre-game safety meeting with your event staff. Try to involve the police, security, medical and fire personnel, game officials, etc. Establish/communicate any policies and general emergency procedures.
- ✓ A contingency plan should be in place to deal with any problem that may prevent the contest or event from taking place. Back-up sites and/or equipment should be arranged.
- ✓ All administrators involved in oversight of the event need to be familiar with the entries and exits and this information should be readily available to the PA announcer as well.
- ✓ Prepare and plan to address parking and traffic flow issues, which may require involvement from your local law enforcement agency.
- ✓ Expectations for guests, teams and schools should be outlined in advance and relayed to the aforementioned groups.
- ✓ After the conclusion of the event, be sure to compile feedback from all involved parties to assist with future event planning.

Game Emergency Plan

- ✓ Contact the appropriate agency (police, fire or medical) or call 911.
- ✓ Contact the Crisis Management Team and activate the necessary emergency action plan procedure.
- ✓ Communicate the situation with officials, coaches and administrators from the participating schools.
- ✓ Have the announcer calmly inform the spectators of the situation and procedures.
- ✓ Designate a person(s) to meet the emergency response team and guide them to the scene.
- ✓ Notify the hospital emergency room of the injury, especially if it is life threatening.
- ✓ Designate any staff not involved in care of victims to assist in crowd control.
- ✓ Any student needing to go to the emergency room should be accompanied by a staff member if parents are unavailable.

Emergency Action Plan – Required Information

The nearest AED(s) is located: _____

The closest working telephone is located: _____

Keys to access telephone (if needed) are located: _____

Is 911 service available? Yes No

If no, alternate emergency response telephone number: _____

Do I need to access an outside line? Yes No If yes, how? _____

The exact address of the site is: _____

The closest major intersection is: _____ and _____

The exact entry location for an emergency vehicle is: _____

The distance from the emergency vehicle station to the activity is _____ and normal response time is _____.

To access the activity area, emergency personnel must pass through _____ (#) of gate(s) and _____ (#) of door(s). Keys to unlock these passageways will be at the activity site in the possession of _____.

A designated health care provider / first aid provider for the activity is _____ who is a _____ (title).

The closest health care facility is _____, which is _____ (distance) from the site. Normal travel time is _____.

The closest Trauma I facility is _____, which is _____ (distance) from the site

Emergency Action Plan – Designated Roles

Name of Designated Person	Role
	Attends to injured athlete(s) or spectator(s) and controls immediate scene.
	Telephones 911 or other pre-determined emergency response telephone number, maintains procedures for calling 911 and hold the required information outlined on page ?
	Supervises team and / or other athletes.
	Telephones security and initiates crowd control.
	Meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys in his / her possession.
	Calls parents / guardians, if necessary.
	Accompanies injured person(s) to hospital.

Contest or Event Management

Pre-Event

Contest Administration

- 1) **Paperwork**
 - a. Verify accuracy of all contracts.
 - b. Verify availability of necessary funds.
 - c. Verify eligibility of all participants from your school.
 - d. Ensure that incident report forms are available for use as needed.
- 2) **Concessions**
 - a. Coordinate all logistics including staffing, inventory and equipment.
 - b. Be sure that concession stands doors can be locked from the inside for security purposes.
 - c. Provide a basic first aid kit at concession stands so that minor injuries can be treated.
 - d. Provide directions on where the nearest medical personnel is located along with the nearest AED.
 - e. Make arrangements for money pick up and transfer with a security person for safety purposes.
- 3) **Halftime Activities** – Coordinate logistics for halftime activities by school bands or other groups.
- 4) **Housekeeping / Maintenance**
 - a. Ensure restrooms have been cleaned and properly stocked.
 - b. Coordinate trash pick-up for both during and after contests.
- 5) **Locker Rooms** - Assign locker rooms for teams and officials.
- 6) **Media**
 - a. Utilize appropriate media to relay information regarding special ticket sales, directions, road construction, parking issues, etc.
 - b. Develop plans on working with the media (guidelines provided in the OHSAA publication “Working with the Media”) including provision of work space during and after contests, making coaches and players accessible for interviews, providing statistics and providing access to a telephone.
- 7) **Playing Surface** – Ensure surface is properly marked and check for any hazardous conditions.
- 8) **Seating** - Designate seating sections for each school and any school groups.
- 9) **Security**
 - a. Develop general security procedures including post-game procedures, strategies for keeping fans off the playing surface, safety for participants, officials, and fans.
 - b. Do not permit fans to congregate around coaches, officials, visiting team or their dressing rooms.
 - c. All security procedures should be reviewed with security personnel.
- 10) **Ticketing – Digital**
 - a. If an OHSAA tournament event, work with the specific OHSAA administrator who oversees digital ticketing and the OHSAA’s digital ticketing partner to discuss and review policies and procedures.
 - b. Review plans for student ticket sales and walk-up ticket sales.
 - c. Discuss all plans with the administrators participating in the contest and publicize the plans with participants, spectators and the media.

- d. Review plans with the staff working the event.
- e. If local scanners are utilized, test them well ahead of time to make sure they work and make sure they are in place prior to the contest.

Ticketing – Hard Tickets

- a. Issue tickets and gate start-up change just prior to the opening of the gates/doors.
- b. Use numbered tickets to provide a means for reconciliation after the event. It is not advisable to collect money with no potential for auditing ticket sales.
- c. Make arrangements for money pick up and transfer with a security person for safety purposes.
- d. Ticket sellers should be provided means to communicate with the site manager or other designated personnel in the event there is a problem with unruly fans, threats, arguments, etc.
- e. If it is known in advance that a particular event is a sellout, notify as early as possible the participating schools to request that their website and local media help publicize the message and hopefully save fans the unnecessary travel. Police officers (or other security personnel) should be positioned outside the facility to assist with informing the crowd and any crowd control issues.

11) Visiting School(s)

- a. Provide the visiting school with all necessary information well in advance of the contest.
- b. Include information on directions, parking, tickets, locker rooms, seating sections, press box accommodations, equipment, post-game procedures, security, housing, bands and cheerleaders.
- c. Notify the visiting school of any special activities scheduled for that day (i.e. Senior Night, etc.).

Crowd Management

- 1) Crowd management policies should be established to address the following issues and utilized when appropriate:
 - a. Policies pertaining to use of tobacco products and possession of illegal drugs or alcoholic beverages.
 - b. Policies pertaining to tailgating.
 - c. Clear delineation between school seating sections.
 - d. Barrier to keep fans from the playing surface.
 - e. Identification of personnel permitted to be in the bench area or on the field/court.
 - f. Identification of prohibited items and plan for addressing fans bringing such items.
- 2) Sufficient security personnel, as deemed necessary by the site manager, should be scheduled to manage the anticipated crowd. All security personnel should be provided information pertaining to all policies and procedures including emergency action plans.
- 3) Appropriate P.A. announcements should be prepared in advance to assist with crowd management issues.
- 4) Crowd management efforts should also include the involvement of administrators from participating schools to assist in overseeing their respective fans. High visibility by administrators in student sections is especially important.

School administrators should introduce themselves to each other well in advance of the contest, determine who the “go-to” person is from each of the participating schools and, if played at a neutral site, introduce themselves to the site manager. The “go-to” contacts should also introduce

themselves to the public address announcer and provide information on how they can be contacted and where they will be during the contest to both the site manager and announcer.

Facilities

- 1) Check your facilities on a regular basis for maintenance problems and make any modifications. Be sure to also make modifications due to rule changes.
- 2) Develop a pre-event checklist for all venues and activities, including all areas of your facilities (locker rooms, bleachers, press boxes, concession stands, restrooms, lights, wiring, exit signs, playing surfaces, stairs and ramps, sidewalks, etc.) as well as any facilities you use off school grounds.
- 3) Double check all scoreboards, public address systems and other needed equipment to make sure they are working properly.

Incident Report Forms

- 1) Develop a report form in which all spectator-related incidents are described.
- 2) The report should describe the incident, who was involved, location, time and action taken.
- 3) Signed verification should be included on the report by the person(s) involved in the incident along with any witnesses.
- 4) Complete and file reports immediately on the day or night of the contest.
- 5) Share the reports in a timely manner with the proper personnel (your school administrators, visiting school administrators, OHSAA representatives, etc.).

Officials

- 1) Contact contest officials prior to game day with specific directions, parking information and who will meet them upon their arrival. Inform them of any special activities that might be occurring (i.e. Senior Night, etc.).
- 2) Provide officials with a number they can call in case of an emergency prior to the event.
- 3) Request that contest officials notify the school regarding their estimated arrival time.
- 4) Assign a host to meet the officials as they arrive. The host should handle the following:
 - a. Provide a reserved parking space.
 - b. Escort them to the officials' dressing room/locker room before, during and after the contest and inquire as to any additional needs.
 - c. Introduce officials to other game personnel pertinent to the contest (i.e. scorer, announcer, etc.).
 - d. Make officials aware of location of trainer or paramedics during the contest.
 - e. Confirm proper pronunciation of officials' names for the public address announcer.
- 5) Inform the officiating crew how they can reach the site manager during the contest as well as procedures planned to ensure the contest officials receive the proper security to and from the playing field or court.

Prohibited Items

- 1) **Recommended Prohibited Items** - The site director/manager or administrator-in-charge is responsible for enforcing policies regarding prohibited items. The following items may not be brought into the facility by patrons during OHSAA tournament contests: alcoholic beverages, bottles, cans, cups, containers, irritants (see below) or special lights. It is recommended that these

items not be permitted during regular season contests that you host. You may have additional restrictions at your facility.

- 2) **Irritants** - “Irritants” include such items as noisemakers, oversized flags, banners or signs that may block the view of others. The site director/manager or administrator-in-charge is responsible for determining whether a specific item in this category represents an “irritant” to other patrons and whether it should be prohibited due to being unsporting. Signs and banners should not be hung unless approved in advance by game management.
- 3) **Bands/Amplified Noise** — Bands shall not play music at football games while the ball is in play or while signals are being called by the quarterback. This means that it is not permissible to use either: drum roll or beat; cymbals clashing; horn sounds, or any other kind of musical instrument while the play is underway in football.

Note: Roving bands shall be allowed to participate at the discretion of the host athletic administrator. However, such bands shall not perform while the ball is in play or while signals are being called by the quarterback.

Amplified noise shall not be played while the ball is in play or while signals are being called by the quarterback. This includes, but is not limited to: any noise over the public-address system, and any “powered” noise such as a cannon or whistle.

- 4) **Alcohol/Drugs** – OHSAA regulations state that the sale of, the distribution of or consumption of alcoholic beverages or illegal drugs is not permitted at the site of any contest involving OHSAA member schools.
- 5) **Tobacco** - School participants (coaches, players, trainers, managers, statisticians, scorekeepers, cheerleaders, etc.) and contest officials in an athletic contest are prohibited for using any form of tobacco at the playing site of an interscholastic contest. Penalty for violation by school participants is disqualification from the contest. Violations by contest officials shall be reported to the OHSAA.
- 6) **Photo/Video/Drone Regulations** – Spectators should be reminded that, during OHSAA tournament contests, all photography and videography from the stands shall:
 - a. Be for personal use only.
 - b. Not be used for commercial purposes.
 - c. Not interfere with the view by other spectators.

A school or school representative may *utilize* video and photographs of tournament contests (including practices) of teams or individuals **not** from one’s own school **ONLY WITH THE WRITTEN CONSENT OF ALL SCHOOLS PARTICIPATING IN THE CONTEST(S)**.

The use of drones during OHSAA tournament contests shall be determined by the OHSAA Executive Director’s Office and will be shared with member schools and tournament managers in advance of the tournament.

The OHSAA reserves the right to remove violators of these policies from a tournament contest, invoke additional penalties and seek maximum legal recourse.

See OHSAA Media Regulations in the OHSAA Handbook for additional media regulations.

- 7) **Objects on the Playing Surface** - Home management shall “police” the throwing of any objects, including snowballs, by spectators and others and discourage all student groups, including bands and cheerleaders, from participating in these unsporting acts.

- 8) **OHSAA Tournament Regulations** – Recommend adoption for your regular season contests as well.
- a. During OHSAA indoor tournament contests, shirts and appropriate attire must be worn by all spectators. We recommend that this policy be adopted for regular season contests that you host.
 - b. No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the game management without the advance written permission of the OHSAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

Sideline Control

1) Authorized Personnel

- a. The site director/manager or administrator-in-charge has the responsibility for making sure that the sidelines/end zones and team areas are properly secured, and only authorized personnel should have access to these areas.
- b. Authorized sideline personnel include reporters, photographers, statisticians and administration. All others should be located in the bleachers. Personnel that have a sideline/courtside pass should be restricted from being in team areas and from being too close to the field/court.

2) Enforcement

- a. Evidence suggests that sideline control has worsened over the past several years. Not only are coaches violating the rules, but officials are not enforcing the rules. There are more confrontations between coaches and officials, more obstruction of officials' space on the sideline and, in general, more congestion.
- b. This is a safety concern and a logistical problem for officials who must have free access to the sidelines to do an effective job.
- c. This is a game management problem that game administrators should address, but one that officials must bring to their attention more often.

3) Team/Coaches Boxes

- a. Coaches, players and team personnel must recognize and be aware of team and coaching box rules that are in effect during the contest. The burden is on the head coach to remind coaches, players and team personnel of these rules.
- b. Authorized conferences must be conducted properly and within the limits of the rule.
- c. Officials must be more vigilant and enforce the rules applicable to sideline maintenance and control.
- d. Game management must do its part to clearly mark and maintain the field/court throughout the season. These efforts will minimize risk, will lead to more effective officiating and can prevent unfortunate incidents.
- e. Game management must do its part to enforce OHSAA General Sports Regulation 15 – Participants Leaving the Playing Area. The regulation is as follows:
 - No member of any school-sponsored interscholastic athletics squad shall leave the 'playing area' of the facility to engage in any type of conflict – verbal or physical. If a student-athlete leaves the 'playing area' and enters the 'spectator area' of a facility to so engage a person, the minimum penalties shall be:
 - 15.1 The student-athlete's privileges to participate in interscholastic athletics shall be revoked and the student-athlete shall be ineligible for the remainder of the school year.

- 15.2 The school shall be immediately placed on probation pending an investigation (and report) into what happened, what caused it to happen, what was done by the school to diffuse what happened and what 'safeguards' have been implemented by the school to prevent future happenings.

Sporting Behavior (visit www.ohsaa.org for additional information)

- 1) **Role of Coaches** - Coaches are the most influential individuals upon the sportsmanship and conduct of players and spectators.
 - a. The coach must maintain a professional attitude toward fellow coaches and officials.
 - b. Complaints should be filed through the proper channels and coaches should avoid showing any disrespect on the playing field/floor either during or following games.
 - c. The coach must know the rules of the game and teach players to play within the spirit and intent of those rules.
 - d. The coach must enforce the standards of good sportsmanship and appropriate conduct.
- 2) **Fan Expectations**
 - a. Fans at contests are expected to adhere to the values of sporting conduct that are supported by the OHSAA. Acts of ridiculing an athlete, coach or official; showing hostility toward opponents, opposing fans or even fellow fans; becoming violent, or using bad language will not be tolerated.
 - b. Those in attendance who do not "Respect The Game" should be removed from your facility without hesitation.
- 3) **Sportsmanship Program** – Each school's sportsmanship program should include the following:
 - a. Insistence that coaches display good sportsmanship and are proper examples for players and fans.
 - b. Work with cheerleaders and advisors on acceptable cheers. Develop plans for utilizing positive cheers when it appears the crowd is becoming hostile.
 - c. Work with student groups to review your expectations and acceptable behavior. Assign staff members to these sections to ensure that proper behavior is being displayed.
 - d. Consider having your fans/parents, student-athletes, coaches and student groups sign sporting behavior pledge forms.
 - e. Develop public address announcements regarding sportsmanship to be read at your contests.
- 4) **Responsibilities of the School**
 - a. Take time to review your expectations and policies and publicize them well in advance of events.
 - b. Your school has the responsibility to ensure that all school personnel are properly educated on OHSAA and local school policies and that this information (including codes of conduct with a penalty phase) is disseminated and reviewed with all coaches, participants, students and parents/fans. Effective communication and enforcement are crucial to avoid problems and potential litigation.
- 5) **Policies** - For all OHSAA contests or events, the site director/manager or administrator-in-charge shall adopt and enforce the following policies:
 - a. Use of electronic scoreboards to present videotaped game replays or electronic messages shall be permitted at those schools that are so equipped. However, schools shall refrain from showing replays on video boards where an officiating call could be considered a substantial part of the play.

- b. All noise emanating from a video or message board must stop prior to game action.

Staffing

1) Job Descriptions

- a. Compile a list of job descriptions, appoint the workers and develop a written schedule.
- b. Personnel should include tickets sellers, ticket takers, ushers, security, doctors, certified athletic trainers, police, parking attendants, press box attendants, chain crews, clock operators, concession stand workers, program sellers, a media coordinator, statisticians and announcers.
- c. Work with all school and outside groups (police, medical personnel, security, etc.) to ensure that all procedures are covered and policies followed.

2) Report Procedures

- a. Establish a time for all staff members to report to work and to whom they are to report.
- b. Verify that all staff is in place.

3) Clock Operator

- a. Should be ready to start the game clock at least 30 minutes prior to the start of the contest.
- b. Should meet with game officials to discuss the following: accuracy, fairness, clock operator as part of the officiating crew, and respect for all who are involved with the contest or event.

4) Announcers - Should be reminded by the game administration of the following:

- a. Understand that this position is very important for the administration of the contest, especially regarding the potential to give emergency information.
- b. **Exemplify sporting conduct (use good taste).**
- c. **Provide information only rather than perform play-by-play or critique of the officials.**
- d. **Only provide information after the play, rather than speak during the play.**
- e. **Never critique the officials or use a tone that suggests disagreement.**
- f. **Be positive towards guests as well as the home team. The visiting team and their fans are your guests and should be treated as such. Creating an intimidating environment is NOT appropriate.**
- g. **Respect all who are involved in the game.**
- h. **Make an effort to get correct pronunciations of all players, coaches and officials.**
- i. Note: For additional information on improving the level of professionalism in announcing, visit the National Association of School Public Address Announcers web site at www.naspaa.net . Included is a code of conduct and an online course for public address announcers.

5) Officials

- a. **Host schools must provide adequate security and protection for the officials and their vehicles immediately upon arrival on school grounds and continuing through their departure. Assign a host to meet the officials and escort them to and from their dressing areas (including at halftime) and vehicles. Add additional security if needed.**
- b. **It is the site director's/manager's or administrator-in-charge's responsibility to ensure the locker room is properly secured and only the game administration has access to this room.**
- c. **Contest officials have control over the team areas, and the site director/manager or administrator-in-charge should take care of problems outside of these areas.**

- d. Do not allow unauthorized persons in the dressing room after the game.
 - e. Ensure that officials are not confronted by anyone after the contest.
 - f. Thank the officials for their time and effort, regardless of the outcome of the game.
 - g. Ensure that arrangements for paying officials have been completed. If the site director/manager or administrator-in-charge requires social security numbers from officials, a procedure for security and confidentiality of such numbers must be in place.
- 6) **Guest Services**
- a. Remind your event staff members to always practice positive guest relations to visiting teams, officials, fans and the media so that the impression they make is positive!
 - b. Take time to review the responsibilities of your staff, which includes being friendly, outgoing, responsible and concerned.
 - c. Everyone should be treated with the same respect and courtesy.
 - d. The media are professionals who have a job to do, and they are your guests. They have a responsibility to act professionally, and you should treat them that way in return.
 - e. Remember, many people will be attending your venue for the first time. Make sure they leave with a positive impression.

Visiting Team(s)

- 1) Host schools must provide adequate security and protection for the visiting team and their vehicles immediately upon arrival on school grounds continuing through their departure. Assign a host to meet the visiting teams, bands, cheerleaders and others and escort them to and from their dressing areas, seating areas and vehicles. Add additional security if needed.

Introduce yourself to the visiting team supervisor (principal, athletic administrator, etc.) and exchange locations in the event you would need to communicate during the contest. Exchange cellular telephone numbers or consider providing the visiting team supervisor with a walkie-talkie.

Contest or Event Management

Post-Event

Following each contest and each sports season, it is always necessary to fine-tune your event management process. Here are areas to consider for post-event management:

- 1) Meet with the same individuals with whom you met in your pre-event management meetings to see what changes should be made to improve your next contest or contests for the next season.
- 2) Be sure to have written documentation outlining procedures to be changed for the future preparation. Note that some policies may need school board or facility management attention if dealing with certain policies.
- 3) Obtain evaluations from those involved with managing your events. Consider also obtaining evaluations from officials and visiting administrators.
- 4) If an emergency occurred, how it was handled should be reviewed the very next day.
- 5) If an incident occurred, the administration should always be notified and given details.

Contest or Event Management Checklist

The following is a basic event checklist to assist in preparations for hosting an event. You can personalize it for your events by adding additional information specific to your site:

- ✓ **Condition of playing surface**
- ✓ **Locker rooms cleaned and properly stocked**
- ✓ **Necessary equipment available and functioning properly**
- ✓ **Designation of seating areas for fans**
- ✓ **Sufficient event personnel scheduled**
 - Ticket sellers
 - Ticket takers
 - Concession personnel
 - Parking personnel
 - Security
 - Police
 - Medical
 - Announcer
 - Clock operator
 - Officials host
- ✓ **Communication of pertinent event information to event personnel**
 - Emergency procedures
 - Prohibited items
 - Crowd management and other security procedures
 - Special events (i.e. halftime activities, senior night, etc.)
- ✓ **Officials Accommodations**
- ✓ **Visiting Team Accommodations**
- ✓ **Media Accommodations**
- ✓ **Public restrooms cleaned and properly stocked**
- ✓ **Concession stands cleaned and properly stocked**
- ✓ **Creation of applicable PA announcements**
- ✓ **Availability of OHSAA Handbook & Applicable Rule Books**

Contest or Event Management Detailed Checklist

GENERAL BUILDING / STRUCTURE

Electrical

- | | | |
|--|------------------|---------------------|
| 1. Frayed or defective wiring? | Acceptable _____ | Action Needed _____ |
| 2. Overloaded circuits? | Acceptable _____ | Action Needed _____ |
| 3. All wiring clear of any combustibles? | Acceptable _____ | Action Needed _____ |
| 4. Controlled use of extension cords? | Acceptable _____ | Action Needed _____ |
| 5. Extension cords in proper condition? | Acceptable _____ | Action Needed _____ |

Lighting

- | | | |
|---|------------------|---------------------|
| 1. All areas adequately lighted? | Acceptable _____ | Action Needed _____ |
| 2. Adequate emergency lighting as required? | Acceptable _____ | Action Needed _____ |
| 3. Adequate exterior lighting (parking lots)? | Acceptable _____ | Action Needed _____ |

Restroom Facilities

- | | | |
|-------------------------------------|------------------|---------------------|
| 1. Sufficient number of facilities? | Acceptable _____ | Action Needed _____ |
| 2. Supplies available? | Acceptable _____ | Action Needed _____ |
| 3. Adequately located facilities? | Acceptable _____ | Action Needed _____ |
| 4. Floors kept dry? | Acceptable _____ | Action Needed _____ |

SPECTATOR AREAS

Aisles

- | | | |
|--------------------------------|------------------|---------------------|
| 1. Clearly defined and marked? | Acceptable _____ | Action Needed _____ |
| 2. Free of obstructions? | Acceptable _____ | Action Needed _____ |
| 3. Free of potential hazards? | Acceptable _____ | Action Needed _____ |

Emergency Exits

- | | | |
|----------------------------------|------------------|---------------------|
| 1. Sufficient number? | Acceptable _____ | Action Needed _____ |
| 2. Free of obstructions? | Acceptable _____ | Action Needed _____ |
| 3. All exits readily accessible? | Acceptable _____ | Action Needed _____ |

- | | | |
|---|------------------|---------------------|
| 4. All exits properly marked and lighted? | Acceptable _____ | Action Needed _____ |
| 5. Doors not considered exits clearly marked? | Acceptable _____ | Action Needed _____ |
| 6. All exit doors easily operated? | Acceptable _____ | Action Needed _____ |
| 7. All exit doors arranged to open outward? | Acceptable _____ | Action Needed _____ |
| 8. All exits unlocked and not chained? | Acceptable _____ | Action Needed _____ |
| 9. All fire escapes in good condition? | Acceptable _____ | Action Needed _____ |

Floors

- | | | |
|---|------------------|---------------------|
| 1. Free of spills or other slippery substances? | Acceptable _____ | Action Needed _____ |
| 2. Floors in good condition or state of repair? | Acceptable _____ | Action Needed _____ |
| 3. Hazards suitably marked? | Acceptable _____ | Action Needed _____ |
| 4. All floor surfaces kept dry? | Acceptable _____ | Action Needed _____ |
| 5. Free of fire hazards and projecting materials? | Acceptable _____ | Action Needed _____ |
| 6. Provisions for bad weather? | Acceptable _____ | Action Needed _____ |
| 7. Proper warning signs available? | Acceptable _____ | Action Needed _____ |

Stairs & Ramps

- | | | |
|--|------------------|---------------------|
| 1. Adequate covering with non-slip surfaces? | Acceptable _____ | Action Needed _____ |
| 2. In good condition? | Acceptable _____ | Action Needed _____ |
| 3. Strong enough for normal and emergency use? | Acceptable _____ | Action Needed _____ |
| 4. Handrails securely fastened? | Acceptable _____ | Action Needed _____ |
| 5. Adequate lighting? | Acceptable _____ | Action Needed _____ |
| 6. Free of equipment or debris? | Acceptable _____ | Action Needed _____ |

Sidewalks

- | | | |
|----------------------------------|------------------|---------------------|
| 1. Free of hazardous conditions? | Acceptable _____ | Action Needed _____ |
| 2. Adequate exterior lighting? | Acceptable _____ | Action Needed _____ |

Bleachers / Seating Area

- | | | |
|--------------------------------|------------------|---------------------|
| 1. In good condition? | Acceptable _____ | Action Needed _____ |
| 2. Railings securely fastened? | Acceptable _____ | Action Needed _____ |

- | | | |
|---|------------------|---------------------|
| 3. Adequate capacity for expected crowd? | Acceptable _____ | Action Needed _____ |
| 4. Supports securely fastened? | Acceptable _____ | Action Needed _____ |
| 5. Seating access allows unencumbered movement? | Acceptable _____ | Action Needed _____ |

Hazard Warnings

- | | | |
|---|------------------|---------------------|
| 1. P.A. announcements warning of potential hazards? | Acceptable _____ | Action Needed _____ |
| 2. Warning, directional and exit signs posted? | Acceptable _____ | Action Needed _____ |

Security

- | | | |
|---|------------------|---------------------|
| 1. Are security personnel visible? | Acceptable _____ | Action Needed _____ |
| 2. Staff trained on emergency procedures? | Acceptable _____ | Action Needed _____ |
| 3. Adequate number for event size? | Acceptable _____ | Action Needed _____ |
| 4. Contracted security firm insurance limits? | Acceptable _____ | Action Needed _____ |
| 5. Security firm indemnifies and holds harmless organizer/sponsors? | Acceptable _____ | Action Needed _____ |

COMPETITION AREAS

Outdoor Playing Surfaces

- | | | |
|---|------------------|---------------------|
| 1. Condition of turf? | Acceptable _____ | Action Needed _____ |
| 2. Standing water absent? | Acceptable _____ | Action Needed _____ |
| 3. Field clear of trash, sharp objects, rocks, etc.? | Acceptable _____ | Action Needed _____ |
| 4. Obvious and hidden grates secured? | Acceptable _____ | Action Needed _____ |
| 5. Sufficient buffer zone between spectators and field? | Acceptable _____ | Action Needed _____ |
| 6. Detachable equipment secured properly? | Acceptable _____ | Action Needed _____ |

Vehicles

- | | | |
|--|------------------|---------------------|
| 1. Operated only by authorized drivers? | Acceptable _____ | Action Needed _____ |
| 2. Drivers carry valid licenses? | Acceptable _____ | Action Needed _____ |
| 3. Inspected regularly? | Acceptable _____ | Action Needed _____ |
| 4. Traffic rules defined and adhered to? | Acceptable _____ | Action Needed _____ |
| 5. Speed limitations established and communicated? | Acceptable _____ | Action Needed _____ |

EMERGENCY POLICIES & PROCEDURES

Emergency Action Plan

1. Existence of an emergency action plan?	Acceptable _____	Action Needed _____
2. Periodic review of emergency plan?	Acceptable _____	Action Needed _____
3. Personnel trained in emergency procedures?	Acceptable _____	Action Needed _____
4. Personnel trained in reporting emergencies?	Acceptable _____	Action Needed _____
5. Emergency routes properly identified?	Acceptable _____	Action Needed _____
6. Emergency staging areas identified?	Acceptable _____	Action Needed _____
7. Personnel know location of all telephones?	Acceptable _____	Action Needed _____
8. Crisis Management Team in place?	Acceptable _____	Action Needed _____
9. Emergency phone number posted?	Acceptable _____	Action Needed _____
10. Command Center and communications plans in place?	Acceptable _____	Action Needed _____
11. AED(s) location identified?	Acceptable _____	Action Needed _____
12. Personnel trained in use of AED(s)?	Acceptable _____	Action Needed _____
13. Personnel trained in use of fire extinguishers?	Acceptable _____	Action Needed _____
14. Personnel easily identified?	Acceptable _____	Action Needed _____
15. Non-working phones identified?	Acceptable _____	Action Needed _____
16. Local hospital notified of event?	Acceptable _____	Action Needed _____
17. Map available illustrating route to nearest emergency medical facility?	Acceptable _____	Action Needed _____

Fire Protection

1. Local fire department familiar with facility?	Acceptable _____	Action Needed _____
2. Check for fire hazards pre- and post-game?	Acceptable _____	Action Needed _____
3. Unobstructed access to fire protection equipment?	Acceptable _____	Action Needed _____
4. Emergency vehicle access designated & secured?	Acceptable _____	Action Needed _____
5. All fire protection inspected?	Acceptable _____	Action Needed _____
6. Alarm systems functioning properly?	Acceptable _____	Action Needed _____
7. Fire extinguishers accessible?	Acceptable _____	Action Needed _____
8. Fire extinguishers tagged and serviced?	Acceptable _____	Action Needed _____

- | | | |
|---|------------------|---------------------|
| 9. Appropriate types of fire extinguishers available? | Acceptable _____ | Action Needed _____ |
| 10. Fire hydrants accessible? | Acceptable _____ | Action Needed _____ |
| 11. Automatic sprinkler system functioning? | Acceptable _____ | Action Needed _____ |

Housekeeping / Maintenance

- | | | |
|--|------------------|---------------------|
| 1. Sufficient trash containers provided? | Acceptable _____ | Action Needed _____ |
| 2. Appropriate containers for hazardous materials? | Acceptable _____ | Action Needed _____ |
| 3. Ability to clean spills immediately? | Acceptable _____ | Action Needed _____ |
| 4. Adequate ashtrays where smoking is permitted? | Acceptable _____ | Action Needed _____ |
| 5. Trash emptied frequently? | Acceptable _____ | Action Needed _____ |
| 6. Combustible materials frequently collected? | Acceptable _____ | Action Needed _____ |
| 7. Combustible materials stored appropriately? | Acceptable _____ | Action Needed _____ |

Locker Room Checklist

Name of Inspector(s) _____

Date of Inspection _____ Time of Inspection _____

Showers

- | | | |
|-----------------------------------|------------------|---------------------|
| 1. Lighting? | Acceptable _____ | Action Needed _____ |
| 2. Drainage? | Acceptable _____ | Action Needed _____ |
| 3. Cleanliness? | Acceptable _____ | Action Needed _____ |
| 4. Water temperature and control? | Acceptable _____ | Action Needed _____ |

Locker Rooms

- | | | |
|--|------------------|---------------------|
| 1. Enough lockers for each team? | Acceptable _____ | Action Needed _____ |
| 2. Separate officials' room available? | Acceptable _____ | Action Needed _____ |
| 3. Personnel know where to direct teams & officials? | Acceptable _____ | Action Needed _____ |
| 4. Locker secured? Locker rooms locked/attended? | Acceptable _____ | Action Needed _____ |
| 5. Lighting and emergency lighting in locker area and shower area? | Acceptable _____ | Action Needed _____ |
| 6. Towel racks or hooks? | Acceptable _____ | Action Needed _____ |
| 7. Air dryers? | Acceptable _____ | Action Needed _____ |
| 8. Ventilation and air ducts? | Acceptable _____ | Action Needed _____ |

List broken / malfunctioning items in each locker room prior to event:

Inspector's Signature _____

Summary

As any experienced site director/manager or administrator-in-charge can tell you, there will always be unexpected issues that arise. However, with proper pre-event planning many potential issues can be eliminated or minimized. Such efforts prior to the event provide the site director/manager or administrator-in-charge the flexibility to troubleshoot unforeseen issues on the day of the event. In this guide, you will find a basic event check list to assist you in your planning efforts.

Well-prepared site directors/managers or administrators-in-charge provide a safer and more enjoyable experience for everyone, while reducing risks. Effective communication ensures the success of the plans you develop, including communication with all individuals involved with management of the event, security, medical personnel, officials, students, fans and the visiting schools. As always, positive sporting conduct is a key ingredient for a successful event, so be sure to incorporate the Respect the Game campaign in your event planning.

Taking time to review for the next event, the next season and the next year will allow you to improve your programs for everyone involved. Best of luck and please feel free to contact the Ohio High School Athletic Association at 614-267-2502 if we can be of service.

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