



NCHSAA Playoff Contest/Event Checklist

The following is a basic contest checklist to assist a school in preparations for hosting an NCHSAA playoff event:

- Identify and assign a Game Day Administrator for the contest
- Contact the visiting teams Athletic Director to set up game specifics
- Contact made with appropriate Regional Supervisor of Officials, per NCHSAA policy
- Check the playing area to make sure it is safe and ready for the competition
- Locker rooms cleaned and properly stocked/prepared
- Necessary game equipment—e.g. clock (s), headphones, chains (football)—available and functioning properly
- Necessary game personnel (announcer, clock operator, scorekeeper, security, etc)
- Designation of seating for fans
- Sufficient event personnel scheduled
- Ticket sellers & ticket takers: ticket prices listed and posted; NCHSAA Pass Board posted
- Concessions: personnel contacted, stand area cleaned and properly stocked
- Arrangements for security and/or police
- Medical, i.e. athletic trainers, 1st responders, EMS contacted, etc.
- Emergency procedures, i.e. emergency action plan for the specific venue, AED available, etc.
- Public Address Announcer; sportsmanship and other appropriate announcements available
- Game clock operator
- Host/Escort for game officials
- Communication of pertinent event information to event personnel
- Prohibited items identified and posted: face/body paint; noisemakers, if indoors
- Crowd management and other security procedures identified
- Established method of communication between event personnel (2-way radios, cell phones, etc.)
- Accommodations/Locker Rooms for visiting team and game officials
- Media accommodations
- Public restrooms are cleaned and properly stocked
- Availability of NCHSAA Handbook and Applicable Rule Books