

NCHSAA Post-Season Expectations of Host School Management

A. Before the contest

1. Contact the visiting team—athletic director and/or head coach—to confirm contest specifics: contest time, contest site with directions to facility, admission price, etc.; establish arrival time and parking area.
2. Per NCHSAA policy, contact Regional Supervisor of Officials to confirm game officials, and give contest specifics: contest time, contest site, with directions to facility, etc.; establish arrival time of officials, and designate parking area.
3. Check playing facility for playability, safety, and compliance with NFHS & NCHSAA rules.
4. Assign staff to meet officials and visiting team; escort to parking area and afterward to locker rooms.
5. Determine and arrange for all personnel necessary to safely and properly conduct the contest, including a school administrator, competent clock operator, experienced scorekeeper and public address announcer.
6. Hire police and security personnel. Check for local requirements regarding numbers of police, deputy sheriffs, etc.
7. When possible, arrange for the playing of the National Anthem--either by singer, band or pre-recorded version.
8. Provide copy of public address announcement regarding sportsmanship and behavior expectations.
9. Post appropriate “**Do’s & Don’ts**” signage relative to face/body paint; noisemakers; etc.

The use of confetti, signs, placards are not permitted. **Note:** Cheerleaders are permitted to have signs, banners, and placards as part of their routines.

Face and/or body paint is not permitted by any person attending the contest. Small decals for face/cheeks are permitted. Noisemakers are not permitted at indoor events, but are allowed at all outdoor contests. **Note:** local policies may prohibit noisemakers.

10. Arrange for sale of tickets, including ticket sellers/takers. Arrange for a “pass gate” entrance, with appropriate posting/pictures of acceptable passes as approved by the NCHSAA. Check NCHSAA handbook for admission prices.
11. Arrange for medical personnel as appropriate for the event, i.e. licensed athletic trainer or 1st responder; arrange for AED unit at the contest. **Note:** Unless so mandated, NCHSAA does not require presence of EMS vehicle; however, EMS should be contacted and given notice of the event being hosted on your campus. It should also be noted that local policies may require the presence of EMS personnel.
12. Review required Emergency Action Plan for site specific details, including weather related protocol.
13. Meet with all working personnel at the appointed time prior to game time. Issue any needed printed instructions to police/security, if necessary. Go over duties of all working personnel. Issue identifying badges, tags, etc. Review any site specific guidelines for security, safety, and crowd control for the school or rental site.
14. As appropriate, arrange for hospitality to visiting teams, coaches and game officials. Include media, VIP’s, etc. as is feasible and appropriate.
15. Make necessary arrangements for parking, entrance and seating of the media.
16. Arrange seating for visiting spectators, school bands and/or cheerleaders as appropriate.

17. Confer with any NCHSAA persons if necessary; e.g. postponement, delays, etc.; make any additional arrangements.

B. During the Contest

1. Athletic Director should move about the facility, keeping in close contact with security staff, game workers, etc.
2. Help keep the playing area clear of spectators.
3. Help keep exits, passageways, aisles, lobbies, parking areas safe—clear of loiterers and unauthorized persons.
4. Work with other assigned personnel to ensure sportsmanlike conduct.
5. Handle disruptive incidents quickly, calling police/security when necessary.

C. After the Contest

1. Do everything possible to insure the safety of players, game officials and spectators. Assign persons to guard exits, corridors, lobbies, parking lots, locker rooms, staging areas, busses, etc.
2. Arrange police escort for officials from the playing area; arrange for escort for officials, visiting team busses, if necessary, from the parking areas.
3. Communicate with principal of any school whose coach, players or fans exhibited undesirable behavior.
4. Within 10 days, reconcile finances with the NCHSAA by using the appropriate financial form(s) which can be found on the specific sports' page of the website.