

NCHSAA Playoff Contest/Event Checklist

The following is a **basic** contest checklist to **provide focus and assist** you in preparations for hosting an NCHSAA play-off event:

- ✓ Identify and assign a Game Day Administrator for the contest (notify other team and officials)
- ✓ Contact made with visiting team Athletic Director and Head Coach
- ✓ Contact made with appropriate Regional Supervisor of Officials, per NCHSAA policy
- ✓ Playing area checked and ready for competition
- ✓ Locker rooms cleaned and properly stocked/prepared
- ✓ Necessary game equipment—e.g. clock (s), head phones, chains (football)—available and functioning properly
- ✓ Designation of seating for fans
- ✓ Sufficient event personnel scheduled
- ✓ Ticket sellers & ticket takers: ticket prices listed and posted; passes to be honored 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, 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 cleaned and properly stocked
- ✓ Availability of NCHSAA Handbook and Applicable Rule Books