



## **SUPERVISION OF ATHLETIC EVENTS**

**Schools must have a designated Site Manager (home team) and Team Chaperone (visiting team) at all athletic contests the school plays regardless of where those games are played. In the event that a visiting Team Chaperone is not available or not required, the Site Manager will be responsible for both teams' students, parents, and fans. In this document, you will find the protocol for hosting athletic events (home and away), officials, and security.**

### **SITE HOSTING PROTOCOL**

#### **PRIOR TO THE SEASON**

- Hire competent people as game workers – scorekeepers, timers, announcers, and site managers. Make sure that they are properly trained to do their job. Experienced and competent game workers are critical to hosting a successful event.
- Take appropriate measures to provide security for the officials before and after the game.
- Make arrangements to have someone “host” the officials. This could be you, a site member, or students who have been trained to perform this duty.
- If necessary and possible, arrange for reserved parking for the officials.

#### **PRIOR TO THE CONTEST**

- The host school's site manager should appoint someone to greet the officials upon their arrival and escort them to a secure meeting/changing room. If possible, this area should have a shower and toilet, and should not be used by coaches or other personnel working the contest.
- Try to provide water or sport drinks for half-time.
- Escort the officials to and from the secure meeting/changing room, to the contest and back, being sure to lock and unlock the meeting/changing room doors. If it is not possible to have someone do this, provide a key for the officials to use.
- Make sure that no one (except authorized personnel) has access to the officials' meeting/changing room before, during, and after the contest.
- The home team's site manager should introduce him/herself to the officials, and make sure the officials know where the site manager will be during the game. The site manager should be available at all times, especially at events where there is a greater potential for problems with spectators.
- Brief security on your expectations for them before, during, and after the contest.
- Have security regularly patrol the parking lots. Tell them where to be located.



## **SUPERVISION OF ATHLETIC EVENTS**

### **DURING THE CONTEST:**

1. Wear clothing that identifies you as a staff member of your school.
2. Arrive 30 minutes prior to the start of the event and introduce yourself to the other school's supervisor or chaperone and the officials.
3. If available, obtain a walkie-talkie from the other school or exchange cell phone numbers for use in emergencies.
4. Review any specific characteristics of the site or past experience that warrant attention.
5. The visiting supervisor/chaperone should help enforce local rules with his/her students, parents and fans.
6. Student spectators should be required to remain on their designated side of the venue.
7. During play, supervise from a position to observe student behavior in the stands.
8. Help direct your school's supporters to the designated seating sections and then position yourself close to your school's rooting section.
9. Confiscate artificial noise makers, laser pointers, or other devices that could disrupt play.
10. Be proactive in encouraging positive rooting and signs and immediately reactive in discouraging negative rooting and signs – if needed, move and then remove disruptive individuals from the venue.
11. At the end of the contest, meet at a prearranged location with the supervisor from the other school in order to keep groups apart.
12. Help supervise the parking lot at least 30 minutes after the conclusion of the contest.

### **AFTER THE CONTEST**

- The site manager should make sure that the officials are escorted to their secure meeting/changing room the moment the game ends.
- The site manager should arrange to have the officials escorted to their cars if necessary or upon the official's request.

**\* Officials play an important role in conducting interscholastic athletic events, and yet we are facing a critical shortage of officials. Properly hosting officials is one way in which you can show respect and appreciation for the role that they play in conducting your contests.**



## **SUPERVISION OF ATHLETIC EVENTS**

### **VISITING TEAM CHAPERONE PROTOCOL**

1. Contact the Site Manager of the Home Team at least one day before the contest date to provide the Site Manager with the contact information of the designated Team Chaperone OR to inform the Site Manager that there is no designated Team Chaperone OR to mutually agree a Team Chaperone is not required.
2. Wear clothing that identifies you as a staff member of your school.
3. Arrive 30 minutes prior to the start of the event and introduce yourself to the other school's supervisor and the officials.
4. If available, obtain a walkie-talkie from the other school or exchange cell phone numbers for use in emergencies.
5. Review any specific characteristics of the site or past experience that warrant attention.
6. The visiting team chaperone should help enforce local rules with his/her students, parents and fans.
7. Visiting team student spectators should be required to remain on their designated side of the venue.
8. During play, supervise from a position to observe visiting team student behavior in the stands.
9. Help direct your school's supporters to the designated seating sections and then position yourself close to your school's rooting section.
10. Confiscate artificial noise makers, laser pointers, or other devices that could disrupt play for visiting team students, fans and parents.
11. Be proactive in encouraging positive rooting and signs and immediately reactive in discouraging negative rooting and signs – if needed, move and then remove disruptive individuals from the venue.
12. At the end of the contest, meet at a prearranged location with the supervisor from the other school in order to keep groups apart.
13. Help supervise the parking lot at least 30 minutes after the conclusion of the contest.



## **SUPERVISION OF ATHLETIC EVENTS**

### **SITE SECURITY PROTOCOL**

**The SFUSD Athletic Office assigns security personnel (SFUSD T-10s, SFPD SROs, and Private Security Guards) to football, boys soccer, boys and girls basketball, and playoff/championship games both at school site and non-school site games and matches.**

**The home school must provide a site manager to supervise all logistical aspects at athletic events. Assigned site manager(s) should adhere to the following protocol when overseeing security at their home site events:**

- Prior to all games - review security assignment lists provided by the SFUSD Athletic Office to confirm the number and type of guards assigned.
- Make contact with the visiting school's Team Chaperone to review security and logistical matters, make any adjustments to the security plan, and to arrange to communicate with each other should spectator compartment issues arise.
- At the game site, greet security personnel upon arrival and review security issues involving spectator entry and seating, team locker/meeting room, game officials' locker/meeting room, emergency procedures, end of game spectator/team/officials' exit procedures.
- Position security personnel.
- Have security or site management escort game officials to and from their meeting/changing room, and to their vehicles at end of game if needed or requested (see the Section's Guidelines on Hosting Officials).
- Have security personnel and/or site management monitor the exterior of the gym/field during half time and at the end of game.
- Ensure all security personnel remain until the end of the game and/or scheduled release time.
- Approve and sign all SFUSD T-10 and Private Security time/log sheets confirming correct day/hours worked.
- Report any incidents or issues/problems that may have occurred during the game(s) to the home school Athletic Director and/or Principal and the SFUSD Athletic Office.



## **SUPERVISION OF ATHLETIC EVENTS**

### **T10 SECURITY AIDE - EVENT DUTIES & RESPONSIBILITIES**

- [T10 Job Description](#)
- [T10 Security Manual](#)
  - Patrols buildings, grounds and adjacent areas of a school;
  - Maintains order;
  - Prevents the entry of unauthorized persons;
  - Enforces rules, regulations,
  - Provides orientation for pupils on safety and security procedures;
  - Assists administrative staff personnel in maintaining orderly conduct during school hours; serves upon occasion, after hours, at special school events;
  - Protects school property from damage by vandalism or theft;
  - Notifies the school principal of situations that may result in disturbances;
  - Cooperates with law enforcement as directed;
  - Employee performs duties of job without close supervision, acts quickly, effectively, tactfully, and maturely in emergencies; relates to and works effectively with all individuals within the culturally diverse environment of SFUSD;
  - Develops and maintains effective communication with staff and public; deals fairly and convincingly with pupils, faculty and others.