



SUPERVISION OF ATHLETIC EVENTS

Please use this communication as a guide to managing and supervising your school's athletic events. In most cases, the Athletic Director/Principal/Site Manager will be responsible for the home event, and the Team Chaperone will be responsible for supervision of their respective team, fans, and community. The head coach will be responsible for the team management and coordination with the event officials.

Here are keys to success:

- ◆ Be sure to arrange for adequate security for all home events.
- ◆ Brief security on your expectations for them before, during, and after the contest.
- ◆ Have security regularly patrol the parking lots.
- ◆ Wear clothing that identifies you as a staff member of your school.
- ◆ Arrive 30 minutes prior to the start of the event and introduce yourself to the other school's supervisor and the officials.
- ◆ If available, obtain a walkie-talkie from the home school or exchange cell phone numbers for use in emergencies.
- ◆ Review any specific characteristics of the site or past experience that warrant attention.
- ◆ The visiting supervisor should help enforce local rules with his/her students, parents and fans.
- ◆ Student spectators should be required to remain on their designated side of the venue.
- ◆ Be sure that coaches are supervising players in locker rooms, before the game, at halftime, and particularly after the game. F/S and JV coaches need to closely supervise their players during the varsity contest (not be on the bench/sidelines with the varsity coaches).
- ◆ Introduce yourself to the contest officials when they arrive.



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- ◆ Provide the contest officials a secured area to change in (be prepared for both male and female officials).
- ◆ Escort officials to and from that secured area.
- ◆ Assist in keeping the court or field clear at half-time.
- ◆ Periodically check on restrooms and/or locker rooms.
- ◆ During play, supervise from a position to observe student behavior in the stands.
- ◆ Identify the area for your cheerleaders and direct them to stay in the designated place.
- ◆ Help direct your school's supporters to the designated seating sections and then position yourself close to your school's rooting section.
- ◆ Confiscate artificial noise makers, laser pointers, or other devices that could disrupt play
- ◆ 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.
- ◆ At the end of the contest, meet at a prearranged location with the supervisor from the other school in order to keep groups apart.
- ◆ Help supervise the parking lot at least 30 minutes after the conclusion of the contest.
- ◆ Both schools should provide additional supervision when a large crowd or volatile situation is anticipated.