

## SITE SECURITY PROTOCOL

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

The home school should 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 number and type of guards assigned.
- \* At 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.
- \* Make contact with the visiting school's supervisor 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.
- \* 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 exterior of gym/field during half time and at 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.

## **OFFICIALS HOSTING PROTOCOL**

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.

### **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.

### **DURING THE CONTEST**

- \* The site manager and the visiting team’s supervisor should make sure that the spectators abide by the league’s and Section’s expectations for sportsmanship and spectator decorum.

### **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.