



# ADMINISTRATIVE PROCEDURE

## ATHLETIC EVENT COVERAGE

5156

Procedure No.

September 18, 2018

Date

- I. **PURPOSE:** To provide system-wide direction regarding supervision before, during and after athletic events.
- II. **BACKGROUND:** Education-based athletics is a valuable part of the educational program in PGCPS. Students, parents, employees, and community members are encouraged to attend athletic events. Principals/designees must ensure that athletic events are adequately staffed and provided in an orderly, safe and enjoyable experience for those in attendance.
- III. **DEFINITIONS:** The following definitions apply to the content of these procedures:
  - A. Athletic Director – responsible for implementing the policies and procedures for the athletic program and athletic event management (Game Manager).
  - B. Athletic Event – all athletic activities as listed in the PGCPS Athletic Handbook.
  - C. Coverage for JV Football Games – a high school team that competes at a level below varsity.
  - D. Designee – the person assigned to support the school in the absence of the principal.
  - E. Game Manager – this position is normally held by the Athletic Director unless they are not available. They are responsible for athletic event management.
  - F. Game Worker – personnel employed to work an athletic event (clock operator, announcer, etc.)
  - G. Games with media coverage – example: game of the week.
  - H. Gate Staff – personnel employed as ticket sellers, ticket takers, security. They also monitor/observe fans as they enter athletic events.
  - I. Homecoming – a yearly celebration for current students and alumni.
  - J. Information about potential issues – communication regarding threats or potential security issues gleaned from social media or other sources.



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- K. Out of county games – games scheduled versus out of league opponents.
- L. Playoffs – County, Regional, and State (MPSSAA) competition.
- M. Rival games – the most competitive games on your schedule with max attendance.
- N. Scrimmages – A practice or modified game involving two or more schools in which no score is reported, no admission is charged, no public report is made, and is purely for instructional purposes.
- O. Senior Day/nights – an event scheduled to honor senior athletes and parents.
- P. Tournaments – designated optional tournaments (local only).

#### IV. **PROCEDURES:**

The principal or his/her designee - typically the vice-principal assigned to oversee athletics, athletic director and/or game manager - shall train all staff involved in the proficient execution of an athletic event. The following general procedures apply:

##### **A. Staff Training**

The principal or his/her designee shall review the list of best practices located in the Prince George’s County Athletic Handbook with all athletic coaches, game workers, school security, and other applicable school system personnel (concession workers, volunteers and athletic trainers, etc.).

##### **B. Staff Roles and Responsibilities**

1. Principal or his/her designee: Provide an active presence and support the Athletic Director. They shall coordinate as needed with the Athletic Director, security, and game workers regarding crowd control and communication.
2. Gate Staff: Provide crowd control at the gate. Ensure safety of funds collected and sell tickets. Communicate with Athletic Director/ Principal or his/her designees needed.



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3. Athletic Director: Coordinate transportation, game management, and before/during/after game checklist for Athletic Directors. Ensure that coaches exit in a timely fashion after games are finished.
4. Security: Coordinate with Principal or his/her designee/Athletic Director and handle issues prior to involving police. IC is in charge and should position team members strategically to help monitor the game/crowd.
5. Event Announcer: An announcer should have a way of communicating with the entire crowd. The announcer will assist with crowd control and emergency support.
6. Building supervisor/or night lead person: Provide communication and emergency support.

### C. Best Practices

See Attachment 1 for game day checklist and Attachment 2 for list of athletic event duties for school administrators and the Athletic Director.

### D. Mandatory Event Coverage

School administrators (i.e., the Principal , Assistant Principal or their designees from both schools) must be present for the following athletic events:

1. Home and Away Varsity Football
2. Home Junior Varsity Football (note: only home administration required for JV games)
3. Home and Away Boys and Girls Varsity Basketball
4. Home and Away Boys and Girls Varsity Lacrosse
5. Middle School Boys and Girls Basketball

### E. Considerations for additional event coverage

1. The Principal and his or her administrative team have the option to consider requiring additional staff coverage if needed for events other than the mandatory events under section D.
  - a. Rival games
  - b. Playoffs
  - c. Scrimmages



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- d. Information about potential issues (social media/school team information)
  - e. Homecoming (football)
  - f. Senior Nights
  - g. Tournaments (Admin don't need to cover unless there is a concern)
  - h. Out of County games (Cover only if part of the regular season)
  - i. Games when there is media coverage – game of the week
2. If the Principal and his or her administrative team opt to make plans for additional coverage they are to consider the workday, work week, extracurricular activities for that week, and general impact and equitable distribution of roles and responsibilities on assistant principals.

### F. Game Day Communication

Game staff should have radios to enhance communication. It is suggested that individuals exchange cell phone numbers.

### G. Visiting Team Exit

Visiting Teams shall have 20 minutes from the end of the athletic event to exit the facility.

- VI. **RELATED PROCEDURES:** Administrative Procedure 5158, Middle School Athletic Association; and Administration Procedure 5159, High School Athletic Association.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of Interscholastic Athletics and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- IX. **EFFECTIVE DATE:** September 18, 2018

#### Attachments:

- 1. Athletic Event Checklist
- 2. Athletic Directors and Administrator Duties