



## **NCHSAA Playoff Contest/Event Checklist**

The following is a basic contest checklist to assist a school in preparations for hosting an NCHSAA playoff event:

- ☐ Identify and assign a Game Day Administrator for the contest
- ☐ Contact the visiting teams Athletic Director to set up game specifics
- ☐ Contact made with appropriate Regional Supervisor of Officials, per NCHSAA policy
- ☐ Check the playing area to make sure it is safe and ready for the competition
- ☐ Locker rooms cleaned and properly stocked/prepared
- ☐ Necessary game equipment—e.g. clock (s), headphones, chains (football)—available and functioning properly
- ☐ Necessary game personnel (announcer, clock operator, scorekeeper, security, etc)
- ☐ Designation of seating for fans behind respective team benches
- ☐ Avoid student sections being placed behind opposing team benches
- ☐ Sufficient event personnel scheduled
- ☐ Ticket sellers & ticket takers: ticket prices listed and posted; NCHSAA Pass Board posted
- ☐ Concessions: personnel contacted, stand area cleaned and properly stocked
- ☐ Arrangements for security and/or police
- ☐ Medical, i.e. athletic trainers, 1<sup>st</sup> responders, EMS contacted, etc.
- ☐ Emergency procedures, i.e. emergency action plan for the specific venue, 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 are cleaned and properly stocked