



NCHSAA Post-Season Expectations of Host School Administration

Before the Contest

1. Contact the visiting team—athletic director and/or head coach—to confirm contest specifics: contest time, contest site with directions to the facility, admission price, etc.; establish arrival time and parking area.
2. Per NCHSAA policy, contact the Regional Supervisor of Officials to confirm game officials, and give contest specifics: contest time, contest site, directions to the facility, etc.; establish arrival time of officials, and designate parking area.
3. Check the playing facility for playability, safety, and compliance with NFHS & NCHSAA rules.
4. Assign staff to meet officials and visiting team; arrange escorts for them to the locker room upon their arrival, at halftime to the locker room, and to their cars after the event.
5. Determine and arrange for all personnel necessary to safely and properly conduct the contest, including a school administrator, competent clock operator, experienced scorekeeper, and public address announcer.
6. Hire police and security personnel
7. When possible, arrange for the playing of the National Anthem--either by singer, band, or pre-recorded version.
8. Provide a copy of the public address announcement regarding sportsmanship and behavior expectations.
9. Review announcer expectations with game day announcer.
10. Post appropriate **“Do’s & Don’ts”** signage relative to face/body paint; noisemakers; etc.

The use of confetti, signs, and placards is not permitted. **Note:** Cheerleaders are permitted to have signs, banners, and placards as part of their routines.

Face and/or body paint is not permitted by any person attending the contest. Small decals for the face/cheeks are permitted. Noisemakers are not permitted at indoor events, but are allowed at all outdoor contests. Note: local policies may prohibit noisemakers.

11. Arrange for the sale of tickets, including ticket sellers/takers. Arrange for a “pass gate” entrance, with appropriate posting/pictures of acceptable passes as approved by the NCHSAA.
12. Check the NCHSAA handbook for admission prices.
13. Arrange for medical personnel as appropriate for the event, i.e. licensed athletic trainer or 1st responder; arrange for an AED unit at the contest. **Note:** Unless so mandated, NCHSAA does not require the presence of an EMS vehicle; however, EMS should be contacted and given notice of the event being hosted on your campus. It should also be noted that local policies may require the presence of EMS personnel.
14. Review the required Emergency Action Plan for site-specific details, including weather-related protocol.

15. Meet with all working personnel at the appointed time prior to game time. Issue any needed printed instructions to police/security, if necessary. Go over the duties of all working personnel. Issue identifying badges, tags, etc. Review any site-specific guidelines for security, safety, and crowd control for the school or rental site.
16. As appropriate, arrange for hospitality to visiting teams, coaches, and game officials. Include media, VIPs, etc. as is feasible and appropriate.
17. Make necessary arrangements for parking, entrance, and seating of the media.
18. Arrange for seating of visiting spectators, school bands, and/or cheerleaders as appropriate.
19. Confer with any NCHSAA persons if necessary; e.g. postponement, delays, etc.; make any additional arrangements.

2. During the Contest

1. Athletic Director should move about the facility, keeping in close contact with security staff, game workers, etc.
2. Help keep the playing area clear of spectators.
3. Help keep exits, passageways, aisles, lobbies, and parking areas safe—clear of loiterers and unauthorized persons.
4. Work with other assigned personnel to ensure sportsmanlike conduct.
5. Handle disruptive incidents quickly, calling police/security when necessary.

3. After the Contest

1. Do everything possible to insure the safety of players, game officials, and spectators. Assign persons to guard exits, corridors, lobbies, parking lots, locker rooms, staging areas, buses, etc.
2. Encourage fans to leave the facility upon the conclusion of the game
3. Arrange police escort for officials from the playing area; arrange for an escort for officials, and visiting team buses, if necessary, from the parking areas.
4. Communicate with the principal of any school whose coach, players, or fans exhibited undesirable behavior.
5. Within 10 days, reconcile finances with the NCHSAA by using the appropriate financial form(s) which can be found on the NCHSAA reporting platform