



PLAN FOR SUCCESS

GAME AND CROWD MANAGEMENT FOR HIGH SCHOOL ATHLETICS

**Presented by the CIF Southern Section
Rob Wigod, Commissioner of Athletics**

GAME AND CROWD MANAGEMENT FOR HIGH SCHOOL ATHLETICS

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INTRODUCTION

DATE: August, 2020

TO: Superintendents/Principals/Athletic Directors/Activity Directors

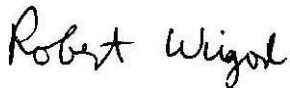
FROM: Rob Wigod, Commissioner of Athletics

SUBJECT: Game Supervision and Management Procedures Handbook

Game supervision and management is a critical function of school administration. Sporting events in high school are popular attracting large, enthusiastic crowds. For the most part, the contests are a positive experience for students, athletes and parents. Unfortunately, events at some games can lead to arguments, fights or confrontations. For some schools, local rivalries lead to an increased intensity at the "big game." Large crowds often attract an element that, while they are not in attendance, can cause problems for spectators. Media, parents, alumni and staff often make special requests of event management. All of this poses problems for administrators.

This handbook is designed to assist you in providing a safe and positive environment for athletic contests. Many of the recommendations stem from the experiences of schools that have had to deal with a problem and, in hindsight, saw that changes in procedures were needed. We hope that the ideas contained herein are of value to you and your staff. They came from a team of athletic administrators, coaches and specialists in human relations. Just one idea your staff may not have thought of can be worth the time it takes to review the material.

We sincerely hope that all of your athletic contests are positive and help to support the mission of your school. Should you experience problems, the Southern Section CIF office staff is available to assist you.



Rob Wigod
Commissioner of Athletics

SECTION I: PRE-PLANNING FOR CROWD MANAGEMENT

Part A The Need for a Master Plan. These plans should be developed at all levels (district, league, and individual school) to delineate responsibility assignments for all personnel involved in the organization and administration of athletic contests.

I. District Organization

1. Have school board adopt policy which reflects the community's attitudes concerning the athletic program.
2. Have the school board adopt a policy which assigns responsibility for the organization and administration of the athletic program
 - A. Under the direction of the superintendent or his/her representative, create an athletic council which considers and recommends administrative policies.
 - B. Prepare organizational charts which describe the responsibilities for the organization and administration of the athletic program.
 - C. Board policy should contain clear and specific provisions for financing the athletic program, as well as policies on the handling of athletic funds.

II. Building Level Organization

1. Principal delegates and coordinates specific responsibilities for the organization and administration of the athletic program. The person in charge is responsible to meet with all the agencies and people who will have a part in the operation; he/she will be the most important person to ensure that crowd management is a success.

III. League Organization

1. League Constitution
 - A. Distribute printed league rules and by-laws to coaches and all concerned personnel engaged in the organization and administration of the athletic program.
 - B. Prepare and distribute synthesis of league rules and regulations to students and athletes.
2. League Relationships
 - A. Recognize natural rivalries and meet with the schools involved to plan any special arrangements for games.

Part B. Interschool Relationships. Student councils and various other student body groups should be used whenever possible to attempt to reduce conflict possibilities and to encourage cooperative behavior by all spectators.

I. Exchange Visits with League Schools.

1. Leagues should promote pre-game meetings between schools involving ASB Presidents, team captains, cheerleaders, Assistant Principals, Directors of Activity, Athletic Directors, and other such personnel, during the week prior to the game. Non-league opponents should also be considered for these activities.
2. Encourage cultural exchange among student bodies through assemblies.
3. Review and adopt Victory with Honor.

II. Exchange Data Sheets.

1. School data sheets should be sent to each opponent at the beginning of the season. These data sheets should contain the school's history, origin of nickname, and other pertinent statistical information exchanged by the schools' administrators.

III. Relationship with Police and Supervisors.

1. The role and purpose of the police and school staff supervisors should be clearly outlined to all students via school communication outlets.

Part C. Community Organizations Support Planning. Guidelines should be devised to effectively involve the various public organizations within the community in achieving the educational objectives of the athletic program. The involvement of booster clubs, parents groups, youth service and counseling groups can be a very positive factor in crowd control through an organized educational program of responsible spectatorship.

I. Leadership in Organizations.

1. Effective leadership in these organizations will aid in good sportsmanship at athletic events.
2. Utilize school's speaker's bureau to contact organizations regarding spectator education and promotion of your school and its activities.
3. Create awareness within organizations of the rules and policies of the school, the district, the league and the CIF.
4. Discuss at meetings of organizations the rules and regulations of various sports.
5. Maintain permanent, specific liaison between school administration and organizations.
6. Explain and discuss the roles and duties of supervisory personnel assigned to events.

7. Provide resource people to discuss and explain the role of the game officials, their training and background.
8. Send a letter to parents explaining the problems of crowd control and encourage positive and supportive attitudes.

II. Involvement of Organizations.

1. Develop positive and productive involvement of organization members at athletic events.
2. Utilize skills and talents to assist in areas not provided for by school personnel (i.e., game announcer, chain gang, concessions, etc.)
3. Emphasize control of booster or adult sections at athletic contests:
 - A. Demonstrate emotional control.
 - B. Exercise positive peer influence.

III. Relationship with City Government Officials.

1. The development of a working relationship with city government officials will assure assistance in crowd control measures.
2. Establish a public relations program with officials: Schools may wish to provide tickets to city officials and police officers. They may include city leaders in ceremonies and recognize them at half-time activities.
3. Establish and maintain permanent liaison with agencies providing control services.
 - A. Attend regular meetings.
4. Keep officials aware and informed of crowd control measures and potential problems.
5. Attend meetings of city governmental bodies.

IV. Community Groups.

1. Educate and/or involve community groups so that they are positive factors in crowd control.

2. Identify various groups and their leadership:
 - A. Service Clubs - Chamber of Commerce
 - B. Church Groups
 - C. Recreation - Senior Citizens
 - D. Junior College Students
 - E. Late Teen Groups
 - F. Scouts, YMCA, Boys/Girls Clubs
 - G. Church - Recreation
 - H. Elementary - Junior High students - Babysitting@ groups
 - I. School Dropouts
3. Provide resource people to discuss with organized groups the problems of crowd control, rules of sports, review of games, selection of officials, etc.
4. Involve service and other adult clubs in projects that would improve crowd control (i.e., lighting, parking, improvement of site facilities, etc.)
5. Utilize the youth committees and/or adult organizations in game site control.
6. Control the admission of unorganized youth groups:
 - A. Encourage children to attend with parents through family rates, price reductions, etc.
 - B. Encourage youths to attend as a group with some type of adult supervision.

SECTION II: GAME SITE-PREPARATION AND PLANNING

Part A Planning Responsibilities. Detailed procedures should be developed to bring people into the stadium or gymnasium comfortably and to dispatch them quickly and safely at the conclusion of the event. Insist on adequate sites and facilities for large attendance events such as playoffs to aid with your planning responsibilities.

I. Police Services. Cooperation of your local police officials is essential to insure successful planning for crowd accommodation. The following guidelines may be useful to prepare for and secure their assistance.

1. Establish a coordinated plan at the district superintendent-chief of police level. Continued communication at this level is important in order to insure that adequate police protection will be available.
 - A. It is highly recommended that local police departments organize Ateams@ to staff athletic events in each city rather than having different personnel assigned each time.
 - B. Many schools located in or near metropolitan areas have found it extremely beneficial to arrange for police helicopters to be on surveillance in and around the area of the game site to protect against disturbances and to assist with traffic flow.
 - C. It is highly recommended for schools to have a uniformed officer(s) on duty.
2. Development of a human relations program with local law enforcement.
3. Pre-Game Organization:
 - A. A written philosophy regarding the use of police services should be established.
 - B. A specific school official should be assigned to contact and arrange details of police services (i.e., numbers, duties, time, and methods of communications).
 - C. A school official should be assigned to supervise and act as liaison for officers while on duty. In addition, an officer to head the detail is advisable.
 - D. A meeting site at game facility should be established for all police personnel.
 - E. A map of the game site should be provided, indicating control points with a description of duties for each point.
4. Recommendations:
 - A. Arrange for a suitable location to detain anyone arrested by police until they can be taken away with the least amount of confusion.
 - B. An instruction list should be provided for each officer.

- C. It is highly recommended that officers with previous juvenile and crowd control experience be assigned whenever possible.
 - D. Be aware of the affect police behavior can have on crowd behavioral patterns B emphasize crowd accommodation.
- II. Parking Sites. Parking sites should be administered in such a way as to provide optimum entrance and exit routes.
 - 1. An effort should be made to secure permission for street parking on game nights.
 - 2. Publicity should be disseminated regarding recommended parking sites.
 - 3. Specific responsibility should be established for supervising parking sites before, during and after the contest.
 - 4. Provide a reserved parking area for game officials, press, doctor and VIPs.
- III. Auto Traffic Control. Careful planning should provide for the free flow of traffic to and from the game site. Most problems occur when people are not moving.
 - 1. A definite plan for parking and dispatching of busses should be established. Busses should be headed toward the exit at the game's conclusion, ready to load and leave immediately.
 - 2. Parking facilities for home and visitors should be separated.
 - 3. It is highly desirable to have uniformed parking attendants.
- IV. Control Points. Potential problem areas surrounding the game site should be identified and given a high priority for supervision.
 - 1. Rest rooms should be clean and well supervised by police or school staff.
 - A. It is highly recommended that separate rest room facilities be provided for the visiting school.
 - 2. Concession areas should be supervised to provide prompt service and keep customers satisfied.
 - 3. Guidelines for booster club activities during the contest should be established in advance.
 - 4. Ushers and ticket takers should be well schooled in how to accommodate the public as guests of the host school.
 - 5. Specific responsibilities should be designated to the maintenance staff, with provision for proper supervision.

- V. Spectator Conduct and Education. Special care should be taken to provide a comfortable atmosphere for spectators to enjoy the athletic contest.
1. Inform students of CIF, league, and school rules regarding conduct and sportsmanship through bulletins, assemblies, physical education classes, school newspaper and game announcer.
 2. Involve the student council, service organization, coaches and teams in fostering proper attitudes toward opponents and officials.
 3. Non-Students
 - A. Print your school's philosophy of the athletic department in game programs.
 - B. Communicate the philosophy of the athletic program effectively to local and school newspapers and other news media.
 - C. Prepare a written statement for the game announcer to read just prior to the flag raising ceremony.
 4. School staff
 - A. Distribute synthesis materials described above to the school staff.
 5. Education of Participants
 - A. Distribute to the participants listed below a carefully prepared bulletin which describes the philosophy of interscholastic athletics, the responsibility of game management participants, and the responsibility each has to the goals and objectives of the contest. Review the principles found in Victory with Honor.
- VI. Spectator Seating
1. All special seating areas should be clearly marked and supervised to assure spectators and special groups adequate seating.
 2. Supervision of seating areas should continue throughout the contest to insure acceptable crowd behavior.
 - A. To reduce the possibility of confrontation between students and adults, provide equitable reserved sections for the following groups:
 - i. Visiting school students and adults - keep separate.
 - ii. Home school students and adults - keep separate.
 - iii. Have school staff supervision in home student body section.
 - iv. Request visitors to bring school staff supervision for their student body section.
 - v. Secure booster club assistance with supervision duties.

VII. **Ticket Booth Planning.** Ticket booth operation should be of such a nature as to insure easy access and egress. The following plans of action are suggested.

1. Have sufficient number of booths open with adequate lighting.
2. Booths should be placed at least 100 feet or more away from turnstile gates to eliminate congestion.
3. Ticket sellers and takers should be professional and efficient.
4. Signs should be made for ticket prices and entrances - readable and clear.
5. Have children and middle/junior high students pay adult prices at the gate if not accompanied by an adult.
6. Establish gates for both general public and ASB and have a separate pass gate.
7. Keep ticket booths open to the end of the game and keep ticket sellers at gate until end of game. (This will discourage late comers who are potential trouble makers.)
8. Study flow pattern of cars, busses and spectators arriving and leaving game to determine the most effective placement of ticket booths and entrance and exit gates.
9. Be flexible - open another gate immediately if the need arises.
10. Assign a supervisor to be in charge of the ticket takers and check all gates throughout the evening.

VIII. **Concession Planning.** For the convenience of the public and as a possible money raising project, the following suggestions should be helpful in planning for concessions.

1. Have concession stands for each side of the field B keep opponents separate.

SECTION III: FACILITIES/SITE MANAGEMENT

Part A. Management Responsibilities. Pre-planning and preparation of the facilities and site are vitally necessary for the successful conduct of an event in order to assure their readiness prior to the arrival of spectators.

I. Stadium Checklist.

1. Separate facilities need to be provided for home and visitors (bleachers, rest rooms, concession stands, parking, etc.)
2. Special reserved seating areas should be roped off or designated in advance (i.e., students, booster clubs, general admission, bands, pep squads). These areas must be properly marked, directional signs posted, and ushers and ticket takers informed of the locations.
3. Have separate entrance gates for general admission and ASB card holders and, in addition, a separate pass gate. All stadium gates should be locked prior to the scheduled opening time.
4. Perimeter gates, interior gates, and roped areas should be posted with directional and identifying signs.
5. Check ticket booths to make sure that all lights work, area is clean, necessary supplies are available, and price signs are posted. These booths should be located at least 100 feet away from entrance gates.
6. The locker rooms for the teams and game officials must be clean and adequately equipped (chalk boards, chalk, erasers, towels, soap, training table area, etc.) Separate dressing facilities should be provided for officials, preferably away from the teams.
7. Check all rest rooms to make certain that they are clean, lights and equipment are in working order, and that they are adequately supplied with toilet paper, paper towels, soap, and trash cans.
8. Concession stands should be fully supplied, properly lighted, water source available and operating, fire extinguishers available, and delivery vehicle ready (gas tank full and battery charged). Price signs should be hung high enough to be easily visible to all people standing in line, and trash cans should be empty and strategically placed.
9. Set up press area with clean facilities, adequate seating for the space you have available, game programs, phones, and proper lighting.
10. Have a site map available for guests prior to game day. This map should show the traffic flow, locations of ticket booths, entrance gates, rest rooms, concession stands, designated seating areas, and automobile and bus parking.

II. Field Checklist.

1. Field properly marked, or gym floor swept.
2. Adequate team benches and related supply items in place. Remember the field phones!
3. Down markers, chains, and game ball available.
4. Timer's bench in place, including towels for officials and a safe location for them to store jackets during the game.
5. Check the scoreboard to make certain it is in operating order and replace any burned out bulbs. Use the designation "guest" rather than "opponent" for visiting team on the scoreboard.
6. First aid supplies and stretcher available on the sidelines.
7. Make arrangements to secure sidelines from unauthorized persons (i.e., assign police officer or school staff supervisor.)

III. Traffic Control Checklist.

1. Automobile:
 - A. Work with police to develop a plan for the free flow of traffic; keep cars moving.
 - B. Parking lots must be well lighted.
 - C. Keep home and visitors parking separate, if at all possible.
 - D. Arrange for team bus loading and unloading in separate areas and away from spectators.
 - E. Provide adequate area for band and rooters' busses, with entry at auxiliary gate.
 - F. It is highly desirable to have uniformed parking attendants.
2. Pedestrian:
 - A. Every available gate should be open immediately prior to the conclusion of the game to provide for rapid exit of spectators.
 - B. Work with police and ushers to develop plan to keep the crowd moving after the game; spectators should be encouraged to not linger at exits or inside stadium or gymnasium.
 - C. Load all busses at separate gates or on field, if possible.
 - D. All exit gates, sidewalks, and parking areas should be well lighted.

SECTION IV: GAME MANAGEMENT

Part A. Management Plans. Game management responsibilities for facilities and personal services should be accomplished in a manner which will contribute to the utmost comfort, convenience and safety of students, spectators and players.

I. Police Supervision.

1. A meeting with the officer who will be in charge of the police detail should be scheduled prior to the first home game in order to review plans for crowd control.
 - A. The school administrator in charge should give specific instructions and recommendations and note specific areas that need constant supervision.
 - B. Develop a plan to make the police officers feel a part of the educational goals and objectives of the contest as well as part of the game.
2. Police officers hired should be given specific instructions concerning their responsibilities and to whom they can look for direction, and a map of the game site indicating the location of all facilities.
3. The administrator in charge should meet with the members of the detail as they arrive in order to review last minute instructions. Police officers should arrive at least one half hour prior to the starting time of the contest.
4. A police car should be made available at the site so that spectators involved in serious problems can be removed from the area immediately.
5. The game announcer should make it perfectly clear before the contest that spectators not following established crowd control policies will be asked to leave the premises.
6. Some means of communication (i.e., walkie-talkie) should be made available between the home and visiting school administrators and the police officer in charge.
7. Arrangements should be made for an escort of rooter and team busses from the area.

II. Home School Supervision.

1. School staff supervisors should be ones who are as familiar as possible with members of the student body in order to facilitate identification of students whenever necessary.
2. Develop a supervision chart of duties and lines of responsibility for school staff. Special care should be taken to insure the carrying out of assigned duties by all personnel. Supervisors paid for a specific assignment should not be A watching the game, @ A visiting, @ or A sitting down on the job @ B this allows unnecessary problems to develop.
3. Some means of staff identification should be used. (T-shirts, jackets, uniforms, badges, etc.)

III. Visiting School Supervision.

1. The home school should make arrangements with the visiting school administrator in charge to meet immediately prior to the contest in order to review crowd control procedures and introduce him/her to officers and staff on duty.
2. The visiting school should assign a sufficient number of supervisors in order that adequate crowd control can be accomplished.
3. Some means of staff identification should be used. (T-shirts, jackets, uniforms, badges, etc.)

IV. Ticket Booths.

1. Ticket booths should be easily recognizable, accessible, and staffed by adults.
2. There should be a sufficient number of booths available and open to easily handle the anticipated crowd.
3. Have adequate lighting and police supervision in the area of the ticket booths.
4. All booths should have a ticket price sign posted.
5. Booths should open at a pre-announced time, far enough in advance of the start of the game to allow for easy accommodation of spectators.
 - A. Notify the visiting school of the opening time for the ticket booths.
6. Booths should remain open and ticket takers remain on duty until the end of the game. (This will discourage late comers who are potential trouble makers.)
 - A. Free entry to the stadium or gymnasium at halftime should not be allowed.
 - B. Pass-out checks are definitely discouraged.
 - C. No non-chaperoned children under the age of 12 should be admitted to the contest.
7. Inform the visiting school of any special gate arrangements so that students and other fans may be advised in advance.
8. Have a visiting school administrator at the entrance to the visitors' gate.
9. Ticket takers should have samples of all tickets honored for admission, including press, school staff, league and CIF passes.

V. Banking.

1. Concern for protection of gate receipts and organization of the ticket selling operation is vital. The following plans of action are suggested:
 - A. Have sufficient change (coins and \$1.00 bills) on hand.
 - B. Have separate money bags for each booth.
 - C. Deposit money in bank immediately after game is over.
 - D. Pay your ticket sellers and ticket takers; they will be more responsible than volunteer help.

VI. Spectator Seating

1. All special seating areas should be clearly marked and supervised to assure spectators and special groups adequate seating.
2. Provide separate seating areas for visitors.
3. Rapid entrance and exit areas should be provided for student body rooter busses and, if possible, arrange for entrance to stadium through auxiliary gate so as to not congest main gate area.
4. Schools should notify rooters to remain in their assigned areas at all times except for trips to rest rooms and concessions stands.
 - A. Students should not be allowed to visit opponent's rooter section.
 - B. Discourage students from leaving before end of game.

VII. Rooter Busses.

1. Provision should be made for pre-sale of game tickets for all rooter bus riders, if school or league policy permits such.
2. Students should be assigned to a specific bus and passenger lists compiled.
3. School staff supervision should be arranged for each bus.
4. Bus driver should be directed as to specific route taken.
5. School staff supervisor should be provided with roster of bus riders and a description of his/her duties as supervisor.
6. Decision should be made about time to cut off sale of rooter bus tickets and announced to students.

7. Specific instructions should be given to rooters on busses arriving at and departing from game sites about conduct on busses which could lead to confrontations with home school spectators.

VIII. Public Address System and Game Announcer.

1. The public address system should be checked thoroughly prior to the game to make certain that it is in proper working order. This check should take place at least one hour before game time in order to allow for repairs, if necessary.
2. Schools should have an adult as their game announcer.
 - A. Request visiting school to send spotter to sit with announcer.
3. The game announcer should:
 - A. Be impartial.
 - B. Notify spectators of CIF policy regarding smoking, noisemakers, victory bells, horns, sportsmanship, etc.
 - C. Give instructions to visiting school's rooter section on bus loading arrangements.
 - D. Know locations of emergency exits, locations of telephones, ambulances, doctors, etc.
 - E. Attempt to be aware of the entire situation so that calm directions can be given in an emergency. Often serious incidents can be avoided if the announcer will caution against coming onto the field, throwing object, or causing other disturbances.
 - F. Announce, prior to the end of the contest, convenient routes for leaving the stadium/game area.
 - G. Make positive statements regarding officials and sportsmanship prior to the start of the game.
 - H. Let no one except those in charge of the event use the microphone.
 - I. Refrain from doing play by play.

IX. Printing of Programs. A program is an extremely valuable asset to a game in order to inform the spectators and parents of players who are participating. We suggest the following:

1. Have some type of program printed. Prices should be comparable to prices charged by other league schools.
2. Utilize advertisers if this will help to defray the cost of printing.
3. A printed statement of welcome from the principal should appear in the program. It should include the school's athletic philosophy, purpose and the desire for good sportsmanship on the part of all concerned participants, players and spectators alike.

4. Check accuracy of program:

- A. Mail lineups well in advance to home school and follow up with any changes. Do not send information to coach or principal, but directly to the person responsible for the program.
- B. Announcer should check with coaches prior to the game for last-minute changes. Announce these changes to the crowd. Check for correct name pronunciation.
- C. Program should contain locations of concession stands, rest rooms, crowd control hints, etc.

X. Press Area.

- 1. A plan should be developed in order to accommodate all necessary persons in the press area. Adult supervisor should be responsible for press area security.
 - A. With limited facilities, only authorized persons should be allowed in the press area. Priority should be given to members of the working press. Reserve a row in front of the press box for visiting scouts.
- 2. Visiting school should be notified of location and number of seats available to them in press box.

XI. Rest Rooms.

- 1. Separate rest room facilities should be provided for each school and be under constant supervision.

XII. Concession Stands.

- 1. Arrangements should be made for separate refreshment stands whenever possible.
- 2. An adult supervisor must be responsible for each concession stand.

XIII. Dressing Rooms.

- 1. The Athletic Director or his/her representative should meet the visiting teams upon arrival, direct them to the dressing room, and assist with any last-minute requests or needs.
- 2. Security arrangements must be made to protect valuables, clothing, and equipment. Be sure to provide the visiting team with either key or security instructions.
- 3. All unauthorized persons must be kept out of the dressing room areas.

XIV. Field Supervision.

- 1. Police officers or school staff supervisors should be assigned to keep the field/gym clear of unauthorized persons.

- A. It is recommended that badges or another type of appropriate insignia be used to identify those persons not in uniform who are authorized to be on the field/courts.

XV. Scoreboard Operation.

1. The scoreboard operator should be an adult, and he/she should be located in the most advantageous position in order to have an unobstructed view of the entire field of play.
2. The location of the scoreboard controls should be pointed out prior to the game to the officials and coaches.

XVI. First Aid.

1. It is recommended that a licensed medical person and a stand-by ambulance be available for the home and visiting teams.
 - A. If a physician or ambulance is not available, options for emergency medical care should be clearly outlined for the teams and for the police in case of an emergency.
2. Emergency procedures should be reviewed in detail with the visiting school.

XVII. Game Officials.

1. Adequate dressing facilities are necessary to insure comfortable and safe preparation by the game officials.
 - A. These facilities should be located away from either team. No one should be allowed to enter the area even if they are using the coaches' dressing room.
 - B. The Athletic Director or his/her representative should meet the officials upon arrival to direct them to their dressing room.
2. Officials should be sent a courtesy letter in advance of the game. This letter should include a time schedule for the game, directions to the game site, location of parking and dressing room facilities, and complimentary game tickets.
 - A. Be sure to notify the officials of any changes in the time schedule, such as extended halftime, etc.
3. Checks to pay the officials should be prepared in advance, and arrangements for payment should be made in a professional and discreet manner.
4. The game ball should be delivered to the officials well in advance of the start of the contest.

XVIII Pre-Game and Halftime Ceremonies.

1. Arrangements should be made and coordinated in advance for any pre-game or halftime ceremonies.
 - A. All affected parties should be notified of the plans and time schedules, including both teams, coaches, officials, announcer, participating bands, drill teams, etc.
 - B. Participating units must be advised of the need for strict adherence to the announced time schedule; delays in the start of games or lengthy halftimes are sources of potential crowd control problems.

XIX. Visiting Team Information.

1. The visiting school should be supplied with an information bulletin consisting of:
 - A. Map of school
 - B. Press box information.
 - C. Availability of photographer's areas for videotaping.
 - D. Locations of dressing rooms.
 - E. Field information:
 - i. Pre-game practice area.
 - ii. Location of field phones.
 - iii. Location of spotters.
 - iv. Side of field to be used by each team.
 - v. Location of official timer.
 - vi. First aid area.
 - F. Time schedule and order of events for bands, etc., for pre-game, halftime, and post-game activities.
 - G. Directions to stadium, location of parking areas for automobiles and rooter and team busses, and any special ticket or gate instructions for visiting team's rooters.
2. The visiting school should, in turn, supply the home school with as much information as possible concerning the anticipated size of, and travel arrangements for, its rooting section.

SECTION V: POST-GAME CONTROL

Part A. Control Procedures. Effective post-game control is one of the single most important aspects of crowd management. Every precaution should be taken to protect against post-game complications, especially when there is a tense atmosphere from either a close game or rivalry.

I. Pedestrian Traffic Control. It is every bit as important, if not more so, to provide a plan for pedestrian flow as it is for auto traffic flow following a game.

1. All entrance gates should be staffed for the entire game, if possible.
2. Police should remove spectator groups around the outside of stadiums or gymnasiums 15 minutes before the game is over.
3. Separate exits should be provided for each student body, and every available gate should be open to provide rapid exit from the stadium.
4. Adequate lighting should be provided for all areas of spectator traffic flow.
5. A portion of the police detail should be assigned to move with the crowd to parking areas, to act as a deterring element.
6. Spectators should be encouraged by police and school staff supervisors not to linger at exits or inside stadium or gymnasium.
7. Have a pay telephone station available for use by spectators and make sure that it is in working order.
8. School staff supervision should continue until the stadium or gymnasium area has been completely cleared, and someone should be specifically assigned to remain until all students have been picked up by parents.
9. The game announcer should inform the spectators of the exit areas for the home and visiting guests.
10. If the atmosphere is tense following the game, request the home fans to remain in the stands until the visitors have had an opportunity to vacate the area.

A. Pre-game, halftime, and post-game entertainment can promote positive fan behavior.

II. Auto Traffic Control.

1. Careful planning should provide for the free flow of traffic from all parking areas; most problems occur when people are not moving.
2. Police service should continue until all traffic has been dispersed.
3. Stop lights should be controlled to effectively regulate the flow of traffic

4. A definite plan must be established for the rapid dispatch of all busses.
 - A. Busses should be parked in such a manner as to provide for quick exit.
 - B. There should be supervision for all rooter and team busses leaving the area.
5. It is important to have adequate lighting in all parking areas and the access routes leading to these areas.
6. The game announcer should inform the spectators of convenient routes for leaving the stadium parking lot.

III. Police Organization.

1. Police protection should continue until the stadium or gymnasium area has been completely cleared of spectators and vehicles.
2. The officer in charge should make a final report to the school administrator in charge before the detail leaves the area.
3. Periodically arrange for a follow-up meeting to make any necessary improvements or adjustments in post-game plans and procedures.

SECTION VI: PUBLIC RELATIONS

Part A: The Value of Public Relations. The positive effect of public relations on the interscholastic athletic program is one which cannot be accurately measured. However, we do know that it plays an integral role in influencing the opinion-making public. If your central office has guidelines concerning press communications, it is extremely important for school personnel to follow the guidelines of the district. The following guidelines are offered to assist schools in establishing effective public relations programs with newspapers, radio and television stations, and other members of the local news media.

I. School Representation.

1. Schools must recognize the need for positive public relations in advance B don't wait until you need favorable press reaction to attempt to develop rapport with the local newspaper editor. Many newspapers are of the opinion that Awhat you want in the paper is publicity, and what you want to keep out is news.@ Principals must take the initiative to establish and provide for a continuing program of effective public relations.
2. Each school should have staff assigned to act as its representative for public relations. This could be an Assistant Principal, Activities Director, Journalism Advisor, or Athletic Director, but should be someone who is properly trained and qualified in this area and who will be available when needed to distribute information or answer inquiries from the media.
3. The single most important rule in media relations is to Abe consistent.@ Win or lose, contact must be made regularly. This will do more than anything else to help establish a working rapport with the media which will pay off for your school in the long run.
4. Qualified students, working under the supervision of the school staff representative, can be very effective in assisting with school public relations.
 - A. For those community newspapers which have a difficult time covering all high school events due to numbers of schools and limited staff personnel, students can be used as liaisons responsible for contacting the newspapers with results of games.
 - B. Have journalism classes conduct assignments in feature writing and submit to local newspapers human interest-type stories of queen selections, homecoming, song and yell leaders, prominent school staff members and administrative personnel, school growth, etc.
5. Every effort that your school makes to accommodate or provide special treatment for the media will further enhance your public relations. Arrange to have a special area for press parking at your stadium or gymnasium (this could be the same area that you use for VIPs and officials), and make certain that there are proper arrangements made (credentials, seating, etc.) when members of the media inform you in advance that they will be attending an event.
6. Develop a positive relationship with your local newspapers and keep their personnel well informed.

II. Tools for Public Relations.

1. The media can be very helpful in alleviating potential problems by cooperating in the following areas of pre-game publicity:
 - A. Announcing ticket prices, when and where tickets may be purchased in advance, the number of seats available for home fans, what time the box office will open the night of the game, and the starting time of the game;
 - B. Suggested routes of travel to away games and instructions for parking.
2. A low-budget pre-season media guide is useful to members of the press who will be covering your team during the season. A photocopied publication of this type might include: schedule, rosters, biographical sketches of the principal, athletic director, head coach, assistant coaches, and players, records of past seasons, team and individual records, information about the school, and anything else that might be of publicity value.
3. If time and resources permit, publicity releases and weekly statistics reports are of great value to members of the media, and also are an indication that you are interested in assisting with and promoting the coverage of your school's activities. These releases are especially important to the visiting team's press, which may not be as familiar with your school.
4. Photo days, similar to those conducted by professional teams and major colleges, provide the opportunity for the media to take pictures of your players and team for future publicity. This is one of the soundest investments you can make in public relations, since pictures are one of the most effective means of publicity. Have your coach devote part of an early season practice session to photographers, and arrange to have your players in their game uniforms.
5. Use your game program as a means to promote and publicize your school and its activities. School news and feature articles will reach and have an influence on the general public that you are specifically interested in, plus the media, via these programs.

III. The Press Box or Press Area.

1. Have an adult supervisor manage your press box or press area at all games.
2. Make certain that the press box is clean and presentable, and that telephones, scoreboard, public address system, and field phones are all in operating order well in advance of the start of the game.
3. Press box/press area seats should be pre-assigned. If there are limited facilities available, then first priority should go to the members of the working press; the press box should not be filled with school staff members, wives, etc. Many times the press is forced out of the press box by having too many dignitaries and other people present; this is one way to alienate the press and ruin your media relations.
 - A. No matter how large your facilities, limit the number of people with access to the press box so that there will not be unnecessary confusion during the game.

4. Have a telephone available in the press box, or at a convenient location nearby, for use by the press or for emergency calls. This number should be made available to the local police department in case of emergency.
5. Provide as many services as possible for members of the press: programs, game statistics, refreshments, etc. The program should contain alphabetical and numerical rosters of each team.
6. Your game announcer should be an adult. He/She should request a spotter from the visiting school to aid him in identifying the team.
7. The scoreboard operator should be an adult. Arrangements should be made with the visiting school to have a school staff member sit with the timer to avoid any controversy.
8. If field phones are provided, there should be the same equipment for both teams. These phones must be checked out in advance so that any malfunctions can be corrected prior to the start of the game.

IV. Visiting Scouts. Scouting has now become a recognized part of interscholastic athletic competition, and every effort should be made to accommodate visiting scouts with the same courtesies and services that your scouts would expect when they visit an opposing school.

1. An area for visiting scouts should be established in the press box. If there is not sufficient room, then a row should be reserved directly in front of the press box for scouts.
2. Scouting requests made in advance to the Athletic Director of the home school should be honored in an accurate and efficient manner so that there will not be confusion at the gate on the night of the game.
 - A. Credentials should be available for pick up by the scouts at Awill call@ or an appropriately designated ticket booth.
 - B. The pass gate attendant and ushers should be aware of where to direct scouts for their seating assignments.
 - C. All credentialed scouts should receive programs and game statistics.

SECTION VII: RESPONSIBILITIES OF THE PRINCIPAL/ASSISTANT PRINCIPAL

The principal must develop positive and workable procedures for establishing and maintaining good sportsmanship and effective crowd control. The principal of the host school is ultimately responsible for having supervision and management procedures in place for athletic contests and is accountable to the superintendent of schools for whatever transpires at athletic contests.

The principal and his/her designees, usually an assistant principal, should continuously emphasize the importance of good sportsmanship and fair play to students, school staff, parents, and community. The principal and assistant principal should work closely in the following areas:

1. Developing an organized plan for the supervision and management of the school's athletic contests.
2. Defining the roles of school staff, students, coaches, athletic directors, parents, police/security, and community and discuss as appropriate.
3. Having an administrator attend interscholastic athletic contests, at home and away.
4. Being seated in a conspicuous place so that lines of communication can be kept open in case of an emergency and so you can be visible to parents and students.
5. Knowing the location of all persons concerned with crowd control.
6. Taking over the public address system to give pre-planned instructions in case of an extreme emergency such as a bomb scare, fire, or similar situation.
7. Communicating with the office of the superintendent and the CIF Commissioner's Office regarding any incident that might have a negative impact on interscholastic athletics in the Southern Section.
8. Communicating with the parents and local community to inform them of your plans to provide a safe and secure environment for athletic contests.

SECTION VIII: RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

Preparation by the athletic director, in conjunction with the school administrator in charge of athletics, will determine the effectiveness of the crowd control at any athletic contest. The athletic director should:

1. Prepare all game contracts specifying dates, times and locations, and keep all signed contracts on file for each sport. All contracts should be coordinated with each school's athletic administrator before being signed by the individual school's principal. The athletic administrator in many cases is the school's activities director or an assistant principal.
2. Provide for medical coverage by qualified personnel and/or certified trainer. In many cases league constitutions contain specific requirements regarding the level of medical coverage for an athletic contest. The visiting school should be informed of the coverage provided for a certain contest. This information should be included in the game contract.
3. Arrange for appropriate school personnel to meet the visiting team, coaches, and administrators, and to welcome them as guests of the host school. The assigned person should assist the visitors in locating all necessary facilities, i.e., locker room, restrooms, etc.
4. Arrange for appropriate school personnel to meet the game officials assigned to work the contest. When necessary, and available, the officials should be taken to a separate locker room. If no separate room is available, the officials should be shown the location of the restrooms, and where they can go at halftime, between games, and when the contest is concluded. When possible, parking arrangements should be made with the game officials prior to the contest. Additionally, schools should make every effort to arrange for payment of the officials by someone other than the coach of the team involved in the contest.
5. Be present at all home varsity and night contests, or assign a representative to attend in his/her place. The athletic director, or representative, will make all decisions, along with the school administration, regarding any problems that arise at the contest.
6. Notify the visiting team of all pre-game activities. This would include any pre-game introductions of starting lineups, playing of the national anthem, or other announcements. If there is to be an extended halftime, the visiting school should be notified days in advance of the contest.
7. Make sure that only authorized personnel are seated in the area provided for the media. Arrangements should be made for the media to receive all available game information prior to the contest. This would include game programs, rosters, etc. If a public address system is to be used, a qualified person - preferably an adult - should be assigned to do the announcements. This person should be responsible for checking that the system is functioning properly.
8. Prepare, along with the school's athletic administrator, for orderly and safe entrance to and exit from the contest facility. This includes the organization of ticket sellers and ticket takers, control of complimentary passes, and the use of any security other than school staff.

SECTION IX: RESPONSIBILITIES OF THE COACH

Ultimately, the greatest burden of responsibility for sportsmanship is borne by the coaches of the teams participating in a given contest. The coaches have a tremendous influence on the behavior of those directly, and indirectly, involved in the contest. This includes not only the players on the teams in competition, but the assistant coaches, the student body and all other spectators. The coach's actions and reactions to calls during the contest affect how the players and spectators respond as well. In the case of players, a coach's behavior is often a contributing factor to improper behavior on the part of the athlete. The coach should:

1. Always set a good example for players and spectators.
2. Inform all student-athletes about their responsibilities for maintaining high levels of good sportsmanship. Students must be held accountable, through the use of appropriate disciplinary measures, for displays of poor sportsmanship. This would, at appropriate times, involve removing a player from a contest. The removal of an athlete may be for only a period of time, or may be for the remainder of a contest, as determined by the coach.
3. Be a good host to visiting teams. In the absence of the athletic director, or other school administrator, the coach may become responsible for much of the game management duties as well. The coach should make sure the visiting team and officials are shown the location of all necessary facilities prior to the contest.
4. Be respectful of all decisions by the officials. If a call, or rule interpretation, needs to be questioned, it should be done so calmly and quietly. Discussions with officials regarding their decisions should be held in private, away from the players and spectators.
5. Shake hands with the officials and opposing coaches in public after the contest, whenever possible. Unless circumstances dictate otherwise, the coach should lead his/her team in shaking hands with the opponents immediately following the conclusion of the contest.

SECTION X: RESPONSIBILITIES OF THE PEP UNITS

Students' behavior and conduct at athletic contests reflect directly upon their schools. The advisors of a school's pep units - band, pageantry, cheerleaders, etc. - must make a concerted effort to teach sportsmanship and emphasize what is, and is not, appropriate behavior at athletic events. Members of the pep units should:

1. Know and demonstrate the basics of good sportsmanship. They should greet visiting teams, bands, and other pep squads in a friendly manner. When possible, members of respective squads should gather together prior to a contest, or at halftime, in order to meet each other.
2. Respect the property of each school and the authority of officials representing either school. Show respect for any player injured in the contest.
3. Refrain from cheering errors made by the other team, including fouls and penalties called against them. Cheering always should be in response to positive things done by one's own team, or to reward outstanding performances by the opponent. Booing or making disparaging remarks toward the other team should never be tolerated. Signs and banners demeaning the other school, or negative in any manner, should never be displayed at an athletic contest.
4. Respect the judgment of the game officials. Avoid the use of profanity and obscene gestures toward the opponents and/or game officials. Avoid what could generally be considered obnoxious behavior.
5. Respect the judgment and strategy of the coaches and efforts made by the athletes. Avoid criticism of coaches, players, and officials - especially at the conclusion of the contest.

SECTION XI: RESPONSIBILITIES OF STUDENT-ATHLETES AND STUDENTS

The responsibility of student-athletes for sportsmanship is second only to that of the coach. This is so because student-athletes are admired and respected and exert a great deal of influence over the actions of spectators.

Student-athletes representing their schools should:

1. Treat opponents with the respect that is due them as guests or host.
2. Shake hands with opponents and wish them good luck before the game.
3. Exercise self-control at all times. Respect the officials' judgement and interpretation of the rules. Never argue or make unsportsmanlike gestures toward officials.
4. Refrain from communicating with officials regarding clarification of rules. This privilege belongs only to the captain.
5. Accept the responsibilities and privileges of representing the school and community on the athletic field/court.

Students' Responsibilities

Students' behavior and conduct at athletic events reflect directly upon their schools. Therefore, teachers and administrators should make a concerted effort to teach sportsmanship and emphasize things that students should not do at games.

1. Know and demonstrate the fundamentals of sportsmanship. They should greet visiting teams, bands, and pep units with friendly applause.
2. Respect the property of the school and the authority of school officials.
3. Show respect for an injured player when he/she is removed from a game.
4. Refrain from applauding mistakes by opponents or penalties called against them. The approach should be positive. Students should encourage their team by cheering for them. They should not boo or make disparaging remarks about the other team.
5. Respect the judgment and strategy of the coach and the efforts made by the players.
6. Avoid the use of profane language and refrain from what can generally be called obnoxious behavior.
7. Avoid criticizing players, coaches, and officials after the game.

SECTION XII: GUIDELINES FOR GAME OFFICIALS

Part A. Officials assigned to high school athletic contests in California should be thoroughly acquainted with the following guidelines.

I. Game Officials Shall:

1. Be prepared physically and mentally.
2. Be professional and courteous.
3. Uphold the dignity of the profession in all personal conduct.
4. Possess a thorough knowledge and understanding of the rules, guidelines and mechanics of the contest they are working.
5. Recognize the importance, spirit and intent of the rules and the application and enforcement of them.
6. Use common sense and good judgment in areas not covered by the rules.
7. Provide a safe competition environment.
8. Address any unsportsmanlike behavior of participants.
9. Be cognizant of the spectator environment and work with game managers to ensure control.
10. Exhibit composure, self-control and respect, throughout the competition.
11. Employ efficient competition management skills during the entire contest.
12. Communicate respectfully and efficiently, as necessary, with coaches and athletes.
13. Not allow personal opinion and beliefs to affect their judgment.
14. Not abuse the power and control entrusted to them.

II. Prior to Athletic Contests, Officials Shall:

1. Check with host schools for parking directions and/or special instructions.
2. Check contest time with schedules, assigner or host school.
3. Arrive in adequate time to identify game managers, partner(s), dressing facilities and competition area.
4. Conduct a meeting, as necessary, with partner(s), timers and scorers.

Part B. Special Circumstances: Forfeitures, Suspensions, Delays

- I. In accordance with the rules, the officials shall:
 1. Work with game managers in determining that a contest should not begin.
 2. Determine that a contest should be terminated.
 3. Report situation to the commissioner or a liaison.

Part C. Post-Game Procedures

- I. Officials Shall:
 1. Leave competition area immediately
 2. Avoid discussions with coaches, participants, spectators, or reporters.
 3. Report any unsportsmanlike behavior to the commissioner or a liaison.
- II. Officials Should Expect the Host Management to Provide:
 1. Professional and impartial treatment.
 2. Preferred parking for easy access to area of competition.
 3. An adult escort readily available during and after contest.
 4. Arrangement for payment before the contest, in a professional and discreet manner.
 5. Telephone readily available for use in emergencies.

APPENDIX A: VISITING TEAM INFORMATION

S A M P L E

Letter sent to Assistant Principal or Athletic Director of Visiting School:

Dear Sir:

Here is a map of the Victor Valley High School athletic facility, also a time schedule and three passes to the press box. These passes will be picked up by our press box attendant when presented for admission.

Please show this information to your coach, especially the field diagram.

The passes are for your cameraperson, spotter, and the assistant coach who uses the phones. We will have phones for your coaches. The cameraperson must go on top of the press box B all others will stay inside.

A locker room attendant will be on duty in your locker room, and will secure the locker room during the game.

If you have any questions, please feel free to call 1-800-000-0000.

Good luck.

Sincerely,

Director of Activities

Enclosures

S A M P L E

SAMPLE

DIRECTIONS TO VICTOR VALLEY HIGH SCHOOL FOOTBALL FIELD:

Barstow Freeway to Mojave Drive exit, east on Mojave past stoplight to the first stop sign, corner of Sixth and Mojave, left on Sixth Street one block to driveway, up driveway to first large gate on driver's left (approximately 3/4 block).

Mrs. X will meet you. She will direct you to the unloading and parking zone.

Mr. Y is our stadium supervisor. If you have any questions, see Mr. Y . He will meet your bus as you unload.

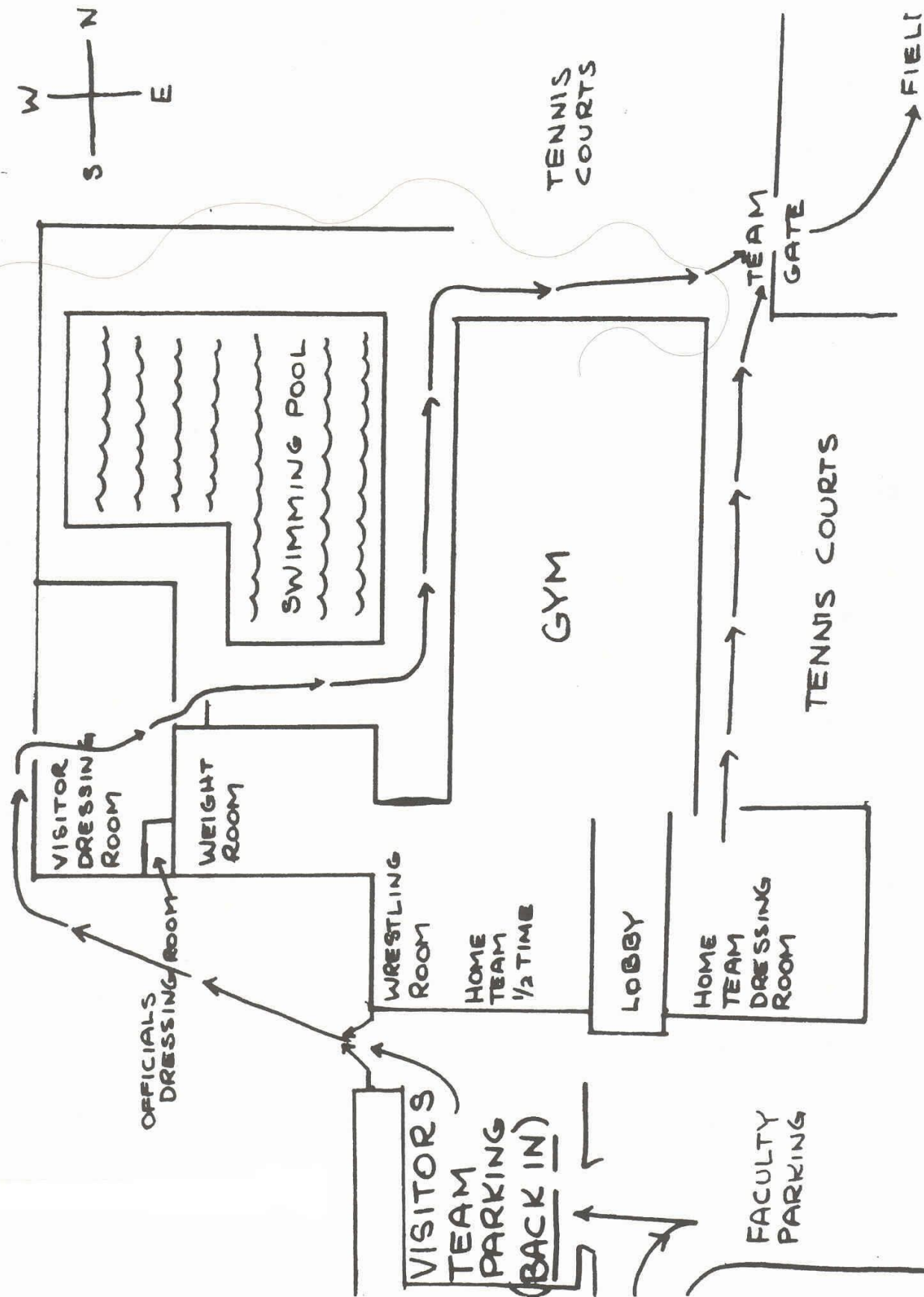
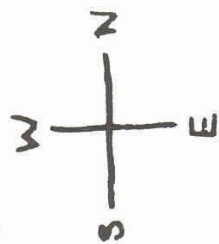
These directions are for rooters' busses only.

TIME SCHEDULE - FOOTBALL GAMES

1. Varsity teams - On field as sophomores leave field.
2. Coin toss during warm up.
3. Off field at 7:45 p.m.
4. Band takes field at 7:45 p.m.
5. Teams return at 7:57 p.m.
6. National Anthem at 7:58 p.m.
7. Kickoff at 8:00 p.m.

If the sophomore game is longer than normal, the Varsity game time will be set back. Teams will still leave the field fifteen minutes before game time.

SAMPLE



PARKING AREA



RESTROOM
♂ ♀

PRESS BOX

SCORE ONLY TABLE

CONCESSIONS

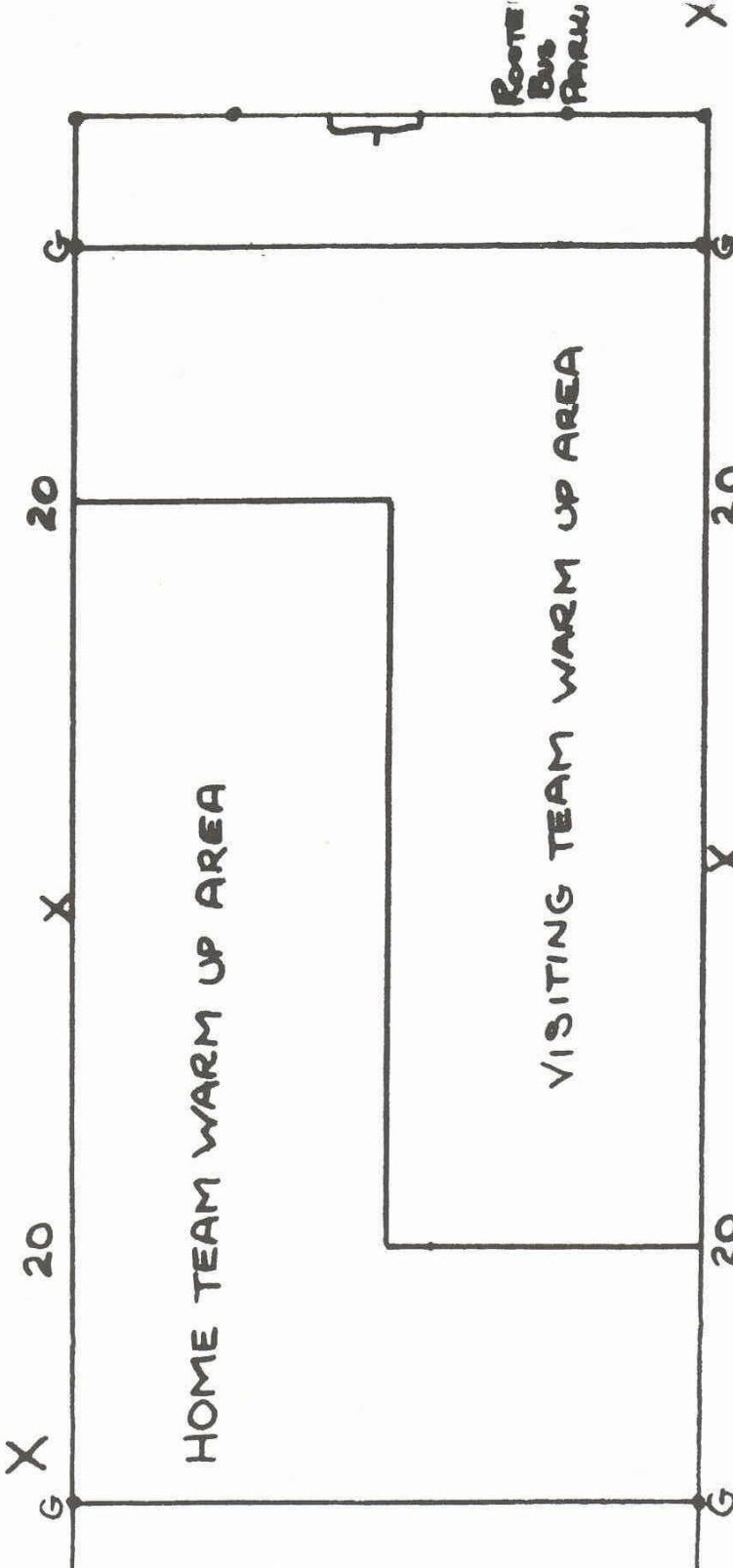


X

ENTRANCE

HOME BLEACHERS

TEAM GATE



CONCESSIONS

X

VISITORS BLEACHERS



X - SHERIFF

RESTROOM
♂ ♀

X

SAMPLE

VISITING SCHOOL INFORMATION FORM

TO: Assistant Principal of _____(Host School)

FROM: Assistant Principal of _____(Visiting School)

RE: Athletic Contest of _____(Date)

1. Anticipated size of visiting crowd: _____

2. Estimated arrival time for first of visiting crowd: _____

3. Name of school staff member assigned to visitors' gate:

4. Until Assistant Principal arrives, school staff member to contact will be:

5. Visiting school will have:

a.	Rooters' Busses	YES	NO
	If yes, how many?	_____	
b.	Private automobiles	YES	NO
c.	Band	YES	NO
d.	Drill team	YES	NO

6. Visiting students will have student body cards: YES NO

Visiting school staff members will have identification cards: YES NO

7. Other special arrangements or conditions:

SAMPLE



10932 Pine Street
Los Alamitos, California 90720

Code of Ethics – Athletes

DO NOT SEND TO CIF SOUTHERN SECTION

A copy of this form must be kept on file in the athletic director's office at the local high school.

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
11. Win with character, lose with dignity.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 503.I).

By signing below, both the participating student athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We recognize that under CIF Bylaw 202, there could be penalties for false or fraudulent information. We also understand that the _____ (school/school district name) policy regarding the use of illegal drugs will be enforced for any violations of these rules.

Printed Name of Student Athlete

Signature of Student Athlete

Date

Signature of Parent/Caregiver

Date

Revised 6/18



Code of Ethics – Coaches

DO NOT SEND TO CIF SOUTHERN SECTION

A copy of this form must be kept on file in the Athletic Administrator's at the local high school.

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context and in accordance with Title V of the California Administrative Code of Ethics is presented.

1. Show respect for players, officials and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any post-secondary educational institution.
10. Avoid exerting undue influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the local board and the league in which the school participates.
14. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
15. Support the principles of Pursuing Victory with Honor.
16. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating coaches agree that he/she will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 503.I).

By signing below, I agree to only provide non-muscle building, nutritional supplements to student athletes. (State Rule 22.B.12)

Printed Name of Coach

School

Signature of Coach

Date

Revised 6/18

EFFECTIVE GAME MANAGEMENT SUMMARY

Administration

Physical supervision of all athletic contests is the responsibility of a school site administrator.

Personnel

Adequate staffing will be provided, relative to the magnitude of the contest; adult personnel will be used.

Medical

A medical emergency plan will be clearly defined and promulgated for all contest, including provisions for spectator emergency, access for emergency vehicles, and availability of telephone communication.

Tickets and passes

A plan should be developed for admission to contests to include paid admissions, acceptable passes, participant admission, and provisions for control and accounting.

Concessions

Concession stands should be accessible and adequately staffed for both home and visiting spectators.

Products consistent with corporate sponsorships as committed within a given section should be provided whenever possible.

Sportsmanship

Monitoring of sportsmanship is an active and continuous responsibility of game site administrators. This would include spirit groups, posters, mascots, coaches, athletes, spectators, and derogatory cheers.

Officials

Courtesy extended to officials should include:

- ! Reception of officials prior to contest;
- ! Adequate dressing facilities;
- ! Provision for security/safety.

It is a game management responsibility to process, prior to the contest, all necessary documents to ensure payment of officials.

Participants

A plan should be developed including instructions, directions, and supervision for players, coaches, pep squads, bands, mascots, etc.

Courtesy should be extended to opposing school.

Equipment/Playing Facilities

All required equipment should be approved, certified, and on site in compliance with National Federation rules and regulations. All equipment to be used should be periodically inspected for safety.

Game Announcer

Duties of the game announcer are to inform, in an impartial manner, necessary game details and public announcements without narration or partiality.

Management is encouraged to use the public address announcer to enhance sportsmanship, crowd control measures, and crowd convenience items such as restrooms, concessions, exits, etc.

Media

Game Management is responsible for meeting the reasonable needs of media personnel such as seating, telephone access, results, programs, etc.

VIP's

Arrangements should be made for extending courtesies to dignitaries who attend; these include meeting, escorting, seating, public recognition, and providing amenities.

Boosters

Booster organizations may provide support in areas such as staffing of concessions, supervision, sportsmanship, etc.

Team Expenses

A definitive plan should be in place with respect to expeditious processing and payment of allowable team expenses.

Awards/Ceremonies

Develop a plan for informing award recipients.

The ceremony should be conducted in a prompt and expedient manner at the conclusion of the event.

There should be a plan in place with respect to where, when, and to whom the awards will be given.

Protests

A plan should be developed to process protests rapidly.

Tied Games

A pre-determined plan for resolution of tied games must be developed and announced to participants, officials and spectators prior to each season/contest.

CROWD CONTROL SUMMARY

Monitoring of spectator activities is a prime responsibility of game management. A plan for crowd control is essential to any activity which will include a significant number of spectators. It must be made clear (not assumed) that primary responsibility for student behavior rests with administrators from participating schools. Game management must be responsible for the activities of the general public and provide for necessary security personnel.

Sportsmanship

Emphasis must be placed on player and coach behavior, attitude, and demeanor to maintain an environment consistent with the educational values of athletics. Such emphasis must be communicated to participants as well as to spectators.

It should be recognized that the behavior and demeanor of coaches and players set the tone for good sportsmanship for any given contest.

Specific reference is made to the following Code of Ethics of the California Interscholastic Federation:

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game-not a matter of life and death for player, coach, school, officials, fan, community, state, or nation.

Administrators

Prime responsibility for monitoring participants and students rests with the on-site school administration. If game management is the responsibility of on-site administration, supervision and control of the general public is also required. If the responsibility for game management rests with others, school-site administrators must be prepared to assist with such supervision and control.

Participants

Assigned certified/certificated individual is responsible for conduct of his/her respective teams, pep squad, band, etc.

Security (Uniformed/Civilian)

A complete crowd control plan must be developed appropriate to the magnitude of the contest.

Law enforcement personnel should be assigned specific areas, be immediately accessible by radio, have availability for backup relative to the magnitude of the contest. It is strongly recommended that one or more police officers, in uniform, with arresting authority be present and visible at all contests.

A general operating plan should be developed for a command post, if the magnitude of the contest requires it.

Additional personnel should be used in observation and anticipation of crowd control problems. It is essential that civilian security personnel be given specific instruction regarding their activity, authority and responsibility.

Officials

A staff liaison person should be provided to support officials before, during and after the contest.

Game Announcer

The Game Announcer should:

8. Give the visual contest information.
9. Make timely announcements, including identification of emergency exits prior to the contest, identification of first aid stations, warnings to remain off the playing area at the conclusion of the contest and information regarding awards ceremonies.
10. Set the tone in the beginning with regard to sportsmanship.
11. Welcome all to the contest and then introduce the rosters of participating teams.
12. Give player's name, number, height, and grade. (If the player has significant honors, the announcer should include that information, as well.)

Boosters

Consideration should be given to the use of booster club members as support personnel for crowd control.

Banners or posters should be limited to supportive and/or encouraging content. Derogatory or inflammatory posters are prohibited. Under no circumstances should mascots or roving posters or banners be allowed near an opponent's team or rooting section.

Traffic Control

The event manager should notify the municipality in which the contest is taking place with regard to its magnitude and any potential traffic flow problem. A plan should be developed with regard to entering and exiting the site of the contest for buses and automobiles.

Escorts for buses should be utilized, when appropriate.

A safe and orderly direction should be ensured to accommodate spectators. All entry and exit locations should be clearly marked with gates opened at the close of the contest.

Printed Programs

An expectation statement regarding crowd and participant behavior should be included in the printed program.

REFERENCES

- ! Supervision and Management Procedures for High School Athletic Contests, 1997
- ! CIF Southern Section Crowd Control Guide, 1991
- ! CIF Crowd Management Procedures and Clinic, 1971