

**WYOMING HIGH SCHOOL
ACTIVITIES ASSOCIATION**



CULMINATING EVENT GUIDELINES

PURPOSE

This booklet is a guideline and resource for effective management of regional tournaments and playoff games.

All applicable WHSAA information is included. However, this booklet does not supplant the WHSAA Handbook, but should be used in conjunction with the Handbook. The final authority for all WHSAA decisions rests with the WHSAA Board of Directors.

This booklet is meant to provide up-to-date information to help administrators in WHSAA member schools as they prepare for and administer culminating events. Please feel free to call the WHSAA office (307-577-0614) for help on any problem that arises.

Ron Laird
Commissioner

TABLE OF CONTENTS

Administrator-in-Charge.....	17
American With Disabilities Act.....	17
Announcer.....	20-21
Awards.....	5
Award Ceremonies.....	5
Balls.....	6
Bands.....	8
Banners.....	8
Blood-Borne Pathogens Responsibilities.....	12
Brackets.....	9
Volleyball.....	10
Basketball.....	10
Wrestling.....	11
Cheerleaders.....	21
Communications.....	18-19
Concessions.....	6
Crowd Control.....	25-26
Ejections.....	13
Emergency Plan.....	20
Good Sport Award.....	23
Good Sportsmanship Award Report Form.....	24
Halftime Arrangements.....	21
Hospitality Room.....	20
Income Statement.....	4
Media.....	22
Medical Plan.....	20
National Anthem.....	21
Net Removal.....	17
Noisemakers.....	8
Officials.....	7
Other Responsibilities of Host School.....	20-21
Parking.....	20
Passes.....	3
Philosophy.....	1-2
Pigtail Games.....	14
Political Displays and/or Solicitation.....	13
Practice Sessions.....	17
Programs.....	27
Public Address System.....	20-21
Purpose.....	i

TABLE OF CONTENTS (CONTINUED)

Radio Broadcasting Host Site Hook-ups22
Restrooms20
Rosters.....14
Safety20
Scoreboards.....21
Scorer21
Security20
Seeding.....9
Sport Specific Rules.....17
Sportsmanship.....23
Starting Contests on Time.....20
Teams Unable to Arrive..... 15-16
Television Broadcasts22
Tickets..... 3
Ticket Prices..... 3
Ticket Takers and Sellers..... 3
Timer.....21
Traffic Control20
WHSAA Web Site22

APPENDIX

Announcer Copy and Introduction Sheet 28-29
Sportsmanship and Public Address Announcements..... 30-34
Sample Award Presentation 35-36
Sportsmanship..... 37-39
Case for High School Activities 40-48
Sample Crowd Control Policy 49-54
Passes 55-56

WHSAA CULMINATING EVENT PHILOSOPHY

Culminating Event is defined as any and all regional, and state tournaments.

#1 PRIORITIES FOR STUDENTS:

The state tournament should feature:

- quality participants and teams from each regional.
- a positive learning experience for all involved.
- equal opportunities to qualify for the State Finals.
- the best officials available.
- the opportunity to play before a large, enthusiastic crowd.
- a safe, orderly environment.
- a carefully planned tournament format including qualifying procedures and tournaments as well as the State Finals.
- good sportsmanship on behalf of participants and spectators.
- what best suits the student athletes for that gender, sport, and classification.
- the opportunity to play on/in quality facilities that enhance performance.

#2 PRIORITIES FOR SCHOOLS:

Schools should experience:

- a minimal loss of student-teacher contact time.
- competition against teams of similar ability and similar enrollment.
- an opportunity to showcase their best participants.

#3 PRIORITIES FOR PARENTS:

Parents should model examples of good sportsmanship at all times and have the opportunity for the following:

- motel rooms and dining establishments close to the tournament site.
- events scheduled to not conflict with the traditional workweek as much as possible.
- opportunity for seating in tournament.

#4 PRIORITIES FOR OTHERS:

Communities should have:

- the opportunity to host regional tournaments, based on appropriate criteria.
- the opportunity to bid for state culminating events through an objective bid process.

Administrative WHSAA districts should have:

- the opportunity to set times of games as allowed within the WHSAA tournament formats.

The Wyoming High School Activities Association should have:

- the opportunity to increase the percentage of funding of the WHSAA office based on gate receipts and associated revenues realized from state events.

**WHSAA CULMINATING EVENTS PHILOSOPHY
RECOMMENDED FACILITY SPECIFICATIONS TO HOST REGIONAL TOURNAMENTS**

ACTIVITY	4A SEATING	3A SEATING	2A SEATING	1A SEATING	OTHER
VOLLEYBALL	750	750	500	350	Center court available 23' minimum overhead obstruction.
BASKETBALL	1200	1000	500	500	Court not less than 84' by 48' with all markings including coaches' box. Minimum 25' ceiling.
WRESTLING	1000	750	500		Area for two mats in one gym.
TRACK	1000	750	300	200	Six/Eight lane track with 42" lanes.
FOOTBALL	1500	1000	300	200	

Other specs common to all sports:

- *The facility must be adequately constructed to control the entry and exit of spectators for the purpose of charging admission.**
- *The facility must have a minimum of two restrooms (one male and one female) for public use.**
- *The facility must have an electronic clock and scoreboard clearly visible to both teams' areas and spectators.**
- *The facility must have a public address system.**
- *The facility must have separate dressing areas for home and visiting teams with restroom and shower facilities.**
- *The facility must have separate dressing area for officials, preferably with access to restroom and shower facilities.**

TICKETS/PRICES/INCOME

TICKET PRICES

Regional ticket prices are set by the WHSAA, please see 3.4.3 in current Handbook at www.whsaa.org. Anything not covered in this section of the handbook, or any special circumstances, will be determined by the commissioner and the tournament manager.

Please post all ticket prices in a highly visible area by each ticket location. You may also want to post a sign saying: "All ticket prices are set by the WHSAA Board of Directors, and proceeds go towards funding the activities of the association."

TICKETS

Tickets are furnished by the host school. All session passes may be furnished by the WHSAA, but confirmation must be made by phone or FAX on the number and type of tickets needed. Unused tickets should be returned to the WHSAA office after the tournament.

TOURNAMENT INCOME

All gate receipt money will be sent in the form of check or school voucher to the WHSAA office, 6571 East 2nd Street, Casper, WY 82609, as soon as possible after the conclusion of the event. A completed "Income Statement" (see next page) needs to accompany the gate receipts. The WHSAA office will figure sales tax on the total receipts and will then figure the 15% for the host school and send that amount back to the school.

TICKET TAKERS & SELLERS

It is the responsibility of the host site to assign, train, and pay (if appropriate) ticket takers and sellers. Please plan for adequate personnel on duty to avoid long lines and congestion at gate areas.

PASSES

The only tournament passes recognized by the WHSAA are as follows (see APPENDIX for samples):

- Gold Pass
- WHSAA Coaches Pass
- Administrators Pass
- WHSAA Officials Pass
- Cheerleaders – Badge must be worn for admittance to event.
- Players
- Coaches and Spouses
- Bus Driver
- WHSAA Complimentary Pass

AWARDS

Tournament Awards as listed under 2.7.0 of the current WHSAA Handbook will be supplied by the WHSAA. These awards will be shipped to the tournament manager by the company under contract with the WHSAA to supply awards.

Please check the following:

- ___ The awards should be in the tournament manager's possession by TUESDAY, the week of the event. If they are not, please call the WHSAA office immediately at 307-577-0614.

- ___ Unpack the awards well in advance of the tournament and check that all awards have indeed been shipped as listed under 2.7.0 of the Handbook.

- ___ Check also to make sure there is no damage from shipping.

AWARD 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 or half time of the following event.

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

- ___ Please feel free to contact members of the WHSAA Board of Directors (see page 3 of WHSAA Handbook at www.whsaa.org) for award presenting. Remember to award a tournament game ball to the winning team. Basketball nets are not to be removed.

Should a school wish additional awards, they may purchase them by contacting the WHSAA office.

TOURNAMENT BALLS

The WHSAA contracts with sporting good companies to furnish game balls for football playoffs, and regional basketball, volleyball, tennis and soccer tournaments.

Please check the following:

- ___ These balls should be in the possession of the tournament manager by TUESDAY the week of the event. If this is not true, please call the WHSAA office immediately at (307) 577-0614.
- ___ The tournament manager is responsible to see that all game balls are broken in enough so they contribute to good play and are not slick. This can be done by using them for a short period during practice.
- ___ The first place team is awarded a game ball at the conclusion of the tournament.

CONCESSIONS

Regional concessions are the responsibility and opportunity of the host school. The host school administration should secure the groups to do concessions and set the guidelines. Income from concessions goes to the host school or by prearranged agreement to whatever groups they have contracted for concessions.

Selling t-shirts at regional tournaments is another fund raising opportunity for the host school. Schools hosting events that do not wish to sell t-shirts should contact the WHSAA office well in advance with that information.

T-shirt sales are contracted by the WHSAA for the all STATE events.

The WHSAA reserves the right to participate in concessions, especially in regards to WHSAA corporate sponsors. This participation will be coordinated with the tournament director and the host school.

OFFICIALS

Officials for regional contests and playoff games are assigned by the WHSAA office.

Please check the following:

- ___ The tournament manager should contact the designated crew chief to set up a rotation of assignments for tournament games.
- ___ Officials checks should have been received by the tournament director by the THURSDAY the week of the tournament or playoff contest. If this is not the case, contact the WHSAA office immediately.
- ___ If officials need lodging, it is the responsibility of the tournament director to block the rooms and to inform the officials. It is the official's responsibility to make actual reservations and pay for the rooms. Please be sure you do not get into a situation where rooms are held and charged to you or the WHSAA.
- ___ If there is a challenge game involved with the tournament, it is up to the tournament director to work with the WHSAA in assigning the officials. This may be done with the assistance of the crew chief. The WHSAA office should then be informed as to who is assigned so that payment for services can be made.
- ___ An officials dressing room should be designated that gives them privacy from fans, coaches, and team players. This dressing room should include shower facilities, if possible.
- ___ An escort should be assigned to the officials to accompany them from court to dressing room to run interference from any hostile humans. This simple act can save hours of work if an incident is avoided.
- ___ The officials should be informed as to the name of the administrator in charge and his/her location during their game. This will be a great help to the officials should they need to contact that person concerning any unforeseen circumstances, unruly spectators, a safety concern, etc.

BANNERS

- 4.3.5 Pep posters are not permitted inside the playing area at regional and state indoor events. Only signs made of non-rigid materials such as styrofoam, cloth and paper are permitted. Signs may be no larger than can be held by one person. No additional sign or flag supports of rigid materials such as wooden dowels, paint paddles, golf club shafts, etc., will be allowed.

NOISE MAKERS

- 4.3.1 Artificial noisemakers, such as air horns and cowbells are not allowed in gymnasiums.
- 4.3.4 Unusual noise at any activity that is created by fans or participants that would interfere with the competition or the enjoyment of the fan is prohibited.

BANDS

- 4.3.3 Bands are allowed at regional and state culminating events.
- 4.3.2 Bands are not allowed to play during live ball situations, or during free throws, or serves during indoor sport events.

Band directors and tournament directors should communicate with each other regarding a band's attendance at tournament or playoff games. All necessary arrangements such as seating, admission, storage, etc., should be made prior to the event. There should also be communication between band directors, if more than one band is playing for an event, and between band directors and cheerleading sponsors.

BANDS AT CULMINATING EVENTS CRITERIA

- 2.6.3
1. The tournament manager will determine the availability of space and if space is available, assigns seating for bands.
 2. A school's band will be admitted free only for those sessions during which its team or the band is playing.
 3. The band director accompanies and vouches for each member.
 4. Music may not be played during live ball.
 5. Drums may be used only to accompany a musical selection.
 6. If two bands are attending, bands will alternate selections.
 7. The home team's band will play the National Anthem.
 8. Bands are limited in size to 45 participants or less.

BRACKETS

Recommended WHSAA brackets are to be used unless the district or league has previously agreed upon a different bracket and that bracket is published in the league by-laws and a copy has been sent to the WHSAA office.

Brackets should be posted and updated in a convenient location for all spectators to view.

SEEDING (Volleyball and Basketball)

The tournament director should receive the Team Record Report Form (S1) For Regional Tournament Seeding (Form S1 can be found on WHSAA web page under forms) on the MONDAY following regular season play. Please contact any school that has failed to do so. Seeding is done by conference won-loss records, if all teams involved play each other, or by any previously agreed upon method of seeding that is published in the league, district, or conference by-laws and is on file in the WHSAA office.

SEEDING (Regional Tennis)

Form E14 (available on the WHSAA web page under forms) “Regional Tennis Tournament Record Report Form” is due with the Regional Tennis Tournament Director on Monday the week of Regional Tennis. Seeding is accomplished as per WHSAA Rule 7.13.44.

SEEDING (Regional Soccer)

Form S2 (available on the WHSAA web page under forms) is to be FAXED to the WHSAA office and the regional tournament director no later than the Sunday following regular season play. Seeding is done as per WHSAA Rule 7.11.45.

SEEDING (Regional Wrestling)

Seeding is done as per WHSAA Rule 7.15.7.

BLOOD-BORNE PATHOGENS RESPONSIBILITIES

Schools hosting WHSAA culminating events, as well as participating schools, are reminded of the following:

1. Host schools must have someone on hand that has been properly trained to handle situations involving blood on any part of the facilities; for example, wrestling mats, gym floors, locker room floors, etc.
2. Host schools must have available proper consumable supplies for the above person to use including disinfectant, rubber gloves, and proper containers for disposal of blood stained materials.
3. Participating schools must handle the cleaning up of blood from their own athletes and must use proper precautions including rubber gloves and disinfectants.
4. Officials determine who must leave contest by enforcement of National Federation Rule and when they may return.
5. Officials are not to be involved in cleaning up blood from playing surfaces or athletes.

Please also refer to WHSAA Handbook Policy 2.4.0.

PHILOSOPHY

Please check the WHSAA Culminating Event Philosophy at the front of this booklet to make sure all priorities are in place and in order to the best of your ability.

EJECTIONS

Any ejections; coach, player, or spectator should be reported immediately to the WHSAA Office at (307) 577-0614, the WHSAA Commissioner or the Associate WHSAA Commissioner.

Any player who has been disqualified from a contest for committing an unsportsmanlike act shall be disqualified for the remainder of that contest, activity, or tournament. In addition, for football, track, and tennis, the player shall be disqualified from the next contest at the level of play from which the player was ejected. The basketball, volleyball, or wrestling contestant shall be disqualified from the next two contests. In all sports, this disqualification shall include all contests at any level until the contestant has served the suspension at the level of play from which the player was ejected. Unsportsmanlike acts either prior to or following a contest will result in similar penalties. A contest shall be defined by the criteria developed by the national governing body whose rules are utilized for that sport.

When a lone coach is ejected from a contest and no other qualified coach who has been assigned to that sport by that school is present to coach the team, the game will end and the contest will be forfeited.

POLITICAL DISPLAYS AND/OR SOLICITATION

The WHSAA does not allow any political displays and/or solicitation at the site of its regional or state events. In addition, all commercial displays and/or solicitation shall be prohibited unless prior approval has been granted through an agreement with the host school and/or the WHSAA. Booth space is available through the WHSAA Tournament Booth Program. Contact the WHSAA about this program.

Neither raffles nor other forms of solicitation are allowed at regional or state culminating events.

PIGTAIL GAMES

These are games that are played by two teams (hosted at local site by higher seeded school) to advance on to the Regional Tournament. They are considered part of the WHSAA Culminating Event and every effort should be made to create a tournament atmosphere at these contests. Admission will be charged for these games (tournament session prices unless otherwise decided by calling the WHSAA office). The WHSAA treats these games just like the rest of the tournament by assigning officials, issuing passes, etc.

ROSTERS FOR BASKETBALL AND VOLLEYBALL TOURNAMENTS

No more than twelve (12) players can be in uniform for any WHSAA tournament contest.

The superintendent or principal of any school that plans to participate in any association sponsored basketball or volleyball tournament, must certify, in writing to the tournament manager, a list of players who are eligible to take part prior to tournament play. Form R1 from the WHSAA web site form section is the correct form that should be used to report tournament roster information. When sending in your list of certified players on form R1, more than twelve names may be sent in, but not more than twelve players can be used for tournament play.

No more than twelve players can be in uniform for any tournament contest. The twelve players whose names are entered in the official scorebook for the first tournament contest, shall be the only players used for the entire tournament. Violation of this provision shall cause forfeiture as per WHSAA Rules 5.0.7 and 1.4.0.

In the event of an extreme emergency or catastrophe, such as illness, a team's strength may be restored to ten players in any tournament by approval of the tournament manager and the WHSAA commissioner, thus permitting a school to add eligible players to restore the number to ten players.

TEAMS UNABLE TO ARRIVE FOR EVENT

If the tournament director suspects or is informed of a team that is unable to arrive for the scheduled event, please call the WHSAA Commissioner immediately and the following WHSAA regulation will be put into effect.

2.6.0 TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A CULMINATING EVENT

The WHSAA believes that all teams/individuals that earn the right to participate in culminating events should have those rights protected as much as possible.

A culminating event shall be defined as the event(s) of post-season competition, inclusive of regional and state competition.

It shall be the responsibility of the competing school(s) to notify the WHSAA office or the event manager if the school is having difficulty traveling to the event site and may not arrive in time for the scheduled event(s). Notification shall be made as soon as possible after it becomes evident that the team/individual is having difficulty.

School personnel have the responsibility of making alternative travel plans to tournament sites based upon weather forecasts and any other pertinent information. As a common factor, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.

Specific circumstances not covered by this policy are left to the discretion of the commissioner of the WHSAA and/or the WHSAA Executive Council.

1. If a team/individual is unable to arrive at a culminating event site for their scheduled competition due to circumstances beyond their control, that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event. The WHSAA commissioner, in cooperation with the event manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified schools.

If the team/individual is unable to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to the particular event.

2.6.0 TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A CULMINATING EVENT (continued)

2. When the number of teams/individuals unable to reach the event site for their scheduled event exceeds 25% of those participating, the event manager, the WHSAA commissioner, shall consider postponement or cancellation of all or part of the day's activities. An alternative schedule shall be determined by the events manager after consultation with the WHSAA commissioner and a representative of the participating schools.

Should the need arise for the schedule of a culminating event to be altered, the WHSAA rule regarding the ban on Sunday activities may be waived. However, such action should be taken only as a last resort.

3. For the purpose of this policy, the TOTAL number of teams/individuals scheduled to attend the event shall be the number used from which to obtain the percentage of those needed, regardless of the number of classifications scheduled to attend the event. For example, if a tournament will include 16 teams with each WHSAA classification participating, the number 16 will be used to determine the procedure to follow.
4. For the purpose of this policy, when the percentage used results in a number that is not a whole number, the number shall be rounded up to the next whole number. For example, if a tournament is being held for 30 teams, 25% of the total would be 7.5, which would be rounded up to 8.
5. In football, should one team be unable to arrive at a culminating site due to circumstances beyond its control, the contest shall be rescheduled to allow maximum participation for all qualified schools.

PRACTICE SESSIONS

Basketball and volleyball practice sessions on any court used for either regional, or state will not be allowed at any time during the ten (10) days prior to the respective tournament. Schools that host a regional tournament are granted an exception and are allowed to practice on their own court even though they are hosting the event.

NET REMOVAL

There will be no removal of basketball nets immediately following any regional or state basketball contest.

SPORT SPECIFIC RULES

Please refer to section 7.0.0 of the WHSAA Handbook and/or the appropriate National Federation Rule Book.

ADMINISTRATOR IN CHARGE

Each session of the tournament should have an administrator in charge assigned.

There needs to be a posted list of tournament workers including the administrator in charge for each tournament session. This information needs to be communicated to every worker, crowd control supervisor, coach, custodian, and especially to the officials.

AMERICANS WITH DISABILITIES ACT

Please make certain plans are in place to accommodate the entrance and exit and safe seating of disabled people choosing to attend the tournament.

COMMUNICATIONS

Planned, organized, and implemented communication is the key to a successful tournament. Take nothing for granted. No communication detail is too small to be overlooked. Below is an outline to help plan for effective communicating.

Information you will receive:

- ___ Entry Form (from each participating team; see WHSAA web site under forms – Entry forms)
- ___ Assigned officials from WHSAA office
- ___ WHSAA regional information
- ___ Roster information (R1 for basketball, volleyball and soccer; R3 for wrestling) from each participating team
- ___ Team Record Report (S1) from each basketball and volleyball tournament team (S2) from each soccer team
- ___ Regional Tennis Tournament Record Report Form (E14) from each entered team

Information you should communicate:

To teams and WHSAA office:

- ___ Brackets with times and dates well in advance of tournament
- ___ Brackets after seeding has been determined
- ___ Information on dressing rooms, towels, hospitality room, practice balls, concessions, lodging availability, and all other pertinent information

To officials:

- ___ Rotation for tournament games
- ___ Dressing rooms
- ___ Rooms blocked at motel

To community: This information needs to go out to the community well in advance so they can make plans to attend.

- ___ What is happening
- ___ Where it is happening
- ___ When it is happening
- ___ Ticket costs
- ___ Any other pertinent information

COMMUNICATIONS (continued)

To media:

- ___ Are broadcasting phone lines in place
- ___ Results of individual contests
- ___ Brackets
- ___ Check Media section of this booklet
- ___ Individual game results

To workers:

- ___ Location, time, responsibilities, area of work
- ___ Training items they might need

To half time performers:

- ___ Performance time
- ___ Entrance and exit directions
- ___ Time allotted
- ___ Practice time (if applicable)
- ___ Storage area
- ___ Public address announcer information
- ___ Publicity

To security personnel:

- ___ Times and dates of contests
- ___ Potential conflicts
- ___ Traffic and parking concerns
- ___ How emergency situations will be handled
- ___ Who is in charge-when

To local hotel, motel, and restaurant businesses:

- ___ Dates of event
- ___ Who is coming
- ___ Hospitality room needs

OTHER RESPONSIBILITIES OF THE HOST SCHOOL

Safety: Our number one concern is that all culminating events be as safe as we can possibly make them for all involved participants, spectators, workers, officials, etc. Please check to make sure that all facilities and equipment are in excellent working condition and that no safety hazards are present. Making sure of a safe event is as ongoing during the tournament as sweeping the floor.

Emergency Plan: Review your emergency plans to see that they are appropriate for the tournament setting.

Medical Plan: A medical emergency plan should be clearly defined and promulgated for all contests, including provisions for spectator emergency, access for emergency vehicles, and availability of telephone communication.

Starting Contests on Time: The playing field or gym floor should be cleared prior to the actual starting time. All pre-game activity should be planned so that it does not interfere with the start of the game. Start all games on the scheduled or announced time. Do not start games before the advertised starting time.

Restrooms: Facilities should be convenient and available to participants and spectators alike.

Security: It's good administration to have protection at an athletic contests. Arrange with officials well in advance of contest dates to have them be immediately accessible by radio and have availability for backup relative to the magnitude of the contest. It is strongly recommended that one or more officers, in uniform, with "arresting authority" be present and visible at all contests.

Traffic Control and Parking: The activity 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.

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

Hospitality Room: Hospitality rooms for coaches, officials, and tournament workers are the responsibility of the host school. Local business are usually glad to help in this area as their way of showing support for local activities and as a thank you for the added business.

Public Address System and Announcer: Check public address system prior to start of the tournament. Nothing can seemingly ruin an otherwise great tournament, than a sound system that doesn't give good understandable sound.

OTHER RESPONSIBILITIES OF THE HOST SCHOOL (continued)

Public Address System and Announcer (cont): Announcers should be trained in their job before the contests. Public address announcements regarding athletic events generally are most effective when made sparingly. Pertinent information regarding completed plays, substitution, and explanations of penalties usually is sufficient. Criticism of officiating is prohibited. Duties of the public address announcer are to inform, in an impartial manner, necessary game details, public announcements without narration or partiality, welcome everyone to the activity, and set a positive tone in the beginning with regard to sportsmanship and participant behavior.

Management is encouraged to use the public address announcer to enhance sportsmanship, flag ceremony respect, crowd control measures, attention to WHSAA corporate sponsors, crowd convenience items such as restrooms, concessions, exits, and etc. See APPENDIX for sportsmanship and other announcer copy.

Scoreboards: Regional tournament or playoff game time is no time to have a malfunctioning clock or unreadable scoreboard. Make sure clock is working correctly and that all numbers are fully illuminated on the clock and scoreboard.

Timer and Scorer: The host school provides and pays (if appropriate) the timer, and scorer for the tournament and provides any training that is needed. This is the time to use your first-string timer and scorer.

National Anthem: It is recommended that the National Anthem be presented at the start of each tournament session. This is a great opportunity for students from your school's music programs to perform. An added touch is having a multi-talented athlete perform the National Anthem.

Halftime Arrangements: Make sure concession areas have added help to handle the extra crowds during this time.

Halftimes are a great opportunity for school and community groups to put on a performance that greatly publicizes their activity. Again, careful planning and organization is needed to make sure they are on time, can perform in the allotted time, have storage for equipment needed, security for belongings, are communicating with the public address announcer, etc. Halftime performances are a great crowd pleaser, especially if it involves the younger students and/or skilled performances not usually seen.

Cheerleaders: Plans should be made for cheerleaders to be in a location that is safe for both them, and contest officials. They should not be located where they block the spectators view. Cheerleaders can be most effective, positive role models of good sportsmanship, and can help greatly with crowd control by having positive cheers ready for when the crowd starts with inappropriate chants.

MEDIA

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

Provide information to the media relevant to the event and the student activities of the Wyoming High School Activities Association. Utilize the media whenever possible to educate the public regarding the values and rationale for activity competition at the high school level. If you need information of this type please contact the WHSAA office and check out the Case for High School Activities in this publication.

Take care to see that members of the media have event programs and adequate information they need prior to their evening deadlines. In most cases it will be necessary for the game management to make arrangements to call in event results to the major newspapers and/or television stations.

State coverage is guaranteed by getting results into the Casper Star Tribune, call 1-800-791-5002, FAX 1-307-266-0568, or e-mail sports@trib.com.

All media personnel should have a previously issued press pass from the WHSAA office and be displaying it visibly.

WHSAA WEB SITE

This site is located on the web at www.whsaa.org. Regional results should be posted on this site as soon after the event as possible. Check with the WHSAA office well in advance of the event to confirm exactly how this is to be accomplished.

RADIO BROADCASTING HOST SITE HOOK-UPS

Arrangements must be made with the Host site administration for all broadcast hookups. Any costs associated with the broadcast is the responsibility of the station.

TELEVISION BROADCASTS

As per WHSAA Rule 4.2.2, any television broadcast or video replay of a WHSAA culminating event is subject to WHSAA rights fees. Contact the WHSAA office well in advance concerning any possibility of broadcasting by TV or video replay.

SPORTSMANSHIP

GOOD SPORT AWARDS

Tournament directors, administrators, and officials are encouraged to call the WHSAA office to report all incidents of outstanding sportsmanship by coaches, participants, fans, etc. The WHSAA will award a Good Sport Award to the recommended group and alert the local newspaper and radio station as to the celebration.

One of the prime functions of interscholastic competition is to foster the traits of good sportsmanship. The WHSAA strongly urges administrators to stress to their athletes, student bodies, and fans the importance of positive sportsmanshiplike conduct during all Association contests, and to make them aware of WHSAA rules, policies, and by-laws concerning crowd control.

The WHSAA places the primary obligation upon the administrators of member schools to control their students, staff members, and fans at all Association contests.

Failure to uphold proper standards of conduct is responsible for much of the criticism and adverse publicity given toward interscholastic events. Furthermore, it is one of the reasons why the potential educational values of interscholastic athletics are not achieved. Only with conscientious effort of everyone involved can we achieve the most worthwhile objective of interscholastic competition.

A school is responsible for the conduct of its team, coaches, students, and fans at any interscholastic event in which the school is participating.

CROWD CONTROL

As the tournament director, you are the expert in your area on who and how many personnel are needed for crowd control purposes and their training. Your background, knowledge of fan following, rivalries, sport popularity, etc., will help you make informed decisions. Should you be new in your position, call the principals or athletic directors of participating schools for this information. The number of workers needed for an activity will also be dictated by the requirements of the activity and the physical facility.

CROWD CONTROL AT WHSAA CONTESTS, RECOMMENDED GUIDELINES

Believing that working toward prevention is better than seeking a cure, the WHSAA offers the following guidelines to aid in planning crowd control strategy which will help insure the safety of contestants and fans. Good sportsmanship must become a common goal. (See also Sample Crowd Control Policy in Appendix.)

1. Schools should understand the true purposes of athletic contests and educate their patrons to that purpose. Athletic contests are not to become rivalries to the point of losing the primary objectives of the game which are:
 - a. Provide worthwhile educational experiences for all students, players, and spectators.
 - b. Provide enjoyable recreation regardless of whether the game is won or lost.
2. A full knowledge of each game's rules applying to sportsmanship which have as their purpose to enhance the educational values of interscholastic athletics should be taught. How these are taught will depend upon the innovation of the school personnel. Schools might be wise to insert in their eligibility rules some concern over the misconduct of players.
3. Copies of game rules pertaining to sportsmanship should be made available to fans. These rules could be printed in the game programs, along with the sport's recent rule changes. In the buildings where contests are being held, bulletin boards and other means of conveying the information can be used to inform the public.
4. Leadership must be provided by the high school faculty with the superintendent or principal leading the way and delegating authority, however they are completely responsible for the entire program.
5. Ample help, even involving law enforcement officers, stationed at strategic points and alerted to potential problems will help prevent the initial onset of any conflict.
6. All schools should inform their people involved in any contest that there is a specific role for the visiting participants to play as well as the host school. Amenities and courtesies should be displayed and extended to the visiting organizations without flaunting of rivalries. The Join the RIDE "yellow card" system should be utilized for inappropriate behavior by any fan.

CROWD CONTROL AT WHSAA CONTESTS, RECOMMENDED GUIDELINES (continued)

7. Spectators should not be allowed to enter a building where a contest is being held if they are observed to be in the possession of alcohol or other mood altering substances or are believed to be under the influence of these substances.

8. Schools should eliminate possible confrontations by close observation of people who might contribute to any confrontation such as people under the influence of mood-altering substances.

9. In the event a spectator assaults a referee or other official in connection with an Association contest, he/she should be prosecuted to the full extent of the law. To save the status of interscholastic competition, schools will have to work together and be alert to potential dangers in their own communities and when they are visiting other communities.

A list of crowd control personnel along with the administrator in charge, areas of assignment and duties should be posted for easy worker accessibility.

PROGRAMS

Contest programs contribute to an athletic event. They should be informative, inexpensive, and easily accessible. If programs are to be sold, have an efficient sales force organized.

Include all information pertinent to the tournament: team rosters, bracket, ticket prices, game times, etc.

Team pictures are great! This takes extra organization and planning, but is well worth the effort. If you include team pictures in the program, please contact the State Tournament Director to pass them on and cut down on duplication of effort for all concerned.

Programs are a great place to educate about and promote the values of participating in activities as well as sportsmanship. See APPENDIX for possible ideas.

Receipts of program sales, as well as program advertising dollars, go to the host school. This is a great opportunity as a host school fundraiser.

The WHSAA strongly recommends that no individual or organization be permitted to advertise tobacco, alcoholic beverages, or any product which is contrary to the accepted principles of high school athletic training at athletic events.

The WHSAA reserves the right to participate in tournament program publication with regards to WHSAA corporate sponsors. This participation will be coordinated with the tournament director and the host school.

PUBLIC ADDRESS ANNOUNCER COPY

Good Evening. (Name of School) welcomes you to (name of stadium/field/gym) for tonight's game. What distinguishes this event from other levels of athletic competition is the learning-taking place on the playing surface. Students can't learn if their efforts are not respected. Remember, Good Sports Are Winners! And now, let's meet the starting lineups.....

(after lineups are introduced in alternating fashion)

Your officials for today's game are _____ and _____ . These officials are registered by the Wyoming High School Activities Association and like the coaches, are here to help the athletes learn on the playing field. These individuals have worked hard to learn the rules and how to apply them fairly. We request you respect their honest efforts in administering this contest.

(if National Anthem follows)

At this time we ask that you stand, and gentlemen, remove your hats, and respectfully pay honor to America as we sing our National Anthem.....

(announcements to be read during breaks in the action)

Fans, Just a Reminder

Regardless of the outcome of today's event, we ask that all spectators please consider the time and effort these young participants have put forth into reaching this championship level. Sportsmanship Is How You Play the Game!

Good sportsmanship builds strength of character, self-control and enhances dedication; values that can be carried on by our students outside the playing field and beyond their school years. The Wyoming High School Activities Association wants your support in helping our student/athletes embrace activity participation opportunities with life-long value. Remember, Good Sports Are Winners!

While attending this or any high school athletic event, think of how you would act if you were the only person in the stands. Then act as if you were, and encourage your team in a positive manner. Remember, Good Sports Are Winners!

Recent studies reveal that the number one reason kids participate in sports is to have fun, and that winning is well down the list. These contests belong to the kids and are for their educational development. Remember, Good Sports are Winners!

ANNOUNCER INTRODUCTION SHEET

Please be present at the officials table fifteen (15) minutes before game time.

Please remember you are a part of the officiating team and, therefore, are to remain neutral. Please support your fellow team members – on the bench and the contest officials. Please do not cheer for any team or individual participant.

INTRODUCTION OF TEAMS AND OFFICIALS PRIOR TO TIP OFF

1. Alternating individual introduction, Visiting team member first/Home team member second/starting line-up and coaches

School _____ Mascot _____

School _____ Mascot _____

Visiting Team Starters

Home Team Starters

#	Pos.	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#	Pos.	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Asst Coach - _____
Head Coach - _____

Asst Coach - _____
Head Coach - _____

2. Officials for tonight's games are:

1. _____
2. _____

AFTER THE GAME HAS STARTED, ANNOUNCE:

1. Player's name who scores a basket or free throw
2. Player's name who commits a foul
3. Substitutions (In and Out)
4. Special information announcements are to be done only during timeouts or at half-time

SPORTSMANSHIP ANNOUNCEMENTS

- * The Wyoming High School Activities Association reminds you that good sports are always winners. We encourage you to Join the RIDE!
- * Be a champion for sportsmanship. Cheer for your team and we encourage you to Join the RIDE!
- * The WHSAA appreciates good sports. They are what high school activities are all about. We encourage you to Join the RIDE!
- * Involvement in school activities programs contribute directly toward the educational goals of the Wyoming High School Activities Association. Through this involvement, students learn the lessons of good citizenship and take a responsible attitude toward our society and school environment.
- * The Wyoming High School Activities Association helps mold good citizens. We salute schools for their positive educational approach to setting the standards and demonstrating the way to teach good citizenship through good sportsmanship.
- * The Wyoming Coaches Association reminds you that good sportsmanship is the mark of a true fan. They encourage you to Join the RIDE!
- * The Wyoming Interscholastic Athletic Administrators Association encourages you to Join the RIDE!
- * Thank you for attending today's event. The proceeds from this event benefit Wyoming's high school students and support all the programs of the Wyoming High School Activities Association.
- * Do you enjoy activities? Do you have talents and skills you would like to share with Wyoming youth? You can become a part of Wyoming athletics. The Wyoming Sports Officials Association and the Wyoming High School Activities Association are looking for individuals to become contest officials for high school sporting events in Wyoming. If you have an interest in becoming a sports official, please contact the WHSAA office for more information at (307) 577-0614 or write to 6571 East 2nd Street, Casper, 82609.

PUBLIC SERVICE ANNOUNCEMENTS

1. Role models are more important than ever in today's society. You can serve as a role model for others the next time you display good sportsmanship at a high school athletic event. Good sports are winners, so the next time you attend a sporting event, remember to be a good sport and act properly. Everyone appreciates the good values portrayed by acts of good sportsmanship. A public-service message from the Wyoming High School Activities Association.
2. In our society today, winning has come to mean everything. However, if winning comes at the expense of good sportsmanship, everyone is a loser. Nothing is gained in the long run. Good sportsmanship is the result of a disciplined effort to respect yourself, your opponents and game officials. Remember, good sports are winners, so Be a Sport and practice good sportsmanship. A public service message from the Wyoming High School Activities Association.
3. Don't ever confuse a good sport with the nice guys who supposedly finish last. Sportsmanlike behavior has nothing to do with an athlete's or spectator's competitive spirit, and more often than not, a display of poor sportsmanship leads to a losing performance. Good sports are winners, regardless of the final score. Remember to Be A Sport and practice good sportsmanship. A public-service message from the Wyoming High School Activities Association.
4. Your ticket to an interscholastic athletic event is a privilege, a privilege to watch youngsters learn on the playing field. One of the lessons taught to players is one spectators can follow as well - that of good sportsmanship. Unruly behavior is unacceptable in the classroom, and the athletic field is a classroom. Remember to Be A Sport the next time you attend an athletic event. A public-service message from the Wyoming High School Activities Association.
5. Winning – the No. 1 syndrome – is the No. 1 problem in interscholastic athletics. High School athletic programs are truly educational in nature, and among the values learned are those associated with good sportsmanship. Being No. 1 in sportsmanship is educationally more important than being No. 1 on the playing field. Take pride in your team by displaying good sportsmanship. A public-service message from the Wyoming High School Activities Association.
6. The score of any athletic event is generally forgotten over time, but the actions of players, coaches and spectators are remembered. The next time you attend a high school game, think of how history will remember you. Choose the side of good sportsmanship the next time you attend a high school sporting event. Remember, good sports show you how to play the game. A public-service message from the Wyoming High School Activities Association.

PUBLIC-SERVICE ANNOUNCEMENTS

7. An educational environment is critical to the success of high school athletics and activity programs. An important part of that environment is planning for good sportsmanship. Without good sportsmanship, the lessons learned lose their value. The ability to show that a feeling of self-worth is more important than the outcome of any game is a vital lesson. A public-service message from the Wyoming High School Activities Association.
8. While the scoreboard reveals the winner of a high school athletic contest, the real winners are those who display good sportsmanship. Those people who treat competition as a game and not a war, those who show genuine concern for an injured player, those who accept all decisions of the officials. Remember to Be A Sport when you attend a high school sporting event. A public-service message from the Wyoming High School Activities Association.
9. Ethics, integrity and respect are values important in our daily lives. All of these important values are learned by participation in interscholastic activity programs. During competition, they are translated into one word – sportsmanship. Sportsmanship is one of the strongest educational lessons and lifetime values taught by interscholastic activities. It makes sense to exhibit good sportsmanship. A public-service message from the Wyoming High School Activities Association.
10. Yelling or waving arms during an opponent’s free-throw attempt, as well as booing or heckling an official’s decision, are examples of unacceptable behavior at a high school sporting event. Good sports respect the opponent and officials at all times. The next time you attend a high school contest, remember to applaud for the performances of all participants. A public-service message from the Wyoming High School Activities Association.
11. Remember that a ticket is a privilege to observe a contest and support high school athletics, not a license to verbally assault others. There is no place in interscholastic athletics for name-calling to distract an opponent or the use of profanity from the stands. Sportsmanship is the No. 1 priority at the high school level, so Be A Sport the next time you watch a game. A public-service message from the Wyoming High School Activities Association.
12. The dictionary defines good sportsmanship as playing fair and being a good winner and loser. We often forget that it is more important to be gracious in victory. Good sportsmanship gives us a standard to follow at all times. Good sports act courteously and maintain self-control in all circumstances. Remember to be a fan and not a fanatic when watching interscholastic athletics and activity programs. A public-service message from the Wyoming High School Activities Association.

PUBLIC-SERVICE ANNOUNCEMENTS

13. A coach once wrote, “When we lose without excuses and when we acknowledge the better team, we place winning and losing in their proper perspective. That’s when we find out if we can be good sports.” Sportsmanship is a goal to strive for at all times, in athletics and in our daily lives. Remember to act in a proper manner the next time you attend a high school sporting event. A public-service message from the Wyoming High School Activities Association.
14. Coaches should set a good example for players and fans, always exemplifying the highest moral and ethical behavior. Participants should treat opponents with respect and shake hands prior to and after contests. Fans should be fans, not fanatics. Sportsmanship. It is vital to the success and further existence of interscholastic activity programs. Remember to be a good sport. A public-service message from the Wyoming High School Activities Association.
15. Good sportsmanship is learned, practiced and executed. Respect for the opponent, spectators, coaches and officials is a must at all levels of athletics and activity programs. At interscholastic contests, everyone’s behavior should be characterized by generosity and genuine concern for others. Display good sportsmanship each time you attend a high school event. A public-service message from the Wyoming High School Activities Association.
16. Respect for the opponent, spectators, coaches and officials is necessary at all levels of athletics and activity programs. At interscholastic contests, everyone’s behavior should be characterized by generosity and genuine concern for others. Display this respect each time you attend a high school event. A public-service message from the Wyoming High School Activities Association.
17. Participation in high school co-curricular activities offers a plentiful supply of solid real-life examples of the positive values that we place such an emphasis on later in life. Most of us learned to play by the rules through high school activities. The importance of teamwork often was learned on a football field, or in a band, or during a concert or play. The need to respect authority is a vital part of the interscholastic experience as is the value of commitment. A public-service message from the Wyoming High School Activities Association.
18. What do many of our nation’s attorneys, politicians and actors have in common? Besides being articulate and persuasive, they were probably involved in high school forensics. Every society needs leaders. High school forensics certainly does its share to train leaders for tomorrow. High School activities and academics make a great curriculum partners. A public-service message from the Wyoming High School Activities Association.

PUBLIC-SERVICE ANNOUNCEMENTS

19. Where do high school students learn about competition, free enterprise, morals, values and how to succeed in our society? In uniquely staged high school activity programs. You can be a part of this valuable learning experience by supporting your local high school by your attendance at music, speech and athletic competitions. Join your friends at the main event . . . meet them at a high school game! A public-service message from the Wyoming High School Activities Association.

SAMPLE AWARD PRESENTATION

(At the end of Game or towards end)

Ladies and Gentlemen, there will be a trophy presentation immediately following this game. Please stay off the playing surface.

At this time, I direct your attention to the playing area for the presentation of the _____ Trophy.

Presenting the trophy will be _____ of _____ and _____ a Wyoming High School Activities Association Board Member from _____.

Ladies and Gentlemen, join me in honoring the _____, winners of the Boys/Girls 2013 1A/2A State Basketball _____ Trophy.

Congratulations to the dedicated student-athletes, coaches and their fans on an outstanding State Basketball Tournament and to all the Boys/Girls basketball teams throughout Wyoming for a very successful 2013-14 season!

SAMPLE AWARD PRESENTATION

Please direct your attention to the field in front of the stands for the presentation of trophies. Fans are invited onto the track for taking pictures.

Presenting trophies today _____

Join in honoring the winners of the runner-up trophy of the 2014 WHSAA _____ State Soccer Championships the _____

Congratulations to the _____ players, coaches and fans on an outstanding season!

(Pause)

Now please applaud the 2014 WHSAA State _____ Soccer Champions the _____ of _____ High School.

Thank you to all soccer players, coaches, officials and fans for a great 2014 soccer season.

RESEARCH AND THE VALUE OF SCHOOL PROGRAMS

- * High school programs are legitimate offerings for secondary school systems. Teachers feel students derive educational values from high school athletic experiences. Also cited was positive correlation between athletic participation, academic performance and self-esteem for students. - Jomills H. Braddock; Athletics and Educational Attainment - Dispelling the Myths. From Youth and Society.
- * A positive correlation was demonstrated between high school activities' participation and SAT scores for entering freshmen. - Mark J. Havrancik and G. Golsan: "Academic Success and Participation in High School Extracurricular Activities - Is There a Relationship?" American Psychological Association.
- * The involvement of a majority of 3,400 Illinois high school students in activity programs increased between the sophomore and senior year. Direct positive relationships exist between involvement in activity programs and academic achievement - Illinois Board of Education, Department of Planning and Research: Activities in Illinois High Schools.
- * Cited large population studies by the Center for Educational Statistics, the National Federation and the Kansas State High School Activities Association. All point to better academic performance, attendance and attitudes among activity participants than among non-participants. - Paul Jansen. "Making Magic: High School Sports Builds Leaders."
- * Female college athletes who had been involved in high school sports had higher ACT scores and managed time better than non-athletes. - D.L. Feltz and M.R. Weiss. "The Impact of Girls Interscholastic Sport Participation in Academic Orientation." Research Quarterly for Exercise and Sport.
- * 19,000 college students demonstrated positive correlations between involvement in high school activity programs and measures of academic and intellectual performance. - Jack Dvorak, "Comparison of College Grades and ACT Scores Between Those With and Those Without High School Newspaper or Yearbook Experience." Association for Education in Journalism and Mass Communication.
- * Higher grades and better attendance are evident in students who participate in activities, showing in Minnesota that the grade-point average of student-athletes were 2.84, speech-drama-music-debate students averaged 2.98. The average student was absent 8.76 days a year, athletes 7.44 days and the fine arts students only 6.94 days. - Study of 300 schools by the Minnesota State High School League.

Attachment to school and involvement in school activities provides a containment against delinquent behaviors. - T. Hirschi, Causes of Delinquency, Berkely, University of California Press.
- * A study of 4800 college freshman concluded that participation in activities is a much better indicator of overall college performance than other yardsticks, such as pre-admission interviews and the educational level of a student's parents. One admissions dean said secondary school counselors clearly can advise students as early as possible, in the eighth, ninth or tenth grades, to stick with an activity, to develop a skill. - Study by Educational Testing Service and the College Entrance Examination Board.

SAMPLE CROWD CONTROL POLICY

I. POLICY STATEMENT

Any high school having an interscholastic athletic program, before the start of the school year, should have a well-planned crowd control program. Personnel who should be included in developing the plan are: administrators, athletic director, coaches, supervisor of cheerleaders, band director, security personnel and the game announcer.

Printed copies of the final statement of the crowd control procedures should be distributed to all personnel involved in any way with the conduct of the game. The program should be developed to regulate three stages: 1) before the contest, 2) during the contest and 3) after the contest. Specific responsibilities should be outlined for all involved.

A. Before the contest

If the athletic program is to be successfully administered, the athletic director must be concerned with the welfare of the fans and the student body. Since most high schools are in need of the additional revenue from gate receipts for financing the athletic program, all efforts must be put forth to make attendance an enjoyable experience, thus ensuring a return to other contests. Important pre-planning steps are:

1. Make sure that all facilities are clean and comfortable.
2. Staff adequate concession stands; if possible, provide one for home and one for visitors.
3. Provide separate entrances and ticket booths for home and visitors with admission prices plainly posted.
4. Make available to visiting schools necessary game information: include directions for game parking, location of ticket booths, seating arrangement chart, ticket prices, game time, directions for reaching the site.
5. Provide supervised parking. (Use of service clubs or youth organizations is suggested.)
6. Designate specific seating areas for students, bands, adults and visitors. If possible, opposing student bodies should be separated. If a reserved seating section is used, make sure that seats are clearly designated and that an usher is present.
7. Discuss with the student body the need for showing good sportsmanship to visitors. An informative presentation of game rules and their interpretations might be helpful.
8. Inform cheerleaders of the importance of proper timing of yells, display of good sportsmanship to visitors and cooperation with team, band and other activities.
9. Arrange for adequate police supervision.
10. Post in plain sight at the entrance to the stadium or gym a copy of the reasons for expulsion from the contest, e.g., use of alcohol, drugs, throwing objects, unruly behavior.
11. Assign officials to dressing facilities separated from both teams. Provide escorts for the officials.

B. During the contest

1. Provide for adequate supervision of students and facilities by the home school.
2. Be sure that visiting schools assume responsibility for supervising their students.
3. Plan an interesting half-time program.
4. To prevent long lines, assure extra help at concession stands during half time and at breaks.
5. Arrange for security facilities to prevent fans from getting on the field, around the players' bench area or directly into areas of competition.
6. Have the P.A. announcer give the location of rest rooms, concession stands and lost and found station.

7. Provide a first-aid room for emergencies. Have a doctor in attendance at home football games. Assure access to a telephone from any contest area.

C. After the contest

Planning for after the contest is probably the most important of the three stages in crowd control. Most incidents and encounters occur after the game when the fans are on their way home. Some of the most important considerations are:

1. Develop a procedural plan for the exit of teams, officials, and spectators.
2. Direct the route for movement of all visiting school buses and all home team buses. (Include band, pep club buses, etc.)
3. Use the P.A. system to 1) caution spectators about not walking on the floor or field, 2) give directions for leaving the area, 3) drive safely.
4. To facilitate orderly movement of traffic lines, provide directive (local police may help) supervision for cars leaving the parking area.

II. Responsibilities

A. Administrators:

1. Assign and delegate to the proper school official the authority for crowd control responsibility, e.g., the Athletic Director.
2. Convey to the delegated authority the seriousness of crowd control.
3. Review with the Athletic Director the responsibilities of the police before, during and after a contest.
4. Stress good sportsmanship. Work with the student body to better their attitude through assemblies and the school public address system.
5. Insist that the coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics.

B. Athletic Director:

1. Prepare a plan for the safety of guest school athletes and fans.
 - a. Inform visiting school as to where you want them to park their buses and see that the guests are greeted and escorted to the game site. Inform the guest cheerleaders and reserve athletes to stay at the game site (with security) until the varsity athletes are ready to leave. Escort cheerleaders, athletes and coaches to their bus. As the fans leave the game site after the contest, have security move with the flow. After the fans are to their automobiles, see that traffic flow is organized and moving quickly. Statistics show that most problems involving crowds occur within a couple blocks of the game site.
 - b. Provide separate, clearly marked seating areas for the adults, students and visiting bands. It is strongly recommended that the fans from the two schools remain in the area designated as "their" stands. Problems occur whenever there is a crossover of fans and dialogue takes place, e.g., name calling, teasing and derogatory cheering. On a positive note, a student cheering section can add a new dimension to your school spirit.
 - c. Guest cheerleaders should be greeted and escorted to their accommodations by the host school cheerleaders. Conversation can include a greeting, telling where dressing or restroom facilities are located, which group will cheer first and in which two quarters (1 & 3 or 2 & 4) and the procedure to follow at half-time (provide refreshments).

2. Courtesy and protection of game officials.
 - a. Provide for parking and have a host (manager or Athletic Director) greet the officials and escort them to their dressing facilities. These facilities should be private and include a shower. The officials' dressing rooms is off limits to all players, coaches, fans and news media personnel.
 - b. Acknowledge payment of officials prior to the game. As a courtesy to the official, provide soap, towel and refreshment.
 - c. After the game is over, see that security personnel go on to the playing area and escort the officials directly to their dressing room.
3. Both the Athletic Director and the building principal must insist that the coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics. The coach is the leader. His actions play a big part in maintaining good crowd control. The coach must insist that the players are courteous to the officials. In doing so, his own conduct should reflect the same.
4. Provide for basic crowd control.
 - a. Remember, it takes very little to incite an already "up tight" crowd.
 - b. Provide visible police protection. This security force should have radio equipment which permits communications at all times. Security personnel need to know what you expect of them before, during and after the contest. They should have the philosophy of being there to provide a service - not just to look for a problem. A gentle but firm attitude is very helpful.
 - c. Use booster and service club members (with arm bands) to act as ushers, program sellers, etc.
 - d. Make arrangements to prohibit fans from going on to the playing area after a contest.

C. Cheerleading supervisor:

1. Cheerleaders, coaches, advisors and band directors should set an example by being cooperative and helpful to each other.
2. Instruct the cheerleaders to:
 - a. Have positive - not antagonistic - cheers at all times.
 - b. Divert the crowds' attention from **booing** by starting a positive cheer immediately.
 - c. Lead the crowd in a round of applause when an injured player leaves the playing area.
 - d. Be on hand when the visiting team (squad) arrives and escort them to their section. Answer any questions and generally be good hosts.
 - e. Remain at the game site after the contest and only go to the buses with an escort.
 - f. Travel in pairs or small groups whenever going to the restroom, drinking fountain or refreshment stand.
3. Each school should set up a policy for entering and leaving an athletic event - possibly going as a unit with the band - especially in games situations of high rivalry.
4. During basketball games, instruct cheerleaders to:
 - a. Set up a scheduled rotation of floor cheers (after quarters 1 & 3 or 2 & 4 and also after time-outs).
 - b. Remain silent when the opponents squad is on the floor for a cheer... they **may** do a sideline cheer **after** the floor cheer is completed.
 - c. Remain silent when the opponent is shooting a free throw. Move away from the basket area.

- d. Do their dance routines prior to the games where they will not interfere with the athletes pre-game warm-up.
- e. Set a visible link with the other school, e.g., meet in the middle of the floor for the national anthem.

D. Band director:

- 1. Encourage and stimulate good feeling by playing guests' school fight song and other appropriate music.
- 2. Help in crowd control with music at the appropriate times.
- 3. Encourage band members to stay in small groups of at least 3 to 5 when they are not performing at football games.
- 4. During the football season, the guest band director should make a courtesy call to the host band director and exchange information consisting of:
 - a. Whether or not the guests are planning to attend.
 - b. The length of the half-time performances.
 - c. Number and location of seating required. Number of band parents or helpers attending.
 - d. Whether or not there are any special events planned.
- 5. Host band officers seek out and meet the guest band officers sometime during the contest for the purpose of promoting good will.
- 6. Provide faculty supervision for all pep or marching bands at all athletic contests.

E. Coach:

- 1. Coaches influence not only the conduct of the players under their direction, but also that of the student spectators, school facilities, parents of squad members and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he must visibly show that he values self-restraint, fair play and **sportsmanlike behavior**.
- 2. The behavior of the coach must at all times be marked by dignity and self-control. He should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He must avoid any actions or remarks which would tend to incite the displeasure of the spectators or provoke disorderly behavior.
- 3. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the heterogeneous combination of spectators in the stands.
- 4. The coach will immediately discipline any player who intimidates an official, or displays unsportsmanlike behavior.
- 5. Deliberate attempts to humiliate an opponent should not be tolerated by school officials, e.g., running up the score. Coaches are encouraged to substitute whenever possible, especially when the outcome of the game has more or less been decided.
- 6. No person should be coaching who does not realize that the future of high school athletics is more important than the winning or losing of a particular game.
- 7. Coaches must control their emotions by eliminating any show of outraged discontent over an official's call.
- 8. Never seek out an official during half time or at the conclusion of a contest.

F. Security personnel:

- 1. Must have adequate, uniformed police officers visible at the site.
- 2. Must have written instructions for the security people, e.g., develop the instructions with the cooperation of the security personnel being used.
 - a. Areas of supervision (identify possible trouble areas).
 - 1) Outside the facility
 - 2) Inside the facility

- b. Traffic control - both entering and especially leaving the contest site.
- c. Who is the police contact person?
- d. When are the security personnel to report?
- e. Procedure to follow to insure the safety of officials.

G. Game announcer:

- 1. Be impartial. Do not show favoritism to particular teams or players.
- 2. Use proper language at all times.
- 3. Be enthusiastic, but keep calm at all times.
- 4. Do not anticipate aloud plays, first downs, time-outs, touchdowns, etc.
- 5. Try to be aware of what is going on in the entire stadium/gym so that directions can be given calmly in an emergency. Serious situations can be avoided if the announcer will caution the crowd against coming down to the field/floor, throwing things or causing other disturbances.
- 6. Let no one except those in charge of the event use the microphone. The announcer is responsible for any remarks made into the microphone.
- 7. Never criticize officials' decisions - directly or indirectly.
- 8. Explain the emergency evacuation procedure for all extracurricular activities that are held inside buildings.
- 9. Explain the procedure for pre-game introductions of players.
- 10. Explain to the fans that the cheerleaders have established a scheduled rotation of floor cheers (after quarters 1 & 3 and 2 & 4 and also after time-outs).
- 11. Explain state and conference rules and regulations governing this contest.

III. Summary Statements

- A. Non-high school students should be encouraged** to attend high school athletic contests with a responsible adult.
- B. Encourage as many faculty members** as possible to attend the athletic contests.
- C. Involve booster clubs,** parent groups and the PTA in your plans for crowd control.
- D. Insist that unruly spectators be removed** from the premises. Take legal action against those who are guilty of assault or of disturbing the peace.
- E. Do not hesitate to take action** against coaches who permit their players to exhibit undesirable behavior.
- F. At contests** where tickets are sold at the gate, tickets should be sold throughout the entire game to discourage people from loitering outside the gate hoping to be admitted free during the last half of the contest.
- G. Visiting schools should follow** the procedures submitted by the home school since many areas have special problems.
- H. Encourage cooperation** among all administrators within the same school district by providing proper crowd control procedures.
- I. Outline to the students what is acceptable** behavior at athletic events. Outline what will happen in cases of misconduct.

- J. Eliminate from the gymnasium** any banners or signs which might be offensive or negative in tone to the guests.

- K. For security reasons, do not permit** all of the lights to be turned off for such things as the introduction of players or special pre-game and half time shows. Make sure that there is sufficient lighting necessary to provide good crowd control for the fans safety.

WHSAA RECOGNIZED PASSES

**THE GOLD PASSES AND THE ADMINISTRATORS/SCHOOL BOARD TRUSTEE PASSES
WILL ADMIT CARD HOLDER AND IMMEDIATE FAMILY LIVING AT HOME.**

GOLD PASS

GOLD PASS

ADMINISTRATOR / SCHOOL BOARD TRUSTEE PASS

THE TWO PASSES BELOW ADMIT CARD HOLDER ONLY.

**IF YOU SUSPECT A STOLEN CARD OR INAPPROPRIATE USE OF A CARD, FEEL FREE TO ASK
FOR IDENTIFICATION AND/OR CALL THE ADMINISTRATOR IN CHARGE.**