



## Tools & Ideas to Help School Administrators Prior to Contests and Events

### Protecting Officials

- Make plans to ensure that contest officials are safe and secure before, during and after your contests/events (***this is an OHSAA Bylaw requirement***).
- Make plans to ensure that contest officials are safe and secure in your parking areas (***this is an OHSAA Bylaw requirement***).
- Contact the contest officials prior to the contest/event to review policies and procedures and any special needs.
- Hire personnel to meet contest officials upon their arrival, to serve as their hosts and provide security before, during and after each contest/event.
- Designate close, reserved parking for officials to help ensure they are safe upon arrival and departure.
- Plan for the personal needs of contest officials assigned to your contests/events (towels, soap, beverages, food, etc.).
- Meet with the assigned officials host and uniformed security personnel upon arrival to the contest/event to provide reminders, provide them with the communications plan and discuss any special needs.
- Meet with the contest officials upon arrival to the contest/event to provide reminders, provide them with the communications plan and discuss any special needs.
- Ensure that the lockerroom for contest officials are safe and secure and that access is limited to only those who should be within said room.