



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

Creating a Positive School Environment

- Appoint a site manager for every contest, review duties and expectations (provide training if needed) and ensure administrators, coaches and site managers know your school's emergency action plan (***this is an OHSAA Bylaw requirement***). Make any adjustments to the latter according to the contest's/event's specific needs.
- Hire uniformed personnel to help ensure that the visiting team(s) and their fans are safe and secure (***this is an OHSAA Bylaw requirement***).
- Make plans to ensure that the visiting team(s) and their fans and contest officials are safe and secure in your parking areas (***this is an OHSAA Bylaw requirement***).
- Remove any individual(s) who disrupts the contest or event (***this is an OHSAA Bylaw requirement***).
- Ensure that unauthorized personnel are kept from the playing field/court (***this is an OHSAA Bylaw requirement***).
- 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.
- Ensure that lockerrooms for participants and contest officials are safe and secure and that access is limited to only those who should be within said rooms.
- Develop administrative coverage assignments for your contests/events, both home and away (***see OHSAA Bylaws for specific requirements***).
- Encourage your board of education to adopt policies that promote the ideals of good sportsmanship, ethics and integrity; to attend and enjoy contests and events and serve as a positive role model, and support participants, coaches, school administrators and fans who display good sportsmanship.

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school community.
- Utilize the OHSAA website that includes several items to promote positive sporting behavior (www.ohsaa.org).
- Utilize the National Federation of State High School Associations (NFHS) *#Bench Bad Behavior* toolkit that includes several items to promote positive sporting behavior (<https://benchbadbehavior.com>).
- Contact the visiting team athletic administrator and contest officials prior to the contest/event to review policies and procedures and any special needs.
- Develop plans for students to read behavior expectations live on the P.A. system before a contest. Consider using the theme “It’s OUR Game!” to emphasize that participants are playing for each other, not the adults in the stands.
- Appoint leaders of student fan section, remind them of sportsmanship expectations and consequences and emphasize that there shall be no profanity, no singling out anyone from the opposing team and cheers shall be for your school and not against the opponent.
- Meet with your cheerleaders and band leaders and remind them of sportsmanship expectations and consequences.
- Stand in front of/beside your student fan section to serve as a deterrent for unsporting behavior.
- Meet with the visiting team athletic administrator and/or coaches 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.
- Review guidelines and expectations with your public address announcer(s) to remind them of their important role in the administration of your contests/events, your sportsmanship expectations and emergency action plan) and ensure that any music played at contests and events is appropriate and in good taste.
- Print sporting behavior reminders and expectations on tickets, whether digital or paper.