

GUIDELINES FOR SUPERVISING ACTIVITIES WHEN AN ADMINISTRATOR IS NOT PRESENT

PLEASE PROVIDE A COPY OF THESE GUIDELINES TO ALL COACHES, DIRECTORS AND ADVISORS

These guidelines are provided because it is the responsibility of each school to provide proper event supervision at every interscholastic event. Even though a coach, director or advisor has other responsibilities, they are also responsible for general event supervision in the absence of an administrator or other designated supervisor. In these instances, coaches, directors and advisors must be aware of all on-site activities and be prepared to promptly address any issues that may arise.

Greet all visiting school personnel, as well as officials/judges, and let them know how to find you throughout the event.

Post conduct expectations for spectators at all entrances to the facility.

Protocol should be established, and discussed with appropriate personnel, so all coaches and supervisors are handling unacceptable behaviors in a similar manner.

If a spectator must be confronted about their inappropriate behavior, a coach or supervisor should never do so alone.

Signs should direct spectators to seating areas, concessions, restrooms, etc.

Coaches and supervisors should be **REQUIRED** to file a report with the administrator in charge (Activities Director, Principal, Superintendent) the day after every event at which no administrator is present. An Event Report Form has been provided for this purpose. The report could also be made via e-mail, phone or in person.

EVENT REPORT FORM

EVENT/LOCATION: _____ DATE: _____

SCHOOL(S) PARTICIPATING: _____

PERSON COMPLETING THE REPORT: _____ PHONE #: _____

CONDUCT

ACCEPTABLE BEHAVIOR

Please check below, if applicable.

- Behavior for all participating schools was good. No problems or concerns.

UNACCEPTABLE BEHAVIOR

Please check any below that may apply.

Fan Behavior:

- Physical violence and/or fighting of any kind.
- Threatening violence against contestants, officials, coaches/sponsors and/or other spectators.
- Cursing or yelling at contestants, officials, coaches/sponsors and/or other spectators.
- Throwing trash, garbage, or other items onto the contest area.
- Entering the contest area in celebration or protest.

Athlete/Coach/Sponsor Behavior:

- Physical violence and/or fighting of any kind.
- Threatening violence against contestants, officials, coaches/sponsors or spectators.
- Cursing or yelling at contestants, officials, coaches/sponsors or spectators.
- Throwing trash, garbage, or other items onto the contest area.

Additional Comments: (written scenario of events, with names if possible)

OTHER UNUSUAL CIRCUMSTANCE (ie. injury, use of alcohol or tobacco, violation of pet policy, etc.)

Contact Information:

Activities Director Phone Numbers: _____

High School Principal Numbers: _____

Superintendent Phone Numbers: _____

(Please return to the administrator in charge, i.e. Superintendent, Principal, Athletic Director)