



MHSAA®

michigan high school athletic association

Athletic Event Planning Guide

PLANNING FOR A HEALTHY ENVIRONMENT FOR ATHLETICS

School administrators and coaches share a very important responsibility to the youngsters participating in the interscholastic program to provide equipment, facilities and an environment for athletics that is as free of risk as possible. The concern for the health of the youngsters in our program should be primary as we evaluate our programs each year.

Care should be taken to be certain all equipment meets all standards contained within the National Federation and other appropriate rule codes. Administrators should assess annually and coaches should check periodically that equipment is in good condition and maintained throughout the season. Any equipment which shows signs of damage should be removed from use immediately. A plan to replace equipment should be developed to maintain an adequate supply.

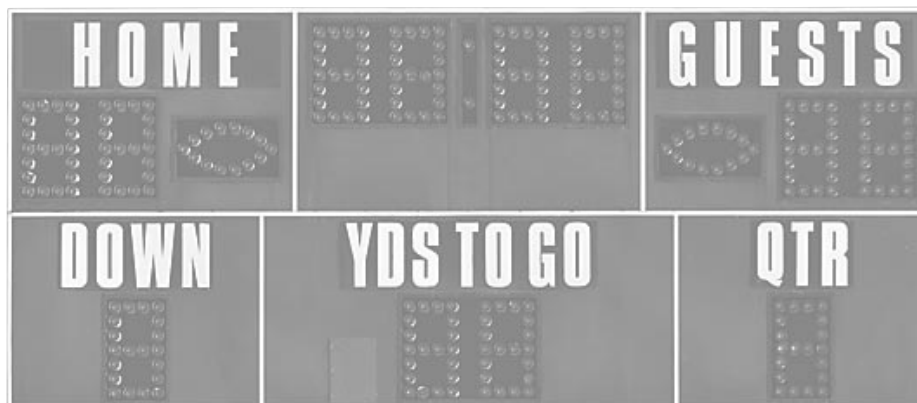
Playing facilities should be inspected regularly and well maintained. Areas for play and spectators should be free of hazards. It is extremely important that administrators and coaches work together to plan ahead and have facilities in good condition for practice and competition.

Another important component for providing a healthy environment is to be certain all coaches are implementing appropriate drills and teaching sound techniques. As coaches instruct their athletes they should always teach techniques which are fair and legal. In addition, players should be instructed of what is illegal by the rules or instructed why the skill or technique is unsafe and why not to execute this skill. This instruction should include the warning to the athlete that he/she could be injured by using the inappropriate skill. Coaches should keep up to date on changing techniques and evaluate them carefully for application for the interscholastic age athlete.

A major component for risk minimization in our programs is to provide proper supervision at the interscholastic event. Administrators must provide the necessary supervision at all interscholastic contests. One should look ahead and anticipate special needs for supervision at contests at which there may be larger crowds or more highly contested. A pregame plan should be developed with a checklist of what is needed such as staff, security responsibilities and positioning. In addition, a plan should exist on how to handle the various types of emergencies.

Crowd supervision is critical. Administrators and other supervisors should observe the crowd and react quickly and reasonably when conduct begins to become negative and drops from the level of expected behavior. To ignore the inappropriate behavior by any spectator will only enable this person and others to continue in this fashion and perhaps digress even further from appropriate and acceptable behavior. To keep the playing environment healthy and enjoyable, such undesirable actions require immediate attention.

The remainder of this packet provides details for pre-event planning. The MHSAA would like to thank the Missouri State High School Activities Association and American Specialty Insurance Services, Inc. for contributing to the contents of this publication.



SECURITY CHECKLIST

Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate security the event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems. Listed below is a basic checklist which will be adjusted accordingly for each event.

- 1. Review Changes** - In the preplanning stages, review any changes to be made from the previous year's event.
- 2. Meet With the Head of Security** - Prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours to work and responsibilities should be prepared.
- 3. Review Ushers Assignments** - In your meeting with site representatives and security, review how many security officers will be in place and their location. Review ushers assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to playing area and by whom.

Know who you will be contacting for specific problems and/or emergencies. Having access to immediate communication such as through a walkie-talkie is invaluable.

Discuss how problems in the crowd will be handled. For example: Crowd behavior will first be channeled through the school administration and if severe will go to security; standing in aisles or the throwing of objects, sitting in restricted areas will go through the workers; and potential problems with crowd location will work with association staff, the school administrators and ushers.
- 4. Written Emergency Plan** - Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e. weather, crowd, structure, catastrophic injury.) Public address announcements, security personnel assistance, emergency procedures, etc., need to be discussed.
- 5. Who Needs to Know** - Host administration needs to work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc., depending on the situation that arises, may need to be involved.
- 6. Public Relations** - Thought needs to be given to the statements that will be made to the spectators in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of action to be taken. Further, following an occurrence the media should be provided with a statement regarding the situation and its handling. Coverage of the event will be more accurate if administration works proactively with the media.
- 7. Contingency Plan** - A Contingency Plan should be in place to deal with a facility, structural or equipment problem that would prevent the contest from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the contest is canceled or moved.
- 8. Entry/Exit Plan** - All administrators involved in oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the announcer as well.
- 9. Parking and Traffic Flow** - Host administration and security officials need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.
- 10. Crowd Expectation** - Expectations of spectators, teams and schools need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.
- 11. Wrap-Up** - Every event must be followed by a thorough evaluation. Such evaluations would include discussions with entities involved in the various aspects of the event, and a written document outlining procedures that worked well, problems that occurred and suggestions for the future.

EMERGENCY ACTION PLAN - REQUIRED INFORMATION

(Complete prior to activity or event)

The closest working telephone is located at: _____

Keys to access telephone are located: _____

Is 911 service available: Yes No

If no, alternate emergency response telephone number is: _____

Do I need to access an outside line? Yes No

If Yes, that number is _____

The exact address of the activity site is: _____

The closest major intersection is: _____ and _____

which is _____ blocks away.

The exact entry location for the closest emergency vehicle is: _____

The distance from emergency vehicle station to activity site is _____ and normal response time is _____.

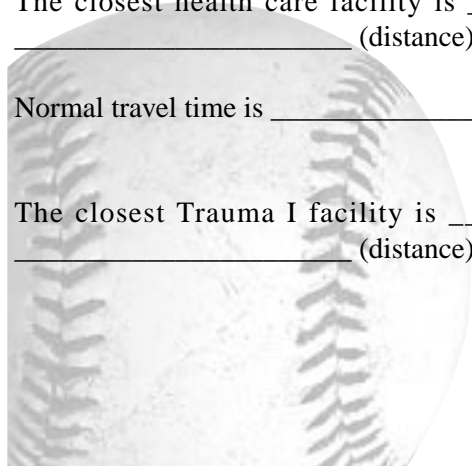
To access the activity area, emergency personnel must pass through _____ (number) of Gate(s) and _____ (number) of door(s). Keys to unlock these passageways will be at the activity site in the possession of _____.

A designated health care provider/first aid provider for the activity is _____ who is a _____ (title).

The closest health care facility is _____ (name), which is _____ (distance) from the activity site.

Normal travel time is _____.

The closest Trauma I facility is _____ (name), which is _____ (distance) from the activity site.



EMERGENCY ACTION PLAN DESIGNATED ROLES

(Complete prior to activity or event)

Name of Designated Person

Role

attends to injured athlete(s) or spectator(s) and controls immediate scene.
DO NOT MOVE the injured person(s).

telephones 9-1-1 or other pre-determined emergency
response telephone number, maintains procedures for
calling 9-1-1 form in his/her possession.

supervises team and/or other athletes.

telephones security and initiates crowd control.

meets medical personnel at gate and guides them to injured person(s),
maintains all necessary keys in his/her possession.

calls parents/guardians, if necessary.

accompanies injured person(s) to hospital.



EVENT CHECKLIST

GENERAL BUILDING/STRUCTURE

Electrical

- | | | | |
|----|---------------------------------------|------------------|---------------------|
| 1. | Frayed or defective wiring? | Acceptable _____ | Action Needed _____ |
| 2. | Overloaded circuits? | Acceptable _____ | Action Needed _____ |
| 3. | All wiring clear of any combustibles? | Acceptable _____ | Action Needed _____ |
| 4. | Controlled use of extension cords? | Acceptable _____ | Action Needed _____ |
| 5. | Extension cords in proper condition? | Acceptable _____ | Action Needed _____ |

Lighting

- | | | | |
|----|--|------------------|---------------------|
| 1. | All areas adequately lighted? | Acceptable _____ | Action Needed _____ |
| 2. | Adequate emergency lighting as required? | Acceptable _____ | Action Needed _____ |

Toilet & Washing Facilities

- | | | | |
|----|---|------------------|---------------------|
| 1. | Sufficient number of facilities? | Acceptable _____ | Action Needed _____ |
| 2. | Supplies available? | Acceptable _____ | Action Needed _____ |
| 3. | Adequately located facilities? | Acceptable _____ | Action Needed _____ |
| 4. | Toilets and washing facility floors kept dry? | Acceptable _____ | Action Needed _____ |

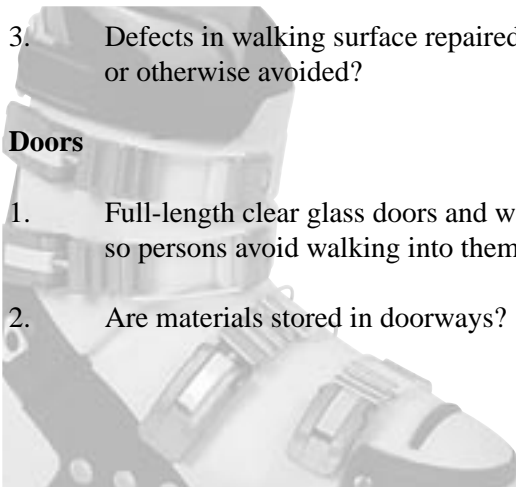
SPECTATOR AREAS

Aisles

- | | | | |
|----|--|------------------|---------------------|
| 1. | Clearly defined and marked? | Acceptable _____ | Action Needed _____ |
| 2. | Free of obstructions? | Acceptable _____ | Action Needed _____ |
| 3. | Defects in walking surface repaired properly, covered, or otherwise avoided? | Acceptable _____ | Action Needed _____ |

Doors

- | | | | |
|----|--|------------------|---------------------|
| 1. | Full-length clear glass doors and windows marked so persons avoid walking into them? | Acceptable _____ | Action Needed _____ |
| 2. | Are materials stored in doorways? | Acceptable _____ | Action Needed _____ |



Emergency Exits

- | | | | |
|----|--|------------------|---------------------|
| 1. | Sufficient number? | Acceptable _____ | Action Needed _____ |
| 2. | Free of obstructions? | Acceptable _____ | Action Needed _____ |
| 3. | All exits readily accessible? | Acceptable _____ | Action Needed _____ |
| 4. | All exits properly marked and lighted? | Acceptable _____ | Action Needed _____ |
| 5. | Doors not considered exits clearly marked 'NOT AN EXIT'? | Acceptable _____ | Action Needed _____ |
| 6. | All exit doors easily operated? | Acceptable _____ | Action Needed _____ |
| 7. | All exits doors arranged to open outward? | Acceptable _____ | Action Needed _____ |
| 8. | All exits unlocked and not chained? | Acceptable _____ | Action Needed _____ |
| 9. | All fire escapes in good condition? | Acceptable _____ | Action Needed _____ |

Floors

- | | | | |
|----|--|------------------|---------------------|
| 1. | Free of spills or other slippery substances? | Acceptable _____ | Action Needed _____ |
| 2. | Floors in good condition or state of repair? | Acceptable _____ | Action Needed _____ |
| 3. | Are rough, splintered, uneven floors repaired or the hazards suitably marked? | Acceptable _____ | Action Needed _____ |
| 4. | All floor surfaces kept dry? | Acceptable _____ | Action Needed _____ |
| 5. | Clean and visible; free of fire hazards; free of projecting materials? | Acceptable _____ | Action Needed _____ |
| 6. | In bad weather, are storm mats placed near entrances and floors mopped frequently? | Acceptable _____ | Action Needed _____ |
| 7. | Proper warning signs available? | Acceptable _____ | Action Needed _____ |

Parking Lot Surfaces

- | | | | |
|----|---|------------------|---------------------|
| 1. | Free of slip and fall hazards? | Acceptable _____ | Action Needed _____ |
| 2. | Adequate exterior lighting at night? | Acceptable _____ | Action Needed _____ |
| 3. | Holes in walking surface repaired properly, covered or otherwise avoided? | Acceptable _____ | Action Needed _____ |



Steps, Stairs, Ramps

- | | | | |
|----|---|------------------|---------------------|
| 1. | Adequate covering with non-slip surfaces? | Acceptable _____ | Action Needed _____ |
| 2. | In good condition or state of repair? | Acceptable _____ | Action Needed _____ |
| 3. | Strong enough for normal and emergency use? | Acceptable _____ | Action Needed _____ |
| 4. | Free of spills or other slippery substances? | Acceptable _____ | Action Needed _____ |
| 5. | Handrails securely fastened? | Acceptable _____ | Action Needed _____ |
| 6. | Adequate lighting? | Acceptable _____ | Action Needed _____ |
| 7. | Equipment or debris removed from steps or landings? | Acceptable _____ | Action Needed _____ |

Sidewalks

- | | | | |
|----|--|------------------|---------------------|
| 1. | Free of conditions which cause slipping and falling? | Acceptable _____ | Action Needed _____ |
| 2. | Adequate exterior lighting at night? | Acceptable _____ | Action Needed _____ |

Bleachers

- | | | | |
|----|---|------------------|---------------------|
| 1. | In good condition? | Acceptable _____ | Action Needed _____ |
| 2. | Equipped with railings; railings securely fastened? | Acceptable _____ | Action Needed _____ |
| 3. | Adequate capacity for anticipated crowd? | Acceptable _____ | Action Needed _____ |
| 4. | Seating areas free of splintering/cracking? | Acceptable _____ | Action Needed _____ |
| 5. | Missing seats or footers? | Acceptable _____ | Action Needed _____ |
| 6. | Supports securely fastened? | Acceptable _____ | Action Needed _____ |
| 7. | Bleacher access allows unincumbered movement? | Acceptable _____ | Action Needed _____ |

Warning of Hazards

- | | | | |
|----|---|------------------|---------------------|
| 1. | Warning signs such as "flying pucks" posted? | Acceptable _____ | Action Needed _____ |
| 2. | Public announcement disclaimers warning of the hazards apparent while attending a game (foul balls, pucks)? | Acceptable _____ | Action Needed _____ |
| 3. | Warning, directional, exit and caution signs posted? | Acceptable _____ | Action Needed _____ |

Security

- | | | | |
|----|--|------------------|---------------------|
| 1. | Are security personnel visible? | Acceptable _____ | Action Needed _____ |
| 2. | Volunteers have been trained in response to security situations? | Acceptable _____ | Action Needed _____ |

- | | | | |
|----|--|------------------|---------------------|
| 3. | Adequate number for size of event? | Acceptable _____ | Action Needed _____ |
| 5. | If armed, properly trained in the use of firearms? | Acceptable _____ | Action Needed _____ |
| 6. | Contracted security firm insurance limits? | Acceptable _____ | Action Needed _____ |
| 7. | Security firm indemnifies and holds harmless organizer/sponsors? | Acceptable _____ | Action Needed _____ |

COMPETITION AREAS

Indoor Playing Surfaces

- | | | | |
|----|---|------------------|---------------------|
| 1. | Appropriate surface? | Acceptable _____ | Action Needed _____ |
| 2. | Surfaces clean and free of dust, gum, wet or greasy areas, impediments? | Acceptable _____ | Action Needed _____ |
| 3. | Electrical floor plate and outlet coverings fixed properly in position? | Acceptable _____ | Action Needed _____ |
| 4. | Electrical cords away from participant areas and taped securely? | Acceptable _____ | Action Needed _____ |
| 5. | All extra equipment removed? | Acceptable _____ | Action Needed _____ |
| 6. | Sufficient buffer zone between spectators and event surface? | Acceptable _____ | Action Needed _____ |
| 7. | Glass wall partitions installed properly? | Acceptable _____ | Action Needed _____ |
| 8. | Glass sections free of cracks? | Acceptable _____ | Action Needed _____ |
| 9. | Overhead equipment equipped with safety restraints? | Acceptable _____ | Action Needed _____ |

Outdoor Playing Surfaces

- | | | | |
|----|---|------------------|---------------------|
| 1. | Condition of turf (pot-holes, mud, etc.?) | Acceptable _____ | Action Needed _____ |
| 2. | Standing water absent? | Acceptable _____ | Action Needed _____ |
| 3. | Field clear of trash, glass, sharp objects, rocks, etc? | Acceptable _____ | Action Needed _____ |
| 4. | Obvious and hidden grates secured? | Acceptable _____ | Action Needed _____ |
| 5. | Sufficient buffer zone between spectators and event surface? | Acceptable _____ | Action Needed _____ |
| 6. | Detachable equipment, goal posts, goalie cages, bases, etc. secured properly? | Acceptable _____ | Action Needed _____ |

Walls

- | | | | |
|----|------------------------------------|------------------|---------------------|
| 1. | Hanging ropes or electrical lines? | Acceptable _____ | Action Needed _____ |
|----|------------------------------------|------------------|---------------------|

- | | | | |
|----|---|------------------|---------------------|
| 2. | Moveable equipment flush or appropriately fastened to wall? | Acceptable _____ | Action Needed _____ |
| 3. | Protruding handles or cranks? | Acceptable _____ | Action Needed _____ |

Vehicles

- | | | | |
|----|--|------------------|---------------------|
| 1. | Operated only by authorized drivers? | Acceptable _____ | Action Needed _____ |
| 2. | Drivers carrying valid licenses? | Acceptable _____ | Action Needed _____ |
| 3. | Inspected daily? (brakes, lights, etc.) | Acceptable _____ | Action Needed _____ |
| 4. | Defective vehicles not used? | Acceptable _____ | Action Needed _____ |
| 5. | Public and/or in-house traffic rules defined and adhered to? | Acceptable _____ | Action Needed _____ |
| 6. | Speed limitations established and communicated to all drivers? | Acceptable _____ | Action Needed _____ |

EMERGENCY POLICIES AND PROCEDURES

Emergency Action Plan

- | | | | |
|-----|---|------------------|---------------------|
| 1. | Existence of Emergency Action Plan? | Acceptable _____ | Action Needed _____ |
| 2. | Periodic review/revision of Emergency Action Plan? | Acceptable _____ | Action Needed _____ |
| 3. | Personnel instructed in their responsibilities during emergencies? | Acceptable _____ | Action Needed _____ |
| 4. | Personnel instructed in reporting emergencies? | Acceptable _____ | Action Needed _____ |
| 5. | Personnel instructed in their responsibilities regarding rescue and medical duties? | Acceptable _____ | Action Needed _____ |
| 6. | Personnel trained in evacuation procedures? | Acceptable _____ | Action Needed _____ |
| 7. | Emergency evacuation routes properly marked and identified? | Acceptable _____ | Action Needed _____ |
| 8. | Emergency staging areas identified? | Acceptable _____ | Action Needed _____ |
| 9. | Personnel know location of all telephones? | Acceptable _____ | Action Needed _____ |
| 10. | Emergency phone numbers posted? | Acceptable _____ | Action Needed _____ |
| 11. | Personnel instructed in the use of fire extinguishing equipment? | Acceptable _____ | Action Needed _____ |
| 12. | Personnel all wear identifying clothing/patches? | Acceptable _____ | Action Needed _____ |
| 13. | Non-working telephones identified, labeled or repaired? | Acceptable _____ | Action Needed _____ |

- | | | | |
|-----|--|------------------|---------------------|
| 14. | Telephones within easy access? | Acceptable _____ | Action Needed _____ |
| 15. | Local hospital notified of event? | Acceptable _____ | Action Needed _____ |
| 16. | Plan/map developed showing best route to closest emergency medical facility. Volunteers familiar with route? | Acceptable _____ | Action Needed _____ |

Fire Protection

- | | | | |
|-----|---|------------------|---------------------|
| 1. | Local fire department acquainted with event diagram and specific hazards? | Acceptable _____ | Action Needed _____ |
| 2. | Public areas checked for fire hazards before and after event hours? | Acceptable _____ | Action Needed _____ |
| 3. | Clear and unobstructed access to all fire protection equipment? | Acceptable _____ | Action Needed _____ |
| 4. | Emergency vehicle access lanes designated and secured? | Acceptable _____ | Action Needed _____ |
| 5. | All fire protection equipment inspected? | Acceptable _____ | Action Needed _____ |
| 6. | Alarm systems functioning properly? | Acceptable _____ | Action Needed _____ |
| 7. | Fire extinguisher accessible for all areas? | Acceptable _____ | Action Needed _____ |
| 8. | Fire extinguisher tagged and serviced? | Acceptable _____ | Action Needed _____ |
| 9. | Appropriate fire extinguisher placed for potential classes of fires? | Acceptable _____ | Action Needed _____ |
| 10. | Fire hydrants accessible? | Acceptable _____ | Action Needed _____ |
| 11. | Automatic sprinkler system functioning? | Acceptable _____ | Action Needed _____ |

Housekeeping/Sanitation

- | | | | |
|----|--|------------------|---------------------|
| 1. | Sufficient containers provided for trash? | Acceptable _____ | Action Needed _____ |
| 2. | Separate and/or appropriate containers for various types of disposable materials and wastes? | Acceptable _____ | Action Needed _____ |
| 3. | Spilled materials or liquids cleaned up immediately? | Acceptable _____ | Action Needed _____ |
| 4. | Adequate ash trays and metal wastebaskets provided where smoking is allowed? | Acceptable _____ | Action Needed _____ |
| 5. | All trash disposed of frequently? | Acceptable _____ | Action Needed _____ |
| 6. | Combustible materials regularly/frequently collected? | Acceptable _____ | Action Needed _____ |
| 7. | Combustible materials stored in appropriate containers? | Acceptable _____ | Action Needed _____ |

LOCKER ROOM CHECKLIST

Name of Inspector _____

Date of Inspection _____ Time of Inspection _____

Showers

- | | | | |
|----|-------------------------------|------------------|---------------------|
| 1. | Lighting? | Acceptable _____ | Action Needed _____ |
| 2. | Drainage? | Acceptable _____ | Action Needed _____ |
| 3. | Cleanliness? | Acceptable _____ | Action Needed _____ |
| 4. | Water Temperature and Control | Acceptable _____ | Action Needed _____ |

Locker Rooms

- | | | | |
|----|---|------------------|---------------------|
| 1. | Number(s): Are there enough lockers for each team in contest or tournament? | Acceptable _____ | Action Needed _____ |
| 2. | Separate officials room available? | Acceptable _____ | Action Needed _____ |
| 3. | Location; workers know where to send teams and officials? | Acceptable _____ | Action Needed _____ |
| 4. | Are lockers secured? Locker rooms are locked or attended? | Acceptable _____ | Action Needed _____ |
| 5. | Lighting and emergency lighting in both locker area and shower area? | Acceptable _____ | Action Needed _____ |
| 6. | Towel racks or hooks? | Acceptable _____ | Action Needed _____ |
| 7. | Air Dryers? | Acceptable _____ | Action Needed _____ |
| 8. | Ventilation, air ducts? | Acceptable _____ | Action Needed _____ |

List broken/malfunctioning items in each locker room prior to event:

Inspector's Signature _____