



## Oregon School Activities Association

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### **Purposeful Planning for League/District/State Events**

As schools prepare for league/district/state events, it is important that host schools remember that there should be intentional efforts made to communicate with visiting schools in advance to ensure a welcoming environment for visiting participants and spectators.

#### **Pre-Event**

- Complete the [Event Management Checklist](#) and communicate those expectations and information with visiting schools.
- Communicate with visiting schools regarding their travel plans/needs, including local food options and lodging information, if needed.
- Participating schools shall provide adequate supervision for their crowd. Supervisors to position themselves in front of assigned sections and must monitor/respond to issues as needed. Pre-event communication shall include the exchange of contact information for supervisors attending the event.

#### **Arrival of Visiting Schools**

- Designated school supervisor to greet the visiting teams and show them to their facility or secure locker room if available.
- Designated school supervisor to greet visiting support groups (cheer / dance / band) and show them to their designated areas.
- Designated school supervisor to greet the officials and respond to any needs they have (which could include providing water or beverages). Discuss pre-event, during event, and post-event protocols.
- Designated school supervisor to remind visiting teams and coaches about how to report if there are discriminatory or harassing incidents occurring before, during, or after the event.
- Supervisors from participating schools to meet and outline communication procedures that will be used for the duration of the event, inclusive of pre-event, during event, and post-event protocols.
- Provide the same services that are available to the home team to visiting teams, such as access to training area, filming area, press box/scorer's table, whiteboards, etc.

#### **During the Event:**

- Establish a positive environment and allow only positive cheers that boost their own team / spirit without antagonizing the opponents or the officials.
- Fans for competing teams shall not be directly behind the bench or area of the opposing teams when possible.
- Have the public address announcer read S.T.A.R. sportsmanship messages prior to and during each event. Consider having students read messages when possible.
- Instruct the public address announcer to act in a professional manner absent of emotional favoritism and editorial comment.

#### **Post-Event**

- Supervisors to assist with keeping spectators off the playing surface to ensure that the officials have exited, and post-event activities are completed.
- Supervisors to be present post-event to facilitate loading of buses and to provide additional assistance to exiting spectators.
- Supervisors from the schools to communicate post-event prior to departing regarding any issues/concerns that need to be addressed.