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.
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.
<table>
<thead>
<tr>
<th>Name of Designated Person</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>attends to injured athlete(s) or spectator(s) and controls immediate scene. DO NOT MOVE the injured person(s).</td>
</tr>
<tr>
<td></td>
<td>telephones 9-1-1 or other pre-determined emergency response telephone number, maintains procedures for calling 9-1-1 form in his/her possession.</td>
</tr>
<tr>
<td></td>
<td>supervises team and/or other athletes.</td>
</tr>
<tr>
<td></td>
<td>telephones security and initiates crowd control.</td>
</tr>
<tr>
<td></td>
<td>meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys in his/her possession.</td>
</tr>
<tr>
<td></td>
<td>calls parents/guardians, if necessary.</td>
</tr>
<tr>
<td></td>
<td>accompanies injured person(s) to hospital.</td>
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</tbody>
</table>
# 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 _____

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 _____

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 ____
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**

3. Personnel instructed in their responsibilities during emergencies? & Acceptable ____  & Action Needed ____
5. Personnel instructed in their responsibilities regarding rescue and medical duties? & 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 ____
11. Personnel instructed in the use of fire extinguishing equipment? & 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 ______


**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 ______


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 ___________________________________________________________________

Pre-Event Planning Guide