



CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

MANUAL FOR TOURNAMENT OPERATIONS

and

*Guidelines For Security, Safety,
and Crowd Control*

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CIAC MISSION STATEMENT

The CIAC believes that interscholastic athletic programs and competition are an integral part of a student's academic, social, emotional, and physical development. The CIAC promotes the academic mission of schools and honorable competition. As such, the CIAC serves as the regulatory agency for high school interscholastic athletic programs and exists to assure quality experiences that reflect high ethical stands and expectations for fairness, equity and sportsmanship for all student athletes and coaches. The CIAC provides leadership and support for member schools through the voluntary services of dedicated school administrators, athletic directors, coaches and consultants.

FORWARD

The Connecticut Interscholastic Athletic Conference is a private, non-profit corporation organized to direct and control both boys and girls athletics in the secondary schools of Connecticut. As such, it is mindful of providing safe and secure environments for all CIAC regular and post-season tournament competitions. It is imperative that local school sites, college and university sites, community or private facilities all comply with the best practices for dealing with emergencies, crowd management, health and safety protections. As such, this manual provides guidance and direction for ensuring that all contests are held in suitable conditions in preparation for handling any contingencies.

For CIAC tournament play in particular, site managers are instructed to be familiar with the contents of this manual and CIAC Crowd Control Regulation and to adhere to the guidelines. High school athletes, their coaches and teachers, their families and friends should be able to expect that sufficient plans have been made to anticipate their needs and their safety.

In addition to the tournament packets and tournament requirements for specific sports under CIAC regulation, this manual serves broadly to provide guidelines for all CIAC tournament contests. Further specifications may apply that are unique to various sites and to various sports and are delineated in the materials so determined by each sports committee or each tournament director.

The CIAC would like to acknowledge the Massachusetts Interscholastic Athletic Association, the New Jersey State Interscholastic Athletic Association, and the New Mexico Activities Association for material published in this manual.

Site Director's Responsibility for Security

School Sites

For CIAC tournament events held at member school sites, the site director shall have in place the local school and school district emergency action plan as a guide for the local handling of any emergencies. Each school shall have available its emergency action plan for CIAC review upon request. These plans should make provision for weather events, loss of power, threats, acts of violence, weapons, disorderly conduct, demonstrations / riots, evacuation of the facility, use of fire and police responses, and other contingencies as may be foreseen.

Using the guidelines contained in CIAC regulations and tournament packets, the site director should have prepared the site for crowd control, banners and signs, assigned and clearly posted spectator seating directions, sportsmanship announcements and other provisions for ensuring a successful competition for players and spectators alike. CIAC Crowd Control Policies provided to all tournament and site directors must be reviewed with all game workers, coaches and players.

All tournament workers should be informed of their roles under emergency action plans. These would include ticket sellers and takers, timers, custodians, announcers, door guards, locker room supervisors, official scorers, security and crowd control personnel, minor officials, school officials, and parking attendants.

All police, ambulance, EMT and fire personnel, whether on duty or available on a call basis, should be familiar with the emergency action plans of the school or site.

Non-school Sites

Site directors should have on file with the CIAC and when appropriate should have them on-site at the contest as well, emergency action plans appropriate to the college, university, community or recreation authority that governs the site. The expectation of the CIAC in using or renting facilities independent of member schools is the same for security purposes as if the site were under the auspices of member schools. While plans may vary given the nature of the governing agency, it is most necessary that safety and security planning is in place in the event of emergencies. Contingencies include weather events, fire, threats, weapons, acts of violence, demonstrations / riots, fights, terrorist activities, disorderly conduct, evacuations, power failures and other events as may be foreseen.

Pre-Game Procedures

Tournament packets for each CIAC tournament contain the specific information and guidelines necessary to the successful preparations for the contests. School personnel from participating schools should familiarize themselves sufficiently with these guidelines so that they can be fully knowledgeable and prepared for any contingencies.

Participating schools should be in contact with opponents as early as possible in making preparations for crowd control, sportsmanship, and security.

Plans should be formulated in providing directions and instructions for all personnel regarding safest routes, parking, seating and dismissal from bleachers, and loading and unloading buses and automobiles.

Parking areas should be well lighted. Athletic facilities, fields and gyms should be secure and locked prior to the scheduled opening time. Charts should be prepared for supervision with the participants informed of locations ahead of time. All security personnel should be clearly identified by clothing, arm bands, or badges.

Arrange for diverting traffic away from the athletic field or gym so that spectators leaving the game can do so quickly. Work with local police to provide “no parking” signs around the facility, blocking off streets if needed and arranging for one-way traffic where necessary. Supervision should continue until all visitors have left the area, including team and spectator buses. Provide reserve parking for safety personnel and contest officials.

Check game facilities. The condition of the playing field or court should be monitored before the game for hazardous conditions, cleanliness, and for proper markings. Special attention should be given to the position of fences and players’ benches. Have a custodian check rest rooms for security, cleanliness and supplies.

Security Staff

The site director’s responsibility is to arrange for adequate security for the event, including police, paid security personnel, and participating school staff, consistent with the requirements of the facility and the nature of the sport.

Level of Security

The site director will determine the level of security necessary for the event and may include:

- Uniformed police, fire and safety personnel
- School or private security personnel with identifying clothing
- Ticket sellers and takers
- Parking lot attendants and ushers
- CIAC staff
- Public address announcer
- School administration from the competing schools

Security staff should be positioned strategically around the facility and be in communication with each other and with the site director via electronic devices. School personnel should be visible, wear distinguishing identification or school clothing, and be in position to monitor spectator behavior from respective schools.

Security staff should be briefed on emergency action procedures, CIAC Crowd Control Policies, lines of communication, and the authority of fire, police and safety personnel.

Medical Coverage

Medical Coverage

The site director, along with the tournament director and CIAC personnel, will determine the medical and emergency coverage needs for all tournament contests. Coverage can consist of having on site any or all of the following depending on the nature of the sport or event: emergency medical technician, certified athletic trainer, medical doctor, nurse practitioner or ambulance services. When medical and emergency coverage is not available on site arrangements will be made by the host school and site director to have such services available on stand-by. Generally, participating schools will have their athletic trainer in attendance to attend to team needs and can assist with emergencies. A participating team may have in attendance its own personal physician who will be permitted to attend to the teams needs and assist with

emergencies. The expense of the personal physician will be the responsibility of the participation school.

In the event of a medical emergency, the site director will assess the need for additional services, including calling 911, if deemed necessary. If there are medical personnel on site or in attendance at the time of the emergency they will be called to the scene to provide assistance. Professional emergency service personnel responding to any emergency will help with various medical duty assignments upon their arrival at the site.

Crowd Control

SUFFICIENT SECURITY PERSONNEL AS MAY BE DEEMED NECESSARY WILL BE ON DUTY TO CONTROL THE ANTICIPATED CROWD. All game personnel must be familiar with the CIAC approved Crowd Control Procedures (Appendix B).

In the interest of crowd control and proper supervision, the CIAC Board of Control has approved the tournament regulation requiring the principal of each participating school or his/her designee to attend all tournament games. Each school administrator or his/her designee must identify him/herself to the site director.

Site directors, when appropriate, should have clearly marked sections of stands where the spectators from each competing school should sit or stand, providing a sufficient separation. Appropriate areas for respective supporters should be clearly designated for fields without stands or bleaches.

A restraining barrier of some sort should be in place to keep spectators at least fifteen feet from the playing surface at all points. In most cases, crowd ropes will be considered suitable. Only coaches, players, other team members, statisticians, managers and trainers will be allowed in the bench area.

Use of tobacco products or possession of alcoholic beverages of any kind, including champagne, **ARE NOT PERMITTED** at any tournament game. Most towns have local ordinances prohibiting use of tobacco products or possession of alcoholic beverages at their facilities. The principal or his/her designee at the game shall see that this rule is enforced and adhered to by spectators and teams. No tailgating is allowed at any CIAC event.

Sportsmanship

Participating schools should take steps to make their school communities aware of the rules and expectations regarding good conduct and sportsmanship at games. Announcements, homerooms, and assemblies provide opportunities for orientation about post-season play. Schools should be alert to special circumstances, rivalries, or histories of competition and be in communication with each other to plan accordingly.

Adult supervisors must accompany student team and spectator buses to games. Bands, spirit clubs, and pep bands must have adult supervision and stay within the guidelines for assigned seating and time limitations for pre-game and half-time performances.

Role of Coaches

High school coaches have significant influence on the level of sportsmanship of any contest. They set the tone for their staffs, their players, and spectators. In dealing with officials, the coach's approach must be businesslike at all times. The coach must exercise self-control and realize that the official sees through impartial and unbiased eyes. Coaches must familiarize themselves with the proper procedure for requesting a conference with an official.

Opposing coaches must shake hands publicly and should ask players to shake hands with opponents before the game and behave with courtesy at all times.

Coaches must be sensitive to situations such as athletes losing control of themselves and get potential troublemakers out of the game before difficulty begins. Head coaches are responsible for their entire staff.

When a member school's coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until the member school replaces the ejected coach with a certified coach. If this cannot be accomplished within 15 minutes after the ejection, the official in charge will declare a forfeit win for the opposing team.

Role of Players

Players should refrain from showing surprise or irritation at an official's call and should accept it with equanimity. Players should not taunt or heckle officials, opposing players, or fans. Unsportsmanlike gesturing or comments have no place in CIAC tournament games. Players should not "play to the crowd" or communicate with spectators. Shaking hands, helping a downed player up, congratulating an opponent, and behaving with class and dignity should be every player's responsibility.

Role of Cheerleaders

Cheerleaders provide a positive contribution to the overall success of an athletic contest by emphasizing positive support of their teams. They contribute to good spectator reaction and create better relations between opposing supporters. Cheerleading squads can model good sportsmanship by greeting the opposing cheerleaders and leading cheers for the opposing side as well as for their own teams. Cheerleaders should remain silent when the opponent's cheering squad is cheering and should lead the applause for an injured player leaving a game. Cheerleaders can "wave off" booing if it occurs and should help divert the crowd's attention by starting a popular cheer to diminish booing.

Evacuations

In the event that the site director, emergency personnel, or game officials at the site determine that an evacuation of the facility is necessary, teams and spectators should be directed and guided to do so in a safe and orderly manner.

Ushering / Security

Patrons should be directed out of the facility as quickly, calmly and effectively as possible. If routes are blocked, patrons should be re-routed to the nearest safe exit. Care for the injured is a must, but common sense must be utilized in moving, transporting or immobilizing them. Once the facility is clear of all patrons and working personnel, unauthorized persons should not be permitted to re-enter. Security personnel or an usher should be stationed at the first-aid area, the command center, press room or media center and any other areas that need to be secured, depending on the extent of the emergency.

Ticket Takers

Turnstiles, where applicable, ticket boxes, programs, tables, booths and other such objects, should be cleared out of the way. Patrons should be directed out of the area. Ticket takers can assist the ushering and security staff with anyone injured, as well as those who are physically disabled or emotionally distraught.

Parking Staff

All roadway entrances and exits should be kept clear so that emergency vehicles can enter and exit the complex. Sidewalks and surrounding areas should be monitored for smooth and efficient evaluation.

Be Prepared for the Unexpected

Preparedness planning, training, and collaboration between schools (staff, faculty, students, parents), public safety agencies (police, fire, and emergency medical), and government emergency management authorities can mitigate the impact of emergencies, improve responses, and accelerate recovery. Schools and communities should analyze potential threat scenarios and locations such as proximity to chemical factories, energy generation and transmission plants, military facilities, and governmental offices. All schools, including rural area schools, may be located near high priority targets. To manage the consequences of catastrophic terrorism incidents, such as bioterrorism attack, planning, money, and commitment are required. An “all-hazard” approach requires schools to examine threats that range from low to high consequence. Planning, training, and conducting exercises must be integrated into a school and community’s emergency response plan.

School emergency planners must balance risks and resources when developing a response plan -- “a vision without resources is an illusion.” Planning and implementation is an intricate process -- preparing a plan, building consensus, familiarizing people with the plan, building skills and training, practicing as a team, and working with community responders. The process strengthens leadership, hones decision-making capabilities, builds personal relationships, improves communications, coordination, and teamwork, and is required for the political support needed to obtain resources.

From: “School Safety in the 21st Century: Adapting to the New Security Challenges Post - 9/11,” National Safety Forum, March, 2004

Post-Game

Post Game Awards Presentation

At the discretion of the site director, the sportsmanship handshake between coaches and team members will take place at the conclusion of the game. When awards are presented, all team members and coaches will remain on the court / field at the conclusion of the game until the award presentations are concluded. The CIAC representative will instruct the announcer to announce the post-game awards presentation. Following the ceremony, teams will immediately return to their respective locker rooms or board their buses.

The public address announcer will give directions to spectators and students regarding exit from the stands and facility. Police, security and faculty supervision will remain until all students and spectators are well dispersed. No loitering will be permitted. Where necessary, police escorts for buses or officials should be provided.

All areas should be checked and secured following the contests and all spectators should have vacated the premises before the facility is closed. School officials and the site director should confer before leaving to be sure that all details have been attended to.

Appendix A

Crisis Management Team (CMT)

The Crisis Management Team consists of the following:

- * Principals / administrators of opposing schools
- * Site Director
- * Security Personnel -- Police, Fire
- * Medical Personnel -- EMT, MD

The CMT is responsible for:

- * Evaluating the situation and determining a course of action to assure the health and safety of all in attendance.
- * Coordinating the emergency response with community.
- * Directing all game workers in their response to situation.
- * Assuming command roles in an emergency.
- * Communicating with the media.
- * Working with the schools involved in guiding relief, recovery and rehabilitation after the event.

Appendix B

REGULATIONS FOR INSURING MAXIMUM CROWD CONTROL AT CIAC TOURNAMENT GAMES

The following CIAC approved Crowd Control Guidelines are designed to provide guidance and direction to all tournament directors/assistant directors, site directors, game workers, security personnel, school administrators, athletic directors, coaches, players, and spectators. These guidelines are not all inclusive and additional expectations which are sport specific are listed in the tournament document for each sport. The CIAC Manual for Tournament Operations and Guidelines for Security, Safety, and Crowd Control outlines additional procedures which along with the Crowd Control Guidelines are designed to assure tournaments that are safe, orderly, and well run events. All school personnel and anyone responsible for running a CIAC-sponsored event are expected to be knowledgeable of these procedures and the contents of the Manual for Tournament Operations and Guidelines for Security, Safety, and Crowd Control.

Please note the use of tobacco products, the possession and consumption of alcohol (including champagne) and all other illegal substances are strictly prohibited at all CIAC tournaments. Tailgating is not permitted at any CIAC event. Game supervisors and school administrators are responsible for the enforcement of this rule.

I. **DUTIES OF TOURNAMENT DIRECTORS AND ASSISTANT TOURNAMENT DIRECTORS**

A. **Before a game**

1. Select the best available site and the best time of day for game -- all things considered.
2. Hire the best possible officials in accordance with tournament regulations..
3. Together with site director exercise close control over ticket sales for the game.
4. Closely supervise the issuance of complimentary passes.
5. Telephone check with site director, preferably the day before a game -- no later than early on the day of the game -- to insure that the best possible arrangements have been made to anticipate all potential problems. Make any "ad hoc" arrangements necessary.
6. Review the CIAC Manual for Tournament Operations and Guidelines for Security, Safety, and Crowd Control with site director.
7. Review the Security/Crisis Manual for the school or rental site if available.

B. **During a game**

1. Attend the most crucial tournament games on each playing date. Look for improvements that can be made in handling of games on next playing date.
2. Lend assistance to site director if needed.
3. Wear identifying CIAC badge, tag or arm band.

C. **After a game**

1. Observe post game activity. Look for ways of improving post game procedures for games of next playing date, if necessary.
2. Lend assistance to site director, if needed.

II. **DUTIES OF SITE DIRECTOR**

A. **Before a game**

1. Hire all personnel necessary for the proper and safe conduct of the game, including a competent clock operator and an experienced scorekeeper.
2. Arrange for medical personnel as appropriate for the event.
3. Confer with the tournament director, preferably the day before a game -- no later than early on the day of a game. Make any "ad hoc" arrangements necessary.
4. Arrange for sale of tickets if no pre-game sellout. Do not oversell the seating capacity. Where feasible sell and collect tickets at entrance doors. Keep those without tickets out of building if possible.
5. Meet with all working personnel at least one hour before game time. Issue printed instructions to police and others, if necessary. Go over duties of all working personnel. Issue identifying badges, tags or arm bands. Review the CIAC Manual for Tournament Operations and Guidelines for Security, Safety, and Crowd Control for the school or rental site.
6. Arrange for hospitality to visiting teams, coaches and game officials.
7. Do not seat the opposing crowd behind a team's bench.
8. **Game Sellout** -- If it is known in advance that a particular game is a sellout, notify as early as possible the participating schools to ask the radio stations serving their area to get the message publicized so that people will not travel some distance only to find that no tickets are being sold. Police officers should be stationed outside the building (front and rear) to notify disappointed fans of the situation and also to keep them at some distance from the building; disgruntled fans have been known to become unruly and cause damage to property.
9. Report ticket sales to Tournament Director
10. Arrange seating for school bands and/or cheerleaders as appropriate.
11. Provide copies of team rosters retrieved from CIAC website.

B. **During a game**

1. Move about, keeping a close contact with police officer and game workers.
2. Keep the playing area clear of spectators.
3. Keep exits, passageways, aisles, lobbies, parking areas safe -- clear of loiterers and unauthorized personnel.
4. Work with other assigned personnel to discourage unsportsmanlike conduct.
5. The use of confetti, signs, placards and streamers, bugles, horns, drums or other obnoxious noisemakers are not permitted under any circumstances, and after one warning the violators should be removed from the site of the game.
6. Handle disruptive incidents quickly -- call police when necessary.
7. Assist the coach in case of injury to a player.

C. **After a game**

1. Do everything possible to insure the safety of players, game officials, and spectators. Assign people to guard exits, corridors, lobbies, parking lots, locker rooms, staging areas, busses, etc.
2. Arrange police escort for busses to highways if necessary.
3. Communicate with principal of any school whose coach, players or fans exhibited undesirable behavior.

III. **DUTIES OF ADMINISTRATORS OF COMPETING SCHOOLS**

In the interest of Crowd Control and proper supervision, the CIAC Board of Control has approved the tournament regulation requiring the principals of participating schools or their designee to attend all tournament games. The administrators in attendance must identify themselves to the tournament and site director.

The principals of the participating schools are responsible for the knowledge of, distribution and implementation of the CIAC crowd control regulations which are mailed to each participating school.

A. **Before a game**

1. See to it that an education program on proper crowd control behavior at the game is conducted for students over the intercom on a day when the team is scheduled for a tournament game.
2. Advise pupils that the use of confetti, signs, placards and streamers, bugles, horns, drums or other obnoxious noisemakers will not be permitted under any circumstances, and that after one warning violators will not be permitted under any circumstances, and that after one warning violators will be removed from the site of the game.
3. The school principal or their designee must identify themselves to the tournament and site director and assist with crowd control and emergency situations.
4. Encourage as many faculty members as possible to attend the game.

B. **During a game**

Observe your team, your coach and your fans. Do all that you can to help the site director if incidents occur.

C. **After a game**

Remain after the game until certain that all is well. Help anywhere that help is needed.

IV. **DUTIES OF ATHLETIC DIRECTORS OF COMPETING SCHOOLS**

A. **Before a game**

1. Arrange ticket sale to pupils and adults at school if there is an advance sale. Make report of ticket sales to site director at proper time and return unsold tickets and money collected to site director well before game time.
2. Arrange for busses for team and spectators from his school.
3. Publish directions for getting to game site in local newspaper and announce same over school intercom.
4. Work with your principal to educate student body re. proper behavior at tournament games.
5. Arrive at the game site well in advance of game time. Identify yourself to site director. He will issue to you identifying badge, tag, or arm band.

B. **During a game**

Sit where you can observe the conduct of your coach, team, students and spectators. Be alert for disruptive acts and do what you can to assist the site director in such an eventuality.

C. **After a game**

Remain after the game long enough to satisfy yourself that your team, your coaches, your equipment and your pupils are safely off the playing floor / field and out of the building.

V. **DUTIES OF SCHOOL PERSONNEL HIRED TO WORK A GAME** (Whether from site school or from a competing school)

A. **Before a game**

1. Report for duty at least one hour before game time for briefing by site director. Be sure to wear identification badge, tag or arm band.
2. Extend every courtesy to all teams, officials, press, spectators.
3. Do not permit spectators to bring in items barred in the printed tournament rules.

B. **During a game**

1. Perform assigned duties conscientiously.
2. Report immediately to site director or to police any disruption or threat of disruption.
3. Do what you can to keep exits, corridors, aisles, lobbies clear of unauthorized persons and loiterers.
4. Do everything possible to discourage unsportsmanlike conduct on the part of anyone.
5. Assist the site director and the police in any way you can.

C. **After a game**

Be at assigned station and perform duties as assigned by site director until dismissed by him.

VI. **DUTIES OF POLICEMAN WORKING TOURNAMENT GAME**

(It is assumed that the number of police will vary according to the circumstances surrounding the game. This may be decided after consultation between tournament director and site director.)

A. **Before a game**

1. Report for duty as requested by site director (normally one hour before game).
2. Take posts and perform duties as assigned by officer in charge after officer in charge receives his instructions from site director.

B. **During a game**

1. Keep the playing area clear of spectators.
2. Guard exits, corridors, lobbies, locker rooms, staging areas, busses, etc., as assigned.
3. Be alert for disruptive incident and take whatever action were agreed upon in pre-game conference with site director.
4. The officer in charge shall radio for additional police help if it is deemed necessary by officer in charge and/or site director.

C. **After a game**

1. Be at assigned station and perform duties as assigned by site director through officer in charge. Do all within your power to ensure orderly departure of officials, players and spectators.
2. Provide police escort for player and/or spectator busses if deemed necessary by site director or officer in charge.
3. Remain on duty until dismissed by site director.

VII. DUTIES OF COACHES OF COMPETING TEAMS

A. *Before a game*

1. Arrive at the site with your team. Stay with your players at all times during the pre-game period; keep your players together.
2. Conduct yourself as a gentleman/lady. Set a good example for your players and fans. Do not engage in theatrics, or engage in unsportsmanlike conduct of any description.

B. *During a game*

1. Conduct yourself as a gentleman/lady. Set a good example for your players and fans. Do not engage in theatrics, or engage in unsportsmanlike conduct of any description.
2. When a member school's coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until the member school replaces the ejected coach with a certified coach. If this cannot be accomplished within 15 minutes after the ejection, the official in charge will declare a forfeit win for the opposing team.

C. *After a game*

Leave the floor with your players. Keep your players together. Stay with them in the locker room. Accompany them to the bus. Travel with them back to your school.

VIII. DUTIES OF PLAYERS OF COMPETING TEAMS

A. *Before a game*

Stay together upon arrival at site.

B. *During a game*

Display good sportsmanship at all times.

C. *After a game*

Remain with your teammates. Stay together as a group from the time you leave the playing surface until you board the bus for the trip home. Avoid trouble with any provocateurs who may be lingering inside or outside of the building.

SPECIAL NOTE: Public Relations (or “post-game comments to news media”)

Use discretion in comments to officials, press and public-at-large before, during and after a game.