

MSHSL AD LEAD

Hub



On November 21, 2022, the Minnesota State High School League facilitated a statewide LEAD Network conversation for Activities Directors focused on event management. The information below captures the event management ideas and best practices that ADs found to be successful. The information provided below is not meant to be requirements placed on schools, rather it is to be a resource for ADs as they work locally and in collaboration with conferences and other regional schools to effectively manage events.

Crowd Management

Staffing

- SRO, Police, Security staffing for events
- Hire Supervisors, Site managers – they must be paid
- High School and District Admin assist with Supervision
- Youth Association Parents asked to attend and assist with coverage of youth-sport students
- MS Admin or teaching staff
- Event staff apparel and badges
- Staff hired to roam campus – indoors or outdoors
- Train staff to be alert – See something, say something
- Escorts for Officials – to and from dressing room and to vehicle
- Utilize other coaches/head coaches as event management staff
- AD or Site Admin present at entry-point during pre-game then over by students – visibility

Admittance, Entry and Re-Entry

- No Re-Entry
- Kids pay or are they free?
- Close gates after halftime – keep them staffed, no tickets sales, no admittance
- Sell tickets until the very end of the game
- MS students may only attend with an adult that enters with them
- Show campus schedule on smartphone to gain entry
- Only students from the two competing schools may attend – student ID required

Facility Considerations – Physical Space

- Facilities set up to separate home spectators and visiting spectators

- Opposing fans exit facility through separate doors, if possible
- No students on floor – whole conference commitment
- Keep student spectators near your bench, when possible
- Use signage as much as possible
- Add lighting – portable or permanent

Planning for Non-Medical Emergencies

- [After Hours Emergency Plan](#) An EAP - for people working the events - with those at the event
- EAP- Designated tasks for each worker - ticket taker, book person, clock, etc.
- Identify safe spaces on your campus
- SRO, Police presence at contests