

## Administration Checklist of “Things to Do” Prior To and Following Each Game

### WEEKS AND DAYS PRIOR TO GAME

\_\_\_1. Communicate the following stadium rules to all parents and fans through phone callout, social media, etc. – **SEND NOTIFICATIONS SEVERAL TIMES STARTING AT LEAST 2 WEEKS PRIOR TO EACH GAME.**

- A. No entry without proceeding through metal detectors at Main Gate
- B. No Passes Out. **ABSOLUTELY NO RE-ENTRY FOR ANY REASON**
- C. Clear bags only. **NO** backpacks of any kind allowed. Even clear bags are subject to search upon entry.
- D. No weapons or dangerous instruments of any kind allowed (guns, knives, pepper spray, etc.)
- E. No outside food or drink allowed
- F. No tobacco products, vapes, or E cigarettes allowed
- G. No spectator will be allowed to change sides of the stadium for any reason, i.e., no moving from home side to visitor side or vice versa
- H. MCPSS reserves the right to deny entry and/or remove anyone from sporting venues

\_\_\_2. Ensure all necessary school staff members are in place for each required game day, job-related duty including but not limited to:

- A. Validating GoFan tickets
- B. Parking vehicles / directing traffic
- C. Setting up / taking down metal detectors, barricades, and tables
- D. Securing stadium prior to game and being available throughout game to unlock gates as needed
- E. Administrator(s) present at Main Gate to vet fans for any person who should not be allowed entry

### GAME DAY, PRIOR TO GAME

\_\_\_1. Ensure walkthrough metal detectors are charged and in place at Main Gate

\_\_\_2. Ensure metal barricades are in place at Main Gate

\_\_\_3. Ensure two (2) six (6) foot tables are present at Main Gate

\_\_\_4. Ensure 8 “shoebox size” plastic containers present at Main Gate

\_\_\_5. Ensure large Ziploc bags are present at Main Gate

\_\_\_6. Ensure 1 handheld metal detectors for each walkthrough metal detector at Main Gate

\_\_\_7. Ensure law enforcement officers are in place prior to gates opening

\_\_\_8. Ensure King Security officers are in place prior to gates opening

### **GAME DAY, FOLLOWING GAME**

- \_\_\_1. Ensure walk-through metal detectors are stored inside locked area and plugged in to charge
- \_\_\_2. Ensure handheld metal detectors and containers are properly stored and available for next game
- \_\_\_3. Ensure tables are securely stored inside the stadium and available for next game.
- \_\_\_4. Ensure handheld radios are properly stored and charged for next game
- \_\_\_5. Ensure all building doors inside stadium and all gates are properly closed and locked after all persons have exited