

## Administrative Regulation

Use of Football Stadia, Guidelines for

## A. Use of Fields and Night Practices

Each school will be allowed one varsity night football practice under the lights. This practice will be prior to the first football game. Clearance for use must be obtained through the Office of Secondary Education.

## B. Preliminary Night Football Games

Preliminary football games will be played only with league approval. Each school will be permitted two evening preliminary football games per season.

## C. Equipment Responsibility for Night Football Games

Bolsa Grande and Garden Grove high schools will provide down markers, flags, chains, yard line markers, stretcher, and the scoreboard for all night football games, both varsity and preliminary. Each individual host school will provide its own gun, ammunition, and back-up official clock.

## D. Game Personnel

The following personnel are recommended. (Neither Garden Grove nor Bolsa Grande high school will assume any responsibility for obtaining and/or paying personnel for other schools.)

1. 1 head ticket person
2. 3-4 ticket sellers, depending on crowd size
3. 2-4 ticket takers, depending on crowd size
4. 1 announcer
5. 1 timer
6. district crowd control personnel
7. 2 police officers and 2 volunteers, when available

E. Transportation

Booster buses will be provided only if chartered by the student body. Students will ride in school-provided transportation in accordance with administrative regulations.

Note: Participants may not transport other participants to extra curricular activities.

F. Admission Policies

The league will set policies governing admission which should be evaluated on an annual basis. Gates will be closed and supervised for the entire game. Admission will be charged for the entire game. Students may not exit and return without paying for readmission. Adults may exit/reenter during preliminary games and in the event of an emergency; however individual schools should set up a procedure covering this matter when preliminary games exist. For example, a hand stamp could be used which would permit reentry only at the main gate.

Signs should be posted, in easy view of the public, which state clearly the price of admission as set by the league. Signs should also be posted stating that admission will be charged for the entire game.

G. Snack Bars

The host school sets up and manages the concessions and receives the profit from the sales. The host school also sells programs and receives the profit from the sales. The visiting school should not attempt to manage any concessions or sell any product which might infringe upon the rights of the host school.

Host schools will be responsible for the set-up, operation, and clean-up of snack bars which are used for the game. The resident foreman will open and close the snack bar facilities.

H. Emergency Vehicle and Doctor

The home school is required to furnish a physician or approved medical services and ambulance (must be on site) for all regularly scheduled varsity football games and whenever possible for other classification games.

I. Photographers

Photographers from both schools will have access to the designated picture-taking areas on the field. These persons should display a current field pass issued by the respective schools. News media personnel should also be given field passes for purposes of identification.

J. Facility Emergency and/or Breakdown

Every attempt should be made to test equipment necessary for the game situations prior to the starting time of the game. In the event that a facility breakdown occurs and the facility is necessary for a game, the resident supervisor should use the following procedures:

1. The resident supervisor will be given four phone numbers of district maintenance personnel to call for weekend service.
2. If the facility breakdown occurs and there is a game scheduled the following night, the resident supervisor should:
  - a. Call one of the names provided by district maintenance section
  - b. Request that this individual report to the stadium and attempt to correct the breakdown
  - c. Place any Saturday phone call prior to 9:00 a.m.
  - d. Inform the school principal that there has been a breakdown and that a request has been made for district maintenance assistance

K. Facilities for the Press

Schools should, whenever possible, set aside space in the press boxes for the working press. Schools should attempt to coordinate with local newspapers so that school officials have some prior knowledge of possible press coverage.

L. Tobacco Products – Use Prohibited

Smoking and the use of tobacco products is prohibited at all times on all district property and in district vehicles.

M. Telephone Availability at Each Stadium

Supervisory personnel should be made aware that telephone facilities exist at each stadium for use in emergency situations.

## N. Custodial Services and Clean-up After Football Games

The following procedures will be in effect for all district high schools when the football fields at Garden Grove and Bolsa Grande high schools are used:

1. Game control and clean-up work after each game will be the responsibility of the host school and will be under the direct supervision of the resident supervisor at Garden Grove or Bolsa Grande high school. The resident supervisor works under the direction of the principal and/or the assistant principal. The resident supervisor selects the personnel to be used and bills the respective school involved for all labor and material costs. The resident supervisor will make every effort to contact custodial personnel at all schools so that jobs may be allocated as equally as possible.
2. Preference will be given to personnel who will commit themselves to clean up the stadium after each game for the entire season.
3. The host school will be furnished with a map of the stadium, a list of personnel used, areas of responsibility, hours used, and wages paid by the resident supervisor.
4. If there is a larger crowd expectancy, the host administrator in charge should contact the resident supervisor prior to the game to work out any special needs and/or services.
5. All schools, visiting and host, should use the district Athletic Contest Report for reporting all games for which an admission charge is made. Reporting of basketball games and wrestling matches is optional. Copies of the Athletic Contest Report are available through the Community Services Office.
6. All materials and equipment needed for clean-up, i.e. tractor, brooms, rakes, barrels, etc., shall be furnished by Garden Grove or Bolsa Grande high school.
7. Garden Grove and/or Bolsa Grande high school will be responsible for obtaining clean-up personnel. The host schools will be billed by Garden Grove or Bolsa Grande high school at the conclusion of each game for services rendered by the custodians. Plant foremen should use the Stadium Report when billing individual schools.

8. The following are recommended services to be made available to resident foremen:
  - a. 1 resident supervisor
  - b. 6-8 classified employees to be used at the discretion of the resident supervisor as game personnel and clean-up personnel
9. The estimated cost of running a game and cleaning up the campus following the game will be approximately \$350 per game, depending on the size of the crowd, amount of litter, etc. Any cost exceeding \$350 will require that the following additional items be completed on the district Stadium Report before it is submitted to the host school for payment.
  - a. The principal's signature from Bolsa Grande or Garden Grove
  - b. Notification box checked by resident supervisor indicating that prior contact had been made concerning anticipated large crowd
10. If a school wishes to use facilities other than those already mentioned, it will be necessary for the principals involved to agree on this usage in addition to securing facility usage approval. The use of confetti shall not be permitted. The district shall provide the gypsum necessary for the two fields.

O. Responsibility and Coordination of Host and Visiting Schools

The host team is to put on all half-time activities. Please refer to the following information for the procedures to follow:

1. When intra-district games are played on either the Garden Grove or Bolsa Grande football fields, prior arrangements between the principals of the two schools should be made if the visiting school's band or drill team wishes to appear in uniform and make an entrance at the beginning of the game, i.e. march down the track. The visiting school will not take part in the pre-game or half-time program or activities without mutual principal agreement.
2. The host team will be in complete charge of half-time activities. The home team will use the south stands at Garden Grove and the west stands at Bolsa Grande.

3. Bolsa Grande and Garden Grove will be assigned the boys' locker room when playing at their respective fields. In all other cases, the home team shall use the boys' locker room, and the visiting team shall use the girls' locker room. The clean-up detail for these areas at Garden Grove and Bolsa Grande will be the responsibility of the custodians assigned to these duties by the resident supervisor.

P. Evaluation

All procedures should be evaluated on an annual basis and, where deemed necessary, revised.

Q. Crowd Management and Control

The approved interscholastic athletic events scheduled within the district are conducted under the Crowd Management and Control Guidelines which have been approved by the CIF/SS and the district. These guidelines have as their purpose the establishment of a greater awareness of spectator sportsmanship and the procedures necessary to accomplish such standards, so that the positive contributions of wholesome interscholastic competition can be continued to be enjoyed in the district.

R. Stadium Areas to be Cleaned

The following areas must be cleaned and checked after all football games held on the district football fields. Both the Garden Grove and Bolsa Grande high school campuses are cleaned Friday afternoons after 3:00 p.m. so any litter which accumulates after that cleaning is naturally assumed to be from the football crowds in attendance at the Friday or Saturday games.

1. The football field and under the bleachers
2. The snack bars and around the snack bars (GGHS field)
3. The area around the serving areas (BG field)
4. Parking lot
5. The fenced areas
6. Auditorium area, if necessary (GG field)
7. Any play area where paper, etc., has accumulated during the game

## S. Responsibility for Marking Fields

In order to divide equally the work load which results from preparing a field for a varsity football game, custodians from all schools will participate in the preparation. Custodians from Pacifica, Santiago, Los Amigos, and Garden Grove will prepare the Garden Grove field beginning no later than 1:30 p.m. Custodians from La Quinta, Rancho, and Bolsa will prepare the Bolsa field beginning no later than 1:30 p.m. The plant foreman at each stadium is responsible for setting up assignments and seeing that all necessary arrangements, including the operation of the P.A. system, are completed.

## T. Availability of Forms

The Athletic Contest Report and Stadium Report (see attached examples) will be provided to the schools through the Community Services Office.



GARDEN GROVE UNIFIED SCHOOL DISTRICT

ATHLETIC CONTEST REPORT

(To be completed for all football games when admission is charged)

Sport or classification \_\_\_\_\_

\_\_\_\_\_ vs \_\_\_\_\_  
School School

Date \_\_\_\_\_ Time \_\_\_\_\_ Circle: Home Visitor

Seating Capacity of Stadium is \_\_\_\_\_; of Gym is \_\_\_\_\_

Standing room crowd only: \_\_\_Yes \_\_\_No

District School Buses used (indicate number)

Team \_\_\_\_\_ Band \_\_\_\_\_  
Drill/Yell \_\_\_\_\_ Rooter \_\_\_\_\_

Identifiable certificated Crowd Control personnel assigned. List by name.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Police assigned: Number \_\_\_\_\_ Officer in Charge \_\_\_\_\_

Department \_\_\_\_\_ Volunteer Assistance \_\_\_\_\_

Ambulance available: \_\_\_All of the event \_\_\_Part of the event \_\_\_None of the event

If no doctor available, cite nearest hospital \_\_\_\_\_

Were there any injuries to persons attending this event? \_\_\_Yes \_\_\_No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GARDEN GROVE UNIFIED SCHOOL DISTRICT

REPORTING OF INCIDENTS

CIF rules and district administrative regulations suggest that crowd management incidents be reported if they occur in conjunction with scheduled athletic events. The following guidelines may be used for determining the type of incident report to submit and where to submit it:

1. Incidents Reportable to the District

Report who, what, when, where, and why. Incidents should be reported whenever assigned crowd control personnel, school administrators, and/or on-duty police are required to curtail a disturbance. In case of injury or arrest, list names. Whenever injuries or arrests involve spectators, the district should be notified. If no incidents occur, indicate NONE.

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2. Incidents Reportable to the CIF/SS

The CIF Incident Report will be submitted if either administrator-in-charge feels it is warranted or if the actual contest is delayed because of the disturbance. If a CIF Incident Report is submitted, follow the CIF instructions and also attach one copy of the CIF Incident Report to the district Athletic Contest Report.

Prior Notification of Anticipated Attendance

Prior communication existed between the schools involved and the resident supervisor regarding the anticipated crowd size.

\_\_\_ Yes \_\_\_ No

Administrator in charge (Signature) \_\_\_\_\_

Date \_\_\_\_\_

Submit Contest Report to the administrator of secondary education.