

## **GENERAL RESPONSIBILITIES OF DISTRICT XI CONTEST MANAGERS**

Contest managers are responsible for promoting a successful and well-managed contest. In order to do so, please allow the following checklist to serve as a guide for a successful event. The PIAA District XI – Appointed Contest Manager must complete the following, if applicable:

1. Familiarize yourself with the host facility's Emergency Response Plan (ERP), and identify yourself, or your designee, to the Principal, Athletic Administrator, or Director of Security of the host facility as the PIAA District XI Spokesperson in case of an emergency.
2. If necessary, an adequate number of law enforcement or security officers should be hired for the event(s). The appropriate number of law enforcement or security officers needed to provide adequate security must be determined by the Principal, Athletic Administrator, or Director of Security of the host facility. The Principal, Athletic Administrator, or Director of Security of the host facility are in the best position to determine adequate security for their facility.
3. Weapons and items that could be used as weapons, including, but not limited to, any knife, cutting instrument, cutting tool, ice pick, nunchaku, firearm, shotgun, rifle, bat, club, and any other tool, instrument, or implement capable of inflicting serious bodily injury, may not be possessed at PIAA District XI playoff contests by persons other than personnel previously authorized by PIAA District XI or by the Principal, Athletic Administrator, or Director of Security of the host facility to possess such weapons.

All persons, including, but not limited to, spectators, student-athletes, coaches, athletic trainers, and other team personnel, contest officials, and media representatives attending PIAA District XI contests are subject to inspection for weapons. The inspections may be conducted by persons designated to do so by either PIAA District XI or the host facility and may also include inspection of items including, but not limited to, bags, backpacks, belt bags, coats, and purses.

Any unauthorized person in possession of an object determined by the inspecting personnel to be a weapon shall be prohibited from attending the PIAA District XI contest or, if already in attendance, shall be required to leave the premises. The person may seek admission or re-admission upon demonstrating that he or she is no longer in possession of the weapon.

Any person refusing inspection shall not be permitted entry to the PIAA District XI contest or, if already entered, shall be required to leave the premises.

4. Expect the Principal and/or Athletic Administrator of each school that has qualified for your contest to call you to confirm opponents, home/away teams, and location of contest, date, and starting time. Be prepared to arrange for access to locker room facilities and to provide directions to the contest site. Make sure you obtain the departure time of each team, the approximate arrival time of each team, and a telephone number at which the Principal or Athletic Administrator will be available so that appropriate arrangements can be made with the schools in case of postponement or other uncontrollable circumstance.

5. Emergency health care includes having at least one (1) certified athletic trainer “on-site”. Participating schools may be able to fulfill this requirement by having a certified athletic trainer accompany their team. However, it is necessary that the PIAA District XI – Appointed Contest Manager, or the contest manager’s designee, arrange for at least one (1) certified athletic trainer to be present at the Contest site with emergency health care available, as needed.
6. The Contest Manager shall confirm with the respective PIAA District XI Official’s Representative, the officials names and telephone numbers who will be assigned to work the contest. The Contest Manager should contact the assigned officials just to confirm their planned attendance, anticipated departure and arrival times, telephone numbers where they can be reached in case of postponement, and to review any details pertinent to the contest.
7. The Contest Manager shall contact the host facility Principal or Athletic Administrator to ensure that the playing surface is compliant with NFHS specifications, to confirm that adequate seating is available for participating teams and spectators, and to confirm all appropriate and necessary event staff has been secured for the event (scoreboard operator, announcer, ticket staff, program sales staff, security, athletic training services, etc.).
8. General Admission Tickets (Gate Sale) are to be sold at the PIAA District XI approved price. Pre-kindergarten children are admitted free-of-charge and Senior Citizens are considered anyone who has reached the age of 65 years.
9. Make reasonable, concerted effort to provide on-site facilities to accommodate the media in broadcasting, filing stories, and meeting deadlines.
10. Complete a financial report for each contest; attaching all supporting documents including PIAA District XI’s copy of the deposit slip, the gate ticket report with tickets attached to the report, the advanced ticket report, etc. and mail or deliver to:

Thomas Moll, II  
District XI Treasurer  
Catasauqua High School  
2500 West Bullshead Road  
Northampton, PA 18067

**CHECK AND CASH RECEIPTS MUST BE DEPOSITED AT THE NEAREST WELLS FARGO BANK BRANCH AND REPORTS WITH A COPY OF THE DEPOSIT SLIP MUST BE SENT TO THE DISTRICT XI TREASURER WITHIN TWO (2) BUSINESS DAYS OF THE EVENT.**

11. IMMEDIATELY, upon the conclusion of EACH CONTEST, report the results of the Contest to the Sport Chairperson.
12. Once financial reports are received by the District XI Treasurer, copies will be made and sent to the appropriate sport chairperson so that they can complete their final tournament / playoff report. **Sport Chairpersons must complete and submit final reports to the District XI Treasurer within four (4) business days after the conclusion of the tournament or once all championship contests in all classifications for the sport are completed.**