



ADMINISTRATIVE PROCEDURE

ATHLETIC EVENT COVERAGE

AP No. 5156
Effective Date:
October 20, 2025

- I. **PURPOSE:** To provide system-wide direction regarding supervision before, during, and after interscholastic athletic events.
- II. **POLICY:** In accordance with Prince George’s County Public Schools Board Policy 5122, students, parents, employees, and community members are encouraged to attend athletic events.
- III. **BACKGROUND:** Prince George’s County Public Schools envisions an athletic program, which will allow students to pursue academic and athletic excellence through participation in a high-quality sports program.
- IV. **DEFINITIONS:** The following definitions apply to this administrative procedure.
 - A. *Athletic Director* – Responsible for implementing the policies and procedures for the school-based athletic program and athletic event management.
 - B. *Athletic event* – All athletic teams competing against local and non-local schools. Athletic teams are listed in the PGCPS Athletic Handbook.
 - C. *Coverage for JV Football Games* –An administrator will provide supervision for Junior Varsity games.
 - D. *Designee* – The person assigned to support the school in the absence of the Principal. The *designee* can only be assigned by the Principal.
 - E. *Game Manager* – The person designated by the Principal or Athletic Director of the home school to be in charge of ticket sales, admittance into the contest, collection of all money, deposit of all money, and other actions necessary to ensure adherence to all Board policies and PGCPS administrative procedures.

- F. *Gate Staff* – Personnel employed as ticket sellers, ticket takers, and security. *Gate Staff* also monitor/observe fans as they enter athletic events.
- G. *Game Worker* – Personnel employed to work an athletic event (clock operator, announcer, etc.).
- H. *Information about potential issues* – Communication regarding threats or potential security issues gleaned from social media or other sources.
- I. *Out of county athletic events* – Athletic events scheduled where league opponents are schools outside of Prince George’s County Public Schools.
- J. *Playoffs* – County, Regional, and State (MPSSAA) competition.
- K. *Rival athletic events* – The most competitive athletic events on a school’s schedule. *Rival athletic events* are typically the games with the largest number of attendees.
- L. *Scrimmage* – A practice or modified game involving two or more schools in which no score is reported, no admission is charged, no public report is made, and is purely for instructional purposes.
- M. *Senior Day/Nights* – An event scheduled to honor senior athletes and their parents.
- N. Site-based school administrators - the Principal, Assistant Principal, or designees from both schools.
- O. *Tournaments* –A local and non-local competition for teams or single players in which a series of games are played.

V. PROCEDURES:

- A. The Principal/designee - typically the Assistant Principal assigned to oversee athletics and/or the Athletic Director shall train all involved school staff in the proficient execution of an athletic event. The following general procedures apply:

- 1. Staff Training

The Principal/designee shall review the list of best practices located in the PGCPS Athletic Handbook with all athletic coaches, game workers, school security, and other applicable school system personnel (concession workers, volunteers and athletic trainers, etc.).

2. Staff Roles and Responsibilities

- a. Athletic Director: Shall coordinate transportation, game management, and before/during/after games using the game management checklist and ensure that coaches and players, including those from the visiting team, exit in a timely fashion after games are finished.
- b. Building Supervisor/Night Lead Person: Shall provide communication and emergency support.
- c. Event Announcer: An announcer communicates with the entire crowd through a Public Address System. The announcer will assist with crowd control and emergency support.
- d. Gate Staff: Shall provide crowd control at the gate, ensure safety of funds collected, sell tickets and communicate with the Athletic Director/Principal/ designees as needed.
- e. Principal/designee: Shall provide an active presence and support the Athletic Director. They shall coordinate as needed with the Athletic Director, security, and game workers regarding crowd control and communication.
- f. Safety and Security Staff: Shall coordinate with the Principal/designee/Athletic Director and handle issues prior to involving police. A Safety and Security Counselor and/or Lead Safety and Security Counselor is in charge and should position team members strategically to help monitor the game/crowd.

3. Best Practices

See Attachment 1 for game day checklist and Attachment 2 for list of athletic event duties for school administrators and the Athletic Director.

4. Mandatory Athletic Event Coverage

- a. Site-based school administrators (*i.e.*, the Principal/Assistant Principal/designees from both schools) must be present for the following athletic events:
 - 1) Home and Away Varsity Football (administration both schools);
 - 2) Home Junior Varsity Football (note: only home administration required for JV games);
 - 3) Home Boys and Girls Varsity Soccer;

- 4) Home and Away Boys and Girls Varsity Basketball;
 - 5) Home Boys and Girls Varsity Lacrosse;
 - 6) Home Girl's Flag Football;
 - 7) Home Middle School Boys and Girls Basketball; and
 - 8) Home Middle School Boys and Girls Soccer.
- b. At least one administrator must be present for all home and away playoff games listed above.
5. Considerations for additional athletic event coverage
- a. The Principal and their administrative team have the option to consider requiring additional staff coverage if needed for the following athletic events:
 - 1) Rival games;
 - 2) Playoffs;
 - 3) Scrimmages;
 - 4) Information about potential issues (social media/school team information);
 - 5) Homecoming (football and/or soccer);
 - 6) Senior Nights;
 - 7) Tournaments (Tournament coverage is at the Principal's discretion.);
 - 8) Out of County games (Cover only if part of the regular season or playoffs); and
 - 9) Games when there is media coverage – Game of the Week.
 - b. If the Principal and their administrative team opt to make plans for additional coverage, they are to consider the workday, workweek, extracurricular activities for that week, and general impact and equitable distribution of roles and responsibilities on Assistant Principals.
6. Visiting Team Exit

Visiting teams shall have 20 minutes from the end of the athletic event to exit the facility.

VI. MONITORING AND COMPLIANCE:

- A. It shall be the primary responsibility of school Principals to provide adequate supervision before, during and after athletic events.
- B. Principals/designees shall train all staff involved in the proficient execution of an athletic event as outlined in the PGCPS Athletic Handbook. In addition, the

Athletic Emergency Plan (displayed by a QR Code) shall be reviewed prior to each sports season.

- C. Principals are to maintain the agenda and a sign-in sheet of all trainings conducted by the Athletic Director and/or Athletic Administrator for five (5) years.
- D. Principals shall maintain a written record of the security measures, if any, established for all home and away athletic events for 5 years.

VII. RELATED PROCEDURES:

Board Policy 5122 – Interscholastic and Extracurricular Activities
Administrative Procedure 5158 – Middle School Athletic Association

VIII. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE: This administrative procedure originates with the Office of Interscholastic Athletics and will be updated as needed.

IX. CANCELLATIONS AND SUPERSEDURES: This administrative procedure cancels and supersedes Administrative Procedure 5156, dated September 18, 2018.

X. EFFECTIVE DATE: October 20, 2025

Attachments:

- 1. Athletic Event Checklist
- 2. Athletic Directors and Administrator Duties