

# JESUIT'S PROTOCOL FOR NIGHT EVENTS

An at-a-glance view of the guideline manual in event timeline order

Jesuit High School | Marauder Stadium | Sacramento, CA

Jesuit High School of Sacramento's *Night Event Management Guidelines* are to be used in conjunction with the existing JHS standard operations, policies, and procedures governed by the school's Safety Team, Athletic Department, and California Interscholastic Federation (CIF), including but not limited to the *JHS Incident Response Manual*, *JHS Game Day Information* sheets and the *CIF Game Management Guidelines*; and County of Sacramento permit requirements. This document is a condensed version of the *Management Guidelines* with information pertinent to event staff, volunteers, and neighbors.

## PRE-EVENT

- Key contacts (administrators, leads, and emergency personnel) must be identified, documented, and circulated internally and posted publicly on the website for each event following Jesuit High School's (JHS) Athletics standard *Game Day Management* process.

### Notice of Events

- A calendar of all Jesuit High School nighttime sporting events is published on the JHS website and listed on the Good Neighbor page at the start of each sports season. Start dates of high school sports are set and governed by CIF but generally are: Fall, August; Winter, November; Spring, February. Publishing the high school sports calendar allows Jesuit families and neighbors to have a comprehensive understanding of what events will be occurring on-campus in the evenings.
- In addition to online calendar posting, for high capacity events, double-sided A-Frame signage is placed along the school property perimeter near campus entrances along Jacob Lane, O'Donnell Drive and American River Drive entrances to JHS 24 hours before an event to increase the likelihood that the community is notified.

### Communications

- As part of standard communications for all high school events – the Athletic Director and designated School Administrator of the visiting schools (most commonly the “away team” during a sporting contest) will be provided the *Visiting School Information Sheet* with all game day details a minimum of one week before the night game. This includes but not limited to the campus map, parking assignments, arrival and unloading procedure, spectator guidance and behavior expectations, sportsmanship and community care expectations, game schedule/run of show, clean-up, and departure procedure.

- Jesuit families and students will receive safety, parking, and arrival information via email, daily announcements, and website. These communications will encourage carpooling, identify the drop-off and pick-up zone at the front of the Chapel, and for large events encourage early-arriving students and families to use the overflow parking area located on the rugby field in order to leave traditional parking areas open for individuals less familiar with campus. Students will be reminded that attendance at events holds the same conduct expectation as being in class and that student conduct issues will have the same consequence as during the school day. Jesuit's Parent/Student Handbook outlines these policies, expectations and responses.
- Primary communications for all spectators purchasing tickets will be done through the ticketing platform, including but not limited to parking, seating area, behavior, entrance, and exit. Secondary communications will utilize social media, email reminders, posted signs, and event websites.

## ***GAME DAY - GENERAL***

### **Community Care Team**

The volunteer Community Care Team (CCT) will serve as goodwill ambassadors for JHS and our neighbors and wear reflective vests to be easily identified. The scale/size of the CCT will depend on the event (regular/low attendance event vs. high profile/max capacity event). CCT and all game day volunteers have specific assigned locations and tasks; and are checked in and out with the game day volunteer coordinator or designated school official. The CCT will be onsite 90 minutes before the event and remain 90 minutes after or until the venue is clear and will:

- Focus their volunteer service on the campus perimeter and connecting streets.
- Monitor the path of pedestrian travel of attendees to the campus, encouraging the use of the sidewalk and crossing only at designated crosswalks.
- Serve as a crossing guard at American River Drive from the south side of the street to campus.
- Monitor the perimeter for loitering and trash.
- Direct attendee vehicles to proper lots and seek to discourage parking directly in front of adjacent residences.
- Identify and report vehicles parking in an illegal or unsafe location.
- Be observant of any other disturbances or concerns and report inappropriate activity, such as extended loitering, alcohol consumption, tailgating, trespassing, or damage to property to security or law enforcement.

### **JHS Security Staff**

JHS has two security officers employed by campus that will be present during all evening events. Based on event size or additional need, private security may be contracted to supplement JHS security staff.

## **Law Enforcement**

Appropriate local law enforcement will be notified of night events (i.e. sheriff/CHP). For high-capacity events, JHS will provide for a minimum of three police/sheriffs to patrol and enhance overall event safety. Focus areas for law enforcement include but are not limited to:

- Non-students seated in the student sections who may be inclined to cause disturbances.
- Any person appearing to be under the influence of alcohol or other substances must be denied admission to the event.
- In the event that any person has entered the stadium and is found to be under the influence of alcohol or other substances, they shall be immediately removed.
- Any suspicious gathering of individuals in restrooms, behind the stadium, parking areas, or elsewhere.
- Loiterers should be asked to move on, and crowds should be dispersed outside the stadium once the game begins and after it ends.

## **Behavior**

- No tailgating is permitted in parking lots, overflow parking lots or on adjacent public streets.
- All in attendance are expected to adhere to the values of sporting conduct of JHS, their home school, and CIF.
- Attendants must “respect the game” or be removed without hesitation.
- Airhorns are not allowed and will be swiftly confiscated.

## **Tech, Sound, and Lighting**

- JHS Technology Team will work closely with Athletics to check and monitor that Marauder Stadium’s scoreboard, public address (PA) sound system, wifi, lighting, and power are all working properly ahead of each game.
- Use of the PA will not commence more than 15 minutes before the beginning of a scheduled event.
- Halftime activities must have a pre-game sound check for any amplified halftime performance music paying attention to sound levels often boosted in many of these high-impact style music mixes.
- Sound level will be set per County guidelines and permit conditions
- Stadium main field lighting shall be set to levels and timing per County guidelines and/or permits.

## **Off-limits Areas and Concurrent Activities**

- Minimal to no other activities should occur on campus simultaneously during max capacity events. This will ensure administration and staff can provide full attention to the night event and lessen the impact on parking, traffic flow, and campus capacity.
- General areas of the campus shall be closed to all attending night events, and a security detail will be assigned to monitor and patrol these areas.

## **Signage**

- Post “no littering” signs at entrances to the stadium

- Post “respect our neighborhood” signs at exits from campus
- Post directional signage to permanent and overflow parking locations
- Post “no event parking” signs at the entrance to adjacent neighborhood streets and cul-de-sacs.

## **ARRIVALS**

### **Gates**

- Staff and team access will be according to need. Spectator gates will open 1 hour before the sporting contest starts.

### **Visiting Team**

- JHS will provide visiting team bus drop-off and parking instructions to the Athletic Director and team contact the week before the event.

### **Parking**

- All attendees are encouraged to walk, bike, or rideshare to the event to incentivize carpooling, a designated ride-share area will be clearly marked.
- Those driving to the event will be encouraged to park in designated parking areas instead of using surrounding public streets.
- Information about parking availability will be posted on school event websites at least a week before the event. Various systems may exist, including reserved, pre-assigned, and purchased parking spaces. This will reduce congestion associated with looking for space, as attendees will know exactly where to go before their arrival.
- Handicapped parking is available in multiple locations. Additional spaces may be designated as needed.
- When needed for max capacity events, overflow parking will be provided on the Rugby Field near Gordon Lane and behind the Visitor Bleachers, with attendants on hand to ensure orderly and efficient parking.
- To the extent necessary, Jesuit will implement a parking agreement with a lot to use within walking distance, which may include but not be limited to Rio Americano High School, to be rented and designated as overflow parking for the event, with clear signage to assist vehicles and pedestrian traffic between locations.

### **Spectators**

- All attendees must have a valid ticket or pass. Electronic tickets, credentials, or passes will be checked and validated at designated entrances under the direction of the Director of Campus Safety.
- The “Home” team (JHS) will sit on the north side of the stadium (press box side). The “Visitors” will sit on the south side of the stadium.
- Student Cheering Sections of the respective sides will occupy the designated bleacher areas.

- All non-high school youth are to be accompanied by an adult responsible for their supervision at all times.
- All bags are subject to search at the gates. Prohibited items include but are not limited to:
  - Alcoholic beverages, illegal drugs, or tobacco products
  - Outside food and drinks
  - Ice chests or hard-sided coolers (soft-sided coolers must fit under the bleachers).
  - Animals (except certified service animals)
  - Weapons of any kind
  - Cans, glass containers, and Thermos bottles
  - Fireworks/smoke bombs
  - Artificial Noisemakers (including bullhorns, cowbells, airhorns, megaphones, etc.)
  - Confetti, chalk, or special lights
  - Boom boxes, speakers, or stereos

## ***DURING EVENT***

- An Event Command Center (EVC) will serve as the hub for all communications and operations for the event. This will also serve as the gathering place for key personnel in case of emergency to assess and respond according to the Emergency Action Plan.
- For high-capacity events, all Jesuit administrators will be on duty, assigned a specific area or function, equipped with a two-way radio, and an Incident Response Conference Line will be available as needed.
- The Good Neighbor phone line will be active and will allow an assigned person to receive communications from concerned neighbors during events. This line may be used to report such things as cars blocking driveways so an announcement can be made during the game. This number will be placed on the event notification signs and Jesuit's Good Neighbor webpage.
- Medical services include multiple JHS athletic trainers, EMT/Paramedics, and an ambulance, with the primary care focused on the field of play. A secondary stand-alone medical/first aid area for general public spectators will be created for high-profile/max-capacity events.
- Sideline Management will be strictly enforced. Authorized sideline personnel, including reporters, photographers, statisticians, school/governing body administration, and special access guests, must all have credentials or passes visible. All others should be located in the bleachers.
- The school campus and perimeter are non-smoking. Additionally, all forms of e-cigarettes and vaping are strictly prohibited by any person while on school property.

## **Tech, Sound, and Lighting**

- All amplified sound - announcing and music - will only be broadcast through the central stadium system controlled in the Press Box.
- If a night game goes into overtime, the volume of the amplified sound will be reduced during any period of play extending beyond 10:00 pm.

## **Food Service and Vendors**

- School Boosters/Spirit Clubs may have a self-managed booth adjacent to their respective entrances and utilize space in Dryer Plaza or practice fields at the stadium's East end.
- Vendor mobile food service or trucks may be used during maximum capacity events. Locations will be within the perimeter of school grounds adjacent to the stadium, and all applicable county permits and licenses will be required.

## **DEPARTURES**

### **Visiting Team**

- The assigned host/primary contact for the visiting team will escort them to and from the field of play, locker rooms, and team bus.

### **Tech, Sound, and Lighting**

- After the game, no further announcements or music shall be made unless for emergency notification.
- Lighting will immediately be dimmed after an event to levels that allow for safe egress while reducing off-site visibility.
- Egress lighting will remain at a reduced level while spectators clear and reduce again for clean-up and post-event.
- Adjacent campus walkways and parking lot safety lighting will remain on until all spectators, players, volunteers, and support staff have departed.

### **Community Care Team**

- Will monitor the campus perimeter and travel paths, particularly if and when parking is utilized at off site overflow location.
- Crossing Guard service will continue while spectators disperse.
- Vehicle description and license plate number will be recorded for any attendant engaging in inappropriate or disruptive behavior during departure.

## **POST-EVENT**

### **Tech, Sound, and Lighting**

- All tow/pole lighting shall be fully turned off within 60 minutes of the end of play or time set by permit, whichever is later following County permit requirements.
- Critical safety lighting (parking lots and pathways) will remain on as Jesuit's standard evening (non-event) campus use defines.

### **Signage**

- Security, safety staff, or assigned volunteers must remove all signs immediately following the event.

- Security staff should do an additional sweep of campus the morning after the event to ensure all have been appropriately stored.

### **Custodial**

- Clean bleachers, empty trash, and collect special event trash receptacles (may be done the night of or the morning after, depending on time)
- Clean parking lots
- Clear all perimeter lawn areas and sidewalks of trash with particular attention to Jacob Lane and American River Drive areas.

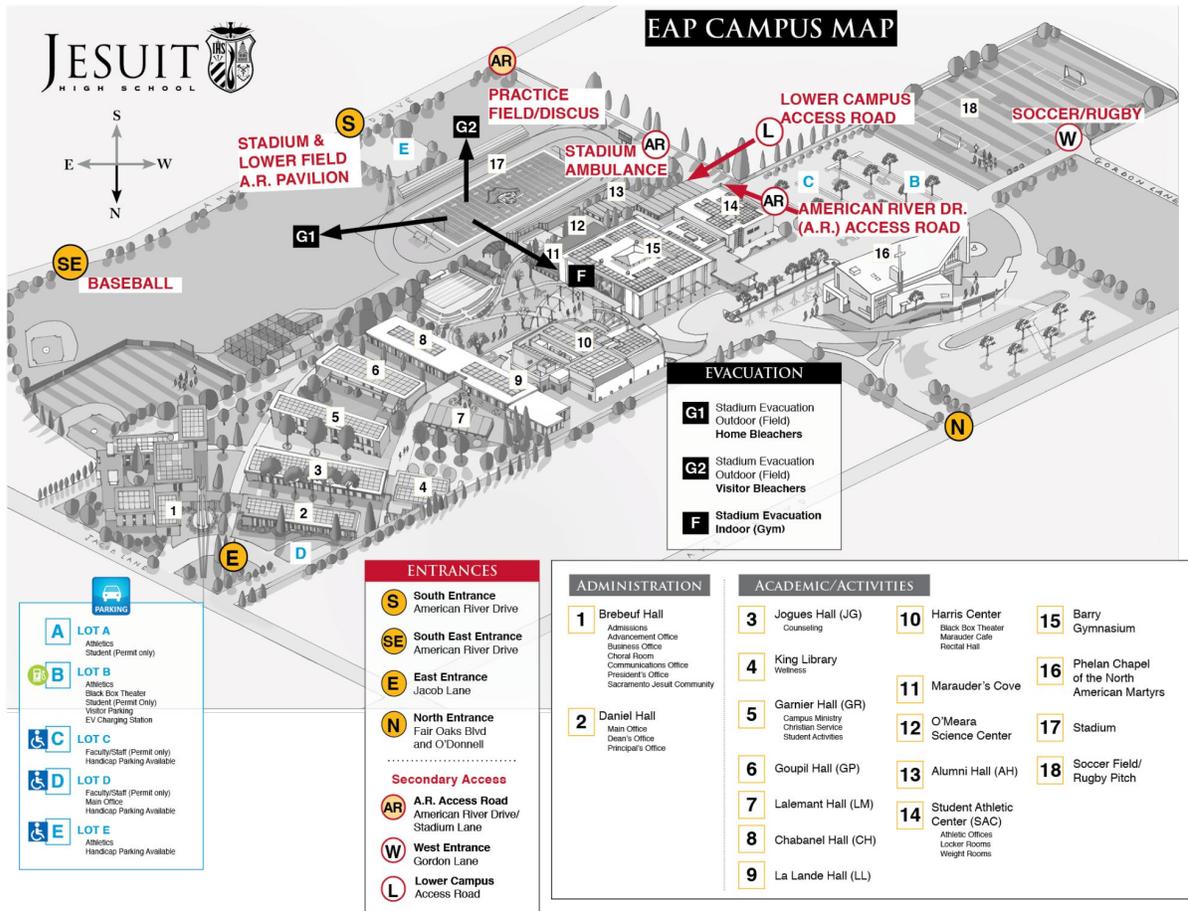
## ***INTERNAL REVIEWS AND ADJUSTMENTS***

A Post-Event Evaluation is crucial to the evolution and improvement of future events by analyzing the success and value of the strategies, policies, and procedures used. The evaluation can include but is not limited to the following:

- Review feedback from both home and visitor teams.
- Review and respond to neighbor or community concerns
- Debrief with administrators, volunteers, medical, security, and law enforcement teams.
- Gather analytics such as ticket sales, validations, peak arrival times, departure congestion, social traffic, call log, etc.
- Review guidelines and county requirements against what was executed.

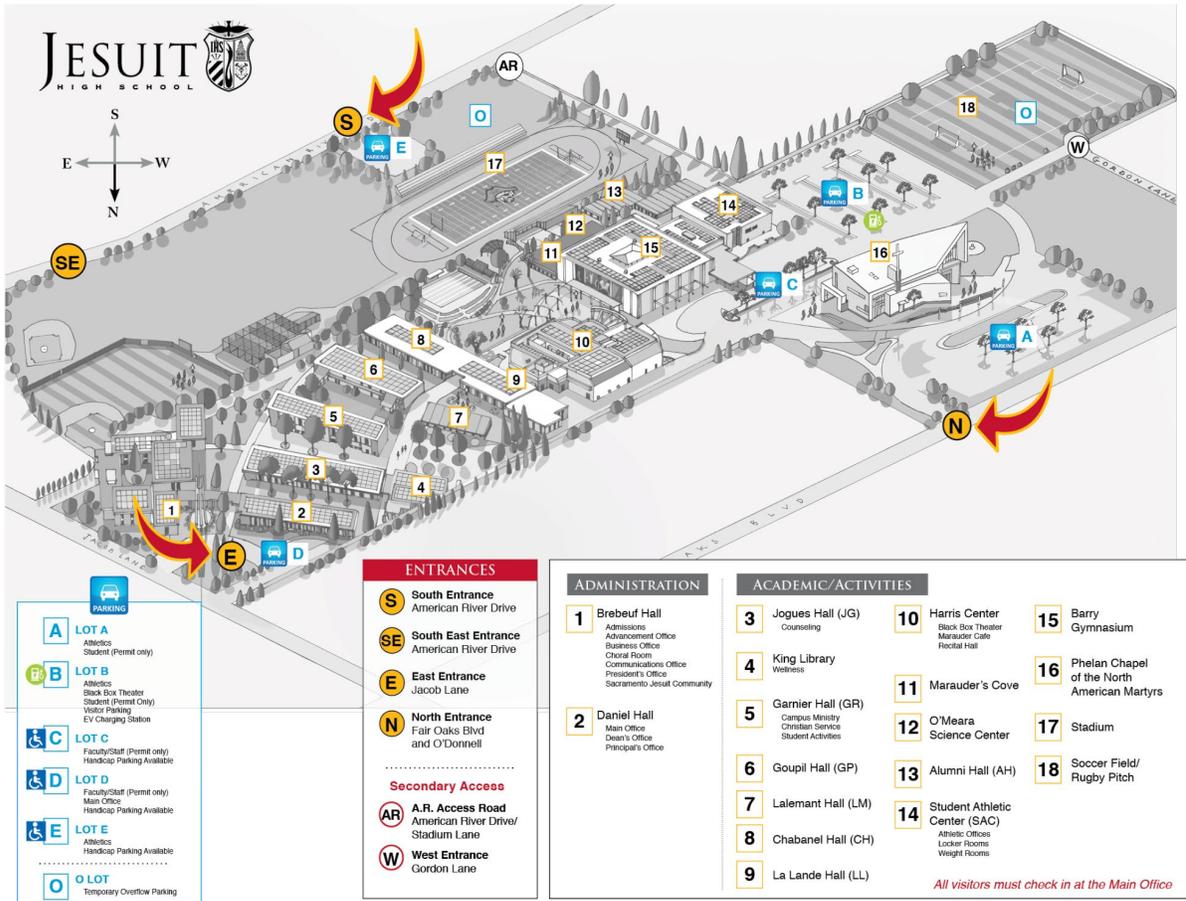
For each point brought forward, assess the need to keep, amend or implement additional layers for improvement ahead of the next event while maintaining and following County permit regulations

# REFERENCE



MAP A - Emergency Action Plan Map

JHS EAP map provides general information in the event of an emergency.



## MAP B - Parking Locations Map

JHS Parking map provides the location of permanent and overflow event parking.

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