



ENDOWMENT GAME

EVENT MANAGEMENT INFORMATION

For additional information please contact, Kyle Stanfield, 503.682.6722 x239, or kyles@osaa.org.

Thank you for being an active participant in growing the OSAA Foundation through your participation in an Endowment Game. The funds raised through Endowment Games will have a positive effect on Oregon high school activities, both now and in the future, but we need your help in educating students, coaches, parents and fans about the benefits of Endowment Games and the OSAA Foundation. Fans may not be used to the ticket prices charged for Endowment Games or the limitations on accepted passes.

Please help us explain their role in enhancing the future of Oregon high school activities by using the enclosed Ticket Signs and PA Announcements during your Endowment Game. Supporters can make donations online at www.osaafoundation.org. Please let us know if you have any questions.

PRE-EVENT

1. **EVENT MANAGEMENT CHECKLIST:** This communication is vital to a successful contest and should take place as soon as the teams are finalized. Each host school should send a completed Event Management Checklist and a diagram of the seating plan to potential opponents.
2. **GAME TIMES:** Schools need to log on to the OSAA website to submit the time of their Endowment Game. A location for the game should only be added when the game isn't being played at the host school's campus.
3. **OFFICIALS:** The participating schools are responsible for securing and paying for officials for Endowment Games.
4. **ADMISSION:**
 - a. **General Admission Tickets:** Adults – \$6 Students – \$4
 - b. **Reserved Seating:**
 - 1) Only schools offering reserved seating for regular season games may sell reserved seats for Endowment Games. Schools cannot increase the price of reserved seats for Endowment Games.
 - 2) If schools have not had reserved seating during regular season play, they may not institute such a policy for Endowment Games.
 - c. **Passes:** *No passes shall be accepted except for the OSAA Media Pass*, which will admit the bearer only with photo ID, are to be honored at any OSAA Foundation Endowment Game. **NO OSAA Gold Cards, OSAA VIP, school, athletic district, officials association, etc., are to be accepted.**
 - d. **Endowment Game Event Ticket Report:** Please use the form in this packet to record beginning ticket numbers.
5. **OSAA BANNER:** The OSAA, along with our title sponsors U.S. Bank and Les Schwab Tires, has distributed a 3' x 10' banner to all 298-member schools. The banner recognizes your school as a member of the OSAA. We encourage you to display this banner prominently when you are hosting an OSAA Foundation Endowment Game. Thank you in advance for your cooperation.
6. **TICKET BOOTH SIGNS:** There are four signs attached, Ticket Prices, Media Pass Gate, Spectator Conduct and Endowment Game *at a glance*. Please ensure that these signs are posted at your gates prior to the Endowment Game.
7. **PA SCRIPT:** Please ensure that your announcer has a copy of the attached PA script and reads these announcements during the OSAA Foundation Endowment Game.
8. **PROGRAMS:** The host school has the right to produce a roster sheet / game program. These may be handed out or sold by the host school.

Rule 3 – Contests – Sportsmanship – Crowd Control (OSAA Handbook, Rules)

- 3.1. The arrangement of all festivals, meets, contests or championships is the responsibility of the superintendent, assistant superintendent or high school principal, subject to the Regulations of the Association.
- 3.2. When a festival, meet, contest or championship is in progress, the National Federation of State High School Associations (NFHS) rules governing such activities shall apply, except for specific deviations as approved by the Executive Board.

- 3.3. Sportsmanship Responsibility.** The high school principal, coach and other responsible officials of each member school shall take all reasonable measures to insure that the school's coaches, players, students and supporters maintain a sportsmanlike attitude toward all events so that events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Derogatory and/or unsportsmanlike language is not allowed. No player may be singled out by number, name or position with negative comments of any kind.

When a petition is filed alleging violation of this rule, the Executive Director may, at his/her discretion and with concurrence of any two Executive Board members, postpone any pending event which the Executive Director has reason to believe cannot be conducted without an unreasonable danger of disorder. All such protests shall be referred to the Executive Board, which shall proceed as provided in Rule 4. In addition to any other action the Executive Board may take regarding a protest alleging a violation of this rule, the Executive Board shall have the power to cancel or re-schedule the event involved, or to impose conditions on conducting it.

- 3.4. Sportsmanship Violations/Penalties.** When the coaches, players, students, staff or supporters of any member school engage in unsportsmanlike conduct, disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sponsored by this Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association. Any school whose coaches, players, students, supporters, rooters or partisans take part in riots, fights, pilfering, painting or any other unsportsmanlike conduct shall be subject to penalty.
- 3.5.** A member school shall not participate in any festival, meet, contest or championship with a school that has been suspended or expelled from the Association.
- 3.6.** The Association shall conduct state championships as directed by the Delegate Assembly.
- 3.7.** A school shall not be allowed to participate in more than one state championship in a given sport.

- 1. Q.** Is the host school exclusively responsible for crowd control?
A. No. While the host school for any activity must assume a primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. The visiting school also must take such measures as are necessary to insure proper behavior on the part of its own students and fans.
- 2. Q.** May home team schools display signs and/or banners at their home venues?
A. Yes, home team schools may display permanent signs and/or banners that are positive / supportive at their home venues. Examples are welcome signs, in-season rosters, league banners, league / state championship banners and sportsmanship banners.
- 3. Q.** May visiting schools bring signs and/or banners to hang at the host school's venue?
A. No.
- 4. Q.** Are run through signs allowed?
A. Yes, so long as the message is positive/supportive.
- 5. Q.** May a school use an artificial noisemaker at specific times during athletic events?
A. In limited cases, yes. An example of an allowable use of artificial noisemakers by a school would be the firing of a cannon or the ringing of a bell after a touchdown is scored.
- 6. Q.** May spectators use small, handheld megaphones?
A. Yes, but only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers.
- 7. Q.** What are some examples of cheers that do not encourage a positive atmosphere?
A. Any yell that is intended to antagonize an opponent detracts from a positive atmosphere. Air Ball! Air Ball! booing, You! You! You! or You Got Swatted! are examples of yells that will not encourage a positive atmosphere. Conversely, a positive atmosphere is created when fans focus on positive yells in support of their team, rather than on negative yells attacking their team's opponents.
- 8. Q.** May students stand on the bottom row of the bleachers?
A. Yes, but when they sit down, they must be seated on the second row.
- 9. Q.** May students cheer during serves in volleyball and free throws in basketball?
A. Yes, so long as they are just making noise and not specifically addressing a contest official or an individual player from the opposing team.

10. **Q.** May a school use balloons at an athletic event?
A. Yes, a host school may use balloons for decoration. However, fans may not have balloons, and balloons may not be placed by the school in any manner that would block spectator viewing.
11. **Q.** May a school use balloons at a state championship final site?
A. No.
12. **Q.** May spectators have oversized foam fingers at athletic events?
A. Yes, they are allowed so long as they are not blocking spectator viewing.

POST-EVENT

1. **REPORT FINAL SCORE:** The home team is responsible for submitting the result using the OSAA website **immediately** following the contest for each playoff round prior to the semifinals. Per [Executive Board Policy, Reporting Schedules and Results](#), results must be submitted by 10pm on the day of the contest.
2. **OSAA FOUNDATION EVENT TICKET REPORT:** **Within one week** after completion of the Endowment Game the host school shall submit the OSAA Foundation Event Ticket Report and a check for the gate receipts.
 - a. **Important Reminders –**
 - 1) Expenses are **not** to be withheld from ticket sales.
 - 2) Your check is for 100% of the gross gate receipts.
 - 3) Check must be payable to **OSAA Foundation**.
 - 4) Do not combine this payment with any other payment.
 - b. The OSAA Foundation will return 50% of the gross gate receipts to the host school within five business days after receiving the check for gross gate receipts. Operating expenses for Endowment Games are to be drawn from the 50% of the gross gates receipts returned to the host school. Financial agreements, if any, between the two participating schools are at the discretion of the schools.



ENDOWMENT GAME EVENT MANAGEMENT CHECKLIST

For additional information please contact, Kyle Stanfield, 503.682.6722 x239, or kyles@osaa.org.

Communication is vital to a successful contest. Items to discuss include game time, travel plans/arrival time, seating plan for visiting fans, parking, security, locker room facilities, filming area, press box/row availability, bands, cheerleaders, dance team, athletic trainer / doctor / EMT personnel, etc. Each host school should send a completed EMI Checklist and a diagram of the seating plan to opponents. Click here to use the new [Editable Form](#)

1. _____ vs. _____ Sport: _____ Class: _____
2. Location of game _____ Date _____ Time _____
3. Names of Principals: Host _____ Visitor _____
4. Names of Athletic Directors: Host _____ Visitor _____
5. Names of Head Coaches: Host _____ Visitor _____
6. Others:
 - Host _____ Visitor _____
 - Host _____ Visitor _____
7. Contact persons in charge of event:
 - Host _____ Phone _____
 - Visitor _____ Phone _____
8. Seating plan sent to visiting school? Yes No Seating capacity _____
9. Number of tickets available to visiting school _____
10. General Admission Ticket Prices: Adults: \$6 Students: \$4

OSAA Reserved Seating Policy: Only schools offering reserved seating for regular season games may sell reserved seats for playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of \$6. If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.

11. Time ticket gates will open _____
12. Dressing room location _____
13. Location of visiting team bench _____
14. Color of uniforms: Host _____ Visitor _____
15. School colors: Host _____ Visitor _____
16. Was program information sent to host school? Yes No
17. Introduction of Players? Yes No If yes, time _____
18. National anthem to be played by _____ Time _____
19. Host school band present? Yes No
20. Visiting school band present? Yes No
21. Halftime entertainment provided by host school? Yes No Length of performance _____
22. Halftime entertainment provided by visiting school? Yes No Length of performance _____
23. Concession(s) available? Yes No
24. Athletic Trainer, EMT or Doctor present or on call? Yes No
25. Parking location(s) for team and spectator buses _____
26. Cultural and socio-economic issues discussed?
27. Other items of concern: Security Announcer Publicity of the game
Field / Facility markings & equipment Submit scores on <http://www.osaa.org>



ENDOWMENT GAME

EVENT TICKET REPORT

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Click here to use the new [Editable Form](#)

Date of Endowment Game: _____

Teams: Home: _____ Visitor: _____

Sport: _____ Boys _____ Girls _____

Ticket Sales – The OSAA Foundation auditor has requested a record of beginning and ending ticket numbers. Schools will be held responsible for tickets sold and cash received.

	Event Begin # -	Event Ending # =	No. Sold	x	Price =	TOTAL \$
Students	_____	_____	_____		\$4.00	_____
	_____	_____	_____		\$4.00	_____
	_____	_____	_____		\$4.00	_____
Adults					\$6.00	_____
					\$6.00	_____
					\$6.00	_____
Reserved Tickets						_____

GROSS GATE RECEIPTS						\$ _____

- Forward **Event Ticket Report** and a check for all gate receipts to the **OSAA Foundation** within **one week** after completion of the Endowment Game.
- Expenses are **not** to be withheld from ticket sales.
- Please make sure your check for 100% of the gross gate receipts is made out to the **OSAA FOUNDATION**, not the OSAA, and that it is separate from any other payment to OSAA.
Thank you!

Please attach a check made out to **OSAA Foundation** for 100% of the gross gate receipts and send to:
OSAA Foundation, 25200 SW Parkway Avenue, Suite 1, Wilsonville, OR 97070

Host School: _____

Mailing Address: _____

Principal's Signature: _____

A check for 50% of the gross gate receipts will be sent from the **OSAA Foundation** to the host school within one week after receiving the gross gate receipts check.



OSAA FOUNDATION Endowment Game

TICKET PRICES

ADULT: \$6 STUDENT: \$4*

*Student is any child age 5 & up through a senior in high school.

The gross gate receipts for every Endowment Game will be divided 50/50 between the host school and the OSAA Foundation. The Foundation's portion of the endowment game revenue and earnings thereon, coupled with tax-deductible contributions, will be used to enhance the future of Oregon High School Activities.



MEDIA PASS GATE

OSAA Media Pass accepted with photo ID

No Gold Cards, OSAA VIP, school, athletic district, officials association, etc., passes.



OSAA FOUNDATION

at a glance

The OSAA and its member schools believe in the fundamental values associated with participation in high school activities and want to work together to ensure the future of Oregon high school activities.

Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)

- Computerized concussion evaluation system - provides trained clinicians with state-of-the-art best practices as part of determining safe return to play decisions.
- The Foundation helps reduce the cost for member schools to access the program.
- Oregon was the first state to create a support network for school personnel, athletic trainers and area doctors to implement and monitor the program.
- Purchased 20,000 pretests and 3,000 post-tests for schools to use.

For more information contact us at 503.682.6722 or visit our website, www.osaafoundation.org.

The OSAA Foundation, a 501(c)(3) non-profit corporation, exists through tax-free contributions.



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at a glance

The OSAA and its member schools believe in the fundamental values associated with participation in high school activities and want to work together to ensure the future of Oregon high school activities.

Participation Grants

- Help schools fund initiatives that would increase participation within the walls of their schools. To date donated more than \$100,000.

- Recipients:

Cascade HS	North Eugene HS	Sutherlin HS
Corbett HS	Powder Valley HS	Union HS
Cottage Grove HS	Riddle HS	Vernonia HS
Echo HS	Silverton HS	Willamette HS
Grant Union HS	South Umpqua HS	

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at a glance

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Student Assistance Program

- Helped over 16,000 students throughout the state receive clothing, shoes or equipment for their upcoming season.
- The Foundation believes economics should not be a barrier for a student to participate in extra curricular activities.
- In 2015-16 assisted 2,692 students in 157 member schools.

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ENDOWMENT GAME Public Address Announcements



Welcome to today's/tonight's OSAA Foundation Endowment Game between the visiting _____ of _____ and your _____ . Thank you for being an active participant in growing the OSAA Foundation by attending this Endowment Game. Your dollar to enter the game today goes directly to benefit program that help students get on the field of play and keep them safe while participating. We thank you for your attendance tonight and your support of high school activities.

Now let's meet the starting lineups for today's/tonight's Endowment Game.

Introduce the starting lineups and coaches for the visiting team, then the home team.

The officials for this Endowment game are: _____
and _____.

Please stand for the playing of our National Anthem.

(For use during breaks in the action.)

1. The OSAA and its member schools believe in the fundamental values associated with participation and are working together to enhance the future of Oregon high school activities. Each year the OSAA Foundation distributes more than \$100,000 back to schools and students statewide. Learn more about the OSAA Foundation and how it plans to provide a more stable financial base for the students of tomorrow by visiting our website, www.osaafoundation.org. The OSAA Foundation, enhancing the future of Oregon high school activities.
2. The OSAA Foundation believes economics should not be a barrier for a student to participate in extra-curricular activities. Each year the Foundation distributes clothing, shoes or equipment to students for their upcoming season. Visit www.osaafoundation.org to see what role your donation will play in the future.
3. The OSAA Foundation has developed a relationship with ImPact and assisting schools across the state with implementing protocols to assist in concussion management. Oregon was the first state to create a support network for schools, athletic trainers and area doctors. Visit www.osaafoundation.org to see what role your donation will play in the future.

End of Game Announcement

The OSAA Foundation thanks you for your support of this Endowment Game contest and encourages you to drive home safely. Please visit www.osaafoundation.org for more information on how you can play an important role in the future of high school activities.