



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 – \$8 Students – \$5
 - 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. **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.
6. **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.

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 administration, coach and other responsible officials of each member school shall take all reasonable measures to ensure that the school's coaches, players, students and spectators maintain a sportsmanlike attitude at 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. Discriminatory harassment and bullying behavior will not be

tolerated. Discrimination is defined as (OAR 581-021-0045(1)(a) “any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex, and sexual orientation.” Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Examples include but are not limited to hazing, intimidation, taunting, bullying, cyberbullying or menacing another, or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self or others. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent, so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities offered by a school. This includes the use of, or engagement in, abusive verbal expression or physical conduct, especially if that conduct interferes with the performance of students, staff, event officials or sponsors of interscholastic activities.

- 3.4. Spectator Conduct.** The following expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided. Those violating or threatening to violate the following Association rules or site management spectator conduct expectations, may be ejected from the premises, issued a trespass citation, excluded from sanctioned activities temporarily or permanently and/or referred to law enforcement officials.
 - 3.4.1.** 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. Some examples of unacceptable conduct include but are not limited to disrespecting players by name, number or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.
 - 3.4.2.** Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language or engage in any racially/culturally insensitive action.
- 3.5. Complaint Process.** The OSAA will sanction schools whom it has found negligent in the duties of reasonably protecting those involved in interscholastic activities from derogatory or inappropriate names, insults, verbal assaults, profanity, ridicule or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self or others.
 - 3.5.1.** OSAA will acknowledge receipt of the complaint within 48 hours.
 - 3.5.2.** OSAA may prioritize the investigation of complaints based on information received.
 - 3.5.3.** Complaints deemed to be employee or student discipline matters only shall be returned to the complainant. Matters of employment and/or employee discipline which can best be resolved through the school district’s complaint process include but are not limited to playing time, team level assignments (Varsity/JV), assignment of a student to a specific coach, equipment use, or dissatisfaction with a contract or payment term. Matters of student discipline which can best be resolved through the school district’s complaint process include but are not limited to academic eligibility, drug/alcohol use, playing time or playing position, specific workout requirements, or dissatisfaction with a calendar, schedule or event location.
 - 3.5.4.** Complaints must include the complainant’s name and contact information (phone and email or mailing address). Anonymous complaints shall not be considered.
 - 3.5.5.** Every effort will be made to complete the investigation process within 30 days; however, should the investigation require more time, a 30-day status update shall be provided.
 - 3.5.6.** To assist in investigation of the complaint, complainants are asked to note the following:
 - (a)** Complaints are only accepted on the official online form and each section of the Complaint Form must be completed. **(Complaint Form)**
 - (b)** Complaints which are determined to be outside the scope of the OSAA will be returned to the complainant via the contact address provided. See **Rule 3.5.3** for guidance.
 - (c)** Whenever possible, provide first-hand accounts, with names and contact information of witnesses.
- 3.6. Sportsmanship Violations/Penalties.** When the coaches, players, students, staff or spectators of any member school engage in unsportsmanlike conduct, discriminatory harassing behaviors, act in a manner disruptive to the school environment, or cause 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 and the school shall be subject to penalty. Penalties may vary depending on the actions taken by the school and/or school district during and after the event as it relates to trespassing spectators involved, removing players/coaches

from the team for a period of time, requiring additional education/training, etc. Upon a ruling by the Executive Director or by the Executive Board the member school may be subject to probation, mandatory appearance before the Executive Board, required plan of action, forfeitures, fines, lack of institutional control penalties, suspension of membership or expulsion from the Association as determined by the Executive Board. The Executive Director or the Executive Board may determine that no penalties are necessary when an incident has been handled appropriately and in a timely fashion by the school and/or district.

- 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 ensure 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.** Are “run through” signs allowed?
A. Yes, so long as the message is positive/supportive.
- 4. Q.** May visiting schools bring signs and/or banners to hang at the host school’s venue?
A. No.
- 5. Q.** May spectators have signs at events?
A. Spectators are not permitted to have signs or banners larger than 8-1/2 x 11 inches. “Fathead” type items are considered signs and shall not be larger than 8-1/2 x 11 inches. Spectators are required to wear shirts.
- 6. Q.** May a spectator have an artificial noisemaker?
A. No, spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- 7. 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.
- 8. Q.** May spectators use small, handheld megaphones?
A. Yes, provided they are not electric. Only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers.
- 9. 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. Spectators shall not turn their heads or hold up newspapers during team introductions, or jeer at cheerleaders during opposing team introductions.
- 10. 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.
- 11. 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.
- 12. 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.
- 13. Q.** May a school use balloons at a state championship final site?
A. No.
- 14. 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. 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 (except for golf and tennis which is a \$250 fee).
 - 3) Check must be payable to **OSAA Foundation**. **Please do not combine with any other OSAA payments.**
 - 4) Do not combine this payment with any other payment.
 - b. Per [Executive Board Policy, Endowment Games](#). Upon completion of an Endowment Game, the host school is responsible for submitting the necessary financial report form and 100% of the gate receipts to the OSAA Foundation. The OSAA Foundation will return 30% 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 30% of the gross gate 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: **\$8** Students: **\$5**

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: Emergency Action Plan (EAP) Security Announcer Publicity of the game
Field / Facility markings & equipment Submit scores on <http://www.osaa.org>



ENDOWMENT GAME

EVENT TICKET REPORT

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

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	_____	_____	_____		\$5.00	_____
	_____	_____	_____		\$5.00	_____
	_____	_____	_____		\$5.00	_____
Adults	_____	_____	_____		\$8.00	_____
	_____	_____	_____		\$8.00	_____
	_____	_____	_____		\$8.00	_____
Reserved Tickets	_____	_____	_____		_____	_____
	_____	_____	_____		_____	_____
	_____	_____	_____		_____	_____

- 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!

GROSS GATE RECEIPTS \$ _____

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 **30%** 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: \$8 STUDENT: \$5*

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

The gross gate receipts for every Endowment Game will be divided 70/30 between the OSAA Foundation and the Host School. 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.

The long-range goal of the OSAA Foundation is to grow through OSAA-driven programs and contributions in order to provide a more stable financial base for our member schools and the students of tomorrow.

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

For more information contact us at 503.682.6722 x239 or visit our website, www.osaafoundation.org.



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 \$300,000 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. Stay connected to your favorite team with the new OSAA Live mobile app. OSAA Live features the latest scores, schedules and rankings for all teams and leagues across Oregon. Access OSAA State Championship programs. Read the latest prep news and information. Search OSAA Live in the App Store or on Google Play to download today.

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.