

MARIN MIDDLE SCHOOL ATHLETIC LEAGUE

Hosting Checklist & Supervision Requirements

MMAL believes athletics are an extension of the classroom, teaching teamwork, pride, respect, commitment, hard work, and sportsmanship. Everyone in our community — athletes, coaches, families, and fans — shares responsibility for creating a positive and safe environment.

Pre Event Checklist

Recommended 60-90 minutes before start

Site & Safety

- Walk playing area: remove hazards, confirm boundaries, check goals and nets, confirm padding where required.
- Confirm emergency access routes are clear (gates unlocked as needed).
- Confirm AED location and access.
- Confirm first aid kit is present.
- Confirm restrooms are open and accessible.
- Confirm water access or allow athletes to bring water.

Weather & Environmental Readiness

- Confirm air quality status (see protocols below).
- Confirm heat precautions if applicable.
- Confirm lightning plan and shelter locations.
- Identify indoor relocation plans if your site has one.

Game Operations

- Confirm schedule and game start times.
- Confirm officials arrival and check in process.
- Confirm scorekeeping and timing staff:
 - Scoreboard operator
 - Official scorekeeper
 - Line judges if required
- Confirm equipment:
 - Game balls
 - Ball cart
 - Scorebook or electronic scoring
 - Substitution paddle or system if used
 - Whistles or horns for gym if needed

Spectator Set Up

- Clearly mark spectator seating areas.
- Establish team bench areas and keep walkways clear.
- Post basic expectations:
 - Positive cheering only

- No entering playing surface
- No confronting officials or players
- Follow staff directions

Supervision Staffing Requirements (Minimum Standard)

Each host site should designate:

1. **Site Administrator or Site Athletic Lead**
 - The final decision maker onsite for safety, supervision, and game continuation.
 - Must be present for the duration of competition.
2. **Event Supervisor**
 - May be the same person as the site lead, or a separate adult.
 - Handles crowd management, entry points, and responds to issues quickly.
3. **Score table staff**
 - Adults or trained students under adult supervision.
 - Must know timing and basic table duties.
4. **Medical response readiness**
 - Not required to have a trainer at every event, but must have:
 - AED access
 - First aid kit
 - Emergency plan
 - A designated adult trained in basic response where possible

Recommended ratios

- Small crowd, one court or field: minimum 2 supervising adults total.
- Larger crowd, multiple games, rivalry, or playoffs: add supervision at entrances and near spectator sections.

Coach Responsibilities at Hosted Events

- Coaches supervise their athletes from arrival through departure.
- Coaches are responsible for bench decorum and ensuring athletes do not engage with spectators.
- Coaches confirm that all athletes have required participation clearance before competing.

Arrival & Dismissal

- Define team arrival time expectations (example: 30 minutes before game).
- Define dismissal expectations:
 - Athletes released to authorized pickup method per school policy
 - No wandering around campus
 - Visiting teams know restroom access and exit route

Post Event Checklist

- Confirm any incidents are documented and reported to the MMAL Commissioner and School Officials.
- Confirm officials have signed scorebook or electronic record is saved.
- Secure equipment and lock facilities.
- Quick debrief if an issue occurred: site lead, coaches, officials.