

Use this template as a means of communication via email or messaging system for all your HOME events and communicate to all your opponents, officials, game workers, administrators, etc. Feel free to customize it however fits your needs.

Hello,

Your team is scheduled to play at **enter your school name here** this week. Please review the following schedule and information and let us know if you have any questions or concerns. My contact number is **enter your contact number**.

Admission

Price: \$7.00 per person

Students in grades 8 and below must be accompanied by an adult.

We ask that all spectators adhere to the KHSAA Sportsmanship policy. HCPS reserves the right to halt contests and/or remove spectators if policies and procedures are not followed.

Ticket Link: <https://hopkins.schoolcashonline.com/Fee/Index>

- (be sure to select the correct game link)
- validation of the ticket must be done by event staff at the gate
- recommend to purchase tickets in advance but you may purchase them at the gate

Berating or rudeness towards our event staff will not be tolerated and may result in removal from the property.

The gates will open one hour prior to the first game. No fans will be admitted before this time.

Passes accepted are

1. KHSCA coaches card plus 1
2. Lifetime coaches card plus 1

Schedule and Information

Monday			
Sport	Game time	Gate Worker (1 hour before game time)	Game Administration

Schedule and Information

Tuesday			
Sport	Game time	Gate Worker (1 hour before game time)	Game Administration

Schedule and Information

Wednesday			
Sport	Game time	Gate Worker (1 hour before game time)	Game Administration

Schedule and Information

Thursday			
Sport	Game time	Gate Worker (1 hour before game time)	Game Administration

Schedule and Information

Friday			
Sport	Game time	Gate Worker (1 hour before game time)	Game Administration

Schedule and Information

Saturday			
Sport	Game time	Gate Worker (1 hour before game time)	Game Administration

Medical Staff: We have an on-staff ATC at each high school. They will be available to assist your team, if needed. Please provide needed supplies. They will also have access to a Mobile AED Unit.

Who is home supervisor and cell phone #'s:

Principal:
Assistant Principal:
Assistant Principal:
Athletic Administrator:
Event Manager:

What are the expectations of visiting students and fans?

- Abide by KHSAA Guidelines regarding sportsmanship, signs, noisemakers, etc.
- Sit in designated visitor seating, not on the home side. No roaming around the facility..
- No balls, skateboards, pets, etc.
- Stay off of the game field/court, until after teams shake hands. Respect crowd control standards/signs.

Visiting Administrators?

- You are asked to check in at the gate before the game.
- Help monitor your students and fans.

Concessions

- Concessions will be available. Cash only.

Security

- Hopkins County School Resource Officers on site as needed.

Weather/Emergency Situations

- In the event of an emergency, PA announcements will direct players and guests to the nearest area for shelter or safety. Areas include: school, stadium locker rooms and restrooms, buses, or personal vehicles.

Officials Information

- parking
- dressing area

We are looking forward to seeing you this week. Good luck to you and your team.