SI Large Event Plan 2026–27

Purpose and scope

This plan sets out how St. Ignatius College Preparatory runs large events on J.B. Murphy Field safely, and with as little impact on the neighborhood as possible. It replaces the September 2024 plan.

- **Applies to:** any event on J.B. Murphy Field expected to draw 1,000 or more people, or any event that uses the field lights (no more than 15 events per year).
- **Planning baseline:** a Friday Night Lights varsity football game with 2,000 to 2,500 spectators.
- **Hard limits:** field lights at full power until 10:00 pm, then dimmed. All lights are off by 10:45 p.m. SI has no spectator parking lot (injury or lightning could extend
- **Owner:** Director of Security, working with the Athletic Director and Communications team. Review the plan every August, before the first home game.

Roles and command

One person is in charge on the night: the **Large Event Lead** (an administrator on duty). Every role below reports to the Event Lead by radio. Fill in names for each event.

Role	Responsibility	Name / radio
Large Event Lead (administrator on duty)	Final say on all decisions, including delays, evacuation and ending the event early	
Director of Security	Guard posts, SFPD contact, incidents	
Security Supervisor (contract)	Supervises guards, breaks, post changes	
Athletic Director	Game operations, officials, visiting school, tickets, lights	
Facilities / Buildings & Grounds Lead	Lights, gates, restrooms, trash, cleanup	
Dean on duty	Student conduct and discipline	
Athletic trainer / medical	First aid, calls 911	
Communications	Messages before the event and after it, press box announcements	
Concessions lead (Fathers' Club, PrepShop)	Food stands, cash, food safety, Apparel sales	

Radios: every staff member and guard should carry a radio on one event channel. Security keeps a second channel for incidents. Check radios at the staff briefing.

Timeline - *proposed*

The timeline assumes a 7:00 pm kickoff, so the game ends around 9:30 pm and the field is clear before the lights dim at 10:00 pm. If kickoff is later than 7:00 pm, the Event Lead approves it in advance.

When	Action
2 weeks out	Book SFPD paid detail and extra guards. Confirm visiting school's expected crowd and bus count.
1 week out	Send the parking and transit message to families, the visiting school and neighbors (see Transportation).
2 days out	Remind people about transit, the bag policy and the ticket link. Check the weather forecast.
4:30 pm	Set up cones, barricades and signs. Put out trash and recycling bins. Open restrooms.
5:15 pm	Staff and guard briefing: posts, radios, emergency plan, weather.
5:45 pm	Guards at their posts. Concessions ready.
6:00 pm	Gates open.
7:00 pm	Kickoff.
Start of 3rd quarter	Ticket sales close. Guards move to their exit positions.
~9:30 pm	The game ends. Exit announcement. Clear the stands.
10:00 pm	Field lights dim (see Field lights).
10:45 pm	Neighborhood sweep finished. Gates locked. Equipment stored.
Next school day	Debrief and neighbor follow-up.

Crowd management

The crowd uses the entrances off 37th Ave. Spectators sit in set sections, and everyone leaves toward 37th Ave. Visiting crowds may exit via 39th Ave gate at the discretion of the Director of Security and/or Event Lead..

Entry

- **Gate 1 (between upper practice field and McCullough Gym on 37th Ave.):** SI students, faculty and staff, general public and visiting fans. Tickets and bag check. This is the only gate for admissions. If there is a special event on the Columbus Piazza, attendees will enter at Fountain Main entrance
- **Gate 2 (Rivera St next to Tennis Courts/Parking lot):** Game officials, SI Faculty and staff, guests who pre-arrange handicapped access, and pass holders and their guests. Everyone shows ID or a pass. Limited parking spots are pre-reserved.
- Sell tickets online first. Each gate has one ~~cash~~/card table so lines keep moving.
- Everyone gets a hand stamp. To come back in, you need the stamp.
- Students who don't attend SI or the visiting school must be accompanied at all times by a SI student or an adult.
- Ticket sales close at the start of the 3rd quarter.

Seating

- Home side: SI student section, football families, general public.
- Visitor side: visiting fans.
- A dean and at least 2 guards stand at the front of the SI student section all night.
- Only players, coaches, trainers, game officials, and the field pass holders may step on the J.B. Murphy Field turf. Only the above people, approved Wildcat Nation students, and approved SI faculty and staff may step on the track. No one goes on the field, before, during or after the game w/o visible field pass. Guards stand at the rail during the last 2 minutes.
- Metal barricades are placed around the track to ease the flow of traffic around bathrooms and areas leading to concessions.
- If the stands reach capacity, the Event Lead stops entry and Communications posts that the game is sold out.

Conduct

Spectators follow CIF/CCS and WCAL sportsmanship rules: no insulting opponents or officials, no obscene cheers or signs, no artificial noisemakers, and respect during the anthem. Deans handle SI students. Security may remove any spectator.

Exit

- The press box announces: "Please leave by 37th Ave. Respect our neighbors. The rideshare pickup is north of Quintara."
- Guards move people out to 37th Ave. and don't let groups gather on campus or nearby streets.
- Visiting fans exit the field first - using the 39th avenue gate if there has been tension between the teams.

Transportation and parking

SI has no spectator parking. The main message is: **take Muni, walk, bike, carpool or use a rideshare. If you have to drive, park on 36th or 37th Avenues. Please be mindful of limited spaces on neighborhood streets.**

On the street

- Parking: 37th Ave. between Ortega and Rivera has no homes facing it. Send drivers there first.
- Drop-off: southbound 37th Ave. between Quintara and Rivera, following the normal school drop-off routine.
- Rideshare: southbound 37th Ave. north of Quintara. Mark it with lit signs.
- Rivera Garage: coaches, officials and approved staff only. A guard stays at the gate until halftime.
- Visiting team buses drop off on 37th Ave. and wait off site at Lake Merced.
- Put "SI EVENT PARKING" signs with arrows at each 37th Ave. intersection from Ortega to Rivera. Put "No event parking, local traffic only" signs at 39th/Rivera and 40th/Quintara.
- Keep the 39th/Quintara gate clear for emergency vehicles. No parking.
- Guards at 37th Ave. intersections and SFPD paid detailed direct traffic. Cones and barricades have lights.
- Blocked driveway: the guard radios the plate and address. The press box announces it. Tow if needed.

Messaging plan

When	Channel	Audience
1 week out	Email, Neighbor page, social media	SI families, students, visiting school's AD
1 week out	Neighbor page, email to SI Neighborhood Association (SINA) and other neighbors list	Neighbors
2 days out	Reminder email, social media	Everyone with a ticket
Game day	Social media, signs, press box	Spectators

Sample message (edit for each game)

SI Friday Night Lights: SI vs. [Opponent], [Date], 7:00 pm kickoff, gates open at 6:00 pm. SI has no spectator parking, so please take Muni, walk, bike or carpool. Rideshare drop-off and pickup is on 37th Ave. just north of Quintara. If you drive, park on 37th Ave. or Sunset Blvd. and please don't block neighbors' driveways. Buy tickets online at [link]. Clear bags only. Thank you for being a good neighbor.

List the nearby Muni lines in each message. Check them against SFMTA each season.

Field lights

Main field lights stay at full power until 10:00 pm, then dim to the lowest level that still lets people leave safely. They go fully off once the field is clear.

1. **Scheduling:** kickoff is 7:00 pm or earlier, so the game ends by about 9:30 pm. The AD tells the visiting school and the officials about the 10:00 pm limit.

2. **9:45 pm:** The Facilities Lead checks that the stands are emptying. The press box announces: "Field lights will dim at 10:00 pm. Please make your way to the 37th Ave. exits."
3. **10:00 pm:** the Facilities Lead dims the field lights, using the control system schedule or doing it by hand. Pathway and exit lights stay on.
4. **10:30 pm or once the field is clear (whichever is first):** field lights off. Security sweeps with flashlights.
5. **If the game ends early** SI will endeavor to turn off and dim lights earlier than scheduled.
6. **If the game runs late** (overtime, injury or weather delay): the Event Lead decides, and the Facilities Lead logs the reason and the time the lights went off. Communications tells the Neighborhood Association the next day.

Set the automatic dimming in the control system before the season. Test it before the first home game.

Security and safety

A 2,000-2,500-person game needs 12 to 15 contract guards, an SFPD paid detail for traffic, and an athletic trainer on site. SFPD is told about every large event in advance.

Guard posts (about 14)

Post	Guards	Duty
Gate 1	4	Bag check, hand stamps, coming back in
Student section rail	2	Behavior, keeping people off the field
Visitor stands	1	Behavior, keeping visiting fans apart from home fans
Locker room hallway	1	Theft prevention, team-only restrooms
39th/Quintara gate	1	Emergency access kept clear, no public entry
Rivera Garage (Gate 2)	1	Authorized vehicles only (until halftime, then roving)
37th Ave. (Ortega to Rivera)	4	Traffic, drop-off and rideshare zones, pedestrian crossings

Rules for spectators

- Clear bags only. Small clutch bags and medical bags are allowed after inspection.
- Not allowed: outside food or drinks, alcohol, vapes, weapons, noisemakers, laser pointers, drones.
- Anyone who is impaired or disruptive is removed. Students are referred to the deans.

Press box

No more than 10 people: SI and visiting film crews, the announcer and an SI staff member. An SI staff member is always on the roof. Doors stay locked.

Emergencies

- **Medical:** the trainer responds. Call 911 if there is any doubt. A guard meets EMS at the 39th/Quintara gate. Know where the AED is (mark it on the post map).
- **Fight or threat:** guards separate people and radio the Security Supervisor. The Director of Security calls SFPD.
- **Evacuation:** the Event Lead decides. The press box gives instructions. Spectators leave by Gate 1 to 37th Ave. Staff gather at [assembly point].
- **Lightning:** stop play for 30 minutes after each strike within 8 miles (CIF rule). Send spectators to the gym.
- **Lost child:** bring them to Gate 1. The press box makes an announcement.

Record every incident in the SI incident report that night.

Concessions

The Fathers' Club runs concessions at the stand next to the home bleachers. The Prep Shop sells spirit gear on the west side of McCullough gym.

- **Setup by 5:45 pm.** Cooking equipment must be inspected, and a fire extinguisher kept at the grill.
- **Payments:** card and mobile payments by default. A small cash box goes to the AD's office at halftime and again at close.
- **Lines:** at least 2 serving windows. Keep the line out of the walkways to the stands. A guard checks it at halftime, when it is busiest.
- **Food safety:** hold hot food at a safe temperature, wear gloves, and list allergens on the menu board.
- **Guards:** get one free meal and eat away from the public, as before.
- **Close:** stop selling at the end of the 4th quarter. Clean the stand and empty its trash by 10:00 pm.

Trash and cleanup

Buildings & Grounds keeps trash off the stands and the neighborhood streets during the event, and clears the area the same night.

- **Bins:** put sets of trash, recycling and compost bins at each gate, the concession stand, both stands and along 37th Ave. (San Francisco requires all three).
- **During the game:** a 2-person crew empties bins at halftime and checks 37th Ave. Guards radio about full bins.
- **Student section:** the dean asks the student section to clear its area before leaving. The press box reminds everyone.
- **Same night (by 10:30 pm):** sweep 37th Ave., Quintara, Rivera and 39th Ave. next to campus for litter.
- **Next morning (by 9:00 am):** clean the stands and check the neighborhood again in daylight.

Other considerations

- **Neighbors:** post the SI Security number (on the Neighbor page and in the neighbor email. The Director of Security answers or returns every call that night.
- **Noise:** stop using the Large Event PA and music at 10:00 pm. Point speakers toward the field, not the houses on 39th Ave.
- **Restrooms:** the public uses the restrooms next to the stands. Locker room restrooms are for teams and officials only. Facilities check supplies at halftime.
- **Accessibility:** set aside wheelchair seating and companion seats on the home side. Accessible drop-off is at Gate 1 on 37th Ave.
- **Weather:** The Event Lead and AD decide to delay or cancel by 3:00 pm. Communications posts the decision within 30 minutes.
- **Visiting school:** the AD sends the visiting AD this plan's spectator rules, entry gate, bus instructions and parking message 1 week out.

After the event

Within 2 school days, the Event Lead, Director of Security, AD and Facilities Lead will debrief and update this plan if anything should change and post to our Neighbor page.

- **Review:** attendance, incidents, traffic problems, neighbor complaints, what time the lights dimmed and what time they went off.
- **Record:** add the findings to the SI incident report and send it to the administration.
- **Neighbors:** after major events, communicate with the SI Neighborhood Association leadership about parking, traffic, noise and trash. SI will strive to address any and all issues from the event within the following school week.

Last revised: November 2026