

# Riverside School District

## Sideline/Gymnasium Access Application & Guidelines

### Purpose

To ensure the safety of students, staff, and guests, and to maintain an organized and professional environment during Riverside School District athletic events, all photographers, journalists, videographers, bloggers, and other media representatives must be approved and placed on the **Sideline/Gymnasium Access List** before entering restricted areas.

The Riverside School District reserves the right to determine who is granted restricted area access and to limit the number of approved individuals at any event for safety and operational purposes.

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### Guidelines for Sideline Access

#### 1. Eligibility

- Individuals representing recognized media outlets, including newspapers, magazines, television, radio, online publications, and school-affiliated media.
- Freelance photographers or independent bloggers with prior approval from the District's Administrative Office or Athletic Department.
- Emergency scenarios must be reviewed and approved by the athletic director, high school principal and/or superintendent.

#### 2. Application Process

- Applicants must submit a completed **Sideline/Gymnasium Access Application** at least **72 hours before the event**.
- Applications will be reviewed by the Athletic Director and/or Superintendent
- Approved applicants will be issued **season credentials** or **single-event credentials**.

### 3. Requirements for Approval

- Proof of assignment from a recognized media outlet or proof of professional portfolio (for freelancers).
- Compliance with **Pennsylvania clearance requirements** if interaction with students will occur beyond incidental contact.
- Proof of liability insurance for commercial photographers/videographers.

### 4. Rules of Conduct

- All approved individuals must check in with the designated district official, designated Taylor Police officer or security personnel in charge of the pass list at the gate to the field or upon entering the gymnasium.
- No interference with game play, athletes, coaches, or officials.
- Remain within designated media areas at all times.
- No coaching, cheering, or inappropriate interactions with athletes or coaches.
- Follow all instructions from event supervision and game officials.

### 5. Revocation of Access

- The District may revoke access at any time for failure to comply with these guidelines or for safety concerns.
- Individuals removed from the Access List may reapply after one year.

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## Sideline/Gymnasium Floor Access Application Form

**Riverside School District — Athletic Event Sideline/Gymnasium Floor Access Application**  
(Submit to the Athletic Director or [RDeStefano@riversidesd.com](mailto:RDeStefano@riversidesd.com) )

**Full Name:** \_\_\_\_\_

**Organization/Outlet:** \_\_\_\_\_

**Position/Role:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Type of Media (check all that apply):**

☐ Photography ☐ Videography ☐ Writing ☐ Broadcasting ☐ Other: \_\_\_\_\_

**Assignment Proof / Portfolio Link:** \_\_\_\_\_

**Credential Request:**

☐ Full Season   ☐ Single Event — Event Date: \_\_\_\_\_

**Do you have current PA clearances?** ☐ Yes   ☐ No   ☐ Not Applicable

**Do you have liability insurance?** ☐ Yes   ☐ No (If yes, attach certificate)

**Acknowledgment of Guidelines:**

I have read and agree to follow the Riverside School District Sideline Access Guidelines and understand that failure to do so may result in removal from the sideline and revocation of future access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_