Facilities and Operations Manual

University of Connecticut

Updated: 9/9/2009
FACILITIES AND OPERATIONS

The Facilities and Operations department supports the mission of the Division of Athletics by providing an aesthetic, clean, orderly, well managed, safe and healthy environment in which to learn, teach, and work. We accomplish this through:

1. Preventive, controlled, and emergency maintenance
2. Campus operations (grounds, irrigation, snow removal)
3. Cleaning of facilities
4. Renovations and capital projects
5. Scheduling
6. Event Management and game operations

Facilities and Operations Contact Information
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Updated: 9/9/2009
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SERVICES

1. FACILITY CONVERSION AND PRODUCTION ASSISTANCE

The Facilities and Operations department provides event support services in the following areas:

1. Facility set-up and break down
2. Individual room set-up and break down
3. Bleacher and seating system maintenance and management
4. Floor coverings
5. Rigging assistance
6. Assistance with assembly of certain equipment

2. GROUNDS, TURF, AND LANDSCAPE SERVICES

The Facilities and Operations department provides landscape and turf management services. This includes the day to day and the scheduled work required to preserve, maintain and improve athletic grounds and fields. The Athletic Fields Maintenance Program manual can be found in the Facilities and Operations office. Services include:

1. Mowing grass, blowing clippings/leaves, edging and weed control
2. Trash collection
3. Irrigation
4. Fertilization
5. Chemical applications
6. Top dressing applications
7. Seeding applications
8. Aeration
9. Sports Turf Management
10. Athletic fields marking
11. Snow removal and deicing
12. Fence repair
13. Event Set-up and break down

3. KEY POLICY/LOCKNETICS

Keys are controlled by the Facilities and Operations office and will be held/distributed by the Director of Facility Maintenance. Locknetics are managed by the Locksmith Office for the university through the division of public safety. For your safety and security all office doors and locker room doors should be locked when not occupied.

3.1. Key Request Procedure

1. All key requests must be submitted in writing (via email or written request) to the Athletic Facilities and Operations Office at athleticfacilities@uconn.edu
2. Keys requested by support staff/student workers must be approved/submitted by the department head.
3. In your request please indicate:
   a. Who will be in possession of the key
   b. the two letter key code, the number building code and the code number for the key i.e KJ 330 73. OR...
   c. Name of the building, room and door the key is for.
   d. If you are replacing a lost key, issuing to new staff, or other.
   e. Name of the building, room and door the key is used for.
4. Once the request is received, the request will be reviewed and key inventory checked for availability. If the key is in inventory it will be available within 24 hours. If a new key is needed a
work order is generated on-line through the Locksmith Department (Division of Public Safety). Work orders for keys are handled in the same way as a general work order – first come, first served. Because of this, we cannot guarantee when the request will be finished. Please allow at least two weeks for keys to be ready. ***Keep this in mind for new employees.

3.2. Returning Keys
1. All employees leaving the University must return all keys on or before their last day of work.
2. It will be the responsibility of the employee and Department Head/Head coach/Program Administrator to return the keys to the Director of Facilities.
3. Any keys not returned will be billed accordingly to that department’s budget. This may include the cost of new keys and/or new locks.

3.3. Lost Keys
1. Any lost key(s) must be reported (in writing via email) immediately to the Director of Facility Maintenance athleticfacilities@uconn.edu, AND the department head/program administrator. Included should be:
   • What key(s) are missing?
   • When did you last have them and where?
2. If you cannot find the key(s), you will need to submit a request for new keys in writing to athleticfacilities@uconn.edu
3. If keys are lost it will be decided by the Director of Facilities and Department head whether or not locks will be re-keyed. If doors must be re-keyed the department that lost the keys will be charged for this process.

3.4. Billing
1. Departments will be billed for all keys that are lost
2. Departments will be billed for any additional keys requested for student workers.
3. Billing will be automatically put against the Department’s FRS account.

3.5 Locknetics
1. Locknetics programming will be managed by the athletic equipment room. Coaches, staff and student athletes must obtain locknetics codes from the athletic equipment room in the field house.
2. Locknetics not working properly due to dead/low batteries or malfunctioning equipment should be reported to the athleticfacilities@uconn.edu email and a building engineer will check the issue.

4. MAINTENANCE

Maintenance is defined as the day-to-day or periodically scheduled work required to preserve and maintain a facility. Specifically, maintenance is the management of building systems and mechanical equipment, electrical systems, walls, ceilings, floors, roof, permanently attached equipment.

Maintenance does not include computer equipment, audio/visual equipment, art/museum equipment, telephone lines and equipment, and cable outlets.

The Facilities and Operations office is supported by the University Facility Services Office to perform many of these maintenance items. Listed below are services that are performed as well as the work order process to get services completed.

In-house staff vs. university facilities operations staff:
- Our in-house services consists of staff (under the direction of the Director of Facility Maintenance) who are responsible for daily maintenance and upkeep of the following areas:
  Burton Family Football Complex
  Harry A. Gampel Pavilion
  Hugh S. Greer Field House (including Brundage Pool and Recreational Services)
  Guyer Gymnasium
Wolff Zackin Natatorium
Mark Edward Freitas Ice Forum
George J. Sherman Family Sports Complex
J.O. Christian Field
Joseph J. Morrone Stadium
Memorial Stadium
Connecticut Softball Field
Hilltop Practice Fields
Soccer Practice Fields #1 and #2
Mark R. Shenkman Training Facility
Varsity Tennis Courts
Recreation Softball Fields

In addition to their day-to-day responsibilities our in-house staff will complete a work order request based on receive date and priority.

University Facilities Operations Mission Statement
Facilities Operations is responsible for the execution and coordination of various services relating to the University's physical plant, grounds and related infrastructure with the goal of providing an environment that promotes quality education.

The Operations Division handles the day-to-day maintenance, custodial and general upkeep of facilities at the Storrs campus and all regional campuses. This includes repairs to buildings and building systems, minor renovation projects, operation of utilities systems (water, heat, steam and sewage treatment), sanitation and recycling, groundskeeping and related activities.

- University Facilities Operations is comprised of the following trades/shops:
  - Building/Custodial Services
  - Electricians
  - Plumbers
  - Carpenters
  - HVAC
  - Welders
  - Sign/Paint/Glass
  - Roofers
  - Landscape
  - Locksmith

4.1 Maintenance Services Include:

1. Repairs to walls, ceilings, floors, floor coverings, doors, millwork, arena equipment, permanently attached athletic equipment and other permanently attached building components.
2. Mechanical systems maintenance and management to include:
   - Environmental systems
   - Swimming pool mechanical systems
   - Ice Systems
3. Plumbing
4. Electrical systems maintenance and management to include:
   - Bulbs and ballast replacement
   - Energy management
   - Event electrical support
5. Repair and service of Emergency and Life safety systems and equipment
6. Building/Custodial Services:
   - Daily cleaning of all areas of the facilities to include locker rooms, offices, restrooms, etc. This is scheduled and coordinated through the university contracted cleaning company. Post event cleaning is coordinated through Event Management.

Updated: 9/9/2009
7. Limited moving of furniture and office equipment. Large scale moves can be coordinated through the University Central Stores/Warehouse Division.

4.2 Work Order Services

1. What is a work order?

Work orders can be broken down into four different categories.

- **Level 1**: these are considered Emergency in nature
  - A situation in which immediate attention is needed in order to keep security, order and the well-being of our facilities and users of them
  - Examples:
    - Broken exterior doors/windows (leading in from outside or into office areas)
    - Hot water/heating problems (pipe bursts, ceiling vents)

- **Level 2**: these are considered general repairs
  - Day-to-day maintenance/repair of the facility and the equipment in it
  - This does not include repairs needed for phones, computers, video equipment, fax/copy machines, etc.
  - Examples:
    - Light bulbs
    - Ceiling tiles
    - Doors (handles, jams, broken keys)
    - Clogged toilets/sinks
    - Broken windows/lockers

- **Level 3**: these are considered office improvements
  - Aesthetic enhancements desired by office occupants to improve working space
  - Examples:
    - New carpeting
    - Painting walls
    - New shelving
    - Moving furniture (Limited)

- **Level 4**: these are considered facility upgrades/renovations
  - Projects (budgeted/unbudgeted) which require funding approval and senior administration approval
  - Examples:
    - Expanding existing facility
    - Additions of walls
    - Replacement of entire field areas
    - Locker room additions and enhancements

2. Work Order Procedures

To submit a work order you must do the following:

- For all non-emergency work orders (level 2, 3, 4) your request **must be e-mailed** to athleticfacilities@uconn.edu
- Do not call for these types of work orders
- Do not call or email the building engineer

- For all emergency work orders (level 1), **please call** the Athletics Facilities and Operations Office first at: Office – 860-486-4712.
• Work orders should include the following:
  Requestor Name
  Call back extension
  Work description (Please be specific)
  Work Location (Office or room number)

If student-athletes discover maintenance problems in a locker room, please report those to the respective head coach and the head coach should submit a work order request for repair to the Facilities and Operations Office.

After the work order (with exception to emergencies) is received, a request confirmation will be emailed to the requestor within 48 hours.

During this time the Director of Facility Maintenance will determine whether or not the work order can be processed by our “in-house” staff or through the University Facility Services.

The Director of Facility Maintenance or designee will then periodically follow up with the requestor upon completion of the work order request.

Once the Director of Facility Maintenance decides that University Facility Services is needed to complete the work order, an official work order will be submitted on-line to Work Order Control. The work order is then placed on a first-come first-serve basis.

Unfortunately, at this time the athletics department no longer controls the work order process. Because of this we cannot guarantee a completion date, therefore the Director of Facility Maintenance or designee will follow-up with the requestor and work with the University Facilities Services for status and completion.

5. PEST CONTROL

Pest Control is controlled by the University Facility Services Department. For any mice, rat, ant or any other rodent problem please submit a work order request to athleticsfacilities@uconn.edu and a request will be submitted to Facilities Services.

6. RENOVATIONS AND CAPITAL PROJECTS

Renovation is the process of adding to or modifying, a facility beyond its current and/or original condition. Capital projects are large in scale with huge monetary value usually a part of the division or university campus master plan. All modifications must adhere to University or other applicable health and safety requirements and regulations.

Capital projects are identified by the Director of Athletics and the senior management of the division and will be processed accordingly through the university. If you have capital project requests, these need to be submitted to your program administrator.

7. SUMMER CAMPS AND CLINICS

Policies and Procedures
7.1 All requests for summer camps and clinics must be submitted by October 1st of the preceding year to Evan Feinglass (evan.feinglass@uconn.edu).

Please allow 4-6 weeks for the review and approval process.

7.2 Effective Summer 2006, all camps must conclude by the end of the first week in August.
7.3 Effective Summer 2006 administration approved the following usage of Guyer Gymnasium and Greer Fieldhouse for basketball and volleyball camp usage. These times will be policy moving forward:

Guyer Gymnasium
Monday through Friday – 8:00am – 11:30am and after 8:00pm
Saturday and Sunday – 8:00am – 10am and after 4:00pm

Greer Fieldhouse
Sunday through Saturday – all day usage

7.4 Summer Camp Facility/Space Usage
- Men’s and Women’s Basketball: Gampel, Guyer, Greer, I lot, North Concession Stand. Three courts in Gampel, three in Guyer and five in Greer. 30 tables on concourse. Pole vault pit inside Greer must be moved to accommodate additional court. Basketball has usage of the restrooms in the Ice Arena and should be coordinated with Ice Arena Manager. Basketball camps require the following keys:
  - 330 44A Guyer Gym 330 34A Recreation Office (Guyer Lights)
  - 330 77B Fieldhouse exterior 330 107 Greer Fieldhouse
  - 330 233 Detex Alarms 30 110 North Concession Stand
  - 30 4 Gampel Crash bar
  - 2043 Master lock (box for Greer lights and goals)
  - Key 1 Roll up door Greer north end exterior
  - Key 5 Roll up door Greer south end interior
  - Key 6 Roll up door Guyer gym
  - 30 176A Gampel outer arena doors

- Football: Hilltop practice fields, Sherman Complex, Memorial Stadium and the Mark R. Shenkman Training Facility.

- Field Hockey: Sherman Complex.

- Baseball and softball: Christian Field, Softball Field, Batting facility, and old softball field.

- Men’s Ice Hockey: Ice Arena and I Lot

- Men’s and Women’s Soccer: Sherman Complex and Soccer Practice Field #2.

- Women’s Lacrosse: Sherman Complex and Soccer Practice Field #2.

- Tennis: Varsity Tennis Courts.

- Volleyball: Gampel and Guyer (Guyer usage dependant on size of camp).

7.4 Parking and Public Safety
All summer camps must adhere to university parking regulations and coordinate with Parking Services to obtain designated lots for camp parking. All summer camps must adhere to university public safety regulations for hiring traffic control and officers for summer camps. All costs for parking and public safety are the responsibility of the camp.

7.5 Summer Camp Weather Implications
Any change in facility use due to weather must be coordinated between the camp directors. No additional hours and court usage will be provided in Guyer gym due to weather implications.

7.6 Summer Camp Registration
All summer camps must be registered with the following agencies:
University Conference Services, Environmental Health and Safety, Fire Marshall, and CT Dept. of Health Licensing. Camp contacts will receive notification from the University Conference
Services on how to register your camps appropriately and the procedure utilized for obtaining housing, dining services and the proper licenses.

8. SIGNAGE

The Facilities and Operations office can assist you with locker room signage and phrases, quotes, etc. Please contact the facilities and operations assistant at 486-4712 or Brian.Nowak@uconn.edu.

9. TABLES, CHAIRS and OTHER EQUIPMENT

To request tables, chairs or other equipment for special events, meals and banquets held inside the facility or for general usage, please contact the Director of Event Management at 486-1258 or Evan.feinglass@uconn.edu. Tables and chairs for competitions will be a part of the facility set-up through event management. Please notify your event management contact.

10. TELEPHONE/BLACKBERRY'S/CABLE TV POLICY

Departmental cell phones and blackberry's are coordinated and administered through the Business Office. All inquiries about cell phones should be directed to Maureen O'Connor in the Business Office.

Office Phones and cable tv are coordinated and administered through UITS. UITS can be contacted via the following: http://telecom.uconn.edu/ or 860-486-HELP

It will be the responsibility of the requesting team or office to handle all issues such as:

- New phone line installation
- Maintenance/repair
- Phone line/jack relocation
- New hardware (phone cords, phone replacement, etc…)
- Any IT issue with computers
- Any TV or cable service

All inquiries must be submitted (in writing) and approved by the department head/program administrator and the business office for budgetary approval.

To change, repair or buy phone service, please go to http://voice.uconn.edu and fill out the appropriate form.

If you need help or assistance with this, please call 6-HELP.

1. Voicemail / Phone Trees

To change or reset a voicemail password please go to http://telecom.uconn.edu and choose “voicemail” from the menu.
- If you need help or assistance with this, please call 6-HELP.
- To change your current phone tree please contact 6-HELP.

2. Calling Cards

To obtain calling cards please contact UITS and request a calling card form. Fill out the necessary information and have your program administrator approve. Return to UITS and response from come from them.

11. DISPOSAL OF COMPUTERS

To have University provided computers/labtops removed or disposed, you must submit a request to the University Central Stores. Please go to www.stores.uconn.edu and click on the online request forms, then click on certification of data inaccessibility form.

Updated: 9/9/2009
12. WASHERS AND DRYERS

Effective July 1, 2006, all problems and repair issues with washers and dryers must be called into the athletic equipment room at the fieldhouse. The Director of Athletic Equipment will coordinate repair through a selected vendor.

ADDITIONAL SERVICES AVAILABLE ON CAMPUS

Central Stores
The central stores division is responsible for general office supplies and equipment (through your program administrative assistant), storage of furniture, moving of furniture, equipment and files, surplus, and ordering of additional tables and chairs for large scale events. If you desire any of the above services please contact central stores directly at the below link or number.

http://www.stores.uconn.edu/
860-486-3626

Division of Public Safety
Police and Fire
The division of public safety is responsible for your safety and security needs on campus. In cases of theft, vandalism, suspicious people or packages, harassment, fire or medical attention (non-athletically related) please contact the division of public safety.

http://www.police.uconn.edu/
860-486-4800

Parking and Transportation Services
The division of parking and transportation services is here to facilitate your on campus day-to-day parking needs and mobility of getting around campus. This includes surface parking lot permits, garage parking, violation tickets, and shuttle bus transportation. The facilities and operations office does not provide parking permits for day-to-day work nor does the office “take care of parking tickets/violations.” Employees are subject to the University parking services rules and regulation.

http://web.uconn.edu/parking/
860-486-1448

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SCHEDULING POLICIES

MASTER SCHEDULE

1. Dates for submission of preliminary practice & game schedules
   • Spring teams – May/June
   • Fall teams – January/February

2. Out of season schedules
   • Spring teams – April/May
   • Fall teams – August/September

3. Conference schedules
   • Men’s and Women’s Basketball schedules
   • Football
   • Take into account schedule release dates

4. Time of Home events
   • VB games – can they start later on weekends (in Oct/Nov)
   • Soccer games – use of rink locker rooms (Hockey schedules)
   • Night games in Sherman Complex

5. University events
   • Set-up/breakdown times
   • Lip Sync – Saturday works best (depending on day of FB game)
   • Spring Concert (Spring weekend)
   • WOW – comedy jam, block party back up (1st Friday of school in Fall)
   • Pow wow
   • JSHS – Monday of spring break
   • Invention Convention (April)
   • Open House (September and April)
   • Career Fair (September/October, weekday with 1 set up day)
   • Benefits Fair (May)
   • Graduation (December and May ceremonies)
   • Husky Midnight Marathon (NEW in Field House, 1st weekend of January when school starts)

6. Annual commitments
   • Summer Camps
   • Swim meets (club teams)

7. Recreation
   • Intramurals – use of Memorial Stadium
     i. Intramurals will have the use of Memorial Stadium on Sundays
     ii. Scheduling will be based on policies set forth by the Executive Director of Recreation and Director of Operations and Events
     iii. No cleats are to be used, inclement weather
   • Basketball Championships in Gampel
   • Start/end of seasons
     ➢ Fall/Spring start Sunday after school starts, ends last day of classes
   • Summer softball
   • Guyer Gym schedule

Updated: 9/9/2009
Fall/Spring Semesters

- Monday through Friday (11 am – 1 pm, 6 pm – midnight)
  - SPRING ONLY: 11 am – 2 pm from the day after Martin Luther King day through the last day of Spring break
  - Saturday and Sunday (12 pm – midnight)

Summer/Intersession

- Monday through Friday (11:30 am – 1:30 pm during basketball/volleyball camps, otherwise 6 am – 8 pm)
- Saturday and Sunday (10 am – 4 pm)

1. Greer Field House schedule
   Fall/Spring Semesters
   - Monday through Friday (11 am – 1 pm, 6 pm – midnight; SPRING ONLY: 11 am – 2 pm, 7 pm – midnight)
   - Saturday and Sunday (12 pm – midnight)

Summer/Intersession

- Monday through Friday (6 am – 8 pm, except during basketball camps)

2. Sherman Complex schedule
   Fall/Spring Semesters
   - Sunday through Thursday (6 pm – midnight; Tuesday & Thursday 8:30 – 10:30 pm no games, unless permission granted; post Field Hockey games 2 nights during the Fall)

- Memorial Stadium schedule

Fall/Spring Semesters

- Sundays only (12 pm till dark)
- Rain/Inclement weather/Field conditions: Games will be rescheduled (after consulting with Dir. Of Facility Maintenance and Manager of Athletic Fields)

- Memorial Stadium schedule cont’d

Fall/Spring Semesters

- No cleats will be worn
- Observe all current Recreation Services policies

8. Summer Camps
   - Schedules should be submitted by October 1 to Evan Feinglass.
   - Facilities schedule (including times and facilities to be used) should be submitted by January 1.

9. Outside events
   - Based on availability
   - Fill out rental agreement, forms

10. Club Teams
   - Based on availability

11. Supershows
    - Practice times to be determined by both teams and program administrator

12. Meeting rooms
    - To schedule space for team meetings please contact the people below
      o Development Conference Room – TBA (6-4661)
      o Kinesiology class rooms (Gampel Rm 215) – Scheduling Department (6-3329)
      o Natatorium Lobby- Katie Egloff (6-0498)
      o Student Union – Patty Gilligan (6-3421)
      o Alumni House – Tanya Schwarm (6-8705)
School of Business – Please e-mail Angela Lambert at angela.lambert@business.uconn.edu

Former Football Facilities Building – Katie Egloff (6-0498)
- Key Policy
  - The intended use of the former Football Facilities building is for meeting space --- for use by teams, departmental staff, etc. --- and will be a benefit to the Department as a whole.
  - Scheduling for the facility will be coordinated through the Facility and Event Operations office, contact Katie Egloff at 486-0498 or Katherine.egloff@uconn.edu
  - A key to the facility will then be signed out to staff members prior to the event and must be returned to the Facility and Event Operations office at the conclusion.
  - While the intended use is primarily for meeting space, any requests for using the facility for team meals or other catered events will be reviewed on a case by case basis.

13. Pre/post-game meal space
- To schedule space to hold a pre/post game meal in the Natatorium Lobby, and Ice Arena please contact Katie Egloff at (6-0498)
  - Requests should be submitted at least 2 weeks prior to game/event
PRACTICE SCHEDULE

1. Submission of practice schedules
   **Dates**
   - Practice schedules for the pre-season and fall semester (early August – fall final exams) must be submitted by February.
   - Practice schedules for the spring semester (late January – spring final exams) must be submitted by mid May.

   ***Submitting your schedules by the suggested deadlines will proactively assist us with the efficiency of maintaining our facilities.

   **Calendars**
   - The coach should submit a calendar with desired practice times, estimated dates of travel, days off, and competition dates (home and away).
   - Calendars should be returned by the suggested date, depending on the time of year to Evan Feinglass for scheduling approval.
   - Please allow 7-10 days for approval.
   - Once the schedule is approved, coaches will be able to view the schedule on EMS.
   - [http://stath-22mrk51.grove.ad.uconn.edu/virtualems/](http://stath-22mrk51.grove.ad.uconn.edu/virtualems/)
   - Scheduled maintenance and the upkeep of our facilities.

2. Weight room schedule
   - Spring teams schedule practice before weight room time slot
   - Strength and conditioning staff involved in scheduling

3. Consistency
   - We will do our best to accommodate all requests

4. Inclement weather priorities (turf or indoors)
   - In season teams get priority
   - Day/Time of competition
   - Length of practice
   - Facility limitations (after 6 pm)
   - Use of Shenkman

5. Change in schedule
   - Must notify Evan Feinglass immediately

6. Homecoming/Lip Sync schedule (Basketball only)
   - Day of Lip Sync driven by FB/VB game schedule
   - Scenario 1 – if FB game is on Friday, Lip Sync will be scheduled on Saturday night, set up beginning at 4 pm (after Basketball practices: 9 am - 12 pm, 12-3 pm)
   - Scenario 2 – if FB game is Saturday, Lip Sync will be scheduled on Friday night, set up beginning at 5:30 pm (after Basketball practices: 1:30-3:30 pm, 3:30-5:30 pm)
   - Scenario 3 – if VB game is on Friday, Lip Sync will be???

7. VB game/Basketball practice schedule
   **Prior to first permissible date of competition (for 09-10 Oct 16)**
   - Day before VB game, VB practice from 2:00-5:30pm, Basketball will be in Guyer from 1:00-6:00pm
   - Day of VB game (7:00pm match), court available to one Basketball team from 1:00-4:00pm, the other Basketball team will be in Guyer anytime between 1 and 6 pm (or split time in Gampel 1-2:30 pm 2:30-4:00pm), at 4:00pm set up for VB game

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**After first permissible date of competition**
- VB will practice in Guyer
- Weekday VB game, court available to one Basketball team from 1:00-4:00pm, at 4:00pm set up for VB game, other Basketball team will practice in Guyer anytime between 1:00pm and 6:00pm
- Saturday/Sunday VB game at 2:00 pm, court available to one Basketball team from 8:00-11:00am, at 11:00am set up for VB game, other Basketball team will practice in Guyer 9:00am – 12:00pm

8. **Basketball travel schedule**
   - Game times determine practice slot prior to leaving

9. **Shenkman Schedule**
   - Schedule is based around Football
   - Recreation/Intramurals is also scheduled
   - Times outside of the above-mentioned events, may be available to other teams

10. **Student-Athlete use of Recreation Facilities**
    - If student-athletes need to use the Recreation facilities outside of their team scheduled time slot, they will need to bring their IDs to gain access to the Facilities, and adhere to all Recreation Services policies and procedures.
    - Access to locker rooms during the semesters: Athletic doors are opened 6:00am – 6:00pm, unless there is an event. After 8:00pm on weekdays, there will **NOT** be access to the locker rooms unless coaches let the student-athletes in. On weekends, there will **NOT** be access to the locker rooms after 12:00pm.
    - Access to locker rooms during intersession/summer: Athletic doors are opened 6:00am – 6:00pm, there will **NOT** be access to the locker rooms outside of those times and on weekends.

11. **Spring turf schedule**
    - Lacrosse
    - Track
    - Men’s Soccer
    - Field Hockey
    - Club teams
    - Classes
EVENT MANAGEMENT POLICY MANUAL

Teams we currently serve:

- Baseball
- Men’s Basketball
- Women’s Basketball
- Field Hockey
- Men’s Ice Hockey
- Women’s Ice Hockey
- Football
- Women’s Lacrosse
- Women’s Rowing
- Men’s Soccer
- Women’s Soccer
- Softball
- Men’s and Women’s Swimming
- Tennis
- Men’s Track & Field
- Women’s Track & Field
- Women’s Volleyball

Prior to pre-season:

- Credentials
- Parking
- Port-a-johns (Field Hockey, Soccer, Baseball, Softball, Track, Tennis, Rowing, Football)
- Schedule event/parking staff
- Schedule hosts/operations staff
- University Trade Shops coverage
- Police coverage (Basketball, Football, Ice Hockey, Soccer)
- EMS/Ambulance coverage (Basketball, Football, Ice Hockey)
- Scoreboard signs for Sherman Complex
- Catering for media/staff
- Schedule clean-up groups (Field Hockey, Ice Hockey, Soccer)
- Visiting team guides
- Visiting team questionnaire
- Meeting with coaches and other departments (Communications, Marketing, Concessions, Equipment, Trainers, etc.)
- Clean Press boxes
- Clean Sheds (Soccer, Field Hockey/Track)
Credentials

1. The operations and events office is responsible for season/game day credential distribution.
2. Each department is responsible for submitting a list of personnel who need working credentials.
   This list will be emailed to Evan Feinglass (evan.feinglass@uconn.edu)
3. A Division of Athletics Credential Policy is forthcoming and will provide in-depth detail as we move forward.

Parking

1. Parking for home athletic events is controlled by the operations office.
2. Parking passes will be distributed along with credentials.
3. Each department will email (evan.Feinglass@uconn.edu) a list of personnel that would need parking on game days.
4. Parking passes are created by the Operations office and printed by Document Production Services (Deb or Dave x2022) on campus. Generally, a two-week notice would be sufficient for them to get the work done (trying to change all parking passes to hang tags).
5. Staff members who do not have parking passes on game day will not be allowed into any parking lot.

Port-a-johns

1. Order port-a-johns from A Royal Flush (1-877-234-6545). Specify seasonal order, location, and number of units (regular and handicapped): Football (3 units; D-lot), Morrone Stadium (7 units--1 ADA accessible-- fence area behind ice arena), FOS (2 units / Development) Sherman Complex (4-6 units; fence area by shot put area), Baseball (3 units; next to golf putting green), and Softball (3 units; next to light post along left field). Track meets- additional units, Tennis (3 units), Rowing @ Boathouse on Coventry Lake (2 units)

Hosts/Operations Staff

1. Check on returning student hosts and operations staff.
2. Contact Student Employment about Job Fair in August, post jobs on the website.
3. Hire and train new staff in August. Meet with all new and returning workers.
4. Update manuals.

Coverage

1. Police coverage is needed for Basketball, Football, and Men’s and Women’s Soccer games, Men’s and Women’s Ice Hockey. Lieutenant LaChance x2850, fax x2430.
2. Evan Feinglass schedules Ambulance/EMS coverage for Gampel Basketball, and Men’s and Women’s Ice Hockey games. Bob Howard will schedule Ambulance/EMS coverage for Football at Rentschler Field. Coverage of Basketball games at the XL Center is coordinated through American Medical Response. Holly x0010 or Fran Williams x4925, fax x4179.
3. GCA Cleaning coverage to clean Gampel post-game. Kevin Gray is the contact x4575. A work order needs to be put in x3113. Be sure to fax a list of events to x1486.
4. Housekeeping- 2 per MBB/WBB game, coverage 2 hours prior to tip off. Denise Champagne is the contact x3409
5. EMS/HVAC coverage needed for MBB, WBB, and Ice Hockey.
6. Make sure each of the above contact persons get a schedule of events they need to cover.
7. Phone lines at all of the press boxes need to be checked prior to the season. Put in a work order online (telecom.uconn.edu – click: request forms, other).

Signs

Updated: 9/9/2009
1. Sign Shop (Rick x5672) will have team signs made up for the various venues. A work-order should be created pre-season, sign shop should have dimensions on file for various venues.

**Catering**

1. A Step Above does all the catering for all sports. Will Prokop (860/428-6743).
2. A master schedule is given to Will prior to the season and every Monday the operations office contacts Will to go over the week’s events.
3. If visiting teams are looking for food to be delivered after the game, they can also contact Will.

**Clean-up Groups**

1. Intern will be in charge of scheduling groups.
2. A list of current groups with contact information is kept on the g-drive.
3. Start scheduling in the summer, July-August.
4. Minimum of 8-10 people to clean up.
5. Ice Hockey clean-up groups need to meet with Mike Iacampo when they arrive and check out with him as well.
6. Field Hockey and Soccer clean-up groups need to meet with the Event Manager at the designated meeting area.
7. Trash bags and gloves will be provided.
8. Paperwork (Special Billing form) will be given to the group supervisor to fill out and returned in the Business-Reply envelope.
9. $175 per group.
10. Groups that do not show up will be warned once and the second time it happens, that group will not be allowed to clean again.
11. The Operations office orders bags, glove, etc. from Central Stores.

**Visiting Team guide/questionnaire, Officials guide, and Spectator guide**

1. Questionnaire will be sent to all teams along with a letter from Director of Event Management.
2. Katie Egloff will call teams 10 days prior to competition to verify practice/travel information.
3. Review & update information quarterly.
CONNECTICUT BASEBALL
Event Management
Game Day Procedures

Prior to the Season
- Meet with coaches, media relations, equipment, trainers, marketing
- Clean out press box
- Check phone lines at least 2 weeks prior to start of season
- Check scoreboard and PA system
- CDs for National Anthem and warm-up music – ClickFx
- Schedule concessions - Sodexho
- Schedule Operations staff
- Coordinate and schedule locker rooms with Ice Rink (Umpires) and in Gampel (teams if needed)
- Touch base with Nick Zibelli  508-866-7288 (Officials Assignor) http://www.cbuao.com log in and password needed to access site
- Order food for umpires (3 box lunches) media and staff (qty tbd) A Step Above Catering: Will Prokop 860/428-6743

Game Day Personnel

<table>
<thead>
<tr>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>2/3</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>1</td>
</tr>
<tr>
<td>PA</td>
<td>1</td>
</tr>
<tr>
<td>Stats</td>
<td>1</td>
</tr>
<tr>
<td>Hosts</td>
<td>1</td>
</tr>
<tr>
<td>Ball Person</td>
<td>1</td>
</tr>
</tbody>
</table>

Keys Needed

<table>
<thead>
<tr>
<th>Key #</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosts 236-1A</td>
<td>Ice Arena exterior door (Locker Room #1)</td>
</tr>
<tr>
<td>30-176A</td>
<td>Gampel exterior door</td>
</tr>
<tr>
<td>30-6</td>
<td>Gampel Locker Room 109</td>
</tr>
<tr>
<td>Event Manager 74-25</td>
<td>Press Box door</td>
</tr>
</tbody>
</table>

Operations Bin (from office)
- Student workers time cards
- Timing sheets (5)
  - Press box (2)
  - Visiting Team (1)
  - Officials (2)
- 2 radios for host and operations student
- Scoreboard controller
- Copies of game notes (3)

Updated: 9/9/2009
Field Set-up

- Batting cages
- Bases
- Team Flags
- Drag and line field
- Pick up trash
- 1 table for marketing behind home dugout

Post-game

- Ball kids responsibilities
  - Take down flags
  - Turn off scoreboard (grey box under scoreboard, second switch from the top on the right)
- Host(s) responsibilities
  - Escort visiting team to locker room, escort visiting team to Gampel locker room (if needed)
  - Remain until team and officials have left
  - Remove signs from doors

Event Manager Responsibilities

- Turn on PA and test
  - Turn on PA system and test microphone
- Turn on scoreboard
  - Switch is located in the grey box under the scoreboard, 1st switch on the left
  - Plug in scoreboard controller
    - Insert power cord
    - Insert other cord (black) into the slot next to the power socket
    - Set all numbers on scoreboard to “8”
- Facilities Maintenance crew checks bulbs/change visiting team sign
- Check in with officials
- Close down press box
  - Power down PA/scoreboard
  - Unplug EVERYTHING
  - Close all windows
- Check operations bin for everything
  - Bring back to office

Host/Ball Person Responsibilities

- Host responsibilities (Report 2 hours prior to game time)
  - Visiting team
    1. Make sure 30 towels are in locker room (equipment room)
    2. Escort to locker room 109 after the game field
  - Officials
    1. Make sure towels and water are in locker room #1 (equip room)
    2. Officials get paid after the event is over, sent through mail
- Ball people responsibilities (Report 2 hours prior to game time)
  - Control parking pregame between J.O. Christian Field and Softball field
  - Shag foul balls

Updated: 9/9/2009
Marketing Responsibilities

- Warm-up music, National Anthem, laptop with ClickFx
- 1 behind home dugout: put tables away when event is over
- Giveaways
- Hang banners/signs
- PA Script
- Senior Salute last home game

Communications Responsibilities

- Stats
- Programs: put them in the boxes in the stands, store boxes in press box when event is over
- PA Announcer
- Post-game interviews

Stadium Rules

1. No pets allowed inside of stadium
2. No spectators permitted onto playing field or inside press box
3. No players, coaches, or officials permitted inside press box
4. No glass bottles or cans permitted inside stadium
5. No alcoholic beverages permitted
6. No throwing of any objects onto playing field
7. No banners may be hung inside of stadium
8. No noise makers are permitted inside stadium
9. No food may be brought inside stadium
10. No smoking inside stadium
Pre-game Schedule for J.O. Christian Field

Please stretch outside the fence while UConn is taking batting practice on the field (safety precaution)

**For games beginning at noon:**

10:00-10:40   UConn B.P.
10:40-11:20   Visitor B.P.
11:20-11:30   UConn Infield
11:30-11:40   Visitor Infield
11:40         Grounds Preparation, Ground Rules, National Anthem
12:00 noon    First Pitch

**In case of inclement weather for Big East games beginning at noon:**

In Batting/Pitching Facility (2 indoor cages adjacent to field)
10:00-10:40   UConn B.P.
10:40-11:20   Visitor B.P.
11:20-11:30   UConn Infield
11:30-11:40   Visitor Infield
11:40         Grounds Preparation, Ground Rules, National Anthem
12:00 noon    First Pitch

**For game beginning at 3:00pm:**

1:00-1:40     UConn B.P.
1:40-2:20     Visitor B.P.
2:20-2:30     UConn Infield
2:30-2:40     Visitor Infield
2:40          Grounds Preparation, Ground Rules, National Anthem
3:00          First Pitch
# Baseball Game Ops Timeline

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning/Early afternoon/3 hrs prior to game</td>
<td>Facilities Maintenance Crew preps J O Christian Stadium for game Drag infield, warning track, pick up loose trash check light bulbs for scoreboard team sign Ops Staff Report press box operations begin (clock, radio/music, test mic) copies of timeline tables for marketing (1) Marketing Staff Report check national anthem and warm-up CDs start warm-up music for warm ups</td>
</tr>
<tr>
<td>2 hrs</td>
<td>Hosts Report check locker rooms for towels/drinks (Equipment staff) pick up radio greet visiting teams/officials</td>
</tr>
<tr>
<td>1 ½ hrs</td>
<td>Game Officials Report</td>
</tr>
<tr>
<td>1 hr</td>
<td>Communications Staff Report game programs</td>
</tr>
<tr>
<td></td>
<td>Press Box Catering arrives (tbd)</td>
</tr>
<tr>
<td></td>
<td>Scoreboard Operator Reports</td>
</tr>
<tr>
<td></td>
<td>Ball people Report</td>
</tr>
<tr>
<td></td>
<td>Introductions and National Anthem</td>
</tr>
<tr>
<td></td>
<td>Game Time Play Ball</td>
</tr>
<tr>
<td></td>
<td>Between Games Facilities Maintenance Crew drag infield, touch up lines</td>
</tr>
</tbody>
</table>
|                      | End of Game Ops Staff shut down press box operations, scoreboard, take down flags collect tables and chairs
|                      | Hosts pick up towels and drop off at Equipment cage return radios, keys |
Prior to the Season

- Meet with coaches, media relations, equipment, trainers, development, video, marketing, tickets
- Meet with Parking and Transportation, Shuttle scheduling (Martha Funderburk, Georgia, Janet)
- Legends parking, meet with Martha Funderburk, Central Parking
- Check phone lines on press row
- Schedule Scoreboard operator, clock operators (Dave Boland gorefs@iaabo8.org (www.timeitright.org) 860/227-7815)
- Schedule concessions (Sodexho: Scott Bolster x3325)
- Schedule souvenirs/novelties (Co-op: Robyn Depathy x5577)
- Schedule Electricians for coverage and park and power (need work order)
- Schedule HVAC (need work order)
- Schedule GCA Cleaning (need work order) – 2hrs prior through post-game clean-up
- Schedule Operations staff to assist with cable crew if needed
- Send Officials email to welcome them to the area
- Order game day credentials
- Schedule Phone Technician (need work order for IT: www.telecom.uconn.edu)
- Schedule EMT/Ambulance (Fire Dept: Holly x 0010, Mike McGovern x4925)
- Schedule Police (Lieutenant Ray LaChance x2850), Mansfield Police
- Order food for media and staff (A Step Above Catering: Will Prokop 860/428-6743) dinner/lunch, 4 box lunches for officials, media/staff and post-game #s TBD

Game Day Personnel

<table>
<thead>
<tr>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>3</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>1</td>
</tr>
<tr>
<td>PA Announcer</td>
<td>1</td>
</tr>
<tr>
<td>Official Scorekeeper</td>
<td>1</td>
</tr>
<tr>
<td>Stats</td>
<td>5</td>
</tr>
<tr>
<td>30/35-second clock</td>
<td>1</td>
</tr>
<tr>
<td>Game clock</td>
<td>1</td>
</tr>
<tr>
<td>Event Staff</td>
<td>75-85</td>
</tr>
<tr>
<td>Parking Staff</td>
<td>8-10</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>3-6</td>
</tr>
<tr>
<td>Marketing Students</td>
<td>15-18</td>
</tr>
<tr>
<td>Ball People</td>
<td>2</td>
</tr>
</tbody>
</table>

Keys Needed

- 30-GM1 unlocks/locks all doors
- 30-4 unlocks Cheerleader locker rooms (swimming rec locker rooms)
- 30-6 unlocks/locks crash bars (Gampel doors)
- Men’s (Rm 109)/Women’s (Rm 103) General Locker rooms

Updated: 9/9/2009
Operations Bin (from office)

- Event/parking staff swipe cards, swipe clock, sign-in sheets
- Student workers time cards
- Officials checks
- Visiting locker room signs
- Credentials
- String keys
- Timing sheets (5)
  - Team locker room doors (2)
  - Scorer’s table (5)
    - One at each end for teams (2)
    - One at center for scoreboard operator, clock operators (3)
- 10 radios
- Big East Conference manual
- Hand stamps
- Keys and dry-erase markers
- Parking lists
- Game notes

Court Set-up

- Scorer’s tables, 4 chairs at each table, 20 total
- Bench chairs (19) for each side
- Trash bins (1 for each bench)
- Press row tables and chairs
- Phones (1 @ each end of scorer’s table, 1 @ each end of press row, 1 for Sportsticker)
- Scoreboard controller (should be on the 8th seat counting from the left)
- Precision Timing system:
  - Precision Time instructions (Gampel)

1. All testing should be done prior to 60 minute clock starting
2. Precision Timing control unit and Tracker setup by Bill Sehl- Building Engineer
3. Data key/Memory card should be installed in Tracker with logo facing up
4. Turn on the time packs and test.
5. After testing is complete, turn off all packs
6. Three (3) timing packs are needed for the officiating crew, one (1) should remain with the Event Manager at the Scorer’s table as a spare
7. Once all 3 officials have arrived, check with the Event Manager as packs can be brought into locker room. Turn packs back on approx. 45 minutes prior to game time
8. At conclusion of game, gather the 3 packs from the officials as well as the spare, turn packs off, and place back in the red tool box.
9. Power off Tracker unit by selecting the “Shutdown” option on the menu and confirming “Yes”. Once power is off and blue light is off on the memory card it is then safe to remove and upload data via usb port on computer/laptop for future reference

Pre-game/Halftime/Post-game

Updated: 9/9/2009
Pre-game
- Cheerleaders practice/warm up
- Court available for teams to warm up 90 minutes prior to game time
- Visiting Team locker room: towels, heat packs, drinks, timing sheets
- Officials locker room: towels, drinks, timing sheets
- Marketing to set up any giveaways, banners, chair-back covers, Bob’s Stores signs
- If needed - Marketing reception in Brick room (round tables w/chairs, 2 8ft tables, coat hanger)
- 2 tables each @ North, South, East, West gates
- Media reception area in Natatorium
- Host to wait for visiting team @ East entrance, take team to locker room via the MBB doors
- Host to meet officials by West entrance
- Operations is responsible for monitoring Parking outside Gampel; meet with Parking staff, give them parking lists for legends, patio, and Gampel; coordinate with Police about closing of Stadium Rd
- Event staff meeting

Halftime
- Promotions
- Dance Team/Cheerleaders
- Mop floor (need at least 5 mins)
- Pick up cups and towels
- New towels for 2nd half

Post-game
- Make sure visiting team and officials get off the court safely
- Log off Hyperlink, shut down lap top
- Clean off scorer’s table of papers
- Remove locker room signs and towels once teams have left
- Make sure SID is all set w/press conference
- Hosts time cards to Ops office
- Secure building
  - Lock all crash bars and sliders on concourse
  - Lock Will Call (north entrance), Basketball player’s entrances and AD’s entrance

Event Manager Responsibilities

Gampel Checklists
- Team host checklist
- Officials host checklist
- Meet with event staff, go over any important items
- Check in with Intern on parking
- Check in with officials (give them whistle packs, checks)
- Check in with visiting team administrator
- Set up Precision Timing Lap top

Gampel engineer will be responsible for the following:
- Park and power with Television crew
- Scoreboard equipment
- Lights
- 2 tables @ West entrance each w/2 chairs for Media/Concessions/Band/Cheerleader/Dance Team check in and player comp tickets
- 2 tables each @ North, South and East entrances
- Press row tables and chairs and skirting
- Media working room tables and chairs
- Fill the Coke cooler with drinks (Equipment Room)
- Basketball stanchions
- 19 “Big East” chairs per bench
20 chairs on scorer’s table side
Possession arrow
Additional cushion for Official scorekeeper
Carpets to cover wires on press row and scorer’s table side
Press conference set up when the 2nd half starts (1 banner in video room, 1 banner in the hallway with drapery, sound system in video room w/chairs for media)
Wet mop floor prior to doors opening, between halves
Pick up trash at the end of the 1st half

Hosts Responsibilities

- Team Host
  - Timing sheets, programs
  - Towels for visiting team locker room (20 each)
  - Swipe in and out, get a radio
  - Greet visiting team by East entrance
  - Trash can at the end of each bench

- Officials Host
  - Report and sign in and out, get a radio
  - Meet officials by West entrance or down by the tunnel
  - Towels for officials, timing sheets, programs
  - Get officials box lunches from catering area and bring to officials locker room
  - Whistle packs (turn them on)
  - Set up phone sets on (2) press row and (2) scorer’s table

Marketing staff Responsibilities

- National Anthem
- In-game promotions
- Students at marketing tables
- Giveaways
- Pro-ad tables
- PA script
- Banners, chair-back covers, stanchion signs

Event staff Responsibilities

- Position at each corner of the floor
- Keep fans from going to restricted areas
- Handicap Seating
- Distribute programs to North, South and East entrances
- Set up turnstiles
- Report any suspicious activity and emergencies
- Evacuation plan

Ticket staff Responsibilities

- Player Will Call area
- Sell tickets
- General Will Call pick up
- Handicap seating

Equipment staff Responsibilities

- Towels for benches
- Towels/drinks for officials and visiting teams
- Soda/water/cups for media/hospitality refreshments
- Mops for during the game
- Personnel for rebounding pre-game, mop floor

**Audio/Video staff Responsibilities**

- Set up video cameras
- Audio personnel to report
- Set up wireless microphones, and hard-wired microphones

**Communications staff Responsibilities**

- Statisticians
- PA Announcer
- Seating assignments on press row, media workroom and scorer’s table
- Media/Credential entrance
- Phone/data lines
- Media guides, programs
- Secure all necessary paperwork (score sheets, tracking sheets, etc) after the event

**Novelties/Programs**

- Co-op (Robyn Depathy x5577)
- Programs from Communications

**Arena Policies**

1. No pets are allowed in the arena except those animals that assist individuals with disabilities.
2. No spectators are permitted onto the game floor.
3. No food may be brought into the arena.
4. No glass bottles or cans are permitted inside of the arena.
5. No alcoholic beverages are permitted in any part of the arena.
6. No throwing of any objects onto the game floor.
7. No smoking inside of the arena.
8. No re-entry.
9. No banners may be hung inside of the arena.
10. No noise-makers are permitted inside of the arena.
BASKETBALL CHECKLIST (GAMPEL)

1. Box:
   - Timecards for hosts
   - Checks for officials
   - Additional credentials
   - Hand stamps
   - Radios
   - Gampel string keys
   - Big East manual
   - Officials contact info
   - Table crew cell phone numbers
   - Game notes
2. Intern to meet with Parking staff
   - Distribute parking lists for Gampel, Patio, Legends
   - Touch base with Central Parking Systems about Legends parking
   - Coordinate with Police (Ray LaChance) on Stadium Road closure
3. Event Manager to meet with Event staff
4. Set up Precision Timing computer, check all whistle packs
5. Bench: 19 chairs
6. Make sure arena doors are locked
7. Make sure all 5 phones are at the right locations and plugged in
8. Check in with Communications
9. Check in with team host/officials host
10. Check in with Visiting Administrator/Coach
11. Check in with Scorer’s Table crew, make sure there are timing sheets (at least 7 copies) by the scoreboard console
12. 4 programs, stats @ Operations seat on scorer’s table
13. Check in with cheerleaders
14. Check in with band
15. Check in with Video
16. Drop off Precision Timing packs to officials
17. Make sure visiting team gets off the court at the end of the game
18. Get Precision Timing packs back from officials host
19. Wait for UC Head Coach to go to press conference

THINGS TO KNOW:
   - Vaughn 860-486-2839
   - Ticket Office 860/486-8756
   - Control Booth 860/486-8881
   - Kyle/Randy 860/486-2896
   - Vaughn’s cell 860/906-7153
   - Evan’s cell 860-992-7752

Updated: 9/9/2009
OFFICIALS HOST CHECKLIST (GAMPEL)

1. Check in with Event Manager when you arrive so that they know you are in the building:
   - Get checks for officials
   - Make sure the locker room is open
   - **FOR WOMEN'S BASKETBALL BIG EAST GAMES ONLY: THERE SHOULD BE A TV/VCR/DVD SET UP IN THE OFFICIAL’S LOCKER ROOM WHEN YOU ARRIVE**
2. Get locker room items from Gampel Equipment Manager to stock the locker rooms:
   - Bucket of drinks
   - Towels
3. Get items from Media area:
   - Programs
   - Timing sheets
   - Box lunches (underneath one of the serving tables in the media food room, or check with Will)
4. If the officials should need training room assistance, check in with Rosemary (Women’s Basketball) or James (Men’s Basketball); they also have student trainers that assist them
5. Event Manager will bring Precision Timing packs to the officials (remind the officials when they go out to the court to test their whistles)
6. **FOR Men’s Games only: James Doran/Training staff will place stationary bike in Official’s locker room**
7. Prior to halftime, unlock the door, then wait for the officials at the room
8. At the end of the game, unlock the locker room door then, make sure you are at the room to escort the officials to their locker rooms, with the uniformed officers
9. Pick up the Precision Timing packs and return them to Event Manager at the end of the game
10. Clean up when the officials leave

THINGS TO KNOW:
   - Ticket locations of the officials’ guests
   - Vaughn’s cell 860/906-7153
   - Evan’s cell 860/992-7752
   - Ticket office 486-8136 (ticket issues)
   - Operations phone 486-1905
   - Communications phone 486-3531 or 486-2896
TEAM HOST CHECKLIST (GAMPEL)

1. Go to the South entrance of Gampel and swipe in at the event staff closet. You can
put your belongings there as well.
   ➢ Get a radio
   ➢ Get a 30-6 key from the mail bin (it should be on a shoe lace)
2. Check in with Event Manager when you arrive so that they know you are in the
building:
   ➢ Get credentials
   ➢ Make sure both locker room doors are locked (unlock only one door for the team
to enter and exit)
3. Check the locker rooms for:
   ➢ Cooler of water
   ➢ Chest of ice
   ➢ Towels
   ➢ Hydroculator
   ➢ Training table
   ➢ Dry erase/Chalk board
   ➢ IF THE ABOVE ITEMS ARE NOT IN THE LOCKER ROOMS, CALL EVENT
MANAGER ON THE RADIO
4. Get items from Media area:
   ➢ Programs (25)
   ➢ Timing sheets
5. Wait by the East Entrance of Gampel, GREET TEAM and bring them to locker room
via the Men’s Basketball doors
6. Check in with the team administrator about tickets, timing sheet, location of media
room, player court entrance and pre-game protocol. Mention that Event Manager will
be over to meet them
7. Credentials should be given to folks on the bench who are not in uniform (coaches,
trainer, administrators), or Athletic Director who have assigned seating at the scorer’s
table, or administrators who have tickets and are traveling with the team
8. Video taping location is on the video platform by Section 109
9. Prior to halftime, unlock the locker room and make your way back to the rogfgmom
and wait for the end of the half and escort the team to the locker room (hold doors if
you need to)
10. At the end of the game, families will be instructed to wait for the players by Section
123
11. The visiting team bus will be parked on Stadium Road, best way out of the arena is
the East entrance (same entrance they came in)

THINGS TO KNOW:
   ➢ Ticket locations of the team guests (usually behind the team bench, overflow is in
Section 12)
   ➢ Vaughn’s cell 860/906-7153
   ➢ Evan’s cell 860-992-7752
   ➢ Asst. AD/Ticket Operations cell TBD (ticket issues)
   ➢ Ticket Office phone 486-8136 (ticket issues)
   ➢ Operations phone on scorer’s table 486-1905
   ➢ ADs phone 486-2697
   ➢ SIDs phone 486-2896

Updated: 9/9/2009
**SOUTH CAROLINA vs. CONNECTICUT**

**MONDAY, DECEMBER 17, 2007**
**Gampel Pavilion**
**7:35 p.m.**

**Game #8**

**CPTV Telecast**
**UConn/WTIC Radio Network**

**Pregame Schedule of Events**

<table>
<thead>
<tr>
<th>TIME OF DAY</th>
<th>GAME CLOCK</th>
<th>TIME TO TIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:29:00 p.m.</td>
<td>60:00</td>
<td>66:00</td>
</tr>
<tr>
<td>7:29:00 p.m.</td>
<td>0:00</td>
<td>06:00</td>
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<tr>
<td>7:31:30 p.m.</td>
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<tr>
<td>7:34:30 p.m.</td>
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<tr>
<td>7:35:00 p.m.</td>
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<td>00:00</td>
</tr>
</tbody>
</table>

**HALFTIME:** Halftime will total 15 minutes

**TIMEOUTS:** Electronic media timeouts (full timeouts) will be taken at the first dead ball situation after the 16, 12, 8 and 4-minute marks of each half. Each team is also entitled to four 30-second timeouts (three of which may be carried over to the second half) and one 60-second timeout (may be used at any time during the game).

The first timeout requested by either team in the second half shall become the length of an electronic media timeout. That charged timeout does not replace one of the four scheduled electronic timeouts in each half.

Each team receives one additional 30-second timeout during each overtime period and unused 30-second timeouts during regulation play accumulate in overtimes and may be used at any time. In each overtime period, the first timeout called by a team will become a full length electronic media timeout.

Team called timeouts (excluding the first timeout of the second half and any in overtime that becomes a media timeout) can be shortened when the captain or coach notifies the official of that team’s intent to do so. If a team shortens a timeout for substitution, the proper signal should be given by the coach at the time he/she requests a timeout, and by the official to the table. There will be no warning horns and play will continue as soon as the substitution is complete.

*Electronic media timeouts for the game will total 105 seconds (first horn at 90 seconds, second horn to resume play 15 seconds later at 105 seconds).*

*First horn for 30-second timeouts is at 15 seconds, second horn to resume play at 30 seconds.*
*First horn for 60-second timeouts is 45 seconds, second horn to resume play at 60 seconds.*

**NATIONAL ANTHEM PROTOCOL:** When the horn sounds at 00:00, all players and all coaches will line up across the court on the free throw line directly in front of their bench and face the flag. Following the playing of the anthem, all players and all coaches will face each other and walk to mid-court to shake hands. After shaking hands, teams will return to benches for announcement of the starting lineups.

**OFFICIALS:** Dennis DeMayo (R), Tina Napier (U1), Joanne Aldrich (U2)
ST. JOHN'S VS. CONNECTICUT
January 8, 2008
Gampel Pavilion, Storrs, Conn.

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Time on Game Clock</th>
<th>Time to Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:58:00 p.m.</td>
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<tr>
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<tr>
<td>7:04:00 p.m.</td>
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<td>00:00</td>
</tr>
</tbody>
</table>

OFFICIALS: Bob Donato, Brian O'Connell, Will Bush.

This game is being televised locally on MyTV9 and produced by ESPN Regional.

HALFTIME: Halftime will total 15 minutes.

TIMEOUTS: Electronic media timeouts (full timeouts) will be taken at the first dead ball situation after the 16, 12, 8
and 4-minute marks of each half. Each team is also entitled to four 30-second timeouts (three of those 30-second timeouts
may be carried over to the second half) and one 60-second timeout (that may be used at any time during the
game).

Electronic media timeouts for the game will total 135 seconds (first horn at 120 seconds, second horn to resume play
15 seconds later at 135 seconds).

The first timeout requested by either team in the second half of the game shall become the length of an electronic
media timeout. That charged team timeout DOES NOT replace one of the four scheduled electronic timeouts in each
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Each team receives one additional 30-second timeout during each overtime period and unused 30-second timeouts
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Team called timeouts (excluding the first timeout of the second half and any overtime that becomes a media timeout)
can be shortened when the captain or coach notifies the official of that team’s intent to do so. If a team shortens a
timeout for substitution, the proper signal should be given by the coach at the time he/she requests a timeout, and by
the official to the table. There will be no warning horns and play will continue as soon as the substitution is complete.

First horn for 30-second timeouts is at 15 seconds, second horn to resume play at 30 seconds.
First horn for 60-second timeouts is 45 seconds, second horn to resume play at 60 seconds.

*National Anthem Protocol- When the horn sounds at 00:00, all players and all coaches will line up across the court on
the free throw line directly in front of their bench and face the flag. Following the playing of the anthem, all players
and all coaches will face each other and walk to mid-court to shake hands. After shaking hands, teams will return to
benches for announcement of the starting lineups.
Basketball Game Ops Timeline
(GAMPEL)

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day before</td>
<td></td>
<td>Gampel Engineer set-up court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>set-up scorer’s table, sideline benches, bike racks if needed @ student entrances</td>
</tr>
<tr>
<td>3 hrs or after practice</td>
<td>Operations Staff/Ball Person</td>
<td>lock doors to arena except west, player entrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>wet mop floor prior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up press row tables and chairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meet with parkers, event staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up phones on press row, scorer’s table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communications Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up stats monitors, seating assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Headset w/band, AV, coordinate PA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hang banners</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chair back covers and Bob’s stores signs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tables at entrances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PA script</td>
</tr>
<tr>
<td></td>
<td></td>
<td>promotions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>giveaways</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up slip knots, basketballs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mops for each basket</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Towels for benches</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Athletic Training Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up coolers, blood kits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stationery bike (if necessary)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heating pads, coolers in visitor locker room</td>
</tr>
<tr>
<td>2 1/2 hrs</td>
<td>Parking Staff Report</td>
<td>Lists</td>
</tr>
<tr>
<td></td>
<td>Meet with operations staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hosts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up locker rooms with towels, programs, drinks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sign in and get a radio and key</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Team host to wait @ East entrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Official host to meet officials @ West entrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Timing sheets</td>
</tr>
</tbody>
</table>

Updated: 9/9/2009
2 hrs

Event Staff Report

Meeting
Check in Concessions, band, cheerleaders, dance team in West entrance

Game Officials arrive
locker room
Whistle packs

Game Time

Halftime
Teams/Officials to Locker Rooms
Promotions
Mop floor
Set up press conference

End of Game
Ops Staff
breakdown press row
lock up building
Set up baskets for practice
Shut down hyperlink, shut down lap top
Collect whistle packs from officials
Event Management

Game Day Procedures

Prior to the Season

- Meet with coaches, media relations, equipment, trainers, development, video, marketing, tickets
- Meet with XL CENTER staff in September
- Check phone lines on press row
- Schedule Scoreboard operator, clock operators
- Order game day credentials
- Schedule Phone Technician (need work order for IT)
- Schedule EMS (American Medical Response: Karen Tucker 203/573-7710 x 208)
- Schedule Scoreboard operator, clock operators (Dave Boland gorefs@iaabo8.org www.timeitright.org) 860/227-7815
- Check Officials website
- Send Officials email to welcome them
- Order food for media and staff (A Step Above Catering: Will Prokop 860/428-6743 4 box lunches for officials, media/staff #’s TBD)

Game Day Personnel

<table>
<thead>
<tr>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>3</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>1</td>
</tr>
<tr>
<td>PA Announcer</td>
<td>1</td>
</tr>
<tr>
<td>Official Scorekeeper</td>
<td>1</td>
</tr>
<tr>
<td>Stats</td>
<td>5</td>
</tr>
<tr>
<td>30/35-second clock</td>
<td>1</td>
</tr>
<tr>
<td>Game clock</td>
<td>1</td>
</tr>
<tr>
<td>Ball People</td>
<td>3</td>
</tr>
<tr>
<td>Marketing Students</td>
<td>15-18</td>
</tr>
<tr>
<td>Tickets</td>
<td>2</td>
</tr>
<tr>
<td>Event Staff</td>
<td>10-12</td>
</tr>
</tbody>
</table>

Keys Needed

- Master key: All rooms
- ML2043: Locker rooms, equipment room

Operations Box (from office)

- Officials checks
- Credentials
- Timing sheets (5)
  - Team locker room doors (2)

Updated: 9/9/2009
Court Set-up (XL Center personnel)

- Scorer’s tables, 20 chairs total
- Bench chairs (19) for each side
- Trash bins (1 for each bench)
- Press row tables and chairs
- Scoreboard controller
- Precision Timing system (Ed Russell: Radio Channel 4 Electrician)
  - **Precision Time (XL CENTER)**

1. **All testing should be done prior to 60 minute clock starting**

2. Precision base unit and Tracker are setup by XL CENTER Building Engineer (Ed Russell). He can be reached via XL CENTER radio on the Engineering channel.

3. **All testing should be done prior to 60 minute clock starting**

4. Data key/Memory card should be installed in Tracker with logo facing up

5. Turn on the time packs and test.

6. After testing is complete, turn off all packs

7. Three (3) timing packs are needed for the officiating crew, one (1) should remain with the Event Manager at the Scorer’s table as a spare

8. Once all 3 officials have arrived, check with the Event Manager as packs can be brought into locker room. Turn packs back on approx. 45 minutes prior to game time

9. At conclusion of game, gather the 3 packs from the officials as well as the spare, turn packs off, leave next to control unit.

10. Power off Tracker unit by selecting the “Shutdown” option on the menu and confirming “Yes”. Once power is off and blue light is off on the memory card it is then safe to remove and upload data via usb port on computer/laptop for future reference

Pre-game/Halftime/Post-game

- **Pre-game**
  - Pick up radio at Shipping and Receiving (2 radios)
  - Cheerleaders practice/warm up
  - Room I has table w/skirting, coat hanger
  - Court available for teams to warm up 90 minutes prior to game time
  - Visiting Team locker room: towels, heat packs, drinks, programs, timing sheets
  - Officials locker room: towels, drinks, programs, timing sheets
  - Marketing to set up any giveaways, banners, chair-back covers, Bob’s Stores signs
  - Marketing/Development reception (TBD)
  - Tables on concourse level

Updated: 9/9/2009
- Media reception area by Lee-McGinley
- Evan to meet officials/visiting team

- **Halftime**
  - Promotions
  - Dance Team/Cheerleaders
  - Mop floor
  - Pick up cups and towels
  - New towels for 2nd half

- **Post-game**
  - Make sure visiting team and officials get off the court safely
  - Remove locker room signs and towels once teams have left
  - Make sure SID is all set w/press conference
  - Bring box back
  - Return radio

**Event Manager Responsibilities**

- Radio from Shipping and Receiving (2 radios)
- **XL CENTER Checklists**
  - Team host checklist
  - Officials host checklist
  - Meet with event staff, go over any important items
  - Check in with officials (give them whistle packs, checks)
  - Check in with visiting team administrator
- **XL CENTER personnel will be responsible for the following**
  - Park and power with Television crew
  - Scoreboard equipment
  - Lights
  - Tables for marketing on concourse
  - 1 towel each for the floor by cooler carts on each bench
  - Press row tables, chairs and skirting
  - Media working room tables and chairs
  - Basketball stanchions
  - 19 chairs per bench, 1 chair behind each bench for Police
  - 20 chairs on scorer’s table side
  - Possession arrow
  - Additional cushion for Official scorekeeper
  - Carpets to cover wires on press row and scorer’s table side
  - Press conference set up
  - Wet mop floor prior to doors opening, between halves
  - Pick up trash at the end of the 1st half

**Hosts Responsibilities**

- Host
  - Checklist
  - Signs directing teams to the court
  - Timing sheets, programs, towels for visiting team locker room (20 each)
  - Swipe in and out
  - Greet visiting team
  - Meet officials
  - Towels for officials, timing sheets, programs
  - Precision Timing packs (turn them on)

**Marketing staff Responsibilities**

Updated: 9/9/2009
Music CDs for warm-up and National Anthem
In-game promotions
Students at marketing tables
Giveaways
Banners/signs, chair back covers, Bob’s stores signs
Program Pro-ad tables

Ticket staff Responsibilities

- Player Will Call area (located to the left of the main ticket windows in the mall area)
- General Will Call pick up (main ticket windows)
- Handicap seating

Equipment staff Responsibilities

- Trash can at the end of each bench
- Towels for benches
- Towels/drinks for officials and visiting teams
- Soda/water/cups for media/hospitality refreshments
- Personnel for rebounding pre-game, mop floor

Audio/Video staff Responsibilities

- Set up video cameras
- Check in with XL Center Audio personnel

Communications staff Responsibilities

- Statisticians
- PA Announcer
- Seating assignments on press row, media workroom and scorer’s table
- Media/Credential entrance
- Phone/data lines
- Media guides, programs
- Copy machines

Arena Policies

1. No pets are allowed in the arena except those animals that assist individuals with disabilities.
2. No spectators are permitted onto the game floor.
3. No food may be brought into the arena.
4. No glass bottles or cans are permitted inside of the arena.
5. No alcoholic beverages are permitted in any part of the arena.
6. No throwing of any objects onto the game floor.
7. No smoking inside of the arena.
8. No re-entry.
9. No banners may be hung inside of the arena.
10. No noise-makers are permitted inside of the arena.

Updated: 9/9/2009
BASKETBALL CHECKLIST (XL CENTER)

1. **Box:**
   - Checks for officials
   - Credentials (10 for visiting team, 5 for UC managers, 3 for equipment)
   - Hand stamps (10)
   - Big East manual
   - Officials contact info
   - Table crew cell phone numbers
   - Game notes

2. Get radios (2) from S&R.

3. Check all locker rooms:
   - Make sure all handles are unlocked
   - L&M: training table, dry erase board, chairs
   - I: coat rack, skirted 8 ft table

4. Bench: 19 chairs, 1 behind for police

5. Check in with Kyle/Randy

6. Check in with host

7. Check in with Visiting Administrator/Coach

8. Check in with Scorer’s Table crew, make sure there are timing sheets (at least 3 copies) by the scoreboard console

9. 4 programs, stats @ Operations seat on scorer’s table

10. Band drop off is by S&R, seating location is next to the Student section

11. Check in with cheerleaders

12. Cheerleader bus drop off is by S&R, location is on the baseline in front of the band; “big game” set up: all cheerleaders need to be seated/kneeling

13. Drop off Precision Timing packs to officials

14. Make sure visiting team gets off the court at the end of the game

15. Get Precision Timing packs back from host, give to Ed Russell

16. Check on Jeff’s room for post game clean up.

17. Wait for UC Head Coach to go to press conference

**THINGS TO KNOW:**
- Vaughn’s cell 860/906-7153
- Evan’s cell 860-992-7752
- Asst. AD/Ticket Operations cell TBD (ticket issues)
OFFICIALS HOST CHECKLIST (XL CENTER)

1. Check in with Event Manager when you arrive so that they know you are in the building:
   - Get checks for officials
   - Make sure both locker rooms are open
   - **FOR MEN’S GAMES—STATIONARY BIKE IN OFFICIAL’S AREA, CHECK WITH BASKETBALL TRAINING STAFF/JAMES DORAN**
   - **FOR WOMEN’S BASKETBALL BIG EAST GAMES ONLY: THERE SHOULD BE A TV/VCR/DVD SET UP IN ONE OF THE ROOMS WHEN YOU ARRIVE**

2. Get locker room items from Pat Abbott (Equipment manager) to stock the locker rooms:
   - Cooler of drinks
   - Bars of soap
   - Towels
   - Locks (2)

3. Get items from Media area:
   - Programs
   - Timing sheets
   - Box lunches (underneath one of the serving tables in the media food room, or check with Will)

4. If the officials should need training room assistance, check in with Rosemary (Women’s Basketball) or James (Men’s Basketball); they also have student trainers that assist them

5. Event Manager will bring Precision Timing packs to the officials (remind the officials when they go out to the court to test their whistles)

6. Prior to halftime, unlock the locks on the doors

7. At the end of the game, make sure you are at the vom to escort the officials to their locker rooms, with the uniformed officers

8. Pick up the Precision Timing packs and return them to Event Manager at the end of the game

9. Clean up when the officials leave

THINGS TO KNOW:
- Ticket locations of the officials’ guests
- Vaughn’s cell 860/906-7153
- Evan’s cell 860/992-7752

Updated: 9/9/2009
TEAM HOST CHECKLIST (XL CENTER)

1. Check in with Event Manager when you arrive so that they know you are in the building:
   - Get credentials
   - Make sure both locker rooms are open

2. Check the locker rooms (Team Rooms L and M) for:
   - Cooler of water
   - Chest of ice
   - Bars of soap
   - Towels
   - Locks (2)
   - Hydroculator
   - One room has chairs set up for a meeting
   - Training table
   - Dry erase/Chalk board
   - IF THE ABOVE ITEMS ARE NOT IN THE LOCKER ROOMS, CHECK WITH PAT ABBOTT ON ITEMS 1-6, CHECK WITH EVENT MANAGER ON THE LAST 3 ITEMS

3. Get items from Media area:
   - Programs (25)
   - Timing sheets

4. Wait by the area in front of Team Room K, GREET TEAM

5. Check in with the team administrator about tickets, timing sheet, location of media room, player court entrance and pre-game protocol. Mention that Event Manager will be over to meet them

6. Credentials should be given to folks on the bench who are not in uniform (coaches, trainer, administrators), or Athletic Director who have assigned seating at the scorer’s table, or administrators who have tickets and are traveling with the team

7. Video taping location is Section 106 or 101; Dave Kaplan (Men’s Basketball) and Keith Anderson (Women’s Basketball) will have actual tickets for those seats if someone happens to be seating in the seats

8. Prior to halftime, unlock the locker rooms and make your way back to the vom and wait for the end of the half and escort the team to the locker room

9. At the end of the game, families will be instructed to wait for the players underneath Section 107

THINGS TO KNOW:
- Ticket locations of the team guests (usually behind the team bench)
- Vaughn’s cell 860/906-7153
- Evan’s cell 860/992-7752
**CINCINNATI vs. CONNECTICUT**

**SATURDAY, JANUARY 19, 2008**

XL Center
12:05 p.m.

**Game #17**

*CPTV Telecast*  
*UConn/WTIC Radio Network*

**Pregame Schedule of Events**

<table>
<thead>
<tr>
<th>TIME OF DAY</th>
<th>GAME CLOCK</th>
<th>TIME TO TIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:59:00 a.m.</td>
<td>60:00</td>
<td>66:00</td>
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<tr>
<td>11:59:00 a.m.</td>
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<td>06:00</td>
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<tr>
<td>12:01:30 p.m.</td>
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<td>03:30</td>
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<td>12:04:30 p.m.</td>
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<td>00:30</td>
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<tr>
<td>12:05:00 p.m.</td>
<td>--</td>
<td>00:00</td>
</tr>
</tbody>
</table>

**HALFTIME:**  Halftime will total 15 minutes

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*First horn for 60-second timeouts is 45 seconds, second horn to resume play at 60 seconds.*

**NATIONAL ANTHEM PROTOCOL:**  When the horn sounds at 00:00, all players and all coaches will line up across the court on the free throw line directly in front of their bench and face the flag. Following the playing of the anthem, all players and all coaches will face each other and walk to mid-court to shake hands. After shaking hands, teams will return to benches for announcement of the starting lineups.

**OFFICIALS:**  Bob Trammell (R), Joseph Vaszily (U1), Rita E. Roach (U2)
<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Time on Game Clock</th>
<th>Time to Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:58:00 p.m.</td>
<td>60:00</td>
<td>66:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Start 60-minute clock</strong></td>
</tr>
<tr>
<td>11:58:00 p.m.</td>
<td>0:00</td>
<td>06:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>National Anthem</strong>*</td>
</tr>
<tr>
<td>12:00:00 p.m.</td>
<td>--</td>
<td>04:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Teams To Bench</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Introduction of Starters</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Jeff Adrien 1,000-Point Ball Presentation</strong></td>
</tr>
<tr>
<td>12:03:30 p.m.</td>
<td>--</td>
<td>00:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Buzzer- Starters To Court</strong></td>
</tr>
<tr>
<td>12:04:00 p.m.</td>
<td>--</td>
<td>00:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Tipoff</strong></td>
</tr>
</tbody>
</table>

**OFFICIALS:** Ed Corbett, Jim Haney, Mike Roberts.

This game is being televised locally on MyTV9 and produced by ESPN Regional.

**HALFTIME:** Halftime will total 15 minutes.

**TIMEOUTS:** Electronic media timeouts (full timeouts) will be taken at the first dead ball situation after the 16, 12, 8 and 4-minute marks of each half. Each team is also entitled to four 30-second timeouts (three of those 30-second timeouts may be carried over to the second half) and one 60-second timeout (that may be used at any time during the game).

Electronic media timeouts for the game will total **135 seconds** (first horn at 120 seconds, second horn to resume play 15 seconds later at 135 seconds).

The first timeout requested by either team in the second half of the game shall become the length of an electronic media timeout. That charged team timeout DOES NOT replace one of the four scheduled electronic timeouts in each half.

Each team receives one additional 30-second timeout during each overtime period and unused 30-second timeouts during regulation play accumulate in overtimes and may be used at any time. In each overtime period, the first timeout called by a team will become a full length electronic media timeout.

Team called timeouts (excluding the first timeout of the second half and any overtime that becomes a media timeout) can be shortened when the captain or coach notifies the official of that team’s intent to do so. If a team shortens a timeout for substitution, the proper signal should be given by the coach at the time he/she requests a timeout, and by the official to the table. There will be no warning horns and play will continue as soon as the substitution is complete.

First horn for 30-second timeouts is at 15 seconds, second horn to resume play at 30 seconds.
First horn for 60-second timeouts is 45 seconds, second horn to resume play at 60 seconds.

*National Anthem Protocol- When the horn sounds at 00:00, all players and all coaches will line up across the court on the free throw line directly in front of their bench and face the flag. Following the playing of the anthem, all players and all coaches will face each other and walk to mid-court to shake hands. After shaking hands, teams will return to benches for announcement of the starting lineups.*
**Basketball Game**

### Ops Timeline (XL CENTER)

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hrs</td>
<td></td>
<td>Operations Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check locker rooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up swipe machine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Timing sheets, programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Count chairs on benches</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check basketball hoops</td>
</tr>
</tbody>
</table>

|       |       | Communications Staff |
|       |       | Set up stats monitors, seating assignments |
|       |       | Lee McGinley Media Room set up |
|       |       | Copy machines |

|       |       | Marketing Staff |
|       |       | Headset w/band, AV, coordinate PA |
|       |       | hang banners, chair back covers and Bob’s stores signs |
|       |       | tables on concourse |
|       |       | PA script |
|       |       | Promotions, giveaways |

|       |       | Equipment Staff |
|       |       | Set up slip knots, basketballs |
|       |       | Towels for benches |
|       |       | Set up coolers, blood kits |
|       |       | Heating pads, coolers in visitor locker room |

| 2 1/2 hrs |       | Hosts  |
|           |       | Set up locker rooms with towels, programs, drinks |
|           |       | Host to meet officials and team |
|           |       | Timing sheets |

| 2 hrs     |       | Media entrance opens |

|       |       | Game Officials arrive |
|       |       | locker room |
|       |       | Whistle packs |

**Game Time**

**Halftime**

Teams to Locker Rooms

Updated: 9/9/2009
Promotions
Mop floor

End of Game
Ops Staff
Collect whistle packs from officials
Make sure SID is all set, wait for Head Coach to go to press conference
Connecticut Field Hockey  
Event Management  
Game Day Procedures

**Prior to the Season**

- Meet with coaches, media relations, equipment, trainers
- Clean out press box
- Check phone lines
- Contact Officials Assignor (Barbara Carreiro  zbracar@aol.com) ([www.arbitersports.com](http://www.arbitersports.com))
- Schedule Scoreboard operator (Dave Boland gorefs@iaabo8.org ([www.timeitright.org](http://www.timeitright.org)) 860/227-7815)
- Check scoreboard and PA system
- CDs for National Anthem and warm-up music
- Secure Scoreboard Operator
- Schedule concessions
- Schedule Operations staff
- Schedule event staff
- Schedule electricians to check scoreboard prior to season, replace bulbs as needed
- Order food (A Step Above Catering: Will Prokop 860/428-6743, 3 box lunches for officials, drinks in Press Box fridge)

**Game Day Personnel**

<table>
<thead>
<tr>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Team</td>
</tr>
<tr>
<td>1</td>
<td>Dave Boland</td>
</tr>
<tr>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>6-7</td>
<td>Operations</td>
</tr>
<tr>
<td>2</td>
<td>Operations</td>
</tr>
<tr>
<td>4-6</td>
<td>Operations</td>
</tr>
</tbody>
</table>

**Keys Needed**

- **Hosts**
  - Key #: 330-GM  
  - Function: Back door (Field House)  
  - Official’s locker room 136 (if needed)
- **Event Manager**
  - Key #: 129-15A  
  - Function: Track shed door
  - Key #: 129-15C  
  - Function: Sherman Complex press box

**Operations Bin** (from office)

- Student workers time cards
- Officials checks
- Visiting locker room sign
- Copies of Game notes
- Timing sheets (5)
  - Visiting team locker room door (1)
  - Press box (1)
  - Scorer’s table (2)
  - Extra (1)
- 4 radios

Updated: 9/9/2009
Field Set-up

- 2 benches each for home and visiting team
  - Supply each bench with trash barrel
- Set-up 1-8’ table at midfield w/4 chairs (from track shed)
  - 2 chairs for scorers table
  - 2 chairs for player penalty areas
- Items on the scorers table (from Operations bin)
  - 2 stop clocks for 1 minute countdown
  - Substitution cards
- Items on the game field
  - 2 cones for coaches box (from Operations bin)
    - Put at both 45 yard line marks
  - 4-4x4 wooden boards (from track shed)
    - Place behind each goal
  - 4 pylons for each corner of the field (from track shed)
- Grounds crew change visiting team sign on scoreboard

Halftime/Post-game

- Half time
  - Ball kids
    - Hand water goal creases – if needed (ball kids/grounds crew)
      - Roll-up fire hoses after watering (grounds crew/event mgmt super.)
  - Hosts
    - Bring bottles water to midfield for officials
    - Escort visiting team to locker (if needed)
- Event Staff responsibilities
  - Secure gates to the field, no parents on the field post game
- Ball kids responsibilities
  - Collect all game balls (12)
  - Assist grounds crew w/ clearing game field
- Host(s) responsibilities
  - Escort visiting team to locker room
  - Escort officials to locker room
  - Remain until team and officials have left
  - Remove signs from doors

Event Manager Responsibilities

- Turn on PA and test
  - Plug microphone wire into “mic 1” input on wall under window
  - Turn on all on/off switches to sound system
    - Microphone, radio and tape controls are all labeled
- Turn on scoreboard
  - Turn switch on back wall next to refrigerator from off to on
  - Plug in scoreboard controller

Updated: 9/9/2009
- Insert gray wire into input labeled “scoreboard” on back of controller
- Insert other end of gray wire to input on box under window
- To set the horn to auto, turn the controller OFF and when you turn it back on, keep your finger on the ENTER button. Scroll through the Track settings until you get to AUTOHORN. Make sure it is set to ON.
- Set all numbers on scoreboard to “8”
  - Electrician checks bulbs
    - Once Electrician has changed bulbs, set clock to 45 minutes, home/visiting scores to 0, and half to 1
  - Open roof door and windows (if needed)
- Close down press box
  - Power down PA/scoreboard
  - Unplug EVERYTHING
  - Close all windows and roof top door
- Check operations bin for everything
  - Bring back to office

**Host/Ball Person Responsibilities**

- Host responsibilities (Report 1 ½ hours prior to game time)
  - Visiting team
    1. Post locker room sign on outside of door (operations bin)
    2. Post timing sheet on inside of locker room door (ops bin)
    3. Make sure 30 towels are in locker room (equipment room)
    4. Escort to locker room 133, to and from game field
  - Officials
    1. Post timing sheet on inside of locker room door (ops bin)
    2. Make sure towels and water are in locker room 88 (equip room)
    3. Wait outside of Field House (back door) for officials and escort to locker room, also escort to and from game field
    4. Get officials checks from operations bin and give to officials upon arrival
- Ball people responsibilities (Report 1 ½ hours prior to game time)
  - Water field by hand with fire hoses (if needed)
    1. Grounds crew will set-up fire hoses
  - Assist with any field set-up needed

**Marketing Responsibilities**

- Warm-up music, National Anthem
- 1 table w/2 chairs at main gate
- Giveaways
- Senior Salute
- Banners/signs

**Event Staff Responsibilities**

- Secure all gates on game field
- Remain at post until teams have cleared game field

Updated: 9/9/2009
Communications Responsibilities

- Stats
- Programs
- Radios for on-field and press box communication
- PA Announcer

Stadium Rules

1. No pets allowed inside of stadium
2. No spectators permitted onto playing field or inside press box
3. No players, coaches, or officials permitted inside press box
4. No glass bottles or cans permitted inside stadium
5. No alcoholic beverages permitted
6. No throwing of any objects onto playing field
7. No exercising on track during events
8. No banners may be hung inside of stadium
9. No noise makers are permitted inside stadium
10. No food may be brought inside stadium
11. No smoking inside stadium
## Timing Sheet

**UCONN vs. BC**  
**October 24, 2007**  
**7:00pm**  
**George J. Sherman Family Sports Complex**

<table>
<thead>
<tr>
<th>T.O.D.</th>
<th>Clock</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:05pm</td>
<td>45:00</td>
<td>45-minute clock begins</td>
</tr>
<tr>
<td>6:50pm</td>
<td>0:00</td>
<td>Horn sounds to clear field, Captains / Stick Check</td>
</tr>
<tr>
<td>6:51-6:58pm</td>
<td></td>
<td>Starting Lineups</td>
</tr>
<tr>
<td>6:58pm</td>
<td></td>
<td>National Anthem</td>
</tr>
<tr>
<td>7:00pm</td>
<td></td>
<td>Push back to start game</td>
</tr>
</tbody>
</table>

| Halftime:  | 10 minutes |

**Updated: 9/9/2009**
FIELD HOCKEY CHECKLIST

Operations
1. Radios (3), Pinnies, game balls, horns, sign-in sheets, hand stamps, student time cards, and shirts.
2. New shirts, jackets for event staff.
3. Golf cart.
4. Unlock all gates, ticket booths, press box.
5. Turn on sound system, test PA.
6. Portable Bathrooms are clean.
7. Tables for marketing (1) with chairs.
8. Check locker rooms Field House.
9. Catering arrives 1 hour prior to game time.
10. Visiting team sign on scoreboard

Ushers, Ticket takers, Security
1. Supervisors check-in with event manager.
2. Position assignments.
3. Check that all gates are locked or manned.

Operations Staff (Ball People/Hosts)
1. Sign-in, get t-shirts.
2. Water field if necessary.

Marketing
1. PA Script
2. CDs for national anthem and warm-up music
3. Halftime activities
4. Pre/post-game giveaways

Post-game
1. Clean up table on field
2. Shut down press box, turn off and unplug scoreboard, PA
3. Meet with clean up group
4. Bin
5. Lock all gates
6. Turn off lights
# Field Hockey Game Ops Timeline

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning/Early afternoon/3 hrs prior to game</td>
<td>3 hrs prior to game</td>
<td>Grounds Crew preps Sherman Complex for game</td>
<td>2 hrs</td>
<td>Ops Staff Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>water turf, set-up goals, pylons, wooden boards, pick up loose trash</td>
<td></td>
<td>press box operations begin (clock, radio/music, test mic)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>table for turf (1), chairs (4)</td>
<td></td>
<td>copies of timeline</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>check light bulbs for scoreboard</td>
<td></td>
<td>tables for marketing (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>team sign</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 ½ hrs</td>
<td></td>
<td>Hosts Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>check locker rooms for towels/drinks (Equipment staff)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>pick up radio</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>tape timeline on locker room door</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>greet visiting teams</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Communications Staff Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>game programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing Staff Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>check national anthem and warm-up CDs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Put banners up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 hr</td>
<td></td>
<td>Press Box Catering arrives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Game Officials Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clock Operator Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start warm-up tape for warm ups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ball people Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introductions and National Anthem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Game Time</td>
<td>Play Ball</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Halftime</td>
<td>Water creases if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Game</td>
<td>Ops Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>shut down press box operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>collect tables and chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hosts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>pick up towels and drop off at Equipment cage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated: 9/9/2009
return radios, keys

Connecticut Lacrosse
Event Management
Game Day Procedures

Prior to the Season

- Meet with coaches, media relations, equipment, trainers
- Clean out press box
- Check phone lines
- Check scoreboard and PA system
- Canopy and banner above the press box tent
- Order port-a-lets
- CDs for National Anthem and warm-up music
- Secure Scoreboard Operator (Dave Boland, Time It Right 860-227-7815)
- Schedule concessions
- Contact Officials Assignor (Jen O’Donnell, jjikod@comcast.net 484-459-1904)
  (www.arbitersports.com)
- Schedule Electrician coverage
- Schedule Operations staff
- Schedule event staff
- Order food (A Step Above Catering: Will Prokop 860/428-6743, 3 box lunches w/drinks for officials, drinks in Press Box fridge)

Game Day Personnel

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>3</td>
<td>Big East</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>1</td>
<td>Operations</td>
</tr>
<tr>
<td>PA</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Stats</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Substitutions (on-field)</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Event Staff</td>
<td>5-6</td>
<td>Operations</td>
</tr>
<tr>
<td>Hosts</td>
<td>1</td>
<td>Operations</td>
</tr>
<tr>
<td>Ball People</td>
<td>1</td>
<td>Operations</td>
</tr>
</tbody>
</table>

Keys Needed

<table>
<thead>
<tr>
<th>Key #</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>330-GM</td>
<td>Back door (Field House)</td>
</tr>
<tr>
<td></td>
<td>Official’s locker room 136 (if needed)</td>
</tr>
<tr>
<td>Locker code</td>
<td>Visiting team/officials locker rooms</td>
</tr>
<tr>
<td>129-15A</td>
<td>Track shed door</td>
</tr>
<tr>
<td>129-15C</td>
<td>Sherman Complex press box</td>
</tr>
<tr>
<td>69-M</td>
<td>Side door at track shed for lights at Sherman</td>
</tr>
</tbody>
</table>

Operations Bin (from office)

Updated: 9/9/2009
- Student workers time cards
- Officials sign in sheets
- Visiting locker room sign
- Timing sheets (5)
  - Visiting team locker room door (1)
  - Press box (1)
  - Scorer’s table (2)
  - Extra (1)
- 5 radios
  - Hosts (1)
  - ES supervisor (1)
  - Press Box (1)
- Game balls (1 box:12)
- Field phone
- “Operations T’s” and pinnies for ball people
- Field stop clock (2)
- Cones
- Air horns (2)

Field Set-up

- Goals (make sure there are no holes)
- Set-up table at midfield
- Items on the scorers table (from Operations bin)
  - 1 stop clock for backup
  - Cones
  - Air horns
- Flags: State of CT flag & American flag
- Tables
  - 2 tables for marketing (by track shed)

Halftime/Post-game

- Half time
  - Host
    - Bring bottles water to midfield for officials
- Event Staff responsibilities
- Make sure parents do not get onto field
- Host(s) responsibilities
- Escort visiting team to locker room
- Escort officials to locker room
- Remain until team and officials have left
- Remove signs from doors

Event Manager Responsibilities

- Turn on PA and test
  - Plug microphone wire into “mic 1” input on wall under window
  - Turn on all on/off switches to sound system
    - Microphone, radio and tape controls are all labeled
- Turn on scoreboard
  - Turn switch on back wall next to refrigerator from off to on
  - Plug in scoreboard controller
    - Insert gray wire into input labeled “scoreboard” on back of controller
    - Insert other end of gray wire to input on box under window

Updated: 9/9/2009
To set the horn to auto, turn the controller OFF and when you turn it back on, keep your finger on the ENTER button. Scroll through the Track settings until you get to AUTOHORN. Make sure it is set to ON.

Set all numbers on scoreboard to “8”

- Electrician checks bulbs
  - Once Electrician has changed bulbs, set clock to 45 minutes, home/visiting scores to 0, and half to 1

- Open roof door and windows (if needed)

- Close down press box
  - Power down PA/scoreboard
  - Unplug EVERYTHING
  - Close all windows and roof top door

- Check operations bin for everything
  - Bring back to office

**Host/Ball Person Responsibilities**

- Host responsibilities (Report 2 hours prior to game time)
  - Visiting team
    1. Post locker room sign on outside of door (operations bin)
    2. Post timing sheet on inside of locker room door (ops bin)
    3. Make sure 30 towels are in locker room (equipment room)
    4. Escort to assigned locker room (FH #133 or GP #103 or #109), to and from game field
    5. Make sure team knows Ice Rink Rules
  - Officials
    1. Post timing sheet on inside of locker room door (ops bin)
    2. Make sure towels and water are in locker room 136 (equip room)
    3. Wait outside of Field House (back door) for officials and escort to locker room, also escort to and from game field

- Ball people responsibilities (Report 1-1 ½ hours prior to game time)
  - Assist with any set-up needed
  - Collect game balls
  - Take down flags

**Marketing Responsibilities**

- Event person needs to report at least 2 hours prior to game time
- Warm-up music, National Anthem
- 2 tables w/2 chairs at main gates
- Giveaways
- Banners/signs
- Senior Salute
- Message Board Operator
- Halftime Promotions

**Event Staff Responsibilities**

- Secure all gates on game field
- Remain at post until teams have cleared game field

**Communications Responsibilities**

- Stats
- Programs

Updated: 9/9/2009
- Radios for on-field and press box communication
- PA Announcer

**Stadium Rules**

1. No pets allowed inside of stadium
2. No spectators permitted onto playing field or inside press box
3. No players, coaches, or officials permitted inside press box
4. No glass bottles or cans permitted inside stadium
5. No alcoholic beverages permitted
6. No throwing of any objects onto playing field
7. No banners may be hung inside of stadium
8. No noise makers are permitted inside stadium
9. No food may be brought inside stadium
10. No smoking inside stadium
LACROSSE CHECKLIST

Operations
1. Radios (5), Pinnies, game balls, horns, sign-in sheets, team name signs, timing sheets, student time cards, and shirts.
2. New shirts, jackets for event staff.
3. Unlock all gates, press box.
4. Turn on sound system, test PA.
5. Tables for marketing (1), at main entrance with chairs.
6. Check locker rooms at Field House.
7. Catering arrives 1 hour prior to game time.

Ushers, and Security
1. Supervisors check-in with event manager.
2. Position assignments.

Operations Staff (Ball People/Hosts)
1. Sign-in, get t-shirts.

Marketing
1. PA Script
2. CDs for national anthem and warm-up music
3. Halftime activities
4. Pre/post-game giveaways

Post-game
1. Take down flags, corner flags
2. Clean up table on field
3. Shut down press box, turn off and unplug scoreboard, PA
4. Ops Bin
5. Lock all gates
6. Turn off lights
### Lacrosse

**Game Ops Timeline**

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
</table>
| Morning/Early afternoon/3 hrs prior to game | 3 hrs prior to game | Grounds Crew preps Morrone Stadium for game  
|                      |               | Corner flags, Team flags, paint lines, pick up loose trash |
|                      | 2 hrs         | Ops Staff Report  
|                      |               | press box operations begin (clock, radio/music, test mic)  
|                      |               | copies of timeline  
|                      |               | tables for marketing (1)  |
|                      | 1 ½ hrs       | Hosts Report  
|                      |               | check locker rooms for towels/drinks (Equipment staff)  
|                      |               | pick up radio  
|                      |               | tape timeline on locker room door  
|                      |               | greet visiting teams  |
|                      | 1 hr          | Communications Staff Report  
|                      |               | game programs  |
|                      |               | Marketing Staff Report  
|                      |               | check national anthem and warm-up CDs  |
|                      |               | Press Box Catering arrives  |
|                      |               | Game Officials Report  |
|                      |               | Clock Operator Reports  
|                      |               | Start warm-up tape for warm ups  |
|                      |               | Ball people Report  |
|                      |               | Introductions and National Anthem  |
|                      |               | Game Time  
|                      |               | Play Ball  |
|                      |               | Halftime  |
|                      |               | End of Game  
|                      |               | Ops Staff  
|                      |               | shut down press box operations  |
|                      |               | Marketing Staff  
|                      |               | Collect tables and chairs  |
|                      |               | Hosts  
|                      |               | pick up towels and drop off at Equipment cage  
|                      |               | return radios, keys  |

Updated: 9/9/2009
## Timing Sheet

**UCONN vs. QUINNIPIAC**

March 4, 2008

3:00pm

George J. Sherman Family Sports Complex

<table>
<thead>
<tr>
<th>T.O.D.</th>
<th>Clock</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:50pm</td>
<td>60:00</td>
<td>Field Open for Warm-up</td>
</tr>
<tr>
<td>2:45pm</td>
<td>5:00</td>
<td>Captains meeting with Officials</td>
</tr>
<tr>
<td>2:50</td>
<td>0:00</td>
<td>Starting Lineups</td>
</tr>
<tr>
<td>2:57pm</td>
<td>0:00</td>
<td>National Anthem</td>
</tr>
<tr>
<td>3:00pm</td>
<td>0:00</td>
<td>National Anthem</td>
</tr>
</tbody>
</table>

**Halftime:** 10 minutes
Prior to the Season

- Meet with coaches, media relations, equipment, trainers
- Clean out press box
- Check phone lines
- Check scoreboard and PA system
- Canopy and banner above the press box tent
- FOS tent set up
- Order port-a-lets
- Credentials
- Parking lists
- Officials/referees – Roger Taylor (rtaylor2000@comcast.net, www.usofficials.com)
  - Login: password:
- Portable restroom signs
- CDs for National Anthem and warm-up music
- Secure Scoreboard Operator (Dave Boland gorefs@msn.com 860/227-7815 www.timeitright.org)
- Schedule concessions
- Schedule Police coverage
- Schedule Operations staff
- Schedule event staff
- Order food for media and staff (A Step Above Catering: Will Prokop 860/428-6743), #s TBD
- Once Men’s/Women’s Ice Hockey schedules released, work with Mike Iacampo regarding any soccer/ice hockey game conflicts in regards to locker rooms

Game Day Personnel

<table>
<thead>
<tr>
<th>Role</th>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>4</td>
<td>Big East</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>1</td>
<td>Dave Boland</td>
</tr>
<tr>
<td>PA</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Stats</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Substitutions (on-field)</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Event Staff</td>
<td>35-45</td>
<td>Operations</td>
</tr>
<tr>
<td>Parking Staff</td>
<td>5</td>
<td>Operations</td>
</tr>
<tr>
<td>Hosts</td>
<td>2</td>
<td>Operations</td>
</tr>
<tr>
<td>Ball People</td>
<td>4-6</td>
<td>Operations</td>
</tr>
</tbody>
</table>

Keys Needed

<table>
<thead>
<tr>
<th>Role</th>
<th>Key #</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosts</td>
<td>330-GM</td>
<td>Back door (Field House)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Official's locker room 132</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Locker code Visiting team/officials locker rooms</td>
</tr>
</tbody>
</table>
Event Manager
ML 2359 All gates, ticket booths
ML 2043
236-1A Ice Rink entrances
236-10A Ice Rink office (to get Locker room keys 3+4, unlock back door)
Light key

Operations Bin (from office)

- Event staff swipe cards and swipe clock
- Student workers time cards
- Credentials/parking lists
- Officials checks
- Visiting locker room sign
- Timing sheets (5)
  - Visiting team locker room door (1)
  - Press box (1)
  - Scorer’s table (2)
  - Extra (1)
- 9 radios
  - Hosts (2)
  - ES supervisor (3)
  - PS supervisor (1)
  - Event Staff @ back door of rink (1)
- Game balls (6)
- Field phone
- “Operations T’s” and pinnies for ball people (6)
- Field stop clock (2)
- Air horns (2)
- Dry-erase markers (2 different colors)

Field Set-up

- 4 corner flags, 2 mid-field flags
- Set-up table at midfield
- Items on the scorers table (from Operations bin)
  - Phone for press box communication
    - Phone jack located behind the covered bench
  - 1 stop clock for backup
  - Air horns
  - Pinnies (6-10)
- Check goals to make sure there are no holes
- Flags
  - Men’s Soccer Champion flags
  - Women’s Soccer Big East Team flags
  - Connecticut State/American flags
- Tables
  - 2 tables for marketing (1 at gate by scoreboard, 1 at gate by Stadium Rd)

Locker Rooms

- Dry erase boards located underneath bleachers in ice rink, place 1 in each locker room with markers

Updated: 9/9/2009
- Set-up portable training table in hallway outside locker rooms, table is located underneath bleachers in ice rink

**Halftime/Post-game**

- Half time
  - Ball kids
    - Meet at Mid-field return balls
  - Hosts
    - Bring bottles water to midfield for officials
    - Escort visiting team to locker
- Event Staff responsibilities
  - Make sure teams going to the rink have a clear path to exit the field
- Ball kids responsibilities
  - Take down flags
  - Collect corner flags
- Host(s) responsibilities
  - Escort visiting team to locker room
  - Escort officials to locker room
  - Remain until team and officials have left
  - Remove signs from doors

**Event Manager Responsibilities**

- Turn on PA and test
  - Turn main switch on (in the middle of both windows, on the wall)
  - Turn on all on/off switches to sound system
- Turn on scoreboard power as well as setup scoreboard controller in Press Box
- Make sure there is a dry-erase board in each locker room in the ice rink
  - Dry-erase boards are located in the ice rink underneath the bleachers by the Zamboni room
- Close down press box
  - Power down PA/scoreboard
  - Unplug EVERYTHING
  - Close all windows and roof top door
- Check operations bin for everything
  - Bring back to office

**Host/Ball Person Responsibilities**

- Host responsibilities (Report 2 hours prior to game time)
  - Visiting team
    - Post locker room sign on outside of door (operations bin)
    - Post timing sheet on inside of locker room door (ops bin)
    - Make sure 30 towels are in locker room (equipment room)
    - Credentials for visiting team (ops bin)
    - Escort to assigned locker room (IR #4 or FH #133 or GP #103 or #109), to and from game field
    - Make sure team knows Ice Rink Rules
  - Officials
    - Post timing sheet on inside of locker room door (ops bin)
    - Make sure towels and water are in locker room 132 (equip room)
    - Wait outside of Field House (back door) for officials and escort to locker room, also escort to and from game field
    - Get officials checks from operations bin and give to officials upon arrival
Ball people responsibilities (Report 1-1 ½ hours prior to game time)
- Meet with Ball kids at gate by Stadium Rd
- Assist with any set-up needed
- After the 2nd half of the game starts, set up 1 table w/6 chairs under the FOS tent for post-game press conference

Marketing Responsibilities

- Event person needs to report at least 2 hours prior to game time
- Warm-up music, National Anthem
- 2 tables w/2 chairs at main gates
- Giveaways
- Banners/signs
- Senior Salute
- Message Board Operator
- Halftime Promotions

Event Staff Responsibilities

- Secure all gates on game field
- Remain at post until teams have cleared game field

Communications Responsibilities

- Stats
- Programs
- Radios for on-field and press box communication (if needed)
- PA Announcer
- Post-game press conference (1 table w/6 chairs)

Tournaments hosted by Connecticut

- In addition to the above responsibilities
- Order box lunches for event/parking staff for double headers
- Extra cleaning of port-a-lets between days
- Make sure Women’s Soccer orders a tent w/tables and chairs

Post-season events hosted by Connecticut

- Big East Soccer (pre-determined)
  - Secure hosts, ball persons, scoreboard operator, event/parking staff, clean up group, hosts
  - Order food for press box, event/parking staff
  - Secure Ambulance/Electrician/Police coverage
  - Receive trophies/awards
  - Press box limited to working personnel only, seats are assigned
  - Use of rink depends on Hockey game schedule
  - Parking information for Technical meeting
  - Medical packets for Technical meeting
- NCAA Soccer (per bid)
  - Secure room for administrative meeting
  - Parking passes/credentials
  - Reserve rooms at local hotels for teams, NCAA reps
  - Schedule event/parking staff, ball persons, clean up group, hosts scoreboard operator

Updated: 9/9/2009
- Order food for administrative meeting, press box, event/parking staff (if double header)
- Team manuals
- Timing sheets
- Team locker room signs
- Scoreboard signs
- Use of rink depends on Hockey games

**Stadium Rules**

1. No pets allowed inside of stadium
2. No spectators permitted onto playing field or inside press box
3. No players, coaches, or officials permitted inside press box
4. No glass bottles or cans permitted inside stadium
5. No alcoholic beverages permitted
6. No throwing of any objects onto playing field
7. No banners may be hung inside of stadium
8. No food may be brought inside stadium
9. No smoking inside stadium
Soccer Checklist
MSR vs. Providence
10/5/05

Operations
1. Radios (8), Pinnies, game balls, horns, sign-in sheets, hand stamps, team name signs, timing sheets, student time cards, ball pump, and shirts.
2. New shirts, jackets for parking and event staff.
3. Golf cart.
4. Unlock all gates, ticket booths, press box.
5. Put up ticket signs.
6. Turn on sound system, test PA.
7. Make sure rink is available for use of locker rooms, bathrooms.
8. Tables for marketing (2), one at each entrance with chairs.
9. Check locker rooms at Rink and Field House.
10. Catering arrives 2 hours prior to game time.
11. Dry-erase board for UConn Locker Room.
12. Set-up press conference for Men’s Soccer in FOS tent area.
13. Make sure dry-erase board is put back in place.
14. Back of ice rink is monitored by event staff (hockey practice).

Marketing
1. Golf cart.
2. PA Script
3. CDs for national anthem and warm-up music
4. Halftime activities
5. Pre/post-game giveaways

Post-game
1. Take down flags, corner flags.
2. Clean up table on field.
3. Shut down press box, turn off and unplug scoreboard, PA.
4. Meet with Blue and clean up group.
5. Bin.
6. Lock all gates.
7. Take in sandwich boards.
8. Turn off lights.

Parking
1. Block off back entrance to Rink, and VIP lot.
2. Check parking passes.
3. Supervisor to check-in with event manager.
4. Set-up sandwich boards.

Ushers, Ticket takers, Security
1. Supervisors check-in with event manager.
2. Credential/ticket sample.
3. Set-up sandwich boards.

Operations Staff (Ball People/Hosts)
1. Sign-in, get t-shirts.
2. Meet with Ball kids group, explain running sidelines, end zones.
3. Credentials and radios.

Updated: 9/9/2009
## Soccer Game Ops Timeline

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning/Early afternoon/3 hrs prior to game</td>
<td>3 hrs prior to game</td>
<td>Grounds Crew preps Morrone Stadium for game. Corner flags, Team flags, paint lines, pick up loose trash.</td>
</tr>
<tr>
<td>2 hrs</td>
<td>Ops Staff Report</td>
<td>Clock, radio/music, test mic, copies of timeline, tables for marketing (1).</td>
</tr>
<tr>
<td>1 ½ hrs</td>
<td>Hosts Report</td>
<td>check locker rooms for towels/drinks (Equipment staff), pick up radio, tape timeline on locker room door, greet visiting teams.</td>
</tr>
<tr>
<td>1 hr</td>
<td>Communications Staff Report</td>
<td>game programs.</td>
</tr>
<tr>
<td></td>
<td>Marketing Staff Report</td>
<td>check national anthem and warm-up CDs.</td>
</tr>
<tr>
<td>1 hr</td>
<td>Press Box Catering arrives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Game Officials Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clock Operator Reports</td>
<td>Start warm-up tape for warm ups.</td>
</tr>
<tr>
<td></td>
<td>Ball people Report</td>
<td>Introductions and National Anthem.</td>
</tr>
<tr>
<td></td>
<td>Game Time</td>
<td>Play Ball.</td>
</tr>
<tr>
<td></td>
<td>Halftime</td>
<td>Check goal nets.</td>
</tr>
<tr>
<td>End of Game</td>
<td>Ops Staff</td>
<td>shut down press box operations, collect tables and chairs.</td>
</tr>
<tr>
<td></td>
<td>Hosts</td>
<td>pick up towels and drop off at Equipment cage, return radios, keys.</td>
</tr>
</tbody>
</table>
CONNECTICUT MEN’S SOCCER

CONNECTICUT vs. PITTSBURGH

October 6, 2007
7:00 pm
Joseph J. Morrone Stadium

<table>
<thead>
<tr>
<th>GAME CLOCK</th>
<th>TIME OF DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>60:00</td>
<td>6:00 pm</td>
<td>Teams may begin warm-up</td>
</tr>
<tr>
<td>20:00</td>
<td>6:10 pm</td>
<td>Captains and officials meet</td>
</tr>
<tr>
<td>15:00</td>
<td>6:15 pm</td>
<td>Game Rosters submitted and exchanged</td>
</tr>
<tr>
<td>10:00</td>
<td>6:20 pm</td>
<td>Horn will sound, teams to clear the field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PA’s and Welcome</td>
</tr>
<tr>
<td>8:00</td>
<td>6:52 pm</td>
<td>Introductions “FIFA” Style</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Visiting Team Starters (all to midfield, in front of bench) and head coach.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Home Team Starters (all to midfield, in front of bench) and head coach.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. National Anthem</td>
</tr>
<tr>
<td>7:00 pm</td>
<td>Game begins</td>
<td></td>
</tr>
</tbody>
</table>

Halftime: 15 Minutes

Updated: 9/9/2009
## CONNECTICUT WOMEN’S SOCCER

**UCONN vs. RUTGERS**  
October 5, 2008  
7:00pm  
Joseph J. Morrone Stadium

<table>
<thead>
<tr>
<th>GAME CLOCK</th>
<th>TIME OF DAY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>60:00</td>
<td>6:00 pm</td>
<td>Teams may begin warm-up</td>
</tr>
</tbody>
</table>
| 15:00      | 6:45 pm     | Captains and officials meet/game rosters  
Announcements start |
| 10:00      | 6:50 pm     | Horn will sound, teams to clear the field |
| 5:00       | 6:55 pm     | Captain, Goalkeeper, numerical order  
4. Visiting Team  
5. Home Team  
6. National Anthem |
| 0:00       | 7:00 pm     | Game begins |

**Halftime:** 15 Minutes
# NCAA Men’s Soccer Timing Sheet

**Connecticut vs. Michigan**  
**November 28, 2004 1:00 p.m.**  
**Joseph J. Morrone Stadium**

<table>
<thead>
<tr>
<th>GAME CLOCK</th>
<th>TIME OF DAY</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>60:00</td>
<td>12:00 p.m.</td>
<td>Teams may begin warm-up</td>
</tr>
<tr>
<td>20:00</td>
<td>12:40 p.m.</td>
<td>Captains and officials meet</td>
</tr>
<tr>
<td>15:00</td>
<td>12:45 p.m.</td>
<td>Game rosters submitted and exchanged</td>
</tr>
<tr>
<td>10:00</td>
<td>12:50 p.m.</td>
<td>Teams clear field. Public address welcome</td>
</tr>
</tbody>
</table>

**Introduction of officials, coaches, and players.** (Teams and officials line up in a single row on the touchline and walk out together to midfield. As people are introduced, they take one step forward and acknowledge the crowd. For all preliminary-round games, just the starters shall be introduced.)

1. Officials (In center circle)
2. Visiting team starters
3. Home team starters

**National Anthem**

<table>
<thead>
<tr>
<th>TIME</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>0:00</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>45:00</td>
<td>Kick-off First Half</td>
</tr>
<tr>
<td>Halftime</td>
<td>15:00 Start immediately as teams exit field</td>
</tr>
</tbody>
</table>
Connecticut Softball
Event Management
Game Day Procedures

Prior to the Season

- Clean out press box
- Check phone lines
- Check scoreboard and PA system
- CDs for National Anthem and warm-up music
- Schedule concessions
- Check Officials assignments (http://www.arbitersports.com/, Zach Garr 860-303-5363
- log in: password:
- Schedule Operations staff
- Order food for umpires, media/staff (A Step Above Catering: Will Prokop 860/428-6743, 3 box lunches for umpires, media/staff #'s TBD)
- Meet with coaches, media relations, equipment, trainers

Game Day Personnel

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>2/3</td>
<td>Zach Garr</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>1</td>
<td>Operations</td>
</tr>
<tr>
<td>PA</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Stats</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Hosts</td>
<td>1</td>
<td>Operations</td>
</tr>
<tr>
<td>Ball People</td>
<td>1</td>
<td>Operations</td>
</tr>
</tbody>
</table>

Keys Needed

<table>
<thead>
<tr>
<th></th>
<th>Key #</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosts</td>
<td>Locker code</td>
<td>Visiting team locker room (FH rm 133)</td>
</tr>
<tr>
<td>Event Manager</td>
<td>39-120</td>
<td>Press Box door</td>
</tr>
<tr>
<td></td>
<td>ML2043</td>
<td>Softball shed to get balls, Ts for visiting team</td>
</tr>
</tbody>
</table>

Operations Bin (from office)

- Student workers time cards
- Timing sheets (5)
  - Press box (2)
  - Visiting Team (1)
  - Extra (2)
- 2 radios
  - Hosts (1)
  - Communications (1)
- Portable CD/tape player

Field Set-up

- 5 stools for home dugout
- Bike racks to block off area by press box (5-6)

Updated: 9/9/2009
• Team Flags
  o Only softball game, use 14 team flags
  o Both Softball and Baseball on the same day, use all 16 flags
• Drag and line field
• Pick up trash
• 1 table for marketing behind home dugout
• Grounds crew to check scoreboard bulbs and change out team signage

Between games/Post-game

  ➢ Double Header
    - Facility Maintenance Crew
      Drag infield, touch up lines
    - Hosts
      Check on officials (box lunches)
  ➢ Ball kids responsibilities
    Take down flags
    Turn off scoreboard (grey box under scoreboard, second switch from the top on the right)
  ➢ Host(s) responsibilities
    Escort visiting team to locker room (if needed)
    Remain until team and officials have left
    Remove signs from doors

Event Manager Responsibilities

  ➢ Turn on PA and test
    o Plug extension cords and turn them on, switches for the whole system need to be turned on
  ➢ Turn on scoreboard
    o Switch is located in the grey box under the scoreboard, 2nd switch from the top on the right
    o Plug in scoreboard controller
      • Insert power cord
      • Insert other cord (black) into the slot next to the power socket
      • Set all numbers on scoreboard to “8”
    o Facilities Maintenance crew checks bulbs/change visiting team sign
  ➢ Make sure stools are set for 4 people
  ➢ Check in with officials
  ➢ Close down press box
    o Power down PA/scoreboard
    o Unplug EVERYTHING
    o Close all windows
  ➢ Check operations bin for everything
    o Bring back to office

Host/Ball Person Responsibilities

  ➢ Host responsibilities (Report 1 ½ hours prior to game time)
    o Visiting team
      1. Post locker room sign on outside of door (operations bin)
      2. Make sure 30 towels are in locker room (equipment room)
      3. Escort to locker room 133, to and from game field
    o Officials
      1. Make sure towels and water are in locker room 88 (equip room)
      2. Get officials checks from operations bin and give to officials upon arrival
  ➢ Ball people responsibilities (Report 1/2 -1 hour prior to game time)
- Shag foul balls
- Operate scoreboard

**Marketing Responsibilities**

- Warm-up music, National Anthem
- 1 table w/2 chairs behind home dugout
- Giveaways
- Banners/signs
- Senior Salute
- PA Script

**Communications Responsibilities**

- Stats
- Programs
- PA Announcer
- Post-game interviews

**Stadium Rules**

1. No pets allowed inside of stadium
2. No spectators permitted onto playing field or inside press box
3. No players, coaches, or officials permitted inside press box
4. No glass bottles or cans permitted inside stadium
5. No alcoholic beverages permitted
6. No throwing of any objects onto playing field
7. No banners may be hung inside of stadium
8. No noise makers are permitted inside stadium
9. No food may be brought inside stadium
10. No smoking inside stadium
Welcome to the University of Connecticut Softball Stadium

Team Warm-Ups
- The visiting team will occupy the first base dugout and use right field for stretching/warm-ups.
- The home team will occupy the third base dugout and use left field for stretching/warmups.

Batting
- Since both teams have their own batting/pitching area, there are no scheduled batting times.
- There is NO hitting or pitching on the game field. Pitchers may warm-up on the warning track prior to moving to their batting cage.

Activity (facility open 2 hrs before game time) Before Game Starts
- Team Warm-Up/Hitting 105-35 minutes
- Home Team Infield/Outfield 34-27 minutes
- Visiting Team Infield/Outfield 26-19 minutes
- Grounds Crew 19-9 minutes
- Umpires/Coaches Meeting 9-5 minutes
- Team Introductions/National Anthem 5-1 minutes
- Game Begins 0

*There will be 20 minutes between games (DH)*

Supplied Equipment
- 1 Protective Screen, 1 Net Screen, 2 Tees, Balls, (NO Machine)

Restrooms
Are located across the softball field and adjacent to the soccer stadium.

Locker Rooms
N/A – if needed please request on visiting team questionnaire

Parking
- All fans MUST park in the Ice Hockey Arena Lot.
- Your team bus may drop players off at the field but then MUST park in the Ice Hockey Arena Lot.
- If your team is traveling in vans, the vans may park in the area beyond the left field fence.

Visiting Team Guide
- Click on “Visiting Team Information.”
- Go to “Sport Specific Visiting Team Guides Spring Sports” and click on “Softball.”

Updated: 9/9/2009
## Softball

### Game Ops Timeline

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning/Early afternoon</td>
<td>3 hrs</td>
<td>Facilities Maintenance Crew preps Softball Stadium for game</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drag infield, warning track, pick up loose trash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>check light bulbs for scoreboard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>team sign</td>
</tr>
<tr>
<td></td>
<td>2 ½</td>
<td>Ops Staff Report</td>
</tr>
<tr>
<td></td>
<td>hrs</td>
<td>press box operations begin (clock, radio/music, test mic)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>copies of timeline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tables for marketing (1)</td>
</tr>
<tr>
<td></td>
<td>1 ½</td>
<td>Hosts Report</td>
</tr>
<tr>
<td></td>
<td>hrs</td>
<td>check locker rooms for towels/drinks (Equipment staff)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>pick up radio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>greet visiting teams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communications Staff Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>game programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing Staff Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>check national anthem and warm-up CDs</td>
</tr>
<tr>
<td></td>
<td>1 hr</td>
<td>Press Box Catering arrives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Game Officials Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scoreboard Operator Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start warm-up tape for warm ups</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ball people Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introductions and National Anthem</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Game Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Play Ball</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Between Games</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Facilities Maintenance Crew drag infield, touch up lines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Game</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ops Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>shut down press box operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>collect tables and chairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hosts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>pick up towels and drop off at Equipment cage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>return radios, keys</td>
</tr>
</tbody>
</table>

Updated: 9/9/2009
Connecticut Track and Field
Event Management
Game Day Procedures

Prior to the Season

- Clean out press box, track shed
- Inventory
- Bins (6) – hip #s, batons, clip boards, pens/pencils, measuring tapes, cones, 2 colored Sharpies
- Make sure measuring implement device is re-calibrated
- Make sure wind gauge is working (9-volt battery)
- Fill steeplechase pit with water
- Fill long/triple jump pits with sand
- Check phone lines, electricity on the turf
- Check scoreboard and PA system
- CD for National Anthem
- CT state and American flags
- Schedule concessions
- Schedule event/parking staff
- Schedule officials w/Ron Boemker
- Schedule timing w/ Ken Platt (Platt Systems, 860-645-1476, ken@plattsys.com)
- Schedule Operations staff
- Order food for media and staff (A Step Above Catering: Will Prokop 860/428-6743, #'s TBD box lunches)
- Meet with coaches, media relations, equipment, trainers

Game Day Personnel

<table>
<thead>
<tr>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>10-12 Ron Boemker</td>
</tr>
<tr>
<td>PA</td>
<td>1 Communications</td>
</tr>
<tr>
<td>Stats</td>
<td>2/3 Communications</td>
</tr>
<tr>
<td>Ball People</td>
<td>20 Operations</td>
</tr>
<tr>
<td>Event Staff</td>
<td>15-20 Operations</td>
</tr>
<tr>
<td>Parking Staff</td>
<td>5 Operations</td>
</tr>
<tr>
<td>Clean-up Group</td>
<td>1 Operations</td>
</tr>
<tr>
<td>Timing System</td>
<td>Platt Systems</td>
</tr>
</tbody>
</table>

Keys Needed

<table>
<thead>
<tr>
<th>Key #</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>129-14C</td>
<td>Visiting team locker rooms (FH rm 88 &amp; 133)</td>
</tr>
<tr>
<td>129-15A</td>
<td>Press Box</td>
</tr>
<tr>
<td>129-14A</td>
<td>Track Shed</td>
</tr>
<tr>
<td>129-15A</td>
<td>Closet</td>
</tr>
</tbody>
</table>

Operations Bin (from office)

- Event/parking staff sign in sheets and swipe cards
- Time clock
- Student workers time cards
- Event Schedule (20)
  - Make sure that # of heats included
- Radios

Updated: 9/9/2009
- Event supervisor (1)
- Javelin (1)
- Communications/Press Box (1)
- Extra (3)
- Operations shirts

**Field Set-up**

- Pole Vault extenders, poles
- High Jump Poles
- Performance Boards
  - Javelin
  - Discus/Hammer
  - Long/Triple Jump
  - High Jump
  - Pole Vault
- Lap Counter/Bell @ finish line
- Pick up trash, trash cans around the Complex, @ each site
- Distance Markers
- Rakes, shovels, brooms, towels

**Post-event**

- Equipment
  - All equipment needs to be brought back to the shed
- Take down flags
- Clean up press box, Field House
- Remove signs from doors
- Lock up FH locker rooms/doors

**Event Manager Responsibilities**

- Turn on PA and test
  - Plug microphone into “Mic 1” jack, turn volume up for Mic 1 (labeled) and main volume
- Clerking station (need one person to man)
- Set up weighing station
- Set up wind gauge (need one person to do readings during long/triple jump)
- Check in with officials
- Close down press box
  - Power down PA
  - Close all windows
- Check operations bin for everything
  - Bring back to office

**Ball Person Responsibilities**

- Ball people responsibilities (Report 7 or 8 am)
  - Duties assigned by operations staff
  - Set up Performance Boards
  - Make sure all events have rakes, shovels, brooms, towels
  - Hurdle set up (Women: HH 2nd ht from bottom, 33 wt; IH lowest ht, 30 wt, Men: HH Top ht, 42 wt; IH middle ht, 36 wt)
  - Steeplechase set up (Women: 30 ht, Men: 36 ht or 2 notches above women)
  - Turn and rake sand pits
  - Uncover high jump and pole vault pits

Updated: 9/9/2009
- Starting blocks

**Event Staff Responsibilities**

- Secure all gates into Sherman Complex
- 1 or 2 persons in the Field House

**Parking Staff Responsibilities**

- Block off back of Gampel and Field House

**Communications Responsibilities**

- Stats
- Programs
- Posting of results on scoreboard
- Heat packets/team folders

**Hosting Post-season events**

- Tents for hospitality (30 by 30), training room (20 by 20), teams (10 by 10): Taylor Rental 860/643-2496
- Tables and chairs (6 rounds, 2 8 ft, 100 chairs): Taylor Rental 860/643-2496
- Reserve Development Conference Room for Seeding meeting on Thursday evening
- Order dinner for about 15 people at Seeding meeting
- Reserve Student Union Room 314 for Banquet on Friday evening: Patti Gilligan 6-3421
- Order food for Banquet: Helen Mesi 6-5053 (make sure food is ready for 6:30 pm)
- Parking/Traffic plans
- Meet with parking/police
- Schedule Pro-Park parking staff
- Schedule event/parking staff
- Schedule Operations staff (30 if possible)
- Schedule clean up groups
- Portable microphones from UCIMT (Lance Nye 6-3007)
- Schedule electrician for Scullion Timing Systems
- Schedule 4 operations staff to help Scullion with set up on Thursday
- Clean out shed
- Check with officials scheduling: Ron Boemker
- Media workroom

**Stadium Rules**

1. No pets allowed inside of stadium
2. No spectators permitted onto playing field or inside press box
3. No players, coaches, or officials permitted inside press box
4. No glass bottles or cans permitted inside stadium
5. No alcoholic beverages permitted
6. No throwing of any objects onto playing field
7. No banners may be hung inside of stadium
8. No noise makers are permitted inside stadium
9. No food may be brought inside stadium
10. No smoking inside stadium

Updated: 9/9/2009
Track & Field Game Ops Timeline

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am</td>
<td>Move Hurdles, Performance Boards, Lap Counter, rakes, Shovels, brooms, towels to events</td>
</tr>
<tr>
<td></td>
<td>Ops Staff Report</td>
</tr>
<tr>
<td></td>
<td>press box operations begin (test microphone)</td>
</tr>
<tr>
<td></td>
<td>copies of event schedule w/heat #s</td>
</tr>
<tr>
<td>9 am</td>
<td>Communications Staff Report</td>
</tr>
<tr>
<td></td>
<td>game programs</td>
</tr>
<tr>
<td></td>
<td>Catering arrives</td>
</tr>
<tr>
<td></td>
<td>Game Officials Report</td>
</tr>
<tr>
<td>10 am</td>
<td>1st Event starts</td>
</tr>
<tr>
<td>End of Day</td>
<td>Ops Staff</td>
</tr>
<tr>
<td></td>
<td>shut down press box operations</td>
</tr>
<tr>
<td></td>
<td>Meet with Clean up group</td>
</tr>
<tr>
<td></td>
<td>collect Performance boards, Lap counter, rakes, shovels, brooms, towels, hurdles, starting blocks</td>
</tr>
</tbody>
</table>
Connecticut Volleyball
Event Management
Game Day Procedures

Prior to the Season

- Clean out press area
- Inventory check
- Check phone lines on press row
- Check scoreboard and PA system
- CDs for National Anthem and warm-up music
- Officials assignor – Marcia Alterman, www.thearbiter.net, mavbref@sbcglobal.net, 316-650-2532
- Secure VB Club Team – Jung Park
- Schedule concessions
- Schedule Operations staff
- Schedule event staff
- Order food for media and staff (A Step Above Catering: Will Prokop 860/428-6743, TBD)
- Meet with coaches, media relations, equipment, trainers

Game Day Personnel

<table>
<thead>
<tr>
<th>Role</th>
<th>Number</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>2</td>
<td>Rick Rowey</td>
</tr>
<tr>
<td>Linesman</td>
<td>2</td>
<td>Operations (VB Club)</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>1</td>
<td>Operations (VB Club)</td>
</tr>
<tr>
<td>PA</td>
<td>1</td>
<td>Communications</td>
</tr>
<tr>
<td>Scorekeeper</td>
<td>2</td>
<td>Operations (VB Club)</td>
</tr>
<tr>
<td>Stats</td>
<td>2</td>
<td>Communications</td>
</tr>
<tr>
<td>Tracker</td>
<td>1</td>
<td>Operations (VB Club)</td>
</tr>
<tr>
<td>Music Operator</td>
<td>1</td>
<td>Marketing</td>
</tr>
<tr>
<td>Event Staff</td>
<td>4-6</td>
<td>Operations</td>
</tr>
<tr>
<td>Ball People</td>
<td>3</td>
<td>Operations</td>
</tr>
<tr>
<td>Floor wipers</td>
<td>2</td>
<td>Operations</td>
</tr>
</tbody>
</table>

Keys Needed

- 30-GM1 unlocks/locks all locker rooms
- 30-107C unlocks audio room
- 30-176A unlocks outside Gampel doors
- 30-5 unlocks/locks crash bars (Gampel doors)
- 30-6 Men’s (Rm 109)/Women’s (Rm 103) General Locker rooms
- ML 2043 unlocks practice ball cage
- Host’s keys unlock locker rooms

Operations Bin (from office)

- Student workers time cards
- Officials checks
- Home, visiting locker room signs
- Stats sheets (VB Club)
- Timing sheets (5)
  - Team locker room doors (2)
  - Scorer’s table (3)

Updated: 9/9/2009
One at each end for teams (2)
One at center for officials (1)

- 1 radio (VB Supervisor – TBD)
- VB net chain
- Game balls (4)
  - 3 on court
  - 1 at scorer’s table (back-up)
- “Operations T’s”
- Extra roll of floor tape

Court Set-up

- Bench chairs (10) for each side
- Microphone
- Scoreboard Controller
- Chain to measure height of net
- LED Board computer
- Lock lights ON

Halftime/Post-game

- Marketing
  - Play music during dead time
  - Turn off PA and scoreboard
    - Turn key to “OFF” position in A/V room
- Store microphone and stereo in Billy’s office (room 115)
- Store game balls and Ops T-shirts in equipment room
- Clean off scorer’s table of papers
- Remove locker room signs and towels once teams have left
- Bring swipe machine, swipe cards, sign-in sheets and student time cards to Ops office
- Break down VB court and set up main basketball hoops
- Unlock officials locker room and hand out checks
- Secure building
  - Lock all crash bars and sliders on concourse
  - Lock Will Call (north entrance), Basketball player’s entrances and AD’s entrance

Event Manager Responsibilities

- Turn on PA and test
  - Plug microphone wire (from under scorer’s table) into microphone
  - Turn key on/off switch to sound system (upstairs A/V room)
    - Microphone – “mic 7” should be turned up
  - Set up stereo at scorer’s tables and test (set volume)
- Scoreboard
  - Billy will set up scoreboard equipment
    - Simply turn on switch
    - Scorekeeper will program necessary info
- Arena lights
  - Lights should be locked on
    - If not, go to A/V room and turn all light switches to “ON”
- Net/Benches (Billy)
  - 10 “Big East” chairs per bench (Billy)
  - 12 towels for each bench (equipment room)
- Towels
  - 2 for ball people
  - 2 for the net
o Two for floor wipers
  o 3 push brooms with towels wrapped around them
➢ Check lines on floor
  o Fix any “holes” with floor tape (at scorer’s table)
➢ Wet mop floor 30 minutes prior to warm-ups (ball kids)

**Host/Ball Person Responsibilities**

➢ Host
  o Locker room sign for visitors
  o Umpires’ locker room (Men’s Bathroom by Doctor’s office)
  o Towels for visiting team locker room (25 each)
  o Checks for umpires
  o Swipe in and out
  o Greet visiting team by South entrance

➢ Ball Person (Operations staff)
  o Report and sign in and out
  o Shag balls during warm-ups
  o Make sure there are 50 balls in the ball cage at the end of
  o Help set up baskets (3) for ball retrieval

**Marketing staff Responsibilities**

➢ Music CDs for warm-up and National Anthem
➢ Between game promotions
➢ Play music during “dead” times
➢ Banners/signs
➢ Students at marketing tables

**Event staff Responsibilities**

➢ Position at each corner of the floor
➢ Keep fans from going to restricted areas
➢ Report any suspicious activity
➢ Evacuation plan

**Communications staff Responsibilities**

➢ Statisticians
➢ Secure all necessary paperwork (score sheets, tracking sheets, etc) after the event
➢ PA Announcer

**Arena Policies**

1. No pets are allowed in the arena except those animals that assist individuals with disabilities.
2. No spectators are permitted onto the game floor.
3. No food may be brought into the arena.
4. No glass bottles or cans are permitted inside of the arena.
5. No alcoholic beverages are permitted in any part of the arena.
6. No throwing of any objects onto the game floor.
7. No smoking inside of the arena.
8. No banners may be hung inside of the arena.
9. No noise-makers are permitted inside of the arena.

Updated: 9/9/2009
## Timing Sheet

### Connecticut vs. Marquette
November 3, 2007
2:00pm
Harry A. Gampel Pavilion

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Game Clock</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00pm</td>
<td>60:00 – 19:00</td>
<td>Court available for shared warm-ups</td>
</tr>
<tr>
<td>1:30pm</td>
<td>30:00</td>
<td>Coin toss</td>
</tr>
<tr>
<td>1:41 – 1:45pm</td>
<td>19:00 – 15:00</td>
<td>Visiting team court</td>
</tr>
<tr>
<td>1:45 – 1:49pm</td>
<td>15:00 – 11:00</td>
<td>Home team court</td>
</tr>
<tr>
<td>1:49 – 1:54pm</td>
<td>11:00 – 6:00</td>
<td>Visiting team court</td>
</tr>
<tr>
<td>1:54 – 1:59pm</td>
<td>6:00 – 1:00</td>
<td>Home team court</td>
</tr>
<tr>
<td>1:59 – 4:00pm</td>
<td>1:00 – 0:00</td>
<td>PA Announcements</td>
</tr>
<tr>
<td>2:00pm</td>
<td>0:00</td>
<td>1. Anthem/ 2. Introductions/ Match begins</td>
</tr>
</tbody>
</table>

Intermission: 10 minutes (between games 2 & 1)

Updated: 9/9/2009
Volleyball Checklist

VB Tournament
9/9/05 – 9/10/05

Operations
1. Bin with swipe clock, cards for event staff, radios, sign-in sheets, hand stamps, student time cards, officials checks, and shirts.
2. New shirts, jackets for event staff.
3. Unlock doors.
4. Turn on sound system, test PA.
5. Tables for marketing (2), one at each entrance with chairs.
6. Check locker rooms.
7. Catering arrives 1 hour prior to game time.
8. Section off seating designated seating areas

Ushers, Ticket takers, Security
1. Supervisors check-in with event manager.
2. Position assignments.

Operations Staff (Ball People/Hosts)
1. Sign-in, get t-shirts.
2. Check and set up ball carts.
3. Track down loose balls during warm ups.
4. 3-ball system during the game.
5. Hosts to collect towels.

Marketing
1. Tables
2. PA Script
3. CDs for national anthem and warm-up music
4. Halftime activities
5. Pre/post-game giveaways

Communications
1. Stats people
2. Score sheets

Post-game
1. Breakdown Scorer’s table, clean up trash, collect towels.
2. Bin
3. Lock all doors
4. Turn off lights
## Volleyball Game Ops Timeline

<table>
<thead>
<tr>
<th>Hrs To Game</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
</table>
| Day before  |      | Gampel Engineer set-up court  
|             |      | set-up scorer's table, sideline benches |
| 2 hrs       |      | Operations Staff Report  
|             |      | open doors to arena  
|             |      | set-up locker rooms (team signs and timing sheets)  
|             |      | towels for benches  
|             |      | set-up CD player, mic, turn on sound system  
|             |      | check height of nets prior to teams being on the floor  
|             |      | wet mop floor prior  
|             |      | make sure triple copied score reporting sheets are used |
|             |      | Communications Staff Report  
|             |      | pre-game warm up CD |
|             |      | Marketing Staff Report  
|             |      | one staff person to handle music during the game  
|             |      | hang banners  
|             |      | tables at entrances  
|             |      | PA script  
|             |      | promotions  
|             |      | autograph session |
| 1 hr        |      | Ball People Report  
|             |      | proper attire  
|             |      | wipe floor during the game when necessary |
|             |      | Event Staff Report |
|             |      | Linemen and Table personnel Report  
|             |      | one additional person will be provided to call out stats to Comm Staff |
|             |      | Game Officials arrive  
|             |      | locker room  
|             |      | check height of nets |
|             |      | Ball kids/people Report (Northwest gate of Stadium)  
|             |      | pinnies  
|             |      | assignments  
|             |      | meet with officials  
|             |      | shag balls during team warm ups (HS team help) |

**Game Time**

**Between Games 2 and 3**

Teams to Locker Rooms

**End of Game**

Ops Staff  
breakdown nets (leave nets up if necessary)  
lock up building  
breakdown benches and scorer's table