



TEXAS TECH UNIVERSITY  
Department of Intercollegiate Athletics  
*Operating Policy and Procedure*

**PREFACE**

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

**ADDITIONAL SOURCES OF INFORMATION ARE:**

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)  
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

## **Department of Intercollegiate Athletics Policy and Procedure**

Revised and posted 9/21/07

### **13.0 OPERATIONS: FACILITIES AND EVENT MANAGEMENT**

Athletics strives to organize its day-to-day operations in a consistent and efficient manner within the framework of similar operational procedures conducted by other Texas Tech University departments. Although several sectors in Athletics are vastly different types of operations from those conducted by the University itself, these procedures are often similar and in full compliance with Big 12 Conference and NCAA rules and regulations. Since athletic facilities and equipment are maintained by Athletics, use by University groups and outside groups is highly restricted due to liability and excessive over time costs. In all cases, every attempt will be made to satisfy student-athletes, staff, and spectator needs.

#### **13.1 ATHLETIC EVENT MANAGEMENT RESPONSIBILITY**

The staging of athletic events is performed by a variety of individuals depending on the complexity and nature of the event.

In football, baseball, basketball (men's and women's), volleyball, softball, track and soccer, staging and event management operations are coordinated by department personnel in Administration, Operations, the Ticket Office, the Media Relations Office and the External Operations Office. In tennis and golf (when appropriate) coaches are responsible for contacting the Facilities Manager when maintenance or facility preparation is required.

#### **13.2 SCHEDULING EVENTS**

All individuals or coaches consider the following factors responsible for scheduling:

- Income
- Expense
- Balance of home and away contest
- Major University annual events
- Class time missed by student-athletes (away events)
- Final exam and commencement schedules
- University vacation schedules

Any revisions on approved schedules require the following to be notified:

- The Director of Athletics
- The Big 12 Conference Office, if officials are involved
- The Associate AD/Operations (home games)
- All game workers (if appropriate)
- Athletic training staff
- Athletics Ticket Office (if appropriate)
- Media Relations, which will notify local and regional print and electronic media representatives
- Maintenance and set-up personnel (if appropriate)
- Event Manager

#### **13.3 COORDINATING EVENT MANAGEMENT**

##### **Football Coordinator**

In football, the Associate AD/Operations supervises all game management operations. Pre-game and half-time activities are scheduled and coordinated by External Operations.

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The External Operations Office is responsible for developing the pre-game timing schedule and for distributing this schedule to game clock operators, officials, coaches, public address announcers, radio and television producers, broadcast crews and other appropriate personnel.

### **Basketball Coordinator (Men's and Women's)**

The Assoc. AD/Operations is responsible for coordinating overall game management operations. The Director of Special Projects for men's and women's basketball coordinates pre-game and half-time activities.

The Assoc. AD/Operations is responsible for developing the pre-game timing schedule and for distributing this schedule to game clock operators, officials, coaches, public address announcers, radio and television producers, broadcast crews and other appropriate personnel.

### **Baseball Coordinator**

The Assoc. AD/Operations is responsible for coordinating overall game management operations for baseball. This includes coordinating pre-game, time-out, and between game entertainment activities as well as other related baseball protocols.

### **Other Events**

The Assoc. AD/Operations is responsible for coordinating overall game management operations and Big 12 Conference officials assigned to over events, such as soccer, softball and volleyball. External Operations coordinates intermission activities.

The Assoc. AD/Operations is responsible for developing and supervising pre-match timing protocols (schedule) for volleyball and soccer and for distributing this schedule to the scoreboard/clock operator, public address announcer, coaches, officials and radio or TV crews covering the event.

## **13.4 EMERGENCIES AT GAMES/EVENTS**

### **Medical Personnel and Emergencies**

Athletic trainers and/or student trainers are available at all athletic events. In football and basketball, team physicians as well as athletic trainers are present at all home contests. EMS and the RRAMS are also available at home events in football, basketball and baseball and will function largely if emergencies occur which involve spectators. Emergency transport vehicles are capable of response within five minutes from nearby Covenant Health System or University Medical Center Hospital.

### **Natural Emergencies**

In the event of natural emergencies such as storms and excessive precipitation, the event coordinator and the Athletics Director or Associate Athletics Director/Operations, in consultation with the visiting Athletics Director, will make the decision to postpone, cancel or reschedule the event. If adequate time exists, all print and electronic media will be notified.

### **Fire, Bomb Threats, and Extreme Weather Activity Emergencies**

In the event of fire, bomb threats, or extreme weather emergencies during events, the event coordinator and/or the Associate Athletic Director/Operations shall consult privately with the Director of Athletics and the University Police Chief; inform coaches of the emergency; and shall then have the public address announcer read the appropriate evacuation or shelter instructions statement. Event coordinators shall stress to the public address announcer the importance of keeping spectators calm and orderly during the exit or sheltering process. The emergency evacuation plan or emergency statement for each specific facility shall be included in the announcer's event announcement material at each event.

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### **13.5 SECURITY**

All employees are responsible for the security of Department Inventory and must take all appropriate action to minimize the opportunity for theft. Typical necessary actions include:

- Lock all desks drawers, filing cabinets and office doors when leaving the office area at the end of the day.
- Personal items containing cash and credit cards, such as briefcases and purses should be locked in filing cabinets or hidden from view when office will be empty.
- Cash should never left in office overnight.
- If leaving after 5:00 p.m., make sure the exterior door exited is locked.
- Do not prop open exterior doors.
- Question any unknown person observed walking into or standing in an unoccupied office.
- Immediately notify the Associate Athletics Director/Operations of the loss of any lock or any departmental key.
- Immediately notify the Associate Athletics Director/Operations of any attempt or successful theft.

Solicitation of donations within or around the grounds of Athletics Department facilities is strictly prohibited. Any exceptions or requests should be submitted to the Associate Athletics Director/Operations for consideration.

### **13.6 FACILITY USE**

The Associate Athletics Director/Operations is ultimately responsible for ensuring that all procedures for athletics facility use are followed. The following athletics facilities must be reserved for practices and events through the following personnel:

- The Associate Athletics Director/Operations will coordinate usage of the R.P. Fuller Track, Soccer Field, Dan Law Field, Jones SBC Stadium, Softball Field, Letterman's Lounge, Meeting Rooms, Tennis Courts and Athletic Training Center.
- The Manager of the United Spirit Arena will coordinate all facilities in the United Spirit Arena.
- Athletic teams and athletic support groups have priority on the use of all athletics facilities.

#### **Facility Use by University Groups**

Athletic facilities use is available to the University Department of Recreational Sports and to various University-approved spirit groups. The procedure for reserving athletic facilities by University groups is a written request submitted well in advance to the Associate Athletics Director/Operations. Facility use will be prohibited if there is no supervision by a University faculty or staff member sponsor. All requests will be dealt with on a case-by-case basis if the facility requested is not being utilized by an athletic team or other Athletic Department function.

#### **Facility Use by Non-University Groups**

The use of athletics facilities by non-university groups is highly restricted and is generally limited to events conducted by the Texas University Interscholastic League (UIL).

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### **Facility Rental Rates**

Facility rental rates for the University Interscholastic League events are negotiated by the Associate Athletic Director/Operations in consultation with the Athletics Director. Standard rates are established for baseball, football, and track. Charges include security, field set-up, use of lockers and medical equipment, staffing needs and utility charges. Charges for nighttime events are higher due to outdoor lighting costs in football and baseball. Rental rates for the United Spirit Arena can be obtained from the Manager of the United Spirit Arena.

### **Parking**

The Athletic Department controls selected lots for soccer, baseball, men's and women's basketball, and football events. In all cases, access to these lots requires a parking pass that is prepared and issued by the Athletic Department.

### **13.7 EVENT CANCELLATION**

Athletic Department event cancellation requires approval of the Athletics Directors (or their designees) of both institutions as well as the event manager of the specific event. In addition, Media Relations notifies the appropriate electronic and print media outlets as well as the Big 12 Conference Office. In the event of cancellation by the University group or a UIL group, notification of event cancellation is the responsibility of the user or a financial penalty may be assessed.

### **13.8 COMMERCIAL PHOTOGRAPHS / VIDEOTAPED FOOTAGE OF FACILITIES**

The use of photographs or videotaped footage of Athletics Department's facilities, in association with any commercial establishment, is prohibited unless prior permission is granted from the Athletics Director.

### **13.9 FACILITIES MAINTENANCE**

Supervision of the maintenance of athletic facilities is the responsibility of the Associate Athletics Director/Operations. Athletics Department maintenance staff performs routine maintenance functions. If maintenance problems arise which are beyond the level of expertise of maintenance staff, repair and maintenance may be performed by specific shop crews within the University's Building Maintenance and Utilities Department or by outside contractors. Choice of University maintenance or outside contractor maintenance is dependent upon warranties, initial installer, and availability of the level of expertise required.

### **13.10 REQUEST FOR REPAIR/SERVICE**

Once a repair or service need has been identified, complete a Request for Action Form (RFA). The RFA should be sent to the Associate Athletic Director/Operations for review and placement on the repair calendar. Most repairs will be completed based on a first-come-first-serve method. However, service needs and repairs requiring immediate attention may be placed higher on the repair schedule.

When utilizing on-campus repair, maintenance or service sources, the Facilities Manager normally telephones the Building Maintenance and Utilities Department for an estimated cost. When a satisfactory estimated cost is obtained, the Athletics Department submits a purchase order and the Building Maintenance and Utilities Department assigns a work order number. University personnel then perform the repair or maintenance.

When utilizing off-campus repair, maintenance or service sources, the Facilities Manager normally takes bids, if applicable, on the work to be performed then notifies the successful bidder if applicable, and submits a requisition to the Business Office. The requisition is then sent to the Office of Purchasing/Payables. The contractor then performs the job.

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### **13.11 CAPITAL REPAIRS**

Repairs requiring large expenditures of funds are performed as stated previously, but initiated by the Associate Athletics Director/Operations dependent upon the source of the repair (on or off campus). Forms necessary for capital repairs include bid forms, University Work Orders (BM-2) and requisitions. As with all purchases, approval by the Athletics

Director (or designee) and the Deputy Athletics Director/Business are required. Normally these types of repairs are anticipated and planned into the Athletics Department budget.

### **13.12 BUDGET SOURCES FOR MAINTENANCE (REPAIR AND SERVICE)**

Expenditures for maintenance repair and service are normally budgeted within the maintenance fund of the facility. Most maintenance and repair services are posted to the maintenance line items of facility budgets. Capital repair funding is normally budgeted within the Athletics Department funding sources. However, some funds are available within emergency fund sources or reserve sources when necessary.

NOTE: Expenditures for Event Management are normally budgeted within the Event Management Budget.