

2007
Baseball Game Operations Manual
Warren E. Steller Field
Bowling Green State University

The policies and procedures contained in this manual have been reviewed and approved by the Department of Intercollegiate Athletics. All information contained in this document pertains to the event management of baseball competitions held at Steller Field. Each year, revisions will be made to this manual to ensure the highest quality of safety and service may be provided to both the contestants and patrons at Steller Field.

Greg Christopher
Athletic Director

Jim Elsasser
Assistant Athletic Director



Operating Procedures and Contact List

Game Operations (Jim Elsasser) - 419-372-7054 and/or (Ben Spence) - 419-372-7055

- *Game Management* – the management of the entire baseball event shall be the responsibility of the Assistant Athletic Director/Operations Assistant.
- *Post-game clean-up* – post game activities for baseball include lowering flags, securing all gates, turn off scoreboard. Athletic Communications is in charge of locking press box windows and door, turning off PA system.
- *Press box staff* – a qualified PA announcer is required at the events (see specific instructions for PA Announcer below). A scoreboard operator is also required. Other press box personnel needed for the event will be arranged by Athletic Communications and Operations Assistant.
- *Officials* – officials are assigned by the MAC for all home contests. Officials arrive on site a least one-hour prior to the start of the contest. Officials must be escorted to and from locker room to the game field.
- *Locker Rooms* – locker rooms arrangements for the visiting team are made in advance and will use a combination of areas including Perry Field House, Ice Arena, Memorial Hall and Stadium. The official's locker room is located at the Ice Arena and uses either rooms 1108 (BGSU Varsity Locker Room) or 129. Towels for the visiting teams and officials must be arranged through the Ice Arena. (Scott Jess).
- *Scoreboard* – The main power for the scoreboard is located on the disconnect at the base of the scoreboard. Move lever to the “on” position. Next, plug in the controller that is located in the press box. Enter code located on controller to activate board.
- *PA System* – The main power for the PA system is located in the PA rack (black box located on floor). Engage all visible switches to the “on” position working from the top of the rack to the bottom. Make sure power strip is on to provide power to the mixer. All the levels to the mixer are preset with the exception of volume that can be adjusted as necessary. To turn off the system reverse the power up order. Remove speaker covers and store them in the press box.

- *Restrooms* – public restrooms are available at the Ice Arena. Ice arena restroom facilities are subject to ice arena operating hours. There is also a restroom facility located between the softball and baseball fields. A port-o-john is located below the press box.
- *Telephone* – the press box telephone number is 2-1234. Verify dial tone and report any problems to ITS. Be sure to have phone activated before season starts // de-activate phone at the conclusion of the home season.
- *Locks* – all pad locks are 2207.

Athletic Communications (Kyle Kuhlman) – 419-308-8292

- *Statistics* – Athletic Communications maintains all statistical information via their stat package. Athletics Communications will also provide box scores to the participating teams and game officials.
- *Game programs* – the game day program and scorecard is produced and distributed by Athletic Communications. The program is free and can be found in the bins located at the bleacher entrances.

Concessions (Tony Fox) – 419-372-2597

- *Concession operations* – the concession trailer is located at the behind the center of the grandstands. Operation hours are 15 minutes prior to the start of the contest until end of the 7th inning.
- *Complimentary product* – any product provided to game workers, staff, and/or officials must be arranged in advance and approved by BGSU Athletics and concessions.

Sports Medicine (Doug Boersma) – 419-372-7088

- *Training room* – the training room at the Ice Arena shall serve as the pre-game and post-game treatment site for all student athletes.
- *Student trainers* – all student trainers are assigned by the sports medicine staff.
- *BGSU & Visiting team water/towels* – the sports medicine staff is responsible for water coolers and towels at each dugout.
- *AED* – the sports medicine staff has a portable AED at field level for emergency use.

Ticket Operations (Scot Bressler) – 419-372-8766

- Admission is free with exception of MAC tournament games.
- ***In the event of a paid admission event, follow additional instructions below.***
- *Ticket office procedures* – the gates open 1 hour prior to the start of the game. An admission fee is required to enter the venue. BGSU students can enter with a valid ID.
- *Complimentary Admission procedure* – per NCAA regulations, each student athlete is entitled to 4 complimentary admissions. A list must be submitted to the ticket office prior to the start of the contest. Individuals identified on the list must present an ID and sign for their ticket.
- *Ticket sellers* – the ticket seller staffs the main ticket booth and is responsible for all cash transactions.
- *Ticket takers* – The ticket takers staff the gate and collect tickets from the patrons or verify ID's of students. The ticket taker must also operate a hand clicker to count attendance.
- *Securing the facility* – the grounds crew will rope off the perimeter of Steller Field to create one main entrance at the driveway. A portable ticket booth will be set for ticketing purposes.

Marketing/Promotions (Brian Delehoy) – 419-372-7093

- *Warm-up music* – the promotions staff will select and play pre-game music for the event. Music is intended for the enjoyment of the spectators. Final music selection is at the discretion of marketing and promotions.
- *National Anthem* – the National Anthem is cued by the promotions staff.
- *PA announcer's script* – the promotions staff prepares, edits, and provides the script for the announcer. Further instructions for the pa announcer are listed below.

Field Maintenance (Gary Scott) – 419-372-7099

- *Facility maintenance* – the grounds staff is responsible for the year round care of the game field. Any field maintenance issues must be submitted to Assistant Athletic Director for Internal Affairs.
- *Game day preparations* – the field will be prepared by the maintenance staff. The field will be lined, mowed, and prepared for the game.
- *Post-game* – the grounds staff will clean the stands post game and repair game field as necessary.

Pre Season Check List

Power	Scoreboard	PA System	Dugouts	Landscape Needs
Signage	Windscreens	Bleachers	Concessions Trailer	Field Tarps
Batters Eye/Batting Cages	Trash Barrels	Flags/Poles	Telephone	Restrooms

Baseball Cancellation Check List

- Notify opposing team coach
- BGSU Director of Athletics Greg Christopher 372-7052
- Sport Administrator Janna Blais 372-7056
- MAC Office Paul Palian (216) 696-4622
- BGSU Athletic Communications Kyle Kuhlman 308-8292
- Notify supervisor of Umpires Rick Fetchiet (734) 647-4016
- BGSU Marketing Brian Delehoy 372-7093
- BGSU Concessions Tony Fox 372-2597
- Sports Medicine Jeff Curley 372-7238

☐ Athletic Grounds Crew	Jeff Osborne	372-7099
	Gary Scott	372-7099

(Cell phone contact information is located on last page of manual)

MAC Baseball Revised Makeup Policy (3-Game Weekend)

The Mid-American Conference baseball make-up policy is used in conjunction with the NCAA rules regarding and halted games, and allows for games to be halted Friday and Saturday because of inclement weather, darkness, light failure or curfew. Games started or resumed on Sunday may not be halted for completion at a later date. Makeup policies are listed below:

- Friday Inclement Weather.... Move schedule to accommodate a 9-9 inning doubleheader Saturday.
- Friday Halted Game.... Finish suspended game prior to start of regularly scheduled game on Saturday.
- Saturday Inclement Weather.... Move schedule to accommodate a 9-9 inning doubleheader Sunday.
- Saturday Halted Game.... Finish Halted game prior to start of regularly-scheduled game on Sunday.
- Halted game unfinished through Sunday.... If by the end of the day on Sunday, it is subject to the provisions of NCAA Baseball Rule 5-8

Resumption of Halted Games

If a halted game is resumed and not completed by the end of the day on Sunday, it is subject to the provisions of NCAA Baseball Rule 5- 8

Rescheduling of Games

A game may only be rescheduled at an earlier time on Saturday or Sunday my mutual agreement of both coaches with written approval of administrators at the home campus and notification of the MAC office. Saturday games may not be rescheduled to play on Friday. However, Saturday/Sunday games my be rescheduled for an earlier time (or date, in the case of Sunday Games)

GAME DAY TIMETABLE

<u>1:00 Start</u>	<u>3:00 Start</u>	<u>Activity</u>
11:00 to 11:40	1:00 to 1:40	Visiting team batting practice
11:40 to 12:20	1:40 to 2:20	BGSU batting practice
12:25 to 12:35	2:25 to 2:35	Visiting team infield
12:35 to 12:45	2:35 to 2:45	BGSU infield
12:45 to 12:55	2:45 to 2:55	Field maintenance Ground Rules
1:00	3:00	PLAY BALL!

(Please adjust schedule accordingly for game times other than 1:00 or 3:00 pm)

General Event Management Policies

Alcohol Possession of alcohol is not permitted inside Steller Field or in any of the parking areas. Any person who is found with alcohol in their possession will be asked to surrender the alcohol to the Campus Police. Resistance will result in removal from site and possible arrest.

Tobacco

The use of any tobacco product, such as cigarettes, cigars, pipes and chewing tobacco, is not permitted inside Steller Field. Those persons who wish to use any tobacco product will be directed outside the field. Here, they will receive a pass that will allow them to exit and then re-enter the field. Failure to comply with this policy will result in ejection from the field.

Throwing Objects

The throwing of any objects on to the field is strictly prohibited. Any person who is caught throwing an object onto the field will be ejected from the venue.

Walking onto the Field

Any person who walks onto the field while the game is in process will be immediately ejected from the game.

Language and Obscene Gestures

Use of abusive and/or profane language is offensive. The staff reserves the right to refuse admittance to the facility, or instruct individuals to leave the facility for such behavior.

Ejection Procedure

Any person who is ejected from the field, for any reason, will be escorted by a BGSU Police Officer. This person will not be allowed to re-enter the field. The name of any person, and reason for ejection, is to be submitted to BGSU Athletics for administrative purposes.

Parking Procedures for Steller Field

- Parking is available at the Ice Arena and Perry Field House.
- There is no cost for parking unless otherwise authorized by BGSU athletics.
- The visiting team's bus may stay at Lot 10 the Ice Arena lot.

Entry Policies for Steller Field (for games with admission)

- Full time athletic department staff with a working credential is admitted by simply presenting their credential. All other athletic department staff must sign in at the ticket window for entry.
- Students are admitted when they present a student ID with a valid enrollment sticker.
- Children who can be held in a parent or guardian's arm are admitted free of charge. Otherwise, they must purchase a ticket.

Weather Warning

- Steller Field is covered by an automated lightening detection system. A 60 second monotone siren will sound when lightening reaches the threshold of the system limits. At this time all spectators must clear the area. An all-clear sound can be identified by 5 shorts consecutive tones. The all clear indicates that activities can resume.

Emergency Procedures

- Remain calm
- Immediately notify Operations Assistant or University Police Officer in Charge (OIC) who will provide direction for the situation.
- In the event of an injury, Operations Assistant or the OIC will notify the on scene emergency medical unit or call for additional medical help when necessary.
- Operations Assistant or the OIC will notify the Assistant Athletic Director of the incident as soon as practical.
- University Police Officers and other appropriate staff will be assigned by Operations Assistant or the OIC as dictated by the incident.
- Gather information and file a report with the Assistant Athletic Director.
- Provide only medical treatment for which you have received training and/or professional instruction.

Job Descriptions for Game Workers

Ticket Takers

Report Time: Ticket takers are to report to Steller Field ticket booth 1 hour 15 minutes prior to first pitch.

Rules and Responsibilities

- Be familiar with all areas of Steller Field so you will be able to properly direct spectators to their seats.
- Know where all members of event management staff are located in the case of an emergency.
- Dress neatly but comfortably.
- Always be courteous and remain calm when dealing with upset or uncooperative spectators.
- Always be looking for potential problems such as fights, seating disputes, medical emergencies and facility related problems such as broken seats or arm rails.
- Never physically restrain a spectator. If the need should arise notify a police officer or Operations Assistant to solve the problem.
- Be familiar with the General Event Management Policies.
- Report all incidents or problems to Operations Assistant.

PA Announcer

Report Time: The PA announcer should arrive 1 hour prior to first pitch.

Rules and Responsibilities

- Follow the script
 - Announcements, team introduction, substitutions, time countdown
- No adlibbing
- Any announcements that are not scripted need to be approved by Operations Assistant prior to their announcement.
- Be familiar with the General Event Management Policies.

- Dress neatly but comfortably.
- Report all incidents or problems to Operations Assistant.
- It is important that you know where all members of event management will be located during the game in case of an emergency.

Scoreboard Operator

Report Time: The scoreboard operator should arrive 1 hour prior to first pitch.

Rules and Responsibilities

- Pay attention to game at all time.
- Control all aspects of the board including balls, strikes, outs, inning, at bat and score.

Phone Numbers of Key Contacts

Name		Office	Cell
Jim Elsasser	Ops	419-372-7054	419-346-0902
Ben Spence	Ops	419-372-7055	419-308-0834
Janna Blais	SWA	419-372-7057	419-575-4208
Brian Delehoy	Promo	419-372-7093	714-308-9954
JD Campbell	Info	419-372-7075	419-308-0703
Tony Fox	Concession	419-372-3847	419-409-0929
Gary Scott	Grounds	419-372-7099	419-308-2046
Sid Sink	Compliance	419-372-7237	419-308-9045
Jeff Curley	Medicine	419-372-7238	419-308-2825
Scott Jess	Equipment	419-372-2864	419-308-2222
Campus Police		419-372-2346	
Emergency (Any)		911	