

Information Guide to Doyt Perry Stadium

- Alcoholic Beverages:** Alcoholic beverages are not permitted within Doyt Perry Stadium. The sale of alcohol at concession stands is also prohibited.
- Banners/ Flags:** Banners hung in Doyt Perry Stadium must be approved by the BGSU Athletic Promotion Department by 5:00 p.m. on the Friday before that game. For the safety of all fans flags on poles are not permitted in Doyt Perry Stadium.
- Cameras:** Cameras and video cameras are permitted within Doyt Perry Stadium. Guests may not reproduce film shot at the stadium for commercial use without the express written consent of Bowling Green State University Athletics.
- Concessions:** Concessions are operated by V/Gladioux Enterprises with stands located on both the east and west sides of the stadium on the main concourses.
- Conduct:** The management of Doyt Perry Stadium reserves the right to eject patrons from the stadium for intoxication, drug use, foul or abusive language or any other conduct that does not support a conducive family atmosphere as determined by Bowling Green State University Athletics.
- Container Inspections:** Security may request to inspect any or all carry bags and/or containers. You have the right to refuse the inspection and instead return the items to your vehicle.
- Accessible Parking:** Accessible parking is accommodated in Lot L (north of Perry Stadium). All parking in this area is subject to availability. There is also a charge of \$ 5.00 for parking in this area.
- Accessible Seating:** Accessible seating is provided in sections 9, 11, 12, 13, 14, 16 and 18. Contact the ticket office for more information.
- First Aid Room:** First Aid is located on the East Side of Doyt Perry Stadium, under sections 14 and 16. In case of a medical emergency, please report to the nearest stadium usher or security officer.
- Gates open:** Stadium gates open one and a half-hours before game time.
- Improperly Parked Cars:** Or those parked in a restricted area will be towed away at the expense of the owner.

Lost and Found:	Items turned in may be claimed at Field Headquarters located on the second floor of the east grandstand.
Lost Patrons:	Lost patrons and people looking for lost patrons should proceed immediately to Field Headquarters located on the second floor of the east grandstand.
Parking:	There is ample public parking provided around Doyt Perry Stadium, as well as the lots by the Bowling Green Ice Arena and the Perry Field House. Cost of parking is \$5.00 in all-public parking lots.
Player Comp. Gates:	The player comp gates are located in the southeast side of the stadium at gates 15. Anyone picking up player comp tickets must present a valid ID before obtaining the tickets.
Restrooms:	Restrooms are conveniently located on both the east and West Side of the stadium in the main concourses.
Smoking:	Smoking is not permitted within Doyt Perry Stadium. Smoking is permitted in the outer regions of the concourse near the fences that surround the stadium.
Solicitation/Flyers:	Solicitation in or surrounding Doyt Perry Stadium including parking areas is prohibited.
Student Tickets:	Bowling Green student tickets are to be used only by BGSU students upon the presentation of a valid student identification card at the gates during game day.
Tailgating:	Parking lots open 4 hours before game time. University regulations and state statutes on drug and alcohol consumption will be strictly enforced. No kegs or party balls will be allowed in the parking areas.
Tickets:	All persons 3 years of age and older must have a ticket for admission to Doyt Perry Stadium. Ticket windows at Doyt Perry Stadium open two hours before game time.
Traffic:	Please click on the traffic flow map link within this section to see traffic routes.
Umbrellas:	To reduce the potential of injury and to avoid obstructing the view of spectators, umbrellas are discouraged in the stadium.
Will Call:	The will call window is located at the East Side of the stadium. The will call window opens two hours prior to game time. All individuals picking up tickets at will call must present a valid ID to receive them.

Stadium Policies: *Items not permitted within Doyt Perry Stadium:*

- Coolers of any size
- Glass containers or cans of any kind
- Alcoholic beverages
- Food or beverage
- Picnic baskets
- Lawn chairs
- Weapons of any kind (including off- duty police weapons, pipes of any size, or chains)
- Fire works
- Aerosol cans
- Animals
- Bicycles
- Scooters
- Roller skates of any type

Items Subject to Inspection

- Large purses (larger than 10" x 7")
- Bags and totes
- Grocery bags
- Back packs

Items Permitted in Doyt Perry Stadium:

- Small purses (10" x 7" or smaller)
- Small diaper bags
- Small fanny packs
- Clear, "Ziploc" type bags (1 gallon size or smaller)
- Binoculars
- Blankets without bags
- Seat cushions without bags
- Rain gear and small umbrellas

Driving Instructions to BGSU Home Football Games

From North (Toledo, Ann Arbor)

Route 1: Take I-75 South to Exit 181 (if from Ann Arbor, take 23 South to 75 South)
Turn Right on Wooster Street and continue West

There are three entrances into the parking lots off of Wooster Street

Alternate Route:

Take I-75 South to Route 582 (Middleton Pike)
Follow Route 582 West to Route 25
Turn Left on Route 25 and continue South
Turn Left on Poe Road and continue East
Turn Right on Mercer Road
Turn Left on Stadium Drive
Parking is accessible off of Stadium Drive

From South (Columbus, Cincinnati)

Route 1: Take I-75 North to Exit 181 (if from Columbus, take 23 North to 75 North)
Turn Left on Wooster Street and continue West

There are three entrances into the parking lots off of Wooster Street

Alternate Route:

Take 75 North to Route 6 and continue West
Turn Right on Route 25 and continue North
Turn Right on E. Wooster and continue East
Turn Left on Mercer Road
Turn Right on Stadium Drive
Parking is accessible off of Stadium Drive

From East/West (via Ohio Turnpike)

Route 1: From Ohio Turnpike (I-80/I-90)
Take the I-75 South
I-75 South to Exit 181
Turn Right on Wooster Street and continue West

There are three entrances into the parking lots off of Wooster Street

Alternate Route:

See Alternate Route from North noted above

**PERRY STADIUM
ELEVATOR POLICY**

FRIDAY PRECEDING GAME DAY

EAST and WEST ELEVATOR

Access to loge levels only will be available to box holders between the hours of 1 p.m. and 5 p.m. (Friday or day before home contest.) Both loge levels will be staffed with a student worker who will grant access to the individual boxes.

GAME DAY OPERATION

WEST ELEVATOR

Elevator will be in operation from 9:00 a.m. to 1 hour after the conclusion of the game.

At half time and at the conclusion of the game, the car will initially be used to deliver coaches to ground level. BGSU first, then visiting team coaches, then proceed with patrons.

Game worker in ground level lobby will determine access to elevator. The following is a list of potential users and their access.

- Stadium Club with ticket
- Press with proper pass
- Loge holders with ticket
- Pepsi Distributor
- Concessions workers with pass
- Union caterers with pass
- Loge and Stadium Club personnel

EAST ELEVATOR

Elevator will be in operation from 9:00 a.m. to 1 hour after the conclusion of the game.

The game worker on ground level lobby will determine access to the elevator. The following is a list of potential users and their access.

- Loge holders with ticket
- Pepsi Distributor
- Concessions workers with pass
- Union caterers with pass

Video Replay Policy

We do not want to restrict enthusiastic fans, but we must be conscious of the line between healthy enthusiasm and questionable behavior. It is important to depict the game, its players, officials and fans in a positive manner. The following are designed to assist with the implementation of the video board at Perry Stadium.

In no event may a play be replayed if the intent or obvious effect of the replay will be to incite the fans to be critical of the officiating of the game. In particular, close, questionable or controversial officiating calls or plays in which no call is made and as to which the crowd reactions is obviously negative, may not be replayed.

Replays must depict players, managers, coaches, and officials in a positive manner. Replay footage that depicts these individuals in an unfavorable light must be avoided.

Depict fans in a positive manner. No shots may used of fans fighting, fans yelling at officials or players or fans throwing objects at officials, players, or others.

(Replay policy adopted from NHL policy for video scoreboards. June 30, 2004)

Public Parking Lots General Notes

Red Pullovers are to be worn at ALL times for your safety as well as to allow for quick and easy visibility.

Your basic duty is to collect a \$5.00 charge from each car (or parking pass). Vehicles that are large enough to take more than one space should be charged \$10.00 and Buses should be charged \$15.00. Try to keep cars moving as quickly as possible but at all times remain as courteous and helpful as possible (even when faced with less than pleasant persons and/or situations).

Familiarize yourself with all the other lots, positions, directions, and Stadium areas so that you can provide help and information as needed.

EVERYONE THAT PAYS MUST BE GIVEN A RECEIPT and should display it in their window.

Anyone bearing an OFFICIAL PASS is to be allowed access to and through a lot EXCEPT LOT L.

Ice Arena attendants will be notified each Saturday of activities taking place in the Ice Arena (example: Figure Skating, Youth Hockey, Curling etc.). Those who arrive at the Arena, state that they are participating in the activity noted for that day, and are to be allowed in free of charge. As are any parking passes entitled "Main Lots Parking of Ice Arena Parking" and official passes. In addition, the Grounds maintenance workers will park in this lot. All others are to be charged the regular \$5.00 fee.

Direct BUSES to the area between the East practice fields.

All cars coming in with a pass should have the PASS COLLECTED. These are to be turned in at the end of your duty. However be aware that those with officials passes may park anywhere, press and photo passes may park in the Media Lot and game workers may park in the main lots. These passes are NOT to be taken.

Cars with a HANDICAPPED sticker or license plate may park in Lot L but they will be assessed the \$5.00 or \$10.00 charge.

Will Call, Players Pass Gate, Field Headquarters, and the First Aid Room are all located on the EAST SIDE of the Stadium.

Unless informed otherwise, cars are NOT allowed to park in any GRASS area.

Public Parking Lots
Positions and Assignments (Parker Brothers)

POSITION	MAP DESIGNATION	*REPORT
Supervisor	S	8:30AM
Early Assistant/Main Entrance (swing)	A1	8:30/10:00AM
Alumni Drive #1/Media Lot	A8	9:00AM
Ice Arena #1	A11	9:30AM
Main Entrance #1	A2	10:00AM
Main Entrance #2	A3	10:00AM
Stadium Drive/ Ski Hill #1	A4	10:00AM
Ice Arena #2	A12	12:00PM
Alumni Drive #2/ Media Lot	A9	11:00PM
2nd Entrance #1	A5	10:30AM
2nd Entrance #2	A6	11:00PM
Stadium Drive/ Ski Hill #2	A10	11:30PM
Track Loop	A13	11:45-1:15PM
Main Entrance #3/ Swing (TOLEDO)	A14	11:30PM
2nd Entrance #3/ Swing (TOLEDO)	A7	11:30PM
Practice Field/Ski Hill (TOLEDO)	A15	11:15-1:15PM
Main Entrance #4/ Swing (TOLEDO)	A16	11:00-1:00PM
2nd Entrance #4/ Swing (TOLEDO)	A17	11:30-1:30PM
Lot Swing (TOLEDO)	A18	11:30-1:30PM

FALCON CLUB PARKERS (LOT L)

POSITION	MAP DESIGNATION	Reporting Time
*SUPERVISOR	S	5 hours before kick off
LOT N (Neck)	LN	5 hours before kick off
EAST FENCE	FE	1 hour and 45 minutes before kick off
WEST FENCE	FW	1 hour and 45 minutes before kick off
ESCORT DRIVER	ED	1 hour and 45 minutes before kick off
ASSISTANT	L1	1 hour and 45 minutes before kick off
ASSISTANT	L2	1 hour and 45 minutes before kick off
ASSISTANT	L3	1 hour and 45 minutes before kick off

Position Duties

Supervisor - Direct the operation of the Falcon Club Lot (Lot L).

Station assigned personnel and supervises their activities in the lots.

Insure the smooth operation, particularly of Lot L.

Only those with FALCON CLUB Hanging Decal (brown tag), VIP pass, Fence Parking pass or President's Tag are permitted in the lot.

Individuals with FALCON CLUB RESERVE Parking Privileges will have a reserved space marked by a cone in the front row of the lot. Please direct these individuals to that location.

Also be certain that the lot is completely filled before closing it, including the grass lot.

Organize the flow of traffic past the Lot L entry such that General Public Parking vehicles are in the left and Falcon Club vehicles are in the right.

Collecting a \$5.00 parking fee from any Handicapped Vehicle that does not already have a parking pass.

Also, all Falcon Club members driving Recreational Vehicles must pay \$5.00 to park in addition to having their appropriate sticker. Rationale being that they are taking up more than one space.

Those bearing Fence Parking passes (purple) are to be directed through LOT L to the Neck where they will be escorted to the proper side of the Stadium and instructed to park where there is a sign bearing their name attached to the fence.

Assistant L1, L2, L3 - You are responsible for filling Lot L orderly and as efficiently as possible. All spots are to be filled on a first come, first serve basis beginning in the front of the lot and working back. All spaces in the lot must be filled before it is closed down. Once the

operation gets moving, L1 and L2 should be parking cars while L3 constantly searches for open spaces. NO VEHICLES ARE TO PARK ON STADIUM DRIVE.

Lot L Neck Coordinator (LN) - Your primary responsibility is to make sure that no one goes past your point without a special Fence Parking and/or Truck Pass that permits them to make a drop-off. The Fence Parking Passes are PURPLE. The people with these passes are to be escorted by the Fence Parker's to the appropriate space assigned to them on either side of the Stadium. Police and media vehicles with PURPLE passes are to park alongside the fence on the north west corner. No vehicles are to park on the grass that encircles the stadium. No traffic other than those parking in assigned spots or vehicles making deliveries or drop-offs should be moving through your area. This is especially critical once the crowd starts arriving. At this time you must control the vehicle traffic in your area so that pedestrian safety is maximized. To assist you in keeping track of vehicles making drops without a pass, maintain a record on your clipboard of the description & license plate of the vehicle, as well as the time of arrival. If within reasonable period (usually 30 minutes) the vehicle has not left please contact Jim Elsasser for help in locating the driver. Finally, you should contact Jim for assistance if anyone without an appropriate pass insists on entering. The following service vehicles should be allowed through Lot L for deliveries, etc.:

See clipboard sheet

Other duties

Assign one of the lot assistants to the cone area to verify Falcon Club VIP and assist with parking those cars

After the game use golf carts from escort drivers to return patrons to the lots.

East/West Side Fence (FE/FW) - You are to park vehicles that have a special Fence Parking pass. Tan Pass. The people with these passes are to park only in the space, which has a sign with their name or company name on it. Upon arrival you are to go to Field Headquarters to pick-up a golf cart and then make sure that any cars already parked in the spaces have the appropriate pass for that space. If a car is parked illegally, immediately contact Jim Elsasser. Once cars start arrive through the neck, you must make sure that you keep your golf cart in front of their vehicle for safe escort to their assigned space. Also, please ask them to visibly display their pass on their dashboard. No vehicles are to park on the grass that encircles the stadium. No traffic other than those parking in assigned spots or concessions vehicles making deliveries should be moving through your area. This is especially critical once the crowd starts arriving. At this time you must control the vehicle traffic in your area so that pedestrian safety is maximized. Finally, you should contact Jim Elsasser via the Lot L Neck Coordinator if you need any assistance. Also, remember to drop the keys and cart off at Field Headquarters when your shift has concluded.

Escort Driver - You are to CAUTIOUSLY drive (stay clear of Stadium and Alumni drives) a golf cart from Lot L/Falcon Club areas to assist elderly and handicapped individuals to the Stadium entrance gates. At no time is the cart to be used for unauthorized means and no "hitch-hikers" are to be transported. Pick-up and drop off of the cart and key will be at Field Headquarters on the East Side of the Stadium. Also, a clipboard with names, times, and destinations will be left in Field Headquarters - these individuals will be expecting you to pick

them up at the designated times and locations. Hence, they will take priority over your ad hoc riders.

Event Jackets are to be worn ALL times.

Try to keep cars moving as quickly as possible but at all times remain as courteous and helpful as possible (even when faced with less than pleasant persons and/or situations). The people you deal with here are some of the Department's biggest and most loyal supporters. We want to keep them that way.

Familiarize yourself with other lots, directions and different areas of the Stadium so that you can provide help as needed.

BUSES, including band buses, must park on the Stadium Drive.

Anyone bearing an OFFICIAL pass is allowed in every lot EXCEPT LOT L.

Custodian (F) Attendant - Information and Instructions

*Reporting Time: 11:30am; 5:00 p.m. for 7:00 p.m.

Finish Time: Game's End (Approx. 3 Hours after kick-off)

1. Report to Lou Brossia (BGSU Maintenance) to receive any priority instructions. He is normally found on either sideline or in the West Side Press Box.
2. Make an initial check of all women's rest rooms, beginning on the East Side ground level. Then check the East Side Press Box the West Side ground level, and lastly, the West Side Press Box. There are two restrooms for each of these areas or a total of eight to be checked.
3. You should check them for general cleanliness and insure that they have adequate supplies of toilet paper, paper towels, and sanitary napkins.
4. If restocking is necessary there is a supply closet located at the North end of each Press Box. (BB1486-Press Box, BB1439-Ground Floor Storeroom).
5. Prior to halftime, make the same check again and restock as necessary.
6. After each check, proceed to the West Press Box and remain in the area occupied by the Campus Police Officer, Electrician, and Lou so that you can assist in an emergency if needed. Lou would most likely require your assistance to monitor the door if women's restroom toilet or sink clogs up.
7. If there are problems, contact Jim Elsasser by calling 2-2401 and the receptionist will radio him.

Gate & Ticket Taker Areas - Information and Instructions

*Reporting Time: Gates 2 & 15 10:30 am; 4:00 p.m. for 7:00 p.m.
 Ticket Takers 11:30 am; 5:00 p.m. for 7:00p.m.

Finish Time: Halftime (Approx. 1 1/2 Hours after kick-off)

1. Please show up ready to work at the appointed time. Specific instructions may be given to all workers at one time and it is difficult to brief late arrivals individually.
2. Dress neatly and appropriately for the anticipated weather conditions (no denim please) and wear your PLEASE BLUE PULLOVER.
3. If you are a TICKET TAKER, you may admit any type of ticket or Pass through your gate starting at NOON (except for BGSU Students; see #4). There are only three basic ticket designations: General Admission, (in the end zones); Bench Reserved, (seating on the east or west side in whatever section is designated on the ticket); and Chair Reserved, (seating on the west or east side in whatever section is designated on the ticket). If you are asked, a reserved seat ticket holder may sit in a general admission section but not vice versa.
4. BGSU students will only be admitted (by showing their student ID) through the appropriate gates on the West Side (usually 8, 9 & 10). BGSU students are never to be admitted elsewhere. However, if a ticket holder with a small child is accompanying a student they may be allowed through your gate. In that case you should collect the ticket and hold it for the supervisor. For the first game due to classes only starting the day prior there is no need to check for validation stickers on the ID. Thereafter, please check as time allows.
5. In the event you witness a Student ID being passed through the fence or otherwise used inappropriately, you are authorized to confiscate the ID on the spot. Should you require assistance please notify the nearest police officer. Once in possession of the ID the offended party should be informed that they must retrieve it at the Memorial Hall Ticket Office during weekday hours.
6. All tickets are to be torn in half with one half put in the ticket can. Tear the reserved seat ticket on the perforation and keep the stub. Please keep all trash out of the can. If you are at a gate with a turnstile, make sure everyone passes through it; if you are at a gate with a hand counter make sure you click off everyone who enters, pass holder or ticket holder.
7. Do not allow anyone through the gate with any alcoholic beverage or any beverage in hard containers, i.e. cans or bottles. You may ask to see what is inside coolers, bags, etc. If you have any problems, look for the nearest police officer.

8. Gates 2 (southwest) and 20 (east) are designated as "Pass Gates" where persons holding game worker passes will generally enter. However, a pass holder may enter through any gate. A pass entitles only the holder to enter, not anyone else who is accompanying them. Pass holders may enter the facility at any time but ticket holders are not permitted to enter until the gates open (usually 1 Hour before kickoff) and we do not admit ticket holders before that time.
9. Gates 2, 15, and 20 are also the "problem gates". The attendant at these gates has a two-way radio and can communicate with Athletic Department staff. If a problem arises which you are uncertain about, politely direct the individual(s) to whichever one of these gates is closest. Likewise, the Supervisors on both the east and west turnstiles have radio communication with these areas, as well as Scot, David, and Jim Elsasser.
10. Please remain standing at your position while on duty rather than sitting on the turnstiles or railings. There is to be no smoking, eating or drinking while working.
11. Under all circumstances, an individual must have a pass or a ticket to be admitted. There are generally no excuses accepted and any problems should be directed to gates 2 or 15. Our policy on the admittance of children with adults is that only children of three years of age and younger are admitted without a ticket and they are expected to sit on their parent's lap. If the ticket sellers are asked at the time of ticket purchase, they will provide a pass for the youngster, which you should take and retain in its entirety for collection by the supervisor. If the youngster does not have this special ticket then use your best discretion.
12. At the start of halftime the large access gates are opened and we no longer sell or take tickets . If anyone wishes to leave before that time and return they should be directed to gates 2 or 20 (or one of the other locations that will be designated to you on game day) where they can get a Pass Out Check. When they return to the stadium the Pass Out Check should be collected.
13. Some of the important locations that you may be asked to direct people to are: Will Call Window (east side), Players and Recruits' Pass Gate (opposite gate 15 on the east side), Field Headquarters (2nd floor east side) and First Aid Room (concourse east between sections 14 and 16). The Concession Commissary, Falcon Club Offices, and Fitness Center are all inside the gates on the west side. If you are not sure about any of these locations once we open the gates, either ask someone else or direct the person to gate 2 or 15.
14. *Accessible seating. All wheelchair attendees and the person accompanying them are to be directed to enter the nearest vehicle gate (Northwest #13; Northeast #15) and to proceed up to sections 9, 11, 12, 14, or 18. Tickets for these individuals should be collected by the vehicle gate attendant and turned in to a supervisor at halftime.*
15. All workers will be signing a tally sheet, both before and after they fulfill their game day responsibility. Please make sure to see a supervisor if you have not signed in or out.
16. In the case of an emergency, look for a supervisor or a police officer.
17. Remember at all times to be courteous, even though the attendees may do otherwise.

Stadium Control - Head Ushers

POSITIONS	MAP DESIGNATION
Head Usher - Sections 7/9	H1
Head Usher - Sections 11/13	H2
Head Usher - Sections 15/17	H3
Head Usher - Sections 19/21	H4
Head Usher - Sections 8/10	H5
Head Usher - Sections 12/14	H6
Head Usher - Sections 16/18	H7
Head Usher - Sections 20/22	H8

NOTE: Report time is 2 hours before kick off.

General Notes

Supervision of all Stadium control personnel will be under Dave Crooks.

1. So that you can be visible and so that we have a consistent appearance, the event management jacket is to be worn at all times.
2. NO SMOKING is permitted while on duty. Also, SPECTATORS are not allowed to smoke in the seating sections or tunnels (underneath only).
3. Each head usher will be responsible for one entry and two seating sections (see map). Familiarize yourself with your assigned area, (i.e. section numbers and letter, row numbers, etc.). Also know what is on either side of you and where other areas of the Stadium are.
4. Head Ushers H1, H4, H5 and H8 will have one or two ushers assigned to help them with their two sections. Head Ushers H2, H3, H6 and H7 will have two assistants. However depending on crowd size and other factors, any number of these assistants may be let go at half time by the Supervisor (Kevin Hayes).

5. Know ahead of time where other stadium control personnel are stationed (see map). Also know where police officers and emergency medical technicians are stationed (see map).
6. Your main initial duty is to CHECK EACH TICKET of each person that enters your area. You are to insure that only those persons with the proper ticket come into your sections and then you must get them into their seats as quickly, but courteously, as possible. Those who do not belong in your section should be instructed as to the correct area where they should be.
7. **H1, H2, H3 and H4** -
8. **H5 and H8** -
9. **H6 and H7** -
10. Once the crowd is in and seated your duty shifts to being on guard for potential problems and trying to anticipate situations that may occur, i.e. crowd control problems (drunks, fights) medical emergencies, or facility breakdowns.
11. Make sure any incidents or problems (no matter how minor) are reported to Jim Elsasser.
12. NEVER physically restrain anybody or attempt to physically remedy a crowd control problem.
13. DO NOT attempt to provide medical assistance for which you are not trained.
14. In the event a problem occurs (especially crowd control or medical emergency) try to have the nearest usher go immediately to a policeman or EMT for help while you stay in the area of the problem to assist if possible and to direct help when it arrives. Once help has been contacted, get word of the problem to Jim Elsasser as soon as possible.
15. Direct persons in WHEELCHAIRS to the north and south corners of the mezzanine level or the field (see map). We cannot allow wheelchairs in the middle of the stands unless the person can sit in a regular chair and fold up the wheelchair.
16. Please be aware that Field Headquarters, Will Call, Players Pass Gate, and the First Aid Room are all located on the East side.
17. West Side Head Ushers - H1, H2, H3 and H4 - We may get into a situation where our student turnout is so large that the West Side becomes completely full. If and when this happens you will be advised by Jim Elsasser that we are shutting down your section. Your ushers must go to each ramp entry and stop incoming persons and direct them to seating on the East Side.

Stadium Control - Baseball

You go on duty 1 hour and 45 minutes prior to kick off

NOTE: GAMES BEGIN AT 1:00 PM or at 6:00 p.m.

Your event management jacket is to be worn at All times.

Know your position responsibilities and familiarize yourself with your particular area before the action starts. (Note that some people will be assigned a secondary position.)

Know ahead of time where other stadium control personnel are stationed (see map). Also know where police officers and emergency medical technicians are stationed (see map).

Always look for potential problems, either crowd control (fights, excessive drinking, etc.), medical emergencies, or facility related (i.e. broken seats). **SMOKING IS NOT PERMITTED IN THE SEATING SECTIONS OR TUNNELS.** If this is reported to you, let the spectator know they must go underneath.

In the event a problem occurs (especially crowd control or medical emergency) try to have the nearest other stadium control person go to a policeman or EMT for help while you stay in the area of the problem to direct the help when it arrives. If no one else is near to go for help, go yourself as quickly as possible. Once help has been contacted, get word of the problem to Jim Elsasser (again use another stadium control person if possible).

NEVER physically restrain anybody or attempt to physically remedy a crowd control problem.

Do NOT attempt to provide medical assistance for which you are not trained.

Direct persons in WHEELCHAIRS to the accessible seating provided in sections 9, 11, 12, 13, 14, 16 and 18.

Note: The only general admission seating is in the endzones.

Please be aware that Field Headquarters, Will Call, Players Pass Gate, and the First Aid Room are all located on the East Side of the stadium.

Make sure any incidents or problems (no matter how minor) are reported to your Head Usher, your Supervisor or to Jim Elsasser.

POSITION DUTIES

1. On the West Side, Students and general public must be separated as shown by the overhead signs (Students: Gates 8-9-10; General Public: 4-5-6-7).
2. Once through the turnstiles we will generally always be trying to move the fans to the end ramps because the natural tendency is to clump in the middle. Upon completion of your bullhorn duties you will report to your upper level ushering position.
3. Ushers - Note: There will be a Head Usher (a member of the Bowling Green Elks Club) assigned to each entry and he will have overall responsibility for the two seating sections belonging to that entry. You are to take your direction from the Head Usher while following the general rules described below.
4. West Side Ushers (U7, 9, 11, 13, 15, 17, 19, 21) - The West Side is mainly Student and General Admission seating. You must help get these people out of the ramps and into the seats as quickly as possible. (Do remember that the brown chair seats require a reserve seat ticket). You have to be assertive, check each person for reserve ticket stub and encourage him or her to move to a seat.
5. East Side Ushers (U8, 10, 12, 14, 16, 18, 20, 22) - You **MUST CHECK ALL TICKETS** to insure that each person is in the proper section and that they sit in the proper seat (Sections 8, 10, 12 are General Admission sections except for the Chair Seats which require a reserve ticket). Know your area so that you can direct people to their seats and speed up the process.
6. Field (F1 -F4) - The East and West men (F1 & F2) are sideline controlled. You must check each person to make sure that they have either an official, sideline, photo pass or are in uniform. If you have a problem with someone, use the police officer stationed on your side to help.
7. You must also keep those with passes out of the area marked off for the team and keep them in back of the line marked along the out-of-bounds line. The corner men (F3 & F4) must make sure that persons particularly those coming from the End Zone seats do not come up into the stand by way of the field gate. You also are to help F1 and F2 spot people on the sideline who do not have passes.

Stadium Control - Ushers

POSITION	MAP DESIGNATION	REPORT
Usher (W) 7	U7	12:15 PM
Usher (W) 9	U9	12:15 PM
Usher (W) 11	U11	12:15 PM
Usher (W) 13	U13	12:15 PM
Usher (W) 15	U15	12:15 PM
Usher (W) 17	U17	12:15 PM
Usher (W) 21	U21	12:15 PM
Usher (E) 8	U8	12:15 PM
Usher (E) 10	U10	12:15 PM
Usher (E) 12	U12	12:15 PM
Usher (E) 14	U14	12:15 PM
Usher (E) 26	U16	12:15 PM
Usher (E) 18	U18	12:15 PM
Usher (E) 20	U20	12:15 PM
Usher (E) 22	U22	12:15 PM
Field (E)	F1	12:15 PM
Field (W)	F2	12:15 PM
Field (NW)	F3	12:15 PM
Field (SW)	F4	12:15 PM

Stadium Control Assistant: Information and Instructions

***Reporting Time: 11:30a.m.**

Finish Time: Game's End (Approx. 3 1/2 Hours after kick-off)

Pick-up walkie-talkie

Your initial duty will be to watch for the arrival of the Visiting Team at Gate 25 (padlock key 2207) and allow **ONLY** their team personnel in through your gate.

Once the visiting team, including personnel who may have parked vehicles out in the Main Lots, have been admitted, please secure your Gate.

Get yellow Event Management jackets and bullhorns out of back room located on the 2nd floor.

NOTE: GAMES BEGIN AT 1:30 P.M. or 6:00p.m.

10:15 am - Using names from "Baseball Ushers" clipboard, give out assignments, jackets, and bullhorns to players. **They are to be at their posts by 11:45 AM.**

11:15 p.m. - Bring the box lunches and beverages (2) to the EMT Ambulance Crew located in northeast corner. Beverages are in the pop machine on 2nd floor.

12:30 p.m. - Make sure ushers are in position.

With 5 minutes remaining in the First Half, get the box lunches and beverages (6) for the chain crew and put them on Equipment Room counter.

Check-in with Jim Elsasser to see if we will release any ushers early. If so, please meet them for check out and jacket retrieval.

At games conclusion checkout remaining ushers and then return jackets to storage and the walkie-talkie and clipboard to office.

Officials' Attendant: Information and Instructions

Reporting Time: 4 hours prior to kick off

Finish Time -- 1 Hour After Game (Approx. 4 Hours after Kick-off)

Keys:

BB 1413 -- opens locker room (290 W)

BB 1444 -- opens end doors on east and west side

Phone #'s

Jim -- office 2-7054

Jim -- cell 419-346-0902

- √ Check cleanliness of locker room, bathroom and shower area
- √ Arrange blackboard, chalk, chairs (or benches), towels, and game programs
 - √ For towels see Joe Sharp, Equipment Manager (room 130 E)
 - √ For programs see Scot Bressler, Director of Ticket Operations (room 220 E)
 - √ Ice down beverages for the officials (Gatorade and cooler are located in room 200 E; ice from ice chest outside 130 E)
 - √ Post nametags (use computer and printer in Jim's office) (207 E)
 - √ Box lunches will be delivered to the locker room by other
- √ Meet officials at Gate #2 (approx. 3 hours before kick off) and escort them to the locker room.
- √ The head referee will wear a wireless microphone. See Jim Elsasser for the wireless unit.
- √ Replay pagers worn by the officials will be delivered to the locker room. Please return pagers to 207 E.
- √ If an official requests any treatment, escort them to the Training Room (155 E).
- √ If the officials request to watch video, we will use the offices located down the hall from the locker room (293). Contact Jim Elsasser to have office area unlocked.
- √ Take blank videotape to Video Coordinators room (240 E). (If necessary)
- √ Escort officials to field, back and forth at halftime and off of the field after the game. You will have a University Officer also assigned to the officials.
- √ Any snacks needed for the officials for half-time or post game can be retrieved from the concession stand located on the press box level (East side)
- √ The officials will review the game film immediately following the game in Athletic Department Conference Room (220 E). BGSU video coordinator will have a copy of the game film for their review. Escort the officials to the conference room.

√ Post game, return towels to equipment room and remove trash from the locker room.

During game position yourself on the southwest sideline for the easy visibility for the officials.

GAME DAY TELEPHONES

372-2401	Field Headquarters
372-7058	Ticket Office (Scot Bressler)
372-7105	50-Yard Line EAST
372-7108	50-Yard Line WEST
372-9891	Press Box (SID-Debbie Bruns)
372-7107	Public Address Booth (P.A., Scoreboard, Clock)
372-9892	Police Command Post (Press Box)
372-7093	Promotion Office (Brain Delehoy)
372-7062	Falcon Club Office (Jane Myers)
372-2987	President's Box
372-0324	EAST Side Ticket Booth (North)
372-7111	EAST Side Ticket Booth (South)
372-0335	WEST Side Ticket Booth (North)
372-7112	WEST Side Ticket Booth (South)
372-7091	Equipment Room (Joe Sharp)
372-7088	Training Room (Doug Boersma)
372-2662	Stadium Club
372-7109	EAST Side Select Seating Hallway (South)
372-7110	EAST Side Select Seating Hallway (North)
372-7102	Concessions/Commissary (Gladieux)
372-7134	Concessions/East Mechanical Room
372-7099	Maintenance Garage – Grounds Crew (Gary Scott)
372-2251	Facility Services (Maintenance)
372-2346	Campus Safety (Non Emergency)
352-2571	City of BG Police
353-5111	City of BG Fire

Individuals which can be reached via radios:

Jim Elsasser	• Visiting Team Liaison
Ben Spence	• Game Operations Booth
Brian Delehoy	• Athletic Switchboard
Scot Bressler (Ticket Operations)	
Bill Ault (Parking Supervisor)	
Parking Attendant in Lot L Supervisor	
Gate #2 Media Gate	
Gate #7 Vehicle Gate	
West Elevator and East Elevator	
Debbie Bruns (Press Box)	
Campus Police	
Tenable Security	

First Aid Station
Promedica EMT

POLICE COVERAGE - NOTES and INSTRUCTIONS

GAME TIME: 1:00pm

Report: 10:30 a.m. to Campus Safety & Security

All positions on duty: 10:30 A.M.

Parking Lots Open: 11:00 P.M.

Stadium Gates Open: 12:00 P.M.

1. ASSIGNMENTS: See attached sheet. Map shows "DURING GAME" positions.
2. Parking at the Stadium is alongside the fence at northwest corner where marked "POLICE/MEDIA" or parallel to the grass on the northeast corner - please do not obstruct ambulance exit. (See map.)
3. Athletic Department game staging personnel with whom you should be familiar:
 - Paul Krebs - Athletic Director
 - Scot Bressler - Ticket Manager/Field HQ's
 - Jim Elsasser - Overall Operations
 - Perry Franketti - Concessions
4. Personnel hired by the Athletic Department in the capacity of Supervisors are:
 - Bill Ault - Public Parking
5. The Athletic Department's basic game staging concerns as they relate to the police coverage are to:
 - Have vehicle traffic move to the Stadium and into the parking lots as quickly and efficiently as possible.
 - Move the crowd through the ticket buying and taking process as quickly and properly while screening for alcohol coming in the Stadium and assuring that people enter through the proper entries.
 - Get the fans into the Stadium in the proper section and into their seats as efficiently as possible.
 - Assure appropriate stadium control and respond to emergencies during the game, i.e. crowd control (drunks, fights), medical and/or facility problems.
 - Assist the swift and orderly departure of persons from the Stadium after the game and their vehicles from the parking lots.
6. The contest management personnel working at the Stadium (parkers, ushers, ticket takers, etc.) have been instructed to deal initially with any problem but to refrain from getting physically involved. If a situation gets to the point where they have to argue with a person(s) or the next step would be to get physically involved they have been instructed to get an officer to deal with the problem immediately.

7. Your visibility is extremely important to the job that the Contest Management people do. The more that the people in the stands are aware of your presence, the less likely will be the number of times that the Contest Management people need to have you involved directly in a problem. Thus, within your assigned area, be active, move around as possible and be as visible to as many persons as possible.
8. Along this theme of visibility we must avoid clumping officers together. When this happens visibility may be great in one specific area, however other areas of the Stadium suffer because they are not covered.
9. Those positioned in the stands must be acutely aware of keeping people off of the top walkway. For safety purposes, no one is allowed up here - thus periodic tours to these areas of the Stadium will be necessary to chase people back to their seats.
10. Be aware that Field Headquarters and the First Aid Room are located on the East side near sections 14/16. However, the 2nd floor Game Day Ticket Office is now located on the East Side.

Vehicle Gate Attendants (2) - Information and Instructions

*Reporting Time: see sheet

Finish Time: End of game

1. Report to East Side operations office to receive last minute instructions and pick up Event Management jacket.
2. Only authorized vehicles with passes are permitted inside your gate. Includes delivery trucks, television production trucks, EMT, University Dining Services and Catering.
3. You are the access point for Athletic Department Grounds Crew vehicles, golf carts and other vehicular traffic.
4. Other than the BGSU Marching Band and any pedestrians wishing access to your gate must have an authorized credential for THAT GAME and enter at Gate 2.
5. It is permissible for Wheelchair spectators, accompanied by one other individual, to enter your gate. Reserved tickets for these individuals should be torn with the large portion returned.
6. If you are not sure about whether or not to let someone in please refer them to either Gates 2.
7. You serve as the liaison to the EMT and any need on the field. Introduce yourself to the crew. They position the unit in the NW corner of the stadium. Should the squad be needed on the field direct them to the location. You will be prompted by Jim Elsasser cue. The EMT's also have radio communication with selected game day staff.
8. At the conclusion of half time, a Tenable Staff Agent will patrol your gate area. Proceed to Lot L to pick up a golf cart.
9. The cart will give you the ability to transport patrons who need assistance. You will be contacted by radio as to where pick up locations are.
10. Other duties assigned as necessary.

FOOTBALL POST-GAME CLEAN-UP INSTRUCTIONS

1. Three (3) ADULTS needed to run blowers.
2. Determine direction of wind.
3. Start by blowing trash in same direction of wind starting at the top of the stadium. There should be brooms available to assist blowers.
4. Pick-up Brooms/Shovels/Garbage Bags in East Tunnel Storage Area
5. Divide into Two (2) groups: one on East and one on West.
6. Clean stands first of all large items (cups, popcorn boxes, etc.)
7. Gather trash in piles large enough to shovel into trash bags. Usually done by piling trash at steps.
8. Work towards other end. This may take one to one and half-hours.
9. Once trash is bagged from stands blow tunnels clean of trash to ground level. LARGE SWEEPER will then get this.
10. Hand-held blower should start under north stands by blowing trash toward open area. LARGE SWEEPER will get this.
11. Hand-held will then move to south stands and blow trash into grass to be picked up by hand.
12. A group of about ten (10) will then pick up trash on the football field. Including under small steps.
13. Others will then pick up trash by hand in all grass areas.
14. At same time, four (4) people need to sweep trash out from all nooks by restrooms and under tunnels, whichever way wind is blowing. LARGE SWEEPER will get this.
15. Make sure all trash is picked up INSIDE fence.
16. Group leader must report to Supervisor before leaving for final inspection of stadium.
17. All blowers must be returned to garage marked "G" on map. (LF 122)
18. All brooms and shovels must be returned to room marked "R" on map. (BB 1439)

Duties and Responsibilities

Assistant Athletic Director for Internal Affairs

- √ Responsible for the overall management of game operations including but not limited to game day personnel, policies, security, traffic flow
- √ Concessions

Promotions Coordinator

- √ Responsible for game day promotional activities
- √ Responsible for entire operation of tailgate area

Athletic Communications Director

- √ Responsible for the coordination of media and media functions including liaison with print, radio, and television for all needs at BGSU Athletic events
- √ Responsible for staffing press box and those individuals working in such capacities
- √ Merchandise

Ticket Operations

- √ Responsible for the entire ticketing operation of event including

Operations Assistant

- √ Responsible for implementing training activities for all game day employees
- √ Responsible for designation of ushers on game day