

**Gymnastics Meet Operations
Eppler Center or Anderson Arena
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 Gymnastics competitions held at Eppler Center or Anderson Arena. 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.

Greg Christopher
Athletics Director

Mr. Jim Elsasser
Assistant Athletic Director

Operating Procedures and Contact List

Game Operations – 419-372-7054

- *Game Management* – the management of the gymnastics event shall be the responsibility of the Internal Affairs office with assistance from the gymnastics staff.
- *Officials* – the officials are assigned by the National Assignor and are scheduled to report to the arena at least one hour prior to the scheduled start.
- *Locker Rooms* – the locker room for the visiting team is located on the second floor of Eppler Center (public access). For meets in Anderson Arena, the visiting team will occupy room 101. The officials can use the locker room located in the corridor of 201 or the main lobby. Be sure to give a key to the visiting team when they arrive, and collect it when they leave. (There is no key access for the Eppler locker room).
- *Scorer's Table staff* – a competent staff is required to work in the following capacities during the game including a PA announcer, official scorer, and scoreboard operator.
 - PA – see job description below
 - Official scorer – maintains the official score sheet for the meet. Official scorer is provided by Athletic Communications.
 - Scoreboard operator – see job description below and time line. (Anderson Arena meets only).
- *PA System* – the PA system is contained in a single portable unit located in the storage area of Eppler Center. For meets in Anderson Arena the appropriate facility staff will set up the sound system and PA.
- *Runners* – a total of four runners are required per match. Runners are responsible for taking the event score sheets to the official scorer. Additionally, the runners will indicate the event score on the score flashers.
- *Equipment* -- the coordination of equipment is ultimately directed by the gymnastics staff. The Other Fields and Facility staff will aid in meet set up on the day prior to the home events and post event tear down. For meets held in Anderson Arena, any additional equipment needs and the transportation set up for moving equipment is coordinated through the gymnastics staff.

- *Team chairs* – arrange for 15 team chairs per bench through Materials Handling by contacting 372-2121 with the home schedule.

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

- *Ticket office procedures* – the gates open one hour prior to the start of the meet. The gate is set up at the north entrance of the facility. For meets in Anderson Arena, the only entrance staffed is in the main lobby. An admission fee is required to enter the venues. 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 office and is responsible for all cash transactions.
- *Ticket takers* – the ticket taker staffs the gate and collects tickets from the patrons or verify ID's of students.

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

Facility Operations (Gary Scott) – 419-372-7099

- Facility maintenance – the OFF staff is responsible for assisting with pre event and post event set up and tear down of equipment.
- Any additional facility requests must be submitted to the Assistant Athletic Director of Internal Affairs.

Athletic Communications (Erin Shorr) – 419-372-6006

- *Statistics* – Athletic Communications maintains all statistical information via their stat package. Athletics Communications will also provide meet summaries to the participating teams and game officials.

Concessions (Corey Pleasant – V/Gladieux) – 419-372-7102

- *Concession operations* – the concession stand is located in the north corner of the gymnasium. Operation hours are one hour prior to the start of the contest until one hour into the meet. For events in Anderson Arena, the main lobby stand will operate accordingly.

- *Complimentary product* – Any product (food or beverage) given to any game day staff must be made in advance and approved jointly by BGSU Athletics and Gladieux.
- Gladieux accepts cash and BG One Card.

Sports Medicine (Sports Medicine GA) – 419-372-2219

- *Training room* – the training room in Eppler Center or Anderson Arena shall serve as the pre-game and post-game treatment site for all student athletes. (Training room location will depend upon meet location.)
- *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 team bench.
- *AED* – Eppler Center is equipped with a portable AED. Anderson Arena is equipped with an AED and it is located in the hallway adjacent to the locker room.

General Event Management Policies

Alcohol

Possession of alcohol is not permitted inside Eppler Center/Anderson Arena 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 arrest.

Tobacco

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

Throwing Objects

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

Artificial Noise Makers

The use of artificial noise makers, portable amplifiers, or public address systems by fans or cheerleaders is prohibited. In the past items have included inflatable “thunder-sticks” and cow bells

Walking onto the Competition Area

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

Ejection Procedure

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

Parking

- Parking for spectators is available in Lot N-14, Anderson Arena and Library parking.
- Spectators will be ticketed or towed if they park in reserved spaces.
- There is no cost for parking unless otherwise authorized by BGSU Athletics.
- The visiting team’s bus may be parked in Lot L. At no time should team buses block entrances, exits, fire lanes or reserved spaces.

Entry Policies for Eppler Center or Anderson Arena

- Full time athletic department staff that are not working the event are admitted by ticket only. Ticket sign is located at the main ticket office on game night.
- Athletic Department staff who are working the event are admitted by presenting the proper credential
- Cheerleaders, the Dance Team and Mascots are admitted only through the pass gate. Here, they must be checked on the gate list.
- Students are admitted when they present a student ID.
- Children who can be held in a parent or guardian's arms are admitted free of charge. Otherwise, they must purchase a ticket.
- Any problems or "excuses" should be immediately directed to Scot Bressler at the ticket office.

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.
- Operations Assistant or the OIC as dictated by the incident would assign university Police Officers and other appropriate staff.
- Gather information and file a report with the Assistant Athletic Director.
- Eppler Center and Anderson Arena is equipped with an AED. In Eppler, see Certified Athletic Trainier for AED. In Anderson Areana, the AED is located in the hallway leading to the locker rooms from the main floor.
- Provide only medical treatment for which you have received training and/or professional instruction.

Ticket Takers

Report Time: Ticket takers are to report to the arena 1 hour 15 minutes prior to first serve.

Rules and Responsibilities

- Be familiar with all areas of the venue 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. (Khakis, collared shirt, event management jacket)
- 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.
- Never physically restrain a spectator. If the need should arise notify a police officer to solve the problem.
- Be familiar with the General Event Management Policies located at the beginning of this manual.
- Report all incidents or problems to Scot Bressler at the ticket office or Operations Assistant.

Specific Guidelines

- One ticket taker is assigned to two turnstiles.
- General Admission tickets are to be torn in half and both halves thrown away. The spectator does not need a ticket stub.
- Direct spectators toward the general direction of their seats.
- Turnstiles will be taken down following the conclusion of the second game.

PA Announcer

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

Rules and Responsibilities

- Follow the script
 - Announcements, team introduction, substitutions, goals, time countdown
- No adlibbing
- Any announcements that are not scripted need to be approved by Operations Assistant or Promotions designee prior to their announcement.
- Be familiar with the General Event Management Policies located at the beginning of this manual.
- 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 ninety minutes prior to start of the meet.

Rules and Responsibilities

- The horn will be sounded at the end of each warm up session.
- The scoreboard operator must comply with the following MAC match protocol time schedule.

VISABLE		
COUNTDOWN		"REAL" TIME
CLOCK (Min)	EVENT	(ex. 7:00 pm start)
95:00	Team Stretch	5:25-5:45 PM
75:00	Home team vault warm up Visiting team bars warm up	5:45-6:00 PM
60:00	Home team bars warm up Visiting team vault warm up	6:00-6:15 PM
45:00	Home team beam warm up Visiting team floor warm up	6:15-6:30 PM
30:00	Home team floor warm up Visiting team beam warm up	6:30-6:45 PM
:00	Meet Begins with Team March, National Anthem & Introductions	7:00 PM
3:00	Three minute touch warm up period for each event. Event rotation follows Olympic Order (Home team – vault, bars, beam, floor; Visiting team – bars, vault, floor, beam)	
<i>(ADJUST TIME INCREMENTS ACCORDING TO MATCH TIME)</i>		

Policies

- Pay close attention to match to assure accuracy of meet score.
- Dress code is khaki shorts and collared shirt.