

Soccer Game Operations
Cochrane 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 soccer competitions held at Cochrane 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 Cochrane Field.

Greg Christopher
Athletic Director

Mr. Jim Elsasser
Assistant Athletic Director

Operating Procedures and Contact List

Game Operations (Ben Spence) – 419-372-7055

- *Game Management* – the management of the entire soccer event shall be the responsibility of the Operations Assistant.
- *Post-game clean-up* – post game activities include lowering flags, removing corner flags, locking press box windows and door, turn off scoreboard, turn off PA system, securing all gates to the soccer field.
- *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.
- *Ball kids* – a minimum of four ball kids are required to work the event to shag balls that go out of play. Individuals are to each be given a game ball to provide when a ball goes out of play. Position ball kids with two on each sideline. Contact local soccer clubs for volunteers or solicit on campus groups for community service.
- *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.
- *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 in the Sebo Athletic Center first floor. Towels for the visiting teams and officials must be arranged through the Equipment room.
- *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 north end of the stadium with access to a porta-john (Rental local from C & L Sanitation, Perrysburg). Ice arena restroom facilities are subject to ice arena operating hours.
- *Telephone* – the press box telephone number is 2-0550. Verify dial tone and report any problems to ITS.
- *Locks* – all pad locks at the soccer stadium are #2207.

Athletic Communications (Erin Schorr (WSO) 419-372-7075 or TBA () (MSO) –)

- *Statistics* – Athletic Communications maintains all statistical information via their stat package. Athletics Communications will also provide game summaries to the participating teams and game officials.
- *Two-way radios* – two way radios are used for communications between the press box and the substitution table. The radios are stored in the bin located in room 170 Stadium West.
- *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 (V/Gladioux) – 419-372-7102

- *Concession operations* – the concession trailer is located at the south end of the grandstand. Operation hours are 1 hour prior to the start of the contest until the 20-minute mark of the second half.
- *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 on the east side of the stadium 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 bench.
- *AED* – the sports medicine staff has a portable AED at field level for emergency use.

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

- *Ticket office procedures* – the gates open 1 hour prior to the start of the match. The only entrance staffed is at the north end. An admission fee is required to enter the venue. BGSU students can enter with a valid ID. At the conclusion of the first half, charging admission ceases.
- *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 taker staffs the gate and collects tickets from the patrons or verify ID's of students. The ticket taker must also operate a hand clicker to count attendance.

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) – 419-308-2076

- *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. The grounds staff will also place the benches, corner flags, and flags.
- *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	Team Benches	Landscape Needs
Signage	Windscreens	Bleachers	Concessions Trailer	Sideline Ropes
Goal Nets	Trash Barrels	Flags/Poles	Telephone	Air Horn

GAME DAY TIMETABLE

<u>Activity</u>	<u>1 p.m. Start</u>	<u>2 p.m. Start</u>	<u>3:30 p.m. Start</u>	<u>Time on clock</u>
Gates Open Game field available for warm-up	11:50 a.m.	12:50 p.m.	2:20 p.m.	60:00
Captains & officials meet	12:30 p.m.	1:30 p.m.	3:00 p.m.	20:00
Intros begin (Walk on)	12:50 p.m.	1:50 p.m.	3:20 p.m.	0:00
National Anthem	12:53 p.m.	1:53 p.m.	3:23 p.m.	0:00
Kick-off	1:00 p.m.	2:00 p.m.	3:30 p.m.	0:00

General Event Management Policies

Alcohol

Possession of alcohol is not permitted inside Cochrane 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 Cochrane 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.

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 Cochrane Field

- Parking is available on the grass, north of Cochrane field.
- Parking is also permitted on the old tennis courts, west of Cochrane Field.
- There is no cost for parking unless otherwise authorized by BGSU athletics.
- The visiting team's bus may stay on the grass, north of Cochrane Field.

Entry Policies for Cochrane Field

- Full time athletic department staff with a working credential are 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

- The Cochrane soccer area 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 Cochrane Field ticket booth 1 hour 15 minutes prior to kickoff.

Rules and Responsibilities

- Be familiar with all areas of Cochrane 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 kickoff.

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 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 kickoff.

Rules and Responsibilities

- Pay attention to game at all time.
- Control all aspects of the board including official time, score, and shots on goal.