

2007
Softball Game Operations Manual
BGSU Softball Complex
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 softball competitions held at the softball complex. 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 the softball field.

Greg Christopher
Athletic Director

Jim Elsasser
Assistant Athletic Director



Operating Procedures and Contact List

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

- *Game Management* – the management of the entire softball event shall be the responsibility of the Assistant Athletic Director/Operations Assistant.
- *Post-game clean-up* – post game activities for softball include lowering flags, securing all gates, and turning off the scoreboard. Athletic Communications is in charge of locking press box windows and door, turn 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.
- *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. 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 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 (#533) 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 portable restroom is also located under stands below the press box.

- *Telephone* – the press box telephone number is 2-0577. 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 (Mike Cihon / Erin Schorr) -- 419-372-0474

- *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.
- *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 behind the grandstands. Operation hours are 15 minutes prior to the start of the contest until the end of the 5th 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 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

- 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 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.
- *Securing the facility* – the grounds crew will rope off the perimeter of the softball complex 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
Batting cages	Trash Barrels	Flags/Poles	Telephone	Restrooms

Softball Cancellation Check List

- Notify opposing team coach
- BGSU Director of Athletics Greg Christopher 372-7052
- Sport Administrator Janna Blais 372-7057
- MAC Office Shonna Brown (216) 696-4622
- BGSU Athletic Communications Mike Cihon 372-0474
- Notify supervisor of Umpires Rick Havercroft (989) 970-0372
- BGSU Marketing Brian Delehoy 372-7093
- BGSU Concessions Tony Fox 372-2597
- Sports Medicine Annette Davidson 372-7089
- Athletic Grounds Crew Gary Scott 372-7099

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

General Event Management Policies

Alcohol

Possession of alcohol is not permitted inside the softball complex 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 the softball complex. 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 the Softball Field

- Parking is available at the Ice Arena, Lot L (Stadium) or grass lot (weather permitting).
- There is no cost for parking unless otherwise authorized by BGSU athletics.
- The visiting team's bus may park in Lot L (Stadium).

Entry Policies for Softball Complex (for paid admission events)

- 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 softball complex 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 the softball complex ticket booth 1 hour 15 minutes prior to kickoff.

Rules and Responsibilities

- Be familiar with all areas of softball 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 30 minutes 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.

Rain Out Policy / Makeup Policy

- If games on Friday are rained out there is NO make –up. The games are lost and you travel to your next site of competition to get ready for weekend series.
 - If the single game on Saturday is rained out then you play a double-header on Sunday (can move the start time on Sunday so you can get in a DH and the traveling team can still get on the road at a decent time.)
 - If the weather forecast shows that you will not be able to play the single game on Sunday, you can make the decision to play both games on Saturday. This decision will be made by the administration, with notification to the conference office.
 - If you don't move the Sunday game to Saturday and then Sunday's game is rained out it is lost. You cannot stay over on Monday to play any part of the game.
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- All make-up games continued from the point of suspension maintain the originally designated home team.
 - No more than two complete games and one halted game can be played in one day.
 - Darkness is considered a field condition and could be cause for a halted game, prior to the completed of the fifth inning.
 - Games may be moved to another location (30 mile radius) skinned fields at the discretion of the home management (not the coach). Home management and umpires will determine playability of the home field.

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
Brain 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
Annette Davidson	Medicine	419-372-7089	419-308-2824
Scott Jess	Equipment	419-372-2864	419-308-2222
Campus Police		419-372-2346	
Emergency (Any)		911	

Bowling Green State University Softball Game Protocol

Game Time	1:00 p.m.	2:00 p.m.
National Anthem	12:59 p.m.	1:59 p.m.
P.A. Announcements	12:58 p.m.	1:58 p.m.
Umpire/Coaches Meeting	12:55 p.m.	1:55 p.m.
Field Prep	12:48 p.m.	1:48 p.m.
BGSU Infield (8 min)	12:40 p.m.	1:40 p.m.
Visitor's Infield (8 min)	12:32 p.m.	1:32 p.m.
BGSU Hitting Warm-Up 45 min (field & cages)	11:45 a.m.	12:45 p.m.
Visitor's Hitting Warm-Up 45 min (field & cages)	11: 00 a.m.	12:00 p.m.

Visiting Teams will occupy the first base dugout and use the bullpen area directly behind your dugout.

Pre-game is based on good weather and is subject to change.

Visiting Teams will have two cages and the field available to you for batting practice. In the cages, we will provide 2 front toss screens, 2 buckets of balls, and 4 tees. The field will be equipped with a screen and batting practice balls. If the field needs additional work due to inclement weather, we will only use the cages.

Defensive warm-ups will start when announced over the P.A. System. The announcer will announce when you have 1 minute remaining.

There will be a 20 minute break in between games.