

**Volleyball Game Operations  
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 Volleyball competitions held at 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 at Anderson Arena.

Greg Christopher  
Athletics Director

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Mr. Jim Elsasser  
Assistant Athletic Director

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# Operating Procedures and Contact List

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

- *Game Management* – the management of the entire volleyball event shall be the responsibility of the Operations Assistant.
- *Officials* – the officials are assigned by the Mid American Conference and are scheduled to report to the arena at least one and a half hours prior to the scheduled start.
- *Locker Rooms* – the locker rooms for the visiting team and officials are located within Anderson Arena. The visiting team occupies 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 when they leave.
- *Scorer's Table staff* – a competent staff is required to work in the following capacities during the game. A PA announcer, official scorer, libero tracker and scoreboard operator. Athletic Communications will arrange other score's table staff.
  - PA – see job description below
  - Official scorer – maintains the official score sheet for the match. The volleyball staff provides the score sheets.
  - Libero tracker – this individual tracks the libero position substitutions
  - Scoreboard operator – operates scoreboard (see job description below)
- *Scoreboard* – the end scoreboards are the only boards used for the match. The power is located in the breaker panel in the locker room hallway. The main scoreboard must be raised into the rafter. Access the control switch in the catwalk above Anderson Arena.
- *PA System* – the PA system is contained in a single portable unit. The appropriate facility staff must set it up. The main power for the system is located in the breaker panel.
- *Ball shaggers* – a minimum of three persons are needed to serve as ball shaggers. They are positioned on the far sideline and retrieve balls that leave the court. Secondly, the ball shaggers provide balls to the serving team. Check with the assistant coach prior to each game to ensure ball shaggers are found.
- *Line judges* – two line judges are needed to assist the game officials. The BGSU men's club volleyball team has provided staff in the past.

- *Equipment*- game balls and line flags are located in the storage cabinets in the equipment room, place them on the scores table prior to the match.

#### Ticket Office (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 in the main lobby. An admission fee is required to enter the venue. BGSU students can enter with a valid ID. At the conclusion of the intermission (between games 2 and 3), 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 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

- *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 promotions staff cues the National Anthem. An occasional singer will perform the anthem. All singer arrangements are made through the marketing and promotions staff with assistance from the College of Musical Arts.
- *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.
- *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 arena entrances.

Facility Operations (Andy Jones) – 419-372-7099

- Facility maintenance – the OFF staff is responsible for the care and general maintenance of Anderson Arena. Any arena issues must be submitted to the Assistant Athletic Director of Internal Affairs
- Game day preparations – see Anderson Arena Set Up Procedures
- Post-game tear down – see Anderson Arena Set Up Procedures

Athletic Communications (Stephanie Sabaaduquia) – 419-372-6006

- *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.

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

- *Concession operations* – the concession stand is located in the main lobby of the arena. Operation hours are 1 hour prior to the start of the contest until the conclusion of the third game.
- *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 Concessions.
- Dining services accepts cash and meal plan dollars.

Sports Medicine (Chad Young) – 419-372-2219

- *Training room* – the training room in Anderson 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 bench.
- *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 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 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 playing floor is strictly prohibited. Any person who is caught throwing an object onto the court 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 Court**

Any person who walks onto the court while the game 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 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 with a valid enrollment sticker.
- 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.
- Anderson Arena is equipped with an AED. 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.

# Arena Set-Up

**Report Time:** The facility set-up crew is to report to the arena 4 hours prior to first serve. Andy Jones serves as the set up supervisor.

## **Before the match**

- The floor must be ready a minimum of 2 hours before the match begins.
- Clean the gym before getting started i.e. putting stray chairs away, storing basketball and extra volleyball equipment
- Sweep gym floor. Dust mop is located in the janitors closet (Room #128)
- Set up the net, officials stand, post padding. All net equipment is stored in the storage closet adjacent to the women's basketball locker room.
- Set up the score table with eight chairs. The score's table is stored in the locker room tunnel hallway.
- Set team benches with 10 chairs per bench. Team chairs are stored in the main lobby merchandise area. (Room #125)
- Pull bleachers in sections S/SS and R/RR. Using the yellow bleacher control switch, insert hook up into outlet located under bleachers and press "FOR" to activate bleacher motors.
- Set up admission turnstiles in main lobby. Two turnstiles and one ticket bucket using area closest to the ticket office. All turnstile equipment is stored in the main lobby storage area (Room #129A)
- Connect the scoreboard and PA equipment. Set the game clock for 60 minutes and shut Auto Horn off.
- Meet with officials to check the net and ball pressure 1 hour before match

## **After the match**

- Tear down and put the scores table and net away
- Lower main basketball goals
- Clean stands
- Roll bleachers back
- Lower side basketball goals if necessary
- Sweep floor and throw away trash
- Shut off lights, scoreboard and PA

## **Policies**

- Wear comfortable clothes (khakis, collared shirt)
- During the game, remain at or near the team tunnel for any emergencies.
- Be prepared to help with any emergencies that may occur on the court or in the stands.
- Be aware of the locations of all equipment that you may need during an event.
- It is important that you know where all members of event management will be located during the game in case of an emergency.

## **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 Anderson Arena 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 1 hour prior to first serve.

### **Rules and Responsibilities**

- The horn will be sounded at the end of timeouts and intermissions.
- The scoreboard operator must comply with the following MAC match protocol time schedule and sound the horn at appropriate times as advised by Operations Assistant.

<b>VISABLE</b>		
<b>COUNTDOWN</b>		<b>"REAL" TIME</b>
<b>CLOCK (Min)</b>	<b>EVENT</b>	<b>(ex. 7:00 pm start)</b>
:60-:19	Court available for shared warm up (41 min)	6:00-6:41 PM
:45	Officials arrive on the court	6:45 PM
:30	Coin Toss	6:30 PM
:19-:15	Visiting Team Court (4 min)	6:41-6:45 PM
:15-:11	Home Team Court (4 min)	6:45-6:49 PM
:11-:06	Visiting Team Court (5 min)	6:49-6:54 PM
:06-:01	Home Team Court (5 min)	6:54-6:59 PM
:01	Team Huddle/Announcements (1 min)	6:59-7:00 PM
:00	Match Begins with National Anthem & Introductions	7:00 PM
<b>(ADJUST TIME INCREMENTS ACCORDING TO MATCH TIME)</b>		

### **Policies**

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

## **LIBERO TRACKER**

### **GENERAL RESPONSIBILITIES**

The home school is responsible for supplying an assistant scorekeeper to track libero replacements, for both teams, during each game of the match. If the home team does not participate in using the libero, the visiting team must supply their own libero tracker who will sit at the score table. An individual other than the scorekeeper must be provided to track the entries of the libero player. This assistant scorekeeper is charged with tracking libero replacements. The two essential tasks of the libero tracker include:

- I. Assure that once the libero is replaced, at least one rally must take place before the libero can replace another player.
- II. The second procedure is to ensure that when the libero leaves the court, the player replacing the libero must be the same player that the libero replaced when he/she last entered the game.

### **DUTIES OF THE SCOREKEEPER**

#### **A. Before the start of each game, the scorekeeper will:**

1. Obtain the lineup sheets from the umpire and record the uniform numbers of the starting players in serving order and the libero on the scorebook. Opponents will not be permitted to see the lineup submitted by the opposing team prior to the start of play.
2. Ensure that the assistant scorekeeper (libero tracker) accurately records the lineups on the libero tracking sheet.

#### **B. After the toss of the coin and before each game:**

1. Review the lineups submitted to ensure that a captain is indicated, no duplicate or illegal numbers are entered, and the libero's number is noted. If no libero is indicated, as a courtesy (clarifies it's not a rule) notify the umpire so the coach can verify that no libero will be utilized in the current game.
2. Record the team information and the positions of the player on the court according to the serving order on the lineup sheet.
3. Record all libero replacements accurately, so the libero tracking sheet reflects the players actually on the court at all times.
4. If an incorrect libero replacement occurs, notify the umpire unless the team immediately fixes the illegality with no delay.

### **DUTIES OF THE ASSISTANT SCOREKEEPER (libero tracker)**

#### **A. During the match**

1. Record the lineups on the libero tracking sheet.
2. Record all substitutions and libero replacements on the libero tracking sheet.
3. Notify the officials if the libero is replaced by an incorrect player, or if an undesignated libero enters the game. The player replacing the libero must be the same player that the libero replaced when she entered the game.
4. Notify the officials if the libero does not remain out of the game for one rally between replacements. Once the libero is replaced, at least one rally must take place before the libero can replace another player.

- Communicate and coordinate with the scorekeeper to ensure accuracy of both the scorebook and the libero tracking sheet.

### LIBERO TRACKING INSTRUCTIONS

- Enter Home and Visiting team on tracking sheet.
- Next to "L", put the # of the Libero being used for that game. If no Libero is being used, no tracking will take place.
- Enter in the "SP: column the starting players for each team. This should be an exact match of the lineup entry in the scorebook.
- When a Libero enters the game as a replacement, cross off the number of the player the Libero is replacing and put "L" on the line next to the number.
- Caution: Only the same player's number crossed out before the "L" can be the number after. The player the Libero came into the game for can only be the Libero replacement.
- When the Libero is replaced (again, by the same player) the "L" is crossed out and the number of the player is next entered on the line.
- The Libero Tracker also records all substitutions. When a player (not a Libero) is substituted out of the game, his or member is crossed off and the player's number entering the game is written on the line.
- There are unlimited Libero replacements but only 18 substitutions per game.
- Note: A different Libero can be designated for each game, but the designated must be made on the lineup sheet when its submitted before the game.

### SAMPLE SCORE SHEET

TEAM:		Libero #
Serving Order	Starting Player	
I	6	<del>6</del> L <del>6</del> L <del>6</del> 2L2 6
II	3	3
III	7	7
IV	<del>1</del>	<del>1</del> L <del>1</del> L <del>1</del> L
V	8	8
VI	4	<del>4</del> 4

In the example above, the libero has replaced starting player No. 6 and No. 1 several times. At some point, player No. 2 substituted in for player No. 6, and the libero then replaced player No. 2. In that instance, player No. 2 must be the player who replaces the libero. If the coach does not want No. 2 to remain in the game, he or she must then substitute for No. 2 (in this case, No. 6 was substituted for No. 2).

Other substitutions are also recorded on the libero tracking sheet (as in line VI), so that the six players who are on the court are always accurately recorded.