October 27, 2011

Department of Athletics Game and Event Management

Version 01
Submitted by: Willie Jackson, interim Director of Athletics
Introduction
This document has been prepared to provide a blueprint for successful game and event management.

Brainstorm-Before and During an Event
1. What can be done? Teams, officials, facility, medical needs
2. What should be done? Facilities, transportation, support, security
3. What can be done? Promotion/marketing

Key People You Will Need
1. Game Manager
2. Ticket takers and sellers
3. Event host/hostess-teams and officials
4. Officials
5. Security
6. Announcer
7. Concessions
8. Set-up and clean-up
9. Medical personnel-athletic trainer, doctor, other (dial EMT)

Where to Find Key People
1. Faculty and staff
2. Retired Staff
3. Other school System Personnel

Some Practical Suggestions
1. Have a back-up P.A. System and scoreboard
2. Have ample security coverage, know where they are located
3. Carry a cellular telephone, key people should carry two way radios
4. Carry a whistle
5. Make sure to shut off sprinklers
6. Never give out your keys
7. Provide maps
8. Have an evacuation/emergency plan
9. Have a good announcer
10. Put everything in writing

Final Comments
1. All events are different in some way, prepare!
2. A successful event is measured by the level of enjoyment of the activity by all participants and attendees.
Game Management Checklist

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- Athletic directors shall use a sign-in sheet to account for all paid game workers. The Sign-in sheet is to be kept on file in the athletic director’s office for 5 years or until audited.
Game Management Checklist
Fall
Cross Country Dual, tri, or Quad Meet

Game Manager_____________________________ Date_____________________
Meet/Score______________________________ Time_____________________

PRE-MEET/COURSE SETUP
_______ Measure and mark course day before
_______ Paint
_______ Cones (20)
_______ Pole
_______ Hammer
_______ Rope

PERSONNEL
_______ Referee
_______ Starter
_______ Clerk or Course
_______ Chute Inspectors
_______ Callers
_______ Course Inspectors
_______ Timers
_______ Marshal
_______ Scorer
_______ Trainer

EQUIPMENT NEEDED
_______ Place numbers (1 boys set & 1 girls set)
_______ Numbers
_______ Pins
_______ Gun
_______ Shells
_______ Stop Watch (multiple timer with print out)
_______ Quick Score Cards
_______ Time Sheet
_______ Result Sheet
_______ Pencils
_______ Clipboards
Game Management Checklist
Football

Game Manager__________________________________________ Date__________
F Game/Score___________________________________________ Time__________
JV/V Game/Score________________________________________ Time__________

PRE-GAME/FIELD SET-UP
____*Field marked on Thursday (in case of rain, Friday and the field is not turf)
____Grass cut (if field is not turf)
____Yard line markers out
____Pads on goal post
____Water on for teams (water key needed) - quick connects, hose, etc.
____Cover for track protection-plywood/ rubber tarp, etc.
____Cover drains and other hard surfaces
____Ticket booth set up (sign, lights, desk, and chair)
____Chain and lock all non-entrance gates
____Check visitors’ locker room (clean, paper, chalkboard, drinks)
____Check officials’ locker room
____Flag
____Stadium lights on, when needed

PRESS BOX SET-UP
____Clean and empty trash
____PA system set up
____Scoreboard on - check board in press box, on and working (control board)
____Telephone, radios, phone #’s of other press boxes, EMT
____Programs
____Roof door open for filming crews
____Restrict roof for filming coaches (Keep arm-chair QBs in bleachers

ADMINISTRATIVE GAME DETAILS
____Meeting visiting team
____Meet Officials
____Administrative coverage/police security
____Cheerleader information
____Program distribution and collection for cheerleaders or boosters
____Reserved seats
____Parking attendants for buses, officials, administrators, or boosters
____Assist boosters
____Announcers packet
DCPS Game and Event Management

PRE-GAME
- Band Practice (9:30am)
- Specialist on field (10:00am)
- Coin toss (11:05pm)
- Teams leave the field for band activity (10:10am)
- Teams back on field for introductions (10:25am)
- Starting line ups (10:26am)
- National Anthem (10:30am)

HALF TIME
- Coordinate 20 minutes with band, cheerleaders, dance team, and other special events
- Teams and Officials to locker rooms

POST GAME
- Equipment secured
- Press box clean and locked
- Game field and team benches cleaned
- Tickets boxes secured in vault
- Stadium lights turned off
- Ticket Manager

OFFICIALS
F _____________________________________________________

JV/V________________________________________________________________________

OTHER: Unsportsmanlike behavior- coaches, team spectator, etc.
_____________________________________________________________________________
_____________________________________________________________________________
Game Management Checklist
Softball

PRE-GAME SET-UP
_____ Grass cut
_____ Lines on field
_____ Corner Cones
_____ Cages/ pegs for cages
_____ Horn
_____ Clock
_____ Trash cans on field sidelines

ADMINISTRATIVE
_____ Greet officials

PERSONNEL
_____ Timer
_____ Scorekeeper (Coach’s duty)
_____ Trainer - ______________

POST-GAME
_____ Trash removed
_____ Equipment secured

OFFICIALS
JV
V

OTHER: Unsportsmanlike behavior- coaches, team spectators, etc.

_______________________________________________________

_______________________________________________________
Game Management

Track and Field - Indoor
Dual, Tri, or Quad Meet

GAME MANAGER____________________________________________ DATE___________
MEET/SCORE________________________________ TIME___________

PERSONNEL

_____Scorers (2)
_____Announcer (1) – order of events (PA system/radios)
_____Trainer
_____Hurdle setters & block setters
_____Runners

TRACK EVENT OFFICIALS

_____Clerk of course (1)
_____Head timer or referee (1)
_____Timers (7)
_____Judges (3)
_____Inspectors
_____Starter

FIELD EVENT OFFICIALS

_____Shot put Event Judge (1) Helpers (2-3)
_____Pole Vault Event Judge (1) Helpers (2)
_____High Jump Event Judge (1) Helpers (2)
_____Long Jump Event Judge (1) Helpers (2-3)
_____Triple Jump Event Judge (1) Helpers (2-3)
EQUIPMENT NEEDED

_____ Team score sheet (boys/girls)

_____ Track heat sheets

_____ Field sheets

_____ Starter gun

_____ 2 boxes of shells (50 shells @)

_____ Stop watches 8-10

_____ Blocks 6-8

_____ Clip boards (1 for each official with duties and rules listed)

_____ Pencils

_____ Whistles 2

_____ Blocks

_____ Hurdles 60

_____ Shot Put (Boys and Girls) + (1 100’ Tape Measure

_____ Long Jump (1-2 Rakes) (1 100’ Tape Measure)

_____ Triple Jump (1-2 Rakes) (1 100’ Tape Measure)

_____ High jump Standards, Crossbar, Pads (1 50’ Tape Measure)

_____ Pole Vault Standards, Crossbar, Pads 1 50’Tape Measure)

OTHER Unsportsmanlike behavior – coach, team spectators,

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Game Management Checklist

Soccer

Game Manager ___________________________ Date __________

JV Game/Score ___________________________ Time __________

V Game/Score ___________________________ Time __________

PRE-GAME SETUP

_____ Bathrooms clean/open (if applicable)

_____ Visiting team dressing room

_____ Trash cans on field sidelines

ADMINISTRATIVE

_____ Scoreboard turn on press box microphone set up

_____ National Anthem set up

_____ Ticket boxes

_____ Flag up on pole

_____ Lines on field

_____ Goals on field, corner flags in place

_____ Greet officials

_____ Field lights on, when needed

PERSONNEL

_____ Scorekeeper/Clock operator

_____ Announcer

_____ Ticket seller ___________________________
DCPS Game and Event Management

_____ Trainer ________________________________

_____ Snack bar/Booster Club

**PRE-GAME**

_____ Warm up time 20-30 minutes before game time

_____ 5 minutes before game time, equipment check with officials

**HALF-TIME**

_____ Drinks for officials

**POST-GAME**

_____ Remind coach to call in scores

_____ Goals moved and secured

_____ Trash removed

_____ Equipment secured

_____ Press box locked

_____ Stadium lights turned off

_____ Ticket box in vault

**OFFICIALS**

JV ____________________________________________

V ____________________________________________

**OTHER** Unsportsmanlike behavior – coaches, team, spectators,

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Game Management Checklist

Tennis

Match: ______________________________ Time ______________________ Date_________ 

PRE-MATCH SETUP

_____ Arrival time, check with visiting team, AD, or coach

_____ Sweep or squeegee courts, if necessary

_____ Pick up trash, tennis can lids and small pebbles

_____ Check net heights, measure net at center straps

(post center straps on and correctly adjust them)

_____ Post signs near entrance gates which state days and times of matches and practices

_____ Provide a water cooler with ice and water, cups towels

_____ Towels, ice, and water (if a player is injured or gets overheated)

_____ 9 cans of new balls/one for each varsity match (coordinate with coach)

_____ 1 hopper of practice balls

_____ Small table designated for headquarters

BEFORE MATCH

_____ Welcome teams, give directions to restroom, locker room facilities

_____ Briefly highlight rules, such as, foot faults, line calls, and any local “ground rules”

_____ State areas where spectators may and may not be

_____ Official score sheet on clipboard, update with changes and scores

(Coaches should exchange line ups before match and notify each other of exchanges
due to injury etc, before double matches begin)
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_____ Introduce coaches

_____ Announce lineups and pair-up players #1-#6

_____ Begin matches with a 1 minute warm-up with opponent for singles competition

DURING MATCH

_____ Move around to all the courts for crowd control and to encourage good sportsmanship on and off the court

_____ Officiate or review tie break, if necessary

POST MATCH

_____ Checks scores

_____ Put away equipment

_____ Call scores to newspapers

OTHER: Unsportsmanlike behavior – coaches, team spectators, etc.

______________________________________________________________________________

______________________________________________________________________________
Game Management Checklist

Winter

Basketball

Game Manager___________________________________________ Date__________

F Game/Score___________________________________________ Time__________

JV/V Game/Score________________________________________ Time__________

PRE-GAME SET UP

_____Bleachers out on both sides and side baskets up
_____Dust floor and/or wet mop
_____Clean lobby, lobby bathrooms, and drinking fountains
_____Team dressing rooms prepared/board and chalk
_____Entryway checked and opened
_____All necessary doors closed and secured
_____Scoring tables and banner
_____Team chairs- 15 on each side
_____Gym lobby- 2 tables, 2 chairs for ticket sales (barricade or folding table if necessary)

ADMINISTRATIVE

_____Set up scoreboard
_____Set up PA
_____Set up possession clock
_____National Anthem (Tape or student performers assigned)
_____Ticket boxes from Finance Officer
DCPS Game and Event Management

_____ Ticket signs
_____ Announcer information/schedule

PERSONNEL

_____ Scorekeeper
_____ Announcer
_____ Ticket Sellers____________________ (Arrival Time _____)
_____ Security/Police
_____ Administrative assignments
_____ Student helpers
_____ Booster club/Concession stand
_____ Trainer
_____ Greet visiting teams and show them to their team rooms
_____ Great officials – give them key to their room

HALF TIME

_____ Coordinate half time with cheerleading coach, dance team sponsor, and other performing groups
_____ Open team rooms
_____ Direct officials to nearby room
_____ Provide drinks for officials
_____ Notify both teams that there are only 3 minutes left
DURING GAME:

_____ Monitor behavior of coaches, athletes, and spectators

_____ At designated time pick up ticket boxes from ticket sellers and secure

AFTER GAME

_____ Coordinate clean up with custodians

_____ Put all equipment in storage room

_____ Turn off the PA system and scoreboard

_____ Walk the officials to their room and get their key

OFFICIALS:

F __________________________________________________________________________

JV __________________________________________________________________________

V __________________________________________________________________________

OTHER: Unsportsmanlike behavior – coaches, team spectators, etc

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Game Management Checklist

Swimming and Diving

Game Manager __________________________ Date ____________
Meet/Score ____________________________ Time ____________

PRE-MEET SETUP

_____ Host School contacts visitors to establish lanes
_____ Determine number of lanes used
_____ Determine placement of diving (if double meet occurs at a small pool, first meet should have last and second meet should have diving first to save time)
_____ Fill-in official time cards day before the meet
_____ Prepare official meet sheet the day before the meet

SECURE OFFICIALS

HOME TEAM (1 each)

_____ Referee
_____ Starter
_____ Stroke and Turn Judges
_____ Scorer/Diving Announcer
_____ Chief Timer
_____ Timers (12)
_____ Diving Judges (3)
_____ Assistant Diving Scorer
**VISITING TEAM** (1 each)

- Stroke and Turn Judges
- Scorer
- Diving Scorer
- Diving Judges (2)
- Timers (12)

**CHIEF TIMER**

- Line up timers (15 minutes before start)

**2 home and 1 away times in away lane**

**2 away and 1 home timers in home lanes**

- Check watches for operating condition, have back up watches
- Prepare lane time materials – clipboards, pencils program
- Have starter conduct a time check
- During competition, watch timers carefully for proper technique
- Constantly check every lane for accuracy and speed
- Collect time cards after each race
- Deliver time cards to Time Recorder/Scorekeeper
- Following meet, collect all watches, clipboards, pencils
REFEE

Observe feet entry into pool during warm up, diving only with coach’s supervision from under the blocks

SCOREKEEPER

Receive all time card

Record place winners on score sheet

Keep running team score

Following meet assemble team cards for respective coaches

Submit scores to newspaper

OTHER

Unsportsmanlike behavior - coaches, team spectators, etc

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Game Management Checklist

Spring

Baseball

Game Manager___________________________________________ Date___________

JV Game/Score______________________________ Time___________

V Game/Score______________________________ Time___________

PRE-GAME SET UP

_____ Set up PA

_____ Set up scoreboard

_____ Flag up on pole

_____ Lines on field

_____ Trash cans on field sidelines

ADMINISTRATIVE

_____ National Anthem set up

_____ Ticket boxes from finance

_____ Greet officials

_____ Field lights on, when needed

PERSONNEL

_____ Scorekeeper

_____ Announcer

_____ Ticket seller- ________________________________

_____ Trainer- ________________________________
_____Snack bar/Booster club

**PRE-GAME**

_____5 minutes before game time, equipment check with official
_____Drinks to officials, check with boosters

**POST-GAME**

_____Turn off PA system
_____Turn off scoreboard
_____Equipment secured
_____Press box locked
_____Field lights turned off
_____Trash removed

**OFFICIALS:**

________________________________________________________________________

**OTHER:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Game Management Checklist

Lacrosse

Game Manager ________________________________ Date __________

JV Game/Score ________________________________ Time __________

V Game/Score ________________________________ Time __________

PRE-GAME

_____ Bathrooms clean/open (if applicable)

_____ Visiting team dressing room set up (if applicable)

_____ Trash cans on field sidelines

ADMINISTRATIVE

_____ Flag on the pole

_____ Lines on field

_____ Goals on field

_____ National Anthem set up

_____ Scoreboard turned on press box, microphone set up

_____ Ticket boxes from finance

_____ Greet Officials

_____ Field light, on when needed

Equipment Needed: (Coaches duties)

_____ Clock & stopwatch

_____ Score book

_____ Horn
DCPS Game and Event Management

PERSONNEL

_____Scorekeeper
_____Announcer
_____Ticket seller-___________
_____Trainer_______________
_____Snack bar/Booster Club
_____Timer

PRE-GAME

_____Warm up time 20-30 minutes before game time
_____5 minutes before game time, equipment check with official

HALF-TIME

_____Drinks for officials

POST-GAME

_____Remind coach to call in scores
_____Goals moved and secured
_____Trash removed
_____Equipment secured
_____Press box locked
_____Stadium lights turned off
_____Ticket box in vault or secured
OFFICIALS

JV__________________________________________________________

V__________________________________________________________

___Girls:

___ Boys:

OTHER

__________________________________________________________

__________________________________________________________
Cancellation Checklist

Sport

Date___________ Time_______ Place________________________

Reschedule Date____________ Time_________ Place________________________

SCHOOL PERSONNEL

_____Principal

_____Opponent’s Activities Director

_____Head Coach

_____Administrators on duty

_____Band director

_____Trainers

_____Dance Team Sponsor

_____Cheerleading Coach

_____Transportation

_____Security

_____PA Announcement to Staff/Student

SUPPORT PERSONNEL

_____Custodial Staff

_____Team Doctors

_____Boosters

_____Security/Police

_____Performing Groups

_____Special Guests
GAME PERSONNEL

_____Officials
_____Chain Crew
_____Announcer
_____Scorer
_____Timers
_____Volunteers
_____Ticket Takers
_____Student Technicians
_____Site Location (pool/indoor track)

COMMUNITY

_____Hotline
_____Police
_____Newspapers
_____Radio Station
## Emergency Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell Phone Number</th>
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</tr>
</thead>
<tbody>
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