<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball EVENT MANAGEMENT</td>
<td>2</td>
</tr>
<tr>
<td>Men's Basketball EVENT MANAGEMENT</td>
<td>4</td>
</tr>
<tr>
<td>Women's Basketball EVENT Management</td>
<td>8</td>
</tr>
<tr>
<td>FOOTBALL EVENT MANAGEMENT</td>
<td>12</td>
</tr>
<tr>
<td>Soccer Event Management</td>
<td>16</td>
</tr>
<tr>
<td>TRACK EVENT MANAGEMENT</td>
<td>18</td>
</tr>
<tr>
<td>VOLLEYBALL EVENT MANAGEMENT</td>
<td>21</td>
</tr>
<tr>
<td>tennis Event Management</td>
<td>25</td>
</tr>
<tr>
<td>Swimming Event Management</td>
<td>27</td>
</tr>
<tr>
<td>cross country Event Management</td>
<td>28</td>
</tr>
<tr>
<td>ROWING Event Management</td>
<td>29</td>
</tr>
<tr>
<td>event operations - Teams/Officials/media Accommodations</td>
<td>31</td>
</tr>
<tr>
<td>EVENT OPERATIONS - CHILDREN ATTENDING ATHLETIC EVENTS</td>
<td>32</td>
</tr>
<tr>
<td>DEPARTMENTAL POLICIES AND INFORMATION</td>
<td>33</td>
</tr>
</tbody>
</table>
7.01 SUBJECT: BASEBALL EVENT MANAGEMENT  
(revised 12/02)

I. Event Management - Director of Event and Facility Operations (DEFO)

A. Organization
1. Event Manager - DEFO
2. Scheduling facilities – Adm. Asst. to Sr. Associate Athletic Director
3. Parking control - Parking Services
4. Security – DEFO
5. Officials
   a. Assignment – Pac-10 Conference/Inland Empire Umpires Association
   b. Accommodations - DEFO
   c. Locker room - Coliseum - DEFO
   d. Escort - DEFO
   e. Refreshments - DEFO/Sodexho
   f. Towels - Team Manager
   g. Disbursement of programs - DEFO

6. Visiting Team
   a. Arrangements - DEFO
   b. Practices - DEFO
   c. Accommodations – Visiting team
   d. Locker room - Coliseum 40 or Bohler/Smith/PEB - DEFO
   e. Refreshments - None
   f. Towels - Team Manager
   g. Disbursement of programs - None

7. Home Team
   a. Accommodations - Team Manager
   b. Locker room - Bohler
   c. Refreshments - Team Manager/Sodexho
   d. Towels - Team Manager
   e. Disbursement of programs - DEFO

8. Bat Persons - DEFO
9. Game balls to Event Management Staff - Team Manager
10. Time schedules and gate lists - DEFO
11. Disbursement of passes
    a. All purpose facility, AFC, FSN - DEFO;
    b. Photo, Press, TV - Media Information
12. Ticket Takers/Ushers - DEFO

B. Sale of tickets - (1 hour before game time) - Ticket Operations Assistant
1. Sellers - Ticket Office
2. Complimentary tickets for team and visitors - Ticket Office/Sport Secretary
3. Box seats/Reserved seating - Ticket Office
4. Cash box set up and security - Ticket Office
5. Disabled seating - Box 18-19

C. Setup/take down and cleanup - Facilities & Maintenance
1. Flags/pennants
2. Chairs
3. Trash cans/dumpsters
4. Phones
5. Signs - policies, service, children, tobacco
6. Field preparation
7. Cleaning
8. Restrooms
9. Turnstiles
10. Press area
11. PA and scoreboard check, sound system, message center computer

II. Media Information - Media Information Director
A. Media credentials for print, TV, radio, photographers

B. Game personnel
   1. PA announcer
   2. Official scorer
   3. Scoreboard operator

C. Pre-game setup
   1. Computer/printer/copier
   2. Statistical forms - box score
   3. Score cards/press books
   4. Program inserts Marketing and Promotions at least two hours before game

D. Game operations
   1. Official scoring of game
   2. Press box phones
   3. Lineup - starting and changes
   4. Assist PA announcer with lineup changes, etc.

E. Post-game operations
   1. File stories
   2. Update files
   3. Distribute box score to appropriate individuals

F. Programs
   1. Inserts for programs

III. Promotions - Director of Marketing/Promotions
A. Programs/score cards
   1. Production
   2. Distribution
   3. Sales

B. Public address script
   1. Supervision of children/safety
   2. Pac-10 required announcements

C. Game day promotions and publicity
   1. Hang sponsorship/promotional banners

D. Season promotions
   1. Game ball sponsor
   2. Program sales/scorecards
   3. Others

E. Message center operator and script
F. Sound system operator and music script
   1. Provide copy of National Anthem

IV. Medical Services - Athletic Trainer
   A. Training staff on duty serving both home and visitors
   B. Set out water, ice
   C. Make sure training needs are met for all visiting team practices
   D. Provide officials pre- and post-game treatment, as requested

V. Television - Director of Sports ViDEFO
   A. Coordinate scheduling for televised events
   B. Play by play and color
   C. Set up
   D. Credential requests to DEFO
   E. Provide game filming for team

VI. Concessions - Sodexho
   A. Management - Concessions Manager
   B. Staffing

VII. Equipment Operations
   A. Coordinate with team managers to provide:
      1. Home, visitors, and officials towels
      2. Game balls to DEFO
   B. Coordinate home team uniform check in and out
   C. Provide dugout towels for both teams

7.02 SUBJECT: MEN'S BASKETBALL EVENT MANAGEMENT
   (revised 12/02)

I. Event Management - Director of Event and Facility Operations (DEFO)
   A. Organization
      1. Event Manager - DEFO
      2. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
      3. Traffic Control - WSU Police
      4. Parking Control - Kiwanis
      5. Law Enforcement/Security - WSU Police
      6. First aid - WSU Fire Department (EMT's)
      7. Officials
         a. Assignment – Pac-10 Conference
         b. Accommodations - DEFO
         c. Locker room - 28
         d. Escort - WSU Police
         e. Refreshments - DEFO
f. Towels - Team Manager

g. Disbursement of programs - DEFO

8. Visiting Team

a. Arrangements - DEFO
b. Schedule visitors practice times - DEFO
   1. Practice - Team Manager
c. Accommodations – Visiting team
d. Locker room - 40
e. Head Coach Escort - DEFO/Coliseum Staff
f. Refreshments - DEFO
g. Towels - Team Manager
h. Disbursement of programs - DEFO

9. Home Team

a. Accommodations - Team Manager/Coaches
b. Locker room - 39
c. Refreshments - Team Manager
d. Towels - Team Manager
e. Disbursement of programs - DEFO

10. Ball Persons - DEFO

11. Gate list and time schedules - DEFO

12. Disbursement of passes

   a. All purpose facility, parking, observer - DEFO
   b. Photo, press, TV - Media Information

13. Staffing - Coliseum House Manager

14. Deliver back up scoreboard/shot clock console and panel to Coliseum -
    DEFO/Facility Maintenance/Team manager

B. Sale of tickets (1 hour before game time) - Director of Ticket Operations

   1. Sellers - Ticket Office
   2. Reduced rate tickets for H.S. groups - Ticket Office/Sport Secretary
      a. Pick up at will call
   3. Comp tickets for recruits/players/H.S. coaches - Sport Secretary/Ticket Office
      a. Pick up at Section 16

C. Performance and time schedule - DEFO

   1. Pre-game
   2. Color Guard
   3. National anthem – Marketing and Promotions provide CD
   4. Half-time activities
   5. WSU band
   6. Spirit Squads/Butch

D. Facility set-up and take down - Director of Coliseum/Coliseum House Manager

   1. Ticket takers
   2. Ushers - all seating areas
   3. Security
   4. Custodial
   5. Set up - tables, chairs, P.A. system, scoreboard, shot clocks, microphones for
     national anthem/presentations as needed, message center computer, sound
     system, special requests
   6. Sound booth
   7. Lost and found - main office
   8. Locker room assignments - Coliseum House Manager
      a. Home team - 39
b. Visitors - 40  
c. Band - Tunnel storage room  
d. Officials - 28  
e. WSU Coaches - 34  
f. Spirit Squad/Butch - 32  
g. Media - 30  
h. Marketing - 36 (if needed)  

9. Event coordination - DEFO & Coliseum House Manager

II. Media Information - Assistant Media Information Director

A. Press credentials for print, radio, TV, photographers

B. Game personnel  
1. PA announcer  
2. Play-by-play typist  
3. Statisticians  
   a. Time  
   b. FG missed/rebounds  
   c. A/TO/BS/ST  
   d. Spotter  
3. Official scorer  
4. Official timer  
5. Scoreboard operator  
6. Shot clock operator  

C. Pre-game set up  
1. Phones, equipment, monitors  
2. Press books  
3. Statistic forms/scorebook/supplies  
4. Seating assignments (if needed)  
5. Radio/TV announcements  
6. Refreshments for media  
7. Radio/TV broadcast space  
8. Distribute programs to media  
9. Copier  

D. Programs  
1. Provide copy  
2. Provide roster/inserts  
3. Publication - printing arrangements  
4. Deliver to Coliseum 2 hours before tip off  
5. Deliver 85 to media room for media information (50) and event operations (35)  
6. Work with media information to supply copy and meet deadlines  
7. Sales  

E. Game operations  
1. Press area operations  
2. Photo operations - assist security if needed  
3. Monitor phones  

F. Post-game media operations  
1. Quotes  
2. Interviews  
3. Statistics distribution
4. File stories/scores
5. Record official results
6. Update individual records

III. Marketing and Promotions - Director of Marketing/Promotions
   A. Pre-event publicity
   B. Public address script
      1. Promotional
      2. Pac-10 Sportsmanship
      3. Emergency prescript (debris, evacuation - coordinate with DEFO)
      4. Supervision of children
   C. Pre-game/game/half-time activities
      1. Coordinate use of sound system
      2. Coordinate spirit plan
   D. Message center
      1. Schedule operator
      2. Prepare script
      3. Coordinate use
   E. Coordinate with Spirit Squads and WSU Pep Band - WSU Marching Band Director
   F. Coordinate with Coliseum the set up and take down of Best Seat in the House
      1. Maintenance and up keep of Best Seat in the House
   G. Hang sponsorship/promotional banners

IV. Pre-Game Functions - Cougar Club/Marketing and Promotions
   * Coaches corner - Cougar Club
   * Cougar Mania/Corporate functions - Marketing and Promotions, Cougar Mania
   A. Schedule the Cougar Lounge with Coliseum House Manager
      1. Provide copy of schedule to DEFO
   B. Coordinate catering services
      1. Set-up, take down, and end of season cleaning
   C. Assist with back hallway security

V. Medical Services - Athletic Trainer
   A. Training staff on duty serving both home and visiting teams
   B. Make sure training needs are met for visiting team practice times
   C. Provide pre- and post-game treatment for officials, as requested
   D. Set out bench towels, water, ice
   E. Provide water and ice in visiting team and officials’ locker room

VI. Television - Director Sports ViDEFO
   A. Schedule telecasts with Fox Sports Network (FSN)
B. Provide play by play and color for FSNW telecasts
C. Coordinate production with FSNW
D. Liaison with television crews for all live broadcasts
E. Provide game filming for team

VII. Concessions - Sodexho
   A. Management - Concessions Manager
   B. Staffing - University/campus groups and clubs

VIII. Equipment Operations
   A. Coordinate with team managers to provide towels for home, visitors, officials, and
court/bench
   B. Coordinate home team uniform check in and out

7.03 SUBJECT: WOMEN'S BASKETBALL EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
   A. Organization
      1. Event manager - DEFO
      2. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
      3. Parking control - Parking Services
      4. Law Enforcement/Security - WSU Police
      5. First Aid - WSU Fire Department (EMT’s)
      6. Officials
         a. Assignment - Pac-10 Conference
         b. Accommodations - DEFO
         c. Locker room - 28/32
         d. Escort - WSU Police
         e. Refreshments - DEFO
         f. Towels - Team Manager
         g. Disbursement of programs - DEFO
      7. Visiting Team
         a. Arrangements - DEFO
         b. Schedule visitor practice times - DEFO
            1. Practice - Team Manager
         c. Accommodations – Visiting team
         d. Locker room - 36
         e. Refreshments - DEFO
         f. Towels - Team Manager
         g. Disbursement of programs - DEFO
      8. Home Team
         a. Accommodations - Team Manager
         b. Locker room - 41
         c. Refreshments - Team Manager/Coach
         d. Towels - Team Manager
         e. Disbursement of programs - DEFO
      9. Ball Persons - DEFO
10. Gate list and time schedules - DEFO
11. Disbursement of passes
   a. All purpose facility, FSNW - DEFO
   b. Photo, Press, TV - Media Information
12. Staffing-Coliseum manager
13. Deliver backup scoreboard/shot clock console to coliseum – DEFO/Team manager

B. Sale of tickets (1 hour before game time) - Ticket Operations Assistant
   1. Sellers - Ticket Office
   2. Reduced rate tickets for H.S. groups - Ticket Office/Sport Secretary
      a. Pick up at will call
   3. Comp tickets for recruits/players/H.S. coaches - Ticket Office/Sport Secretary
      a. Pick up at will call
   4. Cash box set up and security
   5. Hang ticket price signs

C. Performance and time schedule - DEFO
   1. Pre-game
   2. Color Guard
   3. National anthem - M/P provide CD
   4. Half-time activities
   5. WSU Band
   6. Spirit Squads/Butch

D. Friel Court Games - Coliseum House Manager
   1. Ticket takers
   2. Ushers
   3. Security
   4. Custodial
   5. Set up - tables, chairs, P.A. system, scoreboard, shot clocks/microphones for
      national anthem/presentations as needed/message center computer/sound
      system, special requests
   6. Sound booth
   7. Lost and found - main office
   8. Locker room assignments
      a. Home team - 41
      b. Visitors - 36
      c. Band - tunnel storage room
      d. Officials - 32/34
      e. WSU Coaches - 40
      f. Spirit Squad/Butch - 28
   9. Event coordination - DEFO and Coliseum House Manager

E. Bohler Gym games - DEFO
   1. Set up and take down - Facilities & Maintenance
      a. Bleachers/press area/score tables/chairs
      b. Team benches
      c. Banners/flags
      d. Power for score table, press area and concessions
      e. Best Seat in the House

F. Shot sec. clocks/scoreboard/P.A. system/lights/sound system/message center
   a. Pre-game wet mop floor
   b. Lights - gym, hallways, stairwells
c. Will call and restroom signs
d. Post-game clean up
   1. Gym
   2. Meeting rooms
   3. Locker rooms
2. Ushers/ticket takers/security - DEFO
3. Staffing for will call - DEFO
4. Locker room assignments - DEFO
   a. Visitors
   b. Officials
5. Meeting room assignments - DEFO
   a. Visitors
   b. WSU

II. Media Information Assistant - Media Information Director
A. Press credentials for print, radio, TV, photographers

B. Game personnel
   1. PA announcer
   2. Play-by-play typist
   3. Statisticians
      a. Time
      b. FG Missed/Rebounds
      c. A/TO/BS/ST
      d. Spotter
   4. Official scorer
   5. Official timer
   6. Scoreboard operator
   7. Shot clock operator

C. Pre-game set up
   1. Phones, equipment, monitors
   2. Press books
   3. Statistic forms/scorebook/supplies
   4. Seating assignments if needed
   5. Refreshments for media
   6. Radio/TV broadcast space
   7. Radio/TV announcements
   8. Distribute programs to media
   9. Copier

D. Programs
   1. Provide copy and coordinate printing
   2. Provide roster/inserts
   3. Deliver to Coliseum/Bohler **1.5 hours** prior to tip off (ready for disbursement 1 hour prior)
      a. Deliver 85 to media room for Media Information (50) and Event Operations (35)
   4. Sales
   5. Advertising
   6. Insert team/roster update sheet

E. Game operations
1. Press area operations
2. Photo operations - assist security if needed
3. Monitor phones

F. Post-game media operations
   1. Quotes
   2. Interviews
   3. Statistic distribution
   4. File stories/scores
   5. Record official results
   6. Update individual records

III. Marketing and Promotions - Director of Marketing/Promotions
   A. Pre-event publicity

   B. Public address script
      1. Promotional
      2. Pac-10 Sportsmanship
      3. Emergency prescript (debris, evacuation - coordinate with DEFO)
      4. Supervision of children

   C. Pre-game/game/half-time activities
      1. Coordinate use of sound system
      2. Coordinate spirit plan

   D. Message center
      1. Schedule operator
      2. Prepare script
      3. Coordinate use

   E. Coordinate with Spirit Squads and WSU Pep Band - WSU Marching Band Director

   F. Coordinate with Coliseum the set up and take down of Best Seat in the House
      1. Maintenance and up keep of Best Seat in the House

   G. Hang sponsorship/promotional banners

IV. Medical services - Athletic Trainer
   A. Training staff on duty serving both home and visiting teams

   B. Make sure training needs are met for all visitor practice times

   C. Provide officials pre- and post-game treatment, as requested

   D. Provide water and ice in visiting team and officials’ locker rooms

V. Television - Director Sports ViDEFO
   A. Schedule telecasts with Fox Sports Northwest (FSNW)

   B. Provide play by play announcer and color for FSNW telecasts

   C. Coordinate production with FSNW

   D. Liaison with television crews
E. Provide game filming for team

VI. Concessions - Sodexho
   A. Management - Concessions Manager
   B. Staffing

VII. Equipment operations
   A. Coordinate with team managers to provide towels for home team, visitors, officials, and court/bench
   B. Coordinate home team uniform check in and out
   C. Set out bench towels for home and visiting team

7.04 SUBJECT: FOOTBALL EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
   A. Organization
      1. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
      2. Traffic Control - WSU Police Chief
      3. Parking - Kiwanis/WSU Parking Services
      4. Law Enforcement/Security
         a. Uniformed Officers - WSU Police Chief
         b. Cougar Security Patrol/Interns - WSU Police Chief
         c. Starplex - DEFO
      5. First Aid - WSU Fire Department
      6. Officials
         a. Assignment - Pac-10 Conference
         b. Tickets/parking permits - Director of Ticket Operations/DEFO
         c. Accommodations - DEFO
         d. Escort - Police/Starplex
         e. Box lunches - DEFO
         f. Towels - Equipment Operations
         g. Disbursement of programs - DEFO
   7. Visiting Team
      a. Practice - DEFO
      b. Day of game - DEFO
      c. Refreshments - Training Staff
      d. Towels - Equipment Operations
      e. Disbursement of programs - Media Information (MI)
   8. Home Team
      a. Accommodations - Team Manager
      b. Refreshments - Training Staff
      c. Towels - Equipment Operations
      d. Disbursement of programs - MI
   9. Staffing - DEFO
      a. Crowd Management Services (Starplex) - sections 13-37
   10. Ushers/ticket takers, gate inspection, security, assigned locker room security
        a. Student organizations - sections 1-12, field
           1. Ushers/ticket takers
           2. Sideline security
b. Cougar Security Patrol/Interns
   1. Gate inspection - Gate A-H
   2. Press Box
   3. Locker room security (home, visitor, officials)
   4. Ticket office
10. Auxiliary support - DEFO
   a. Ball persons - Equipment Operations
   b. Sideline crew/play clock - Whitman County Officials Association
11. Disbursement of passes
   a. All purpose facility, press box, field, AFC – DEFO
   b. Photo, Press, TV - Media Information
12. Lost and found - Martin Stadium 3112, Police Station, Event Operations
13. Electronics - Supervisor Facilities and Maintenance (F&M)
14. Facility set-up - F&M
15. Victory Bell - Alumni Association

B. Sale of tickets - Director of Ticket Operations
   1. Sellers (at each outlet)
   2. Player will call
      a. Home - Gate F
      b. Visitors/High School - Gate B
      c. WSU recruits Gate K
   3. Regular will call - Gate G

C. Performance and time schedule - DEFO
   1. Pre-game
   2. Color Guard - ROTC Groups
   3. National anthem – WSU Marching Band
   4. Half-time
   5. Band
   6. Spirit Squads/Butch

D. Communication (by radio)
   WSU (37)
   1. Event Management (8)
   2. Facilities (6)
   3. EMS (1)
   4. WSU Police (1)
   5. Kiwanis (1)
   6. SID (2)
   7. Tickets (4)
   8. Marketing (4)
   9. Trainers (9)
   10. Equipment (1)

II. Media Information – Director of Media Information (DMI)
   A. Press credentials
   B. Game programs
      1. Provide copy
      2. Coordinate with publisher
   C. Pre-game set up on day prior to game
      1. Phones, equipment, monitors
2. Flip cards, stat forms, miscellaneous supplies
3. Game programs distributed
   a. WSU Football Office - 100
   b. Visitor’s Locker Room - 75
   c. Officials - 10 (to DEFO)
   d. Press Box - 350+

D. Game personnel
1. Statistical crew
2. P.A. announcer
3. Play by play typist
4. Timer
5. Scoreboard operator
6. Spotter

E. Press box game day operations
1. Entrance through west door only
2. Admittance by WSU press passes, photographer vests, press box tickets, or official day of game passes
3. Food arrangements made by Cougar Mania
4. Staff reporting (prior to kickoff)
   4 hours DMI to Bohler MI office
   3 hours Intern reports to Bohler MI office
   2 hours DMI and intern moves operation to Press Box; Assistant DMI reports to Bohler Gym
   1 hour Assistant DMI/student assistants/timers/statistic and PA crews reports to press box

F. Post-game operations
1. Statistic crew compiles final statistics for media distribution, then NCAA forms for files and telecopier transmission
2. WSU locker room, or assigned area, and all media interviews with WSU personnel handled by MIO
3. Visiting locker room quotes arranged by visiting MIO
4. DMI opens MI office for post-game work in Bohler Addition
5. Intern remains at stadium or immediate area until all media have completed work

G. Program distribution - Press box
   Box A - 8
   Box B - 6
   Box C - 20
   Box D - 6
   Box E - 10
   Box F - 80
   Box G - 50
   Box H - 50
   Box I - 10
   Box J - 6
   Box K - 6

H. Press box seat assignments for media

III. Marketing & Promotions
A. Director of Marketing and Promotions
1. Pre-event publicity/advertising
2. Programs
   a. Advertising
   b. Coordinate with publishers
   c. Sellers
3. Public address and message center scripts
   a. Include Pac-10 sportsmanship announcement
   b. Prescript emergency announcements (coordinate with DEFO)
4. Pre-game and half time activities
5. Message center operator
6. Sound system coordinator
7. Hang or arrange for hanging of sponsorship/promotional banners and signs

B. Director of Corporate Marketing
1. Pre-Game Food Fair
   a. Hours: Opens 2.5 hours prior to kickoff
   b. Management
      1. Setup
      2. Security
      3. Food Service - Local vendors
      4. Cleanup
      5. Alcohol license and service
2. Pre-Game Corporate Tents
   a. Hours - 3.5 hours before kickoff
   b. Management - Marketing and Promotions/Cougar Mania
      1. Setup/take down
      2. Security - Cougar Security Patrol
      3. Food service
      4. Cleanup
      5. Alcohol license and service
3. Post-Game - Fifth Quarter
   a. Hours: Post-game - 90 minutes
   b. Management
      1. Setup/take down
      2. Security - Cougar Security Patrol
      3. Food service
      4. Cleanup
      5. Alcohol license and service
4. Arrange Press Box catering

IV. Medical Services - Director of Athletic Training Services
A. WSU locker room and field supplies
B. Arrangement for visiting team locker room and field supplies
C. Medical operations on game day and during visiting team practices
D. Provide officials pre- and post-game treatment, as requested

V. Television - Director Sports ViDEFO
A. Schedule telecasts with Fox Sports Network (FSN)
B. Provide play by play and color for FSNW telecasts

C. Coordinate production with FSNW

D. Liaison with television crews for all live broadcasts

E. Provide game filming for team

VI. Concessions/Novelties - AAD-B/C
   A. Management
      1. Concessions - Sodexho Manager
      2. Novelties - Student Book Corporation/Cougar Authentics

VII. Cougar Club - Director of Athletic Foundation
   A. Management
      1. Catering
      2. Coug Guys and Gals
         a. Airport shuttle
         b. Golf carts for disabled shuttle
         c. Press box hosts and hostesses

VIII. Equipment Operations - Director of Equipment Operations
   A. WSU equipment issue

   B. Liaison with visiting team equipment manager. Provide necessary accommodations.

   C. Meet visiting team equipment truck, escort to visitor’s locker room

   D. Organize and supervise ball persons during game

7.05 SUBJECT: SOCCER EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
   A. Organization
      1. Event Manager - DEFO
      2. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
      3. Security - DEFO
      4. Officials
         a. Assignment - Washington NISOA
         b. Accommodations - DEFO
         c. Locker room - Bohler
         d. Refreshments - DEFO
         e. Towels - DEFO
         f. Disbursement of programs - DEFO
      5. Visiting Team
         a. Arrangements - DEFO
         b. Practice - DEFO
         c. Accommodations -DEFO
         d. Locker room - Bohler
         e. Post-match refreshments - DEFO
         f. Towels - DEFO
         g. Disbursement of programs - DEFO

16
6. Home Team
   a. Accommodations - Team Manager/Coaches
   b. Locker room - Bohler
   c. Refreshments - Team Manager
   d. Towels - Team Manager
   e. Disbursement of programs - DEFO
7. Sideline ball shaggers - DEFO/Coaches
8. Time schedule - DEFO
9. Disbursement of passes
   a. All purpose facility, FSNW – DEFO
   b. Photo, Press, TV - Sports Information

B. Sale of tickets - none

C. Set up and take down - Facilities & Maintenance
   1. Clock, PA/sound system, air horn
      a. national anthem/fight song tape or CD
   2. Line and logo field, set corner flags, secure goals
   3. State and U.S. flags, banners
   4. Score/Press area
      a. Tent
      b. Tables and chairs
   5. Team shelters
   6. Team tents for halftime

II. Athletic Media Relations - Assistant Director of Media Relations
   A. Game personnel
      1. PA announcer
      2. Official scorer and timer
      3. Clock operator
   B. Pre-game set up
      1. Statistical forms
      2. PA announcements
      3. Team rosters/copy for program
   C. Game operations
      1. Official scoring of game
      2. Lineups-starting and substitutions
      3. Time the 1st/2nd half and half-time
      4. Deliver programs/rosters to DEFO
   D. Post-game operations
      1. Distribute score sheet to appropriate individuals
      2. Update files
      3. File stories
      4. Call local media to report score and highlights

III. Promotions - Director of Marketing/Promotions
   A. Pre-event publicity
   B. Message center operator - input week of game(s)
   C. Prepare PA script for the season
1. Include PAC 10 sportsmanship announcement
2. Prescript emergency announcements (coordinate with DEFO)

D. Coordinate all pre-game and half time promotional activities
E. Coordinate Spirit Squads/Butch - Spirit Squad Coach/Advisor

IV. Medical Services - Athletic Trainer
A. Training staff on duty serving both home and visiting team
B. Coverage for visiting team practice
C. Provide water for home and visiting teams/officials
D. Provide pre- and post-game treatment for officials, as requested

V. Television - Director of Sports ViDEFO
A. Schedule telecasts with Fox Sports Northwest (FSNW)
B. Provide play by play announcer and color for FSNW telecasts
C. Coordinate production with FSNW
D. Liaison with television crews
E. Provide game filming for team

VI. Concessions - Sodexho
A. Management - Sodexho
B. Staffing

VII. Equipment Operations - Director of Equipment Operations
A. Coordinate with event management to provide towels for visitors and officials
B. Coordinate with team manager to provide towels for home team
C. Coordinate with team manager home team uniform check in and out

7.06 SUBJECT: TRACK EVENT MANAGEMENT
(revised 12/02)

I. Facility Preparation - Facilities and Maintenance/Coaches
A. Pre-Meet
Facilities and Maintenance crew
1. Barricade and sign north parking area when available, monitor if necessary
2. Prepare infield area; shot and outside hammer areas and lime sectors; paint javelin/discus sectors
3. Put up flags on flag lane, in east stands, on east side of track by starting area, and string flags in the infield
4. Set up pass gate and officials' area in side east door of Field House.
5. Hang/place signs
   a. Place pass gate sign above east field house door
   b. Hang policy sign at main gate
6. Barricade from track fence to outside fence at southeast corner
7. Officials’ stand
   a. Hook up chains on either side
   b. Place chain across front
   c. Place step ladder at foot
8. Prepare long and triple jump pits (2)
9. Place event indicators and equipment boxes - leave throughout meet
10. Set up wind gauges and jump measuring instrument
11. Stack hurdles in place for 100 meter event
12. Coordinate with Cougar Mania for set up of tents
   a. Training tent - SW corner
   b. Clerk of Course tent - SW corner
13. Set up Clerk of Course area
14. Clean ticket booth and press box
15. Fill steeplechase pit
16. Take out and replace curb rail at south end and west side
17. Place trash cans at appropriate points around track (athletes’ area, N & S of west stands and east stands, inside entry gate, at pass gate, north end of track, and at water stations).
18. Place benches at appropriate areas

Coaches
1. Set up and test timing system (Media Information/Computer Operations assist)

B. Post-meet - Facilities and Maintenance crew
1. Take down and store all equipment
2. Pick up litter from bleacher areas
3. Collect radios and recharge
4. Pickup tape left on track surfaces

II. Event Management - DEFO
A. Organization
1. Staffing
   a. Ticket takers
   b. Ushers/Security
   c. Team/Officials pass gate (East Field House Door)
   d. Event crews
      1. Hurdle - DEFO
      2. Pit - Facilities and Maintenance
2. Parking
3. Police/Safety liaison
4. Meet Officials
   a. Meetings - DEFO
   b. Refreshments - DEFO/Concessions
   c. Recruitment
      1. Advertisement (Print) - DEFO
      2. Phone calls/word of mouth
   d. Coordination and assignment - DEFO
   e. Certification – DEFO
5. Distribution of radios - DEFO
a. Asst. MID (8)  
b. Supervisor of Facilities and Maintenance (1-3)  
c. DEFO (1-3)

6. Visiting Team  
a. Accommodations - DEFO  
b. Locker rooms, towels - DEFO arrange with Equipment Operations

7. Disbursement of passes  
a. All purpose facility - DEFO  
b. Photo, Press, TV - Media Information

B. Sale of Tickets - Assistant Director of Ticket Operations  
1. Ticket sellers  
a. Open 1/2 hour prior to first event

2. Complimentary tickets  
a. WSU teams - sign up with sport secretary who sends information to the Ticket Office by Friday - designees pick up at west ticket booth on Saturday  
b. Visiting teams - varies

3. Cash box set up and security

III. Athletic Media Relations - Asst. Director of Media Relations  
A. Press credentials

B. Game personnel  
1. PA announcers  
2. Scoreboard operator  
3. Field reporting crew:  
a. Long jump/triple jump  
b. Pole vault/high jump  
c. Finish line  
d. Shot/discus/javelin/hammer  
4. Statisticians

C. Pre-meet set up  
1. Programs delivered to Mooberry  
2. Media seating assignments (if needed)  
3. Equipment  
a. Clip boards, event sheets, pencils  
b. Computers and printer  
c. Meet records, press books, metric conversion tables, etc.  
4. Distribute radios to field crew and press box contact

D. Meet operations  
1. Record event results  
2. Update scoring - team  
3. Coordinate field to press box communication

E. Post-meet operations  
1. Distribute results to media and coaches  
2. Update file records
3. File stories
4. Collect radios and return to event management

F. Programs
   1. Prepare copy for printer
   2. Layout programs
   3. Arrange printing and have ready for distribution at home meets

IV. Promotions - Director of Marketing/Promotions
   A. Pre-meet publicity
   B. On site promotions
      1. Provide tape/CD of fight song and other music
   C. Public address script
      1. Include Pac-10 sportsmanship announcement
      2. Prescript emergency announcements (coordinate with DEFO)
   D. Hang sponsorship/promotional banners
   E. Arrange for tent on west side of track

V. Medical Services - Athletic Trainer
   A. Set up training area
   B. Set out water at assigned locations around track
   C. Training staff on duty serving both home and visiting teams

VI. Concessions - Concessions Manager
   A. Management - Sodexho
   B. Staffing

VII. Equipment operations
   A. Coordinate with event management to provide towels for visitors and officials
   B. Coordinate with team manager to provide towels for home team
   C. Coordinate home team uniform check in and out

7.07 SUBJECT: VOLLEYBALL EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
   A. Organization
      1. Event Manager - DEFO
      2. Facilities scheduling - Adm. Asst. to Sr. Associate Athletic Director
      3. Parking control - Parking Services
      4. Law Enforcement/Security - WSU Police
      5. First Aid - WSU Fire Department (EMT's)
      6. Officials
         a. Assignment - Pac 10 Conference
         b. Accommodations - DEFO
c. Line persons - Inland Empire Association
d. Locker room
e. Refreshments - DEFO
f. Towels - Team Manager
g. Disbursement of programs - DEFO

7. Visiting Team
a. Arrangements - DEFO
b. Practices - DEFO
c. Accommodations - DEFO
d. Locker room
e. Refreshments - DEFO
f. Towels - Team Manager
g. Disbursement of programs - DEFO
h. Officials evaluation forms to Head Coaches - DEFO

8. Home Team
a. Accommodations - Team Manager
b. Locker room - Bohler or Coliseum 36
c. Refreshments - Team Manager
d. Towels - Team Manager
e. Disbursement of programs - DEFO
f. Officials evaluation forms to Head Coaches - DEFO

h. Officials evaluation forms to Head Coaches - DEFO

9. Ball rotation/floor wipers - DEFO

10. Gate list and time schedules - DEFO

11. Disbursement of passes
   a. All purpose facility, FSNW – DEFO
   b. Photo, Press, TV - Sports Information

12. Staffing - DEFO
   a. Bohler Gym - DEFO
   b. Coliseum - House Manager

B. Sale of tickets (1 hour before match time) - Ticket Operations Assistant
   1. Sellers/Will Call - Ticket Office
   2. Players’ complimentary - Ticket Office
      a. Pick up at will call
   3. Comp tickets for recruits, H.S. groups, and H.S. coaches - Ticket Office/Sport Secretary
      a. Pick up at will call
   4. Cash box set up and security
   5. Hang ticket price signs
   6. Reserved ticket sales
   7. Pre-sale tickets

C. Performance and time schedule - DEFO
   1. Pre-game
   2. Color Guard
   3. National Anthem - M/P provide CD
   4. Half-time activities
   5. WSU Band
   6. Spirit Squads/Butch

D. Friel Court matches - Coliseum House Manager
   1. Ticket takers
   2. Ushers
   3. Security
4. Custodial
5. Set up - tables, chairs, P.A. system, scoreboard, shot clocks/microphones for national anthem/presentations as needed/message center computer/sound system, special requests
6. Sound booth
7. Lost and found - main office
8. Locker room assignments
   a. Home team - 36
   b. Visitors - 40
   c. Band - Tunnel storage room
   d. Officials - 32
   e. WSU Coaches - 34
   f. Spirit Squad/Butch - 28
9. Event coordination - DEFO and Coliseum House Manager

E. Bohler Gym matches - DEFO
1. Set up and take down - Facilities & Maintenance
   a. Bleachers/press area/score tables/chairs
   b. Team benches
   c. Banners/flags
   d. Power for score table, press area and concessions
   e. Best Seat in the House
   f. Shot sec. clocks/scoreboard/P.A. system/lights/sound system/message center
   g. Pre-game wet mop floor
   h. Lights - Gym, hallways, stairwells
   i. Post-game clean up
      1. Gym
      2. Meeting rooms
      3. Locker rooms
2. Ushers/ticket takers/security - DEFO
3. Locker room assignments - DEFO
   a. Visitors
   b. Officials
4. Meeting room assignments (if needed) - DEFO
   a. Visitors
   b. WSU

II. Athletic Media Relations - Assistant Media Relations Director
A. Press credentials for print, radio, TV, photographers
B. Game personnel
   1. PA Announcer
   2. Statisticians
      a. Caller
      b. Home statistics
      c. Visitor statistics
      d. Computer statistics program
   3. Score (lineup sheets, score sheets, 2 color pens) and Assistant Scorer (libero)
   4. Scoreboard operator
C. Programs
   1. Work with marketing and promotions to produce program
   2. Provide copy
3. Program inserts/rosters

D. Pre-match set up
   1. Supplies for statisticians and scorer
   2. Distribute programs to media and press area
   3. Set up monitors

E. Match operations
   1. Assist PA/statistics/scorer's table
   2. Photo operations

F. Post-match operations
   1. Quotes from coach
   2. Distribute statistics to media, coaches ASAP
   3. File stories
   4. Phone score, updated statistics to Pac-10
   5. Record official results
   6. Update individual records
   7. File score sheets in Media Relations Office

III. Marketing and Promotions - Director of Marketing and Promotions

A. Pre event publicity

B. Programs
   1. Advertising
   2. Work with Media Relations to produce program
   3. Deliver 1.5 hours prior to match time
      a. Distribute 85 to media room for Media Relations (50) and Event Operations (35)
   4. Sales

C. Public address scripts
   1. Promotional
   2. Pac-10 Sportsmanship
   3. Emergency prescript (debris, evacuation)
   4. Supervision of children, safety

D. Pre game/match/intermission activities
   1. Coordinate use of sound system
   2. Coordinate spirit plan

E. Message center
   1. Schedule operator
   2. Prepare script
   3. Coordinate use

F. Coordinate with Spirit Squads and WSU Pep Band - WSU Marching Band Director

G. Hang sponsorship/promotional banners

IV. Training staff - Athletic Trainer

A. Training staff on duty serving both home and visitors

B. Set water, ice, locker room needs
C. Provide officials pre- and post-game treatment, as requested
D. Make sure training needs are met for all visitor’s practices

V. Television - Director of Sports ViDEFO
A. Schedule telecasts with Fox Sports Northwest (FSNW)
B. Provide play by play announcer and color for FSNW telecasts
C. Coordinate production with FSNW
D. Liaison with television crews
E. Provide game filming for team

VI. Concessions - Sodexho Marriott
A. Management - Marriott
B. Staffing

VII. Equipment Room - Director of Equipment Operations
A. Coordinate with event management to provide properly inflated game balls and pump - Team Manager
B. Coordinate with event management to provide towels for home, visitors, officials and team benches
C. Provide laundry service for Cougar Challenge visiting teams

VIII. Novelties - Cougar Authentics
A. Set up and staff sales location

7.08 SUBJECT: TENNIS EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
A. Organization
   1. Event Manager - DEFO
   2. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
   3. Officials
      a. Assignment – Official’s Association
      b. Accommodations - DEFO
      c. Towels - DEFO/Team Manager
   4. Visiting Team
      a. Arrangements - DEFO
      b. Practice - DEFO
      c. Accommodations -DEFO
      d. Locker room - Bohler/Smith
      e. Towels - DEFO/Team Manager
   5. Home Team
      a. Accommodations - Team Manager/Coaches
      b. Locker room - Bohler
      c. Refreshments - Team Manager
d. Towels - Team Manager
6. Coordinate relocation to backup facility (Lewiston or Spokane)

B. Sale of tickets - none

C. Set up and take down - Facilities & Maintenance
   1. Wash tennis courts, clean pavilion, check lights, set out trash cans
   2. Coordinate tent set up for Cougar Classic
      a. Tables and chairs
   3. PA system/power
   4. Set up pavilion
      a. Tables and chairs
   5. Hang flags and banners
   6. Place blowers and squeegees in storage shack
      a. Clean courts before, during, and after matches

II. Athletic Media Relations - Assistant Media Relations or student
   A. Pre-game set up
      1. Team rosters/copy for distribution

   B. Game operations
      1. Lineups
      2. Deliver programs/rosters to DEFO

   C. Post-game operations
      1. Distribute results to appropriate individuals
      2. Update files
      3. File stories
      4. Call local media to report score and highlights

III. Promotions - Director of Marketing/Promotions
   A. Pre-event publicity

   B. Coordinate Spirit Squads/Butch - Spirit Squad Coach/Advisor

   C. Hang sponsorship/promotional banners

IV. Medical Services - Athletic Trainer
   A. Training staff on duty serving both home and visiting team

   B. Coverage for visiting team practice

   C. Water for home and visiting teams

   D. Set up training area

V. Equipment Operations - Director of Equipment Operations
   A. Coordinate with event management to provide towels for visitors and officials

   B. Coordinate with team manager to provide towels for home team

   C. Coordinate with team manager home team uniform check in and out

   D. Set out score cards and singles sticks – Team Manager
SUBJECT: SWIMMING EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
   A. Organization
      1. Event Manager - DEFO
      2. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
      3. Officials and timers
         a. Assignment - DEFO coordinate with local official association
         b. Accommodations - DEFO
      4. Visiting Team
         a. Arrangements - DEFO
         b. Practice - DEFO
         c. Accommodations -DEFO
         d. Locker room - PEB
         e. Towels - DEFO/Team Manager
      5. Home Team
         a. Accommodations - Team Manager/Coaches
         b. Locker room - PEB
         c. Refreshments - Team Manager
         d. Towels - Team Manager
   B. Sale of tickets - none
   C. Set up and take down - Facilities & Maintenance
      1. Set up and test timing system
         a. Starting gun
         b. Touch pads
         c. Score table
      2. Set up lane lines and other pool markers
      3. PA system/sound system
         a. Provide National Anthem CD/tape
      4. Set up pool deck
         a. Chairs for WSU, visitors
      5. Hang flags and banners

II. Athletic Media Relations - Assistant Media Relations or student
   A. Game personnel
      1. PA Announcer
      2. Clock/computer operators
   B. Pre-game set up
      1. PA announcements
      2. Team rosters/copy for distribution
      3. Statistical forms
   C. Game operations
      1. Official scoring of meet
      2. Roster - race participants
      3. Deliver programs/rosters to DEFO
   D. Post-game operations
      1. Distribute results to appropriate individuals
      2. Update files
3. File stories
4. Call local media to report score and highlights

III. Promotions - Director of Marketing/Promotions
A. Pre-event publicity
B. Coordinate Spirit Squads/Butch - Spirit Squad Coach/Advisor
C. Prepare PA script
D. Hang sponsorship/promotional banners

IV. Medical Services - Athletic Trainer
A. Training staff on duty serving both home and visiting team
B. Coverage for visiting team practice
C. Water for home and visiting teams

V. Equipment Operations - Director of Equipment Operations
A. Coordinate with event management to provide towels for visitors and officials
B. Coordinate with team manager to provide towels for home team
C. Coordinate with team manager home team uniform check in and out

7.10 SUBJECT: CROSS COUNTRY EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
A. Organization
   1. Event Manager - DEFO
   2. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
   3. Officials and timers
      a. Assignment - DEFO/Coaches
      b. Accommodations - DEFO
   4. Visiting Team
      a. Arrangements - DEFO
      b. Practice - DEFO
      c. Accommodations -DEFO
      d. Locker room
      e. Towels - DEFO/Team Manager
   5. Home Team
      a. Accommodations - Team Manager/Coaches
      b. Locker room
      c. Refreshments - Team Manager
      d. Towels - Team Manager

B. Sale of tickets - none

C. Set up and take down - Facilities & Maintenance
   1. Set, prepare/mark, and maintain course - Coaches and EO assist
   2. Coordinate tent set up for trainers and other requests
      a. Tables and chairs
3. PA system/power
4. Set up club house with Media Relations
   a. Tables and chairs
5. Hang flags and banners
6. Set out trash cans
7. Provide golf carts and gator for staff usage – Coordinate with Golf Course
8. Chemical toilets (8) - DEFO

II. Athletic Media Relations - Assistant Media Relations or student
   A. Pre-game set up
      1. Team rosters/copy for distribution
   
   B. Game operations
      1. Lineups
      2. Deliver programs/rosters to DEFO
      3. PA announcements
   
   C. Post-game operations
      1. Distribute results to appropriate individuals
      2. Update files
      3. File stories
      4. Call local media to report score and highlights

III. Promotions - Director of Marketing/Promotions
   A. Pre-event publicity
   
   B. Coordinate Spirit Squads/Butch - Spirit Squad Coach/Advisor
   
   C. Prepare PA script
   
   D. Hang sponsorship/promotional banners

IV. Medical Services - Athletic Trainer
   A. Training staff on duty serving both home and visiting team
   
   B. Coverage for visiting team practice
   
   C. Water for home and visiting teams
   
   D. Set up training area

V. Equipment Operations - Director of Equipment Operations
   A. Coordinate with event management to provide towels for visitors and officials
   
   B. Coordinate with team manager to provide towels for home team
   
   C. Coordinate with team manager home team uniform check in and out

7.11 SUBJECT: ROWING EVENT MANAGEMENT
(revised 12/02)

I. Event Management - Director of Event Operations (DEFO)
   A. Organization
      1. Event Manager - DEFO
2. Scheduling facilities - Adm. Asst. to Sr. Associate Athletic Director
3. Officials and timers
   a. Assignment - Coaches
   b. Accommodations - Coaches/DEFO
4. Visiting Team
   a. Arrangements - DEFO
   b. Practice - DEFO
   c. Accommodations - DEFO
   d. Locker room - PEB/Smith
   e. Towels - DEFO/Team Manager
5. Home Team
   a. Accommodations - Team Manager/Coaches
   b. Locker room - Bohler/Smith
   c. Refreshments - Team Manager
   d. Towels - Team Manager

B. Sale of tickets - none

C. Set up and take down - Facilities & Maintenance
   1. Set up, mark, and maintain course
   2. PA system/sound system
   3. Set up garbage cans
   4. Set up at finish area
   5. Set up and take down tables and chair

II. Athletic Media Relations - Assistant Media Relations or student
   A. Pre-game set up
      1. Team rosters/copy for distribution
      2. Statistical forms
   B. Game operations
      1. Official scoring of meet
      2. Roster - race participants
      3. Deliver programs/rosters to DEFO
   C. Post-game operations
      1. Distribute results to appropriate individuals
      2. Update files
      3. File stories
      4. Call local media to report score and highlights

III. Promotions - Director of Marketing/Promotions
   A. Pre-event publicity
   B. Coordinate Spirit Squads/Butch - Spirit Squad Coach/Advisor
   C. Hang sponsorship/promotional banners

IV. Medical Services - Athletic Trainer
   A. Training staff on duty serving both home and visiting team
   B. Coverage for visiting team practice
   C. Water for home and visiting teams
V. Equipment Operations - Director of Equipment Operations
   A. Coordinate with event management to provide towels for visitors
   B. Coordinate with team manager to provide towels for home team
   C. Coordinate with team manager home team uniform check in and out

7.12 SUBJECT: EVENT OPERATIONS - TEAMS/OFFICIALS/MEDIA ACCOMMODATIONS
(revised 12/02)

To insure consistency among sports, the following amenities are provided for home athletic events and paid from the Event Management budget:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>VISITORS</th>
<th>OFFICIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf, Tennis, Rowing, and Swimming</td>
<td>Water/Ice</td>
<td>As needs warrant</td>
</tr>
<tr>
<td>Men's and Women's Track &amp; Field</td>
<td>Water/Ice</td>
<td>Donuts, Coffee, Juice Pop, Hot-dog</td>
</tr>
<tr>
<td>Baseball</td>
<td>Water/Ice</td>
<td>Pop, Hot-dog/Hamburger</td>
</tr>
<tr>
<td>Soccer, Volleyball</td>
<td>Water/Ice/ Juice Pop/Gum</td>
<td>Water/Ice, Sandwich, Fruit, Pop, Gum</td>
</tr>
<tr>
<td>Women's/Men's Basketball</td>
<td>Water/Ice/ Juice Pop/Gum</td>
<td>Water/Ice, Sandwich, Fruit, Pop, Gum</td>
</tr>
<tr>
<td>Football</td>
<td>*Water/Ice Pop/Oranges</td>
<td>Pop, Deli Lunch (Sandwiches, salad, cookie)</td>
</tr>
</tbody>
</table>

*Since the Director of Athletic Training Services has access to a larger student training staff on game day, the trainers will provide all refreshments for visiting football teams.

RESPONSIBILITY

Coaches/Team Manager/Sport Budget

1. Purchase/distribute **WSU team** refreshments.

Athletic Media Relations Office/Budget

1. Purchase/distribute refreshments for the **media**. (exception - football press box)
2. Event Operations will distribute refreshments for Volleyball N/W Basketball

Athletic Medicine Staff/Budget

1. If provided, purchase/distribute refreshments for student trainers.
2. Provide water and ice for all home events.

3. Provide services to officials as necessary.

**Director of Event Operations/Budget**

1. Purchase (or arrange trade out) and distribute refreshments for visiting teams and officials.

2. Offer officials access to the training room and a certified trainer (for treatment, taping, aspirin, etc.).

**Sr. Associate Athletic Director**

1. Authorize refreshments for officials and/or visitors for crew, swimming, golf, and tennis, as warranted.

**7.13 SUBJECT: EVENT OPERATIONS - CHILDREN ATTENDING ATHLETIC EVENTS**

*(revised 12/02)*

**Children under 14 years of age must be accompanied by an adult.**

This policy, which is consistent with the University's policy for minors in public areas (Business Policies and Procedures 50.20.3.), demonstrates the athletic department's commitment to making sure young children are supervised while attending WSU athletic events. When managing a home event, the safety of spectators is always a top priority.

The event management staff expects all youths attending an event to be supervised by an adult or guardian, and to remain in their seating area during an event.

**RESPONSIBILITY**

**Director of Event Operations**

1. Provide PA announcers the following script.

   **ATTENTION COUGAR FANS**
   "Washington State University and WSU Athletics are concerned about the safety of our fans at today’s/tonight’s event. We ask that children under 14 years of age be accompanied by an adult while in the athletic facility.

   If you have children with you today/tonight, we also ask that you please supervise your children during the event. To insure the safety of your children, please keep them in the seating area near you and be aware of their location and activities. Thank You For Your Cooperation."
2. Instruct security and ushers to monitor the activities of children in their assigned areas, and refer all problems to event supervisor.

3. Instruct ticket takers to deny admission to a child under 14 years of age not accompanied by an adult.

4. Contact parents if the child is lacking supervision or if the child's safety is at risk.

5. Refer all facility safety issues to Sr. Associate Athletic Director.

Ticket Sellers

1. To purchase a youth ticket or to receive admission with a Jr. Cougar Card, children under 14 must be accompanied by an adult. Refer questions and problems to Director of Event Operations.

7.14 SUBJECT: LIGHTNING POLICY
(revised 4/06)

Lightning Policy