



Campus self-evaluation and discussion tool

Gameday the DIII Way offers each Division III institution an opportunity to have important dialogue about event management protocols with all game management staff. The program emphasizes a common purpose that each Division III institution should have when conducting athletic events as well as four prioritized service standards that game management staffs can use to ensure a healthy, fun and successful Division III athletic event.

As a supplement to the training program, the following discussion drivers and checklist can be discussed and reviewed at the start of each playing season. The checklist is not meant to be all-inclusive, and each institution should modify the list to meet its own event management needs and philosophies.

OVERALL INSTITUTIONAL EVENT GOALS AND PHILOSOPHIES

Hosting a Division III event, whether regular season or post-season, is a privilege and represents an opportunity for the host school to showcase its campus to families, alumni, visitors and potential future students. As such, conducting a first-class sporting event should be a goal for all Division III member institutions.

In addition to providing a safe environment for all guests, athletes and officials, efforts should be made to assure the visiting team accommodations are consistent with the home teams in terms of locker room facilities as well as additional items like water, lockers, white board/marker, shower facilities, security, etc.

Here are some discussion questions that you might consider as you conduct a preseason event management meeting with your staff:

- How does your institution define a successful event (aside from your team winning or losing)?
- How does your institution ensure a safe, welcoming environment for all fans?
- Are each person's duties/responsibilities as gameday personnel clearly defined?
- What kind of training does your event staff (including student workers) need and receive prior to working events at your institution?
- Does your event management team have a strategy and dignified approach for addressing fan behavior issues during an event?

SAFETY

- Does your campus have an overall safety and security plan, and have you seen and reviewed it?
- Does the venue where the event is being hosted have a separate safety and security plan, and have you seen and reviewed it? Is the plan clearly posted in the venue?
- Does your staff have contact information for campus security saved in their phones and in the event handbook?
- Has your staff talked through potential scenarios that may happen at an event?
- Is there a plan for inclement weather and what that would mean for your event and spectators?
- Is there a plan for a player or spectator emergency (e.g. medical, catastrophic)?
- Does the gameday staff know who oversees each event and who to contact if there is an issue in their area?
- Does anyone walk through the venue (i.e. restrooms, locker rooms, stands) prior to the event to ensure it is ready for the event?
- Are public-address announcements regarding safety, exit procedures and emergency expectations made and/or scripted with the public-address announcer?
- Ensure that all competing athletes, whether from the home team or the visiting team, are entitled to equitable care from the athletic training staff responsible for serving that event.
- Access to athletic training needs should be readily available to the visiting team in timely and effective manner.
- The home athletic trainers should introduce himself/herself to the visiting head coach.
- Individuals charged with escorting the visiting team should escort the team to athletic training facility, venue (if necessary) and visitor locker room.
- Encourage the athletic trainers to communicate with each other the day before each competition.

RESPONSIVENESS

- Are all gameday staff members visible to fans, participants and workers?
- Are visiting teams greeted and welcomed to campus upon their arrival?
- To ensure that visiting teams feel safe, are the visiting team movements on campus during the event (from bus to locker room, from venue to locker room, etc.) monitored and supervised by appropriate event staff to assure safe passage?
- Are game officials' movements from parking to locker room to venue and back monitored and supervised by appropriate event staff to assure safe passage?
- Are plans in place for event staff to supervise any ejected coach or player who has been removed from the site of competition? Is the staff aware of the proper NCAA playing rule regarding ejection for the particular sport?
- Have individuals been assigned to escort and monitor the actions of any player/coach removed from the site of competition?
- Has an area been established for ejected individuals to remain for the duration of the contest?

- Has the responsibility for the reporting of all conduct fouls or unsportsmanlike behaviors been effectively communicated among all necessary parties? Is the institution aware of the necessary conference and NCAA reporting requirements in each sport?

DIGNITY

- Has your event staff discussed and agreed upon staff protocol for dealing with a fan using inappropriate language?
- Are all event staff and security aware and educated about the institutions expectations regarding acceptable behavior (including what constitutes unacceptable comments, chants, gestures, and actions)?
- Are the event management staff and security team actively engaged in promoting an atmosphere consistent with good sportsmanship throughout the contest through strategic placement at the venue?
- Is a sportsmanship statement read over the public-address system before an event? Is there a plan to reread the statement when fan behavior warrants a re-reading?
- Has all music been screened for content?
- Has your institution ensured that organized groups of home students are not permitted to sit directly behind the visiting team bench area or directly behind the basket, starting blocks, goal, etc..? [In some venues or at some contests, institutions may find it appropriate to designate areas for home spectator seating and visitor spectator seating to minimize risk for any potential problems between fans.]
- Are the visiting team bench areas monitored and kept safe from disruptive spectators?
- Are incidents of profanity or disrespectful comments addressed immediately when discovered?
- Have all signage / banners located at the venue been approved by event staff prior to the commencement of the contest? In the event a sign or banner makes its way into the venue that is not in line with good sportsmanship, event staff should take steps to remove it immediately.

EXPERIENCE

The tone of each of your institution's events is set even before the contest begins. Efforts should be made in advance of the visiting team's arrival to assure a welcoming and positive atmosphere, void of any sense of gamesmanship or intimidation.

- Upon arrival, an event administrator will introduce themselves to the visiting team head coach and inquire as to any specific needs or requests. Talking points may include location of locker room, access to training, pregame protocol including warmups, starting lineups, etc.
- Has pre-event contact information (supervisor to coach) been provided to the visiting team?
- Has anyone communicated with the visiting team and officials for any accommodations they may need prior to arrival or directions on parking and where to go?

- Has the visiting locker room been inspected? (Does the locker room have a white board, marker, and any other necessary items specific to that sport's operating code?)
- Are reasonable amenities available to the home team also available to the visiting team?
- Have video personnel been educated on conference or NCAA policies regarding taping of contest?