



### **Site Director:**

The Site Director reports to the Director of Operations and the Executive Director and essentially will be the "Director of Athletics" at a sport venue with multiple sport contests being conducted simultaneously. The Site Director along with the Game Administrators and game officials is responsible for the readiness of the venue as well as, the orderly operation of each contest being conducted.

### **Preparation:**

Before you leave HQ for your site, coordinate with your Game Administrators to make sure you have the following items and know who will be transporting what items

- Staff Cell Phone List w/Numbers
- Site Kit(s) (maroon crate) – our Director of Operations has predetermined the contents of your kit. It will include a checklist of everything you should need. It is your responsibility to ensure the contents of your kit are complete.
- Athlete T-Shirts (as required)
- Review Rules and Schedule – Be prepared to answer questions from your Game Administrator
- Walkie-talkies – Signed out appropriately
- Food vouchers for staff
- Ticket/Concession Banks as necessary
- Game clocks, game forms, score "boards" (if applicable)
- Sports Binder – Also called Site Director Book – will Staff Cell numbers, Schedules, Rules, Rosters, Score sheets, etc.
- Medical Ice in cooler and Med Kit & Forms Folder
- Signage (as determined)

### **Arrival at Site:**

- Contact Game Administrator to let him/her know you have arrived
- Introduce yourself to custodian and/or host of site

- Site Safety Check – (with Game Administrator) Walk the entire playing surface and immediate area looking for potential hazards and remove them, these include but are not limited to: glass, protrusions, holes, exposed wires etc. Notify HQ for major issues immediately.
- Site open and ready for competition:
  - Surface area is properly lined/marked (e.g. soccer, lacrosse, etc)
  - Goals are up and secured w/ corner flags etc.
  - Doors unlocked
  - Lights on/Know where switches are located
  - Rest rooms open
  - Seating for players ready
  - Seating for spectators ready and safe
  - Sound system on and working (where applicable)
  - Score table up & clocks working
  - Standings boards mounted (where applicable)
  - Ticket/concession personnel present & ready
  - Ticket/concession areas ready and in compliance as applicable
  - Ice for medical staff present
  - Tents present and set up
- Personnel – It is important that all appropriate personnel assigned to your site are present and ready to go. In addition, all personnel assigned to your site should be GREETED and THANKED.
  - Sport Coordinators
  - Game officials (May arrive just before start of game)
  - Ticket / Concession staff (if applicable)
  - Medical staff
  - Coaches and Teams
  - Police/Security (if applicable)
  - Scorers & Timers
  - Game Administrators

### **During Contest**

- Watch the contest(s) /game(s) at your site. Move about and visit each contest multiple times. Ask your Game Administrator if everything is going well. Help Game Administrator if needed (supplies, equipment, advice, etc). If (in your opinion) the game is getting “out of control” confer with the officials and if needed, meet with coaches to get the game back under control. Notify HQ if control issues persist!
- Check on Ticket, Concession, & Souvenir apparel booth personnel. Be sure supervisors have adequately been given breaks as many are volunteers. Secure all monies collected upon the closing of all booths.
- Injury Procedure: If there is a severe injury at one of your contests, notify medical staff and allow them to administer aid then contact HQ ASAP!!! Your job then is to stabilize (CALM) teams, coaches, spectators and *especially* parents of the injured athlete.

## **Conclusion of Contest**

At the conclusion of the last scheduled contest make certain that:

- The site (all of your game venues) is as clean & neat as when you arrived
- The site is ready for future scheduled contests (bleachers out, team benches out, etc)
- With the Game Administrator/custodian the site is closed and secured (light out, etc)
- All scores have been reported (correctly) to our Sports Information Director
- You have thanked the custodian/host for their support and cooperation
- You return to HQ with your Game Administrators
  - oversee Site Kit replenishment (as necessary)
  - ensure score sheets and game highlights to be given to SID
  - Other paperwork collected on site is returned: rosters, payments, injury reports etc. – placed in appropriate trays
  - All monies are secured in the safe (See Administrative Assistant or Executive Director)

## **Remember**

**You are an extension of the Nutmeg State Games administration and as such are responsible to run a safe, competitive, and aesthetically pleasing event for athletes and spectators. In most cases those in attendance will decide whether it was a good or bad event based on your preparation and performance.**