



## Event Expectations

### **PROCEDURE:**

1. Team will turn in packet
2. Team will receive a copy of following forms in their box the day before the tournament.
  - a. Copy of event planning packet
  - b. Facility reservation form
  - c. Equipment checkout form
3. A Sport Club Supervisor or Tournament Assistant schedule will be provided that will contain e-mail addresses. They will also receive your name and e-mail address.

### **ITEMS TO REVIEW BEFORE TOURNAMENT:**

- Compare event times in EPP to facility reservation times
- Check equipment checkout book to see if equipment request has been submitted
- Be aware that your club will be billed for time over your event UNLESS you notify sport club staff to communicate with a facility supervisor and work it out with that individual OR we can make a change before the tournament
- Make sure phone # and e-mail are on packet and are legible
- Make sure times are listed as AM and PM and are accurate
- Determine where club will meet the Sport Club Supervisor or Tournament Assistant (TA) if one is provided

### **TO DO BEFORE AND DURING THE TOURNAMENT:**

- Meet with the TA or Sport Club Supervisor
- Have TA or Sport Club Supervisor open doors to get equipment that you checked out (do not ask the facility supervisors to open areas if sport club staff is available. Be patient.)
- Take only the equipment that you have checked out. If you need more discuss with the Supervisor/TA so that he/she can make sure no other event needs the equipment that day.
- If you need trash cans the TA can provide them/ show you where to get them.
- No food is allowed in the Rec facility (unless it is in a designated area such as Time Out, the Archery Room, or the Garden Room.
- Only re-sealable, plastic drink containers are allowed inside the Rec.
- Your club is responsible for distributing wrist bands/ stamps to all the participants and spectators. If you are competing then a TA/Supervisor can briefly fill in for you, but it is YOUR responsibility, not the TA's or Supervisor's.
- Spectators and participants are only allowed to utilize the reserved portion of the facility. They (and their children) should not be on the equipment, playing on the courts, or generally recreating in any way that doesn't directly relate to your activity. It is your job to ensure that the participants/ spectators are aware of this policy.

### **TO DO AFTER THE TOURNAMENT**

- Clean up the facility that you used. No trash should be left behind.
- Take all trash to the dumpster behind the loading dock. The TA/Sport club Supervisor can show you where, then return trash cans to the basement.
- Return all tables and chairs to the closet you removed them from. Folding metal chairs go on the racks while the cloth chairs go in the stack on the floor. Take your time and put them away correctly.
- Return sound system to Quad 6.
- Return staging to the Archery Room
- Break down any equipment (i.e. volleyball nets) that you used and return it to the appropriate location.
- Return stamp and unused wristbands to the Sport Club Office.

### **THE BASIC RULES ARE:**

1. LEAVE EVERYTHING THE WAY YOU FOUND IT, OR BETTER.
2. FOLLOW ALL FACILITY RULES.
  - a. No food or drink in facility
  - b. Spectators and participants should be confined to reserved area as much as possible
  - c. Spectators and participants should wear wristbands or be stamped to get in facility.
3. COMMUNICATE WITH THE TOURNAMENT ASSISTANT FIRST, THEN THE FACILITY SUPERVISOR.
4. USE COMMON SENSE AND GOOD MANNERS AT ALL TIMES.
5. REMEMBER, USING THE REC CENTER FOR TOURNAMENTS IS A PRIVILEGE, NOT A RIGHT. DON'T ABUSE IT.