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|  | YALE CLUB SPORTS  Contest Management Plan |

***SAMPLE TEMPLATE ONLY***

***(Please delete all unnecessary template words and references to non-applicable items.)***

CLUB SPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT COORDINATOR CONTACT NAMES, CELLS AND EMAILS:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. EVENT DESCRIPTION:
2. TEAM(S) ATTENDING:
3. TIMES OF DAY(S):
4. VENUE ACCESS TIME (Must be approved first):
5. HOST SUPERVISION PLANS: (Yale must be present to supervise event from start to finish)
6. EVENT SUPERVISION (Required. Ask Club Sports office about this and list here):
7. LIFEGUARD, EMS/AMR, PARKING ATTENDANT and/or SECURITY:
8. SET UP and BREAK DOWN PLANS:
9. TRASH/CLEAN-UP:
10. CUSTODIAL SUPPORT (or for fields: GROUNDS MAINTENANCE/OUTHOUSES. Check with Club Sports office for questions. Your budget pays for custodial coverage):
11. DIRECTIONS (available on Club Sports website) and SIGNAGE for visiting teams:
12. WEATHER CANCELLATION and/or EVENT CANCELLATION PLANS:
13. LIST ALL “CONFLICTING” HOME VARSITY CONTESTS (SPORTS and TIMES) HELD NEAR YOUR PROPOSED VENUE FOR YOUR DATE(S). (Examples: basketball, lacrosse, field hockey, softball) **NO EVENTS ON HOME FOOTBALL GAME DAYS OR SUNDAY MORNINGS FOLLOWING.**
14. PARKING and TRAFFIC CONTROL (Parking info available on Club Sports website) YOU AGREE TO PROVIDE YOUR TEAM AND VISITING TEAMS THIS INFORMATION:

(FIELDS: PARKING ONLY PERMITTED ON CENTRAL AVE. IF IT IS CLOSED, THEN PARKING ONLY ON YALE AVE. NO PARKING IS PERMITTED ON OR AROUND THE FIELDS OF PLAY OR DRIVEWAYS. LAZ PROFESSIONAL PARKING ATTENDANT REQUIRED FOR ALL TOURNAMENTS) Directions available on Yale Club Sports website.

1. EVENT ITINERARY:
2. WE AGREE NOT TO USE OR MANIPULATE ANY VARSITY EQUIPMENT:
3. GAME-DAY TO-DO CHECKLIST example (Required!):

BEFORE / AFTER EVENT

Ensure Lifeguard Confirmed and On Site

Move/Install / Remove Goals

Signage: Posted / Removed After Event

Set Up / Shut Down and Store Game Clocks

Print Game-Keeping Sheets

Set up Pool Area

Ice in Cooler for Injuries

Remove / Reset Lane Lines

Remove / Reset Ladders

Remove / Reset Overhead Flags

Raise / Drop Diving Boards

Provide Refreshments to Teams. No Food on Pool Deck or Court.

2‐m / 5‐m set up / break down

Set up / Reset Existing Benches and Shot Clocks / Scoreboard

Pick up Trash – Deck/Court Area (after only), Stands (after only)

Showers / Bathrooms / Lockers Checked, Picked Up and OK

Lifeguard / Event Attendant -- Last Person from Pool Deck

Secure Facility with Gym Security / Front Desk Staff Personnel

1. ANY OTHER SPECIAL CIRCUMSTANTCES / PLANS / NOTES: