Checklist for Home Games

2 Weeks prior to event:
- Make sure officials are scheduled. Bring extra Supplier Information Forms for officials in order to process payment request.
- Send Kaminsky Field parking policies and directions to visiting teams and officials. This can be found by visiting the play.emory.edu website and clicking on Visiting Team Information under Club Sports.
- Make sure there is a designated person for keeping time and score.
- If it is a large event or tournament, submit the Tournament/Special Event Form to Ricky. Most large events require up to one month advance notice.
- Locate all items (balls, stopwatches, flags, etc) that you will need for the event.

Day of event:
- Coolers of water/ice are located in the Kaminsky Park Fieldhouse or the Equipment Room (with ID). The red Powerade coolers are reserved for Club Sports. They can be filled up in Equipment Room or at the fieldhouse. If it is a tournament or early game, be sure to check WPEC Building Hours for that morning (you may have to fill up the night before).
- You MUST fill up one cooler with ice for the athletic trainers to have at the field.
- You MUST have two coolers (and cups) for water for the home and away teams. Extra cups are available at the fieldhouse.
- Check in with Athletic Trainer – They should be there 45 minutes prior to the start of your game.
- Set up necessary goals, scoreboards or flip scoreboards, cones, pylons, fan restraining lines at least one hour in advance. Make sure at least two people are assigned to this.
- Teams can move bleachers to sidelines of field (at least 50 ft away).
- If removing or setting up equipment from fieldhouse, be sure to lock the sheds during game time and only unlock when needed.

Immediately after event:
- Move bleachers off of the field area for other practices/intramural usage.
- Go over entire field and fan area to clean up trash, water bottles, etc.
- Make sure all equipment is returned to the same place in the storage shed and lock both sets of doors.
- If it is a night game, MAKE SURE all lights are shut off before leaving the field (Any club that leaves the lights on will lose field privileges).
- Return coolers to appropriate place – either Fieldhouse or Equipment Room.

Day after event:
- Process payment for officials
- Write a game recap and send to Ricky Talman (ricky.talman@emory.edu)

GAME CANCELLATION PROCEDURES:
- Contact all officials and opposing team
- If not involved in the cancellation of the game, notify Club Sports staff immediately
- Club Sports staff will make sure athletic trainers are notified