

Messiah College

**Starry Athletic Complex Services/Overtime
Policy and Procedure**

Policy: To provide Grounds Services personnel as needed for outdoor athletic events and special events for Starry Complex.

Objectives: To insure that emergency services, special events, sporting events, and projects are monitored and completed. Also, to insure the athletic department, that the Grounds Services personnel will be onsite during sporting events and on-call for emergency services for the athletic fields.

Responsibility: Grounds Services

Procedure: Grounds Services sports turf crew leaders are not subject to mandatory on call. However, there are mandatory work hours which fall beyond the normal work day. These hours are assigned accordingly:

Overtime Services

Irrigation of athletic fields - 25-30 hours

- April thru September
- Monitoring and shutting down irrigation pumps

Snow Removal from Lacrosse Turf Field – 20 hours

- February thru March
- Removing snow from field during Men and Women's Lacrosse season for games and practices
- Snow removal of main campus is first priority. After campus is complete Grounds Services will start removing snow off the Lacrosse Turf field.

Baseball Games – 25-30 hours

- 4 weekend home doubleheader games=5-6 hours of overtime per game.
- Playoffs

Softball Games - 24-30 hours

- 8 weekday doubleheader games=1-1.5 hour of overtime per game.
- 4 weekend doubleheader games=4-5 hours of overtime per game.
- Playoffs (10-15 hours added)

Track and Field meet - 2-4 hours

- 1 weekend meet=2-4 hours of overtime

Men's Lacrosse Games - 10-15 hours

- 4 weekend games=2 hours of overtime per game
- Playoffs

Women's Lacrosse Games - 8-12 hours

- 4 weekend games=2 hours of overtime per game
- Playoffs

Field Hockey Games - 12-20 hours

- 6 weekend games=2 hours of overtime per game
- Playoffs

Homecoming weekend - 8-10 hours

- 1 weekend=2 crew leaders- 4-5 hours of overtime per person

Any overtime for Starry Athletic complex beyond the hours listed above needs to be pre-approved by the Grounds Services Manager and/or the Director of Facility Services.

Regular Services

The **Falcon Hut** will be opened before the first regular season game of the spring season (not counting scheduled scrimmages). Athletics must contact Facility Services at least one week before the first game to schedule the de-winterizing of the Falcon Hut. The Falcon Hut will be winterized and closed shortly after the final playoff game in the fall.

The **irrigation system** and water reels will be winterized immediately after the final field hockey playoff game of the year or if the temperature drops below 32 degrees for two full days before the last game. The irrigation system will be started up no earlier than the 1st of April. Anderson Field's irrigation reel will be turned on after low temperatures reach 35 degrees for five straight days or the Grounds department and Athletic department agree to a sooner date. Anderson Field's irrigation will only be used for games during the traditional sports seasons.

Practice fields (back practice fields and lower Starry): The lines will be painted once a week for practices and sports camps. The grass will be cut twice a week at 2 inches during the sports seasons, and cut twice a week at 3 inches during camps and out-of-season times.

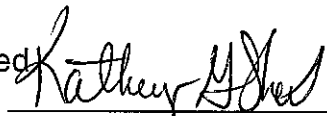
Shoemaker field: The lines will be painted at least once a week during camps and the soccer season. The grass will be cut three times a week, at 2 inches, during the soccer season, and twice a week, at 2.5 inches, during the off season. The field will be mowed and painted on game day or one day before game day (weather permitting).

Softball and Baseball fields: The lines will be painted once a week during regular season, fall season, and during camps. The grass will be cut 3-5 times a week during the regular season at 1.5 inches (the entire field). During the fall season, for baseball, the infield grass will be cut at 1.5 inches and the outfield at 3 inches two times a week. In the off season the entire field will be mowed at 3 inches. The infield dirt will be groomed before every practice and every game throughout the regular seasons and three times a week during the fall seasons. The field will be mowed and painted on game day or one day before game day (weather permitting).

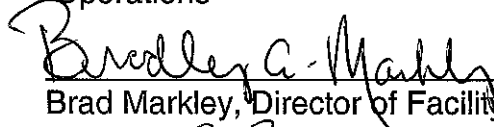
Rec-sports and upper baseball field: The lines will be painted once a week during the rec-sports seasons. The grass will be cut once a week at 3 inches throughout the mowing season.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".

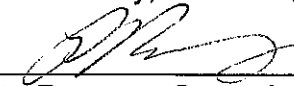
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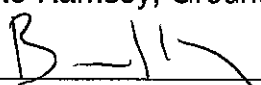
Kathrynne G. Shafer, Vice President for Operations



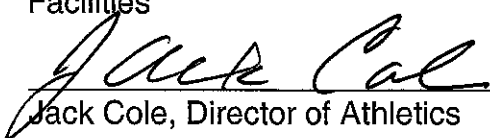
Brad Markley, Director of Facility Services



Pete Ramsey, Grounds Services Manager



Brad McCarty, Associate Athletic Director for Facilities



Jack Cole, Director of Athletics