

**Messiah University**  
**Starry Athletic Complex Services/Overtime Policy and Procedure**  
**January 2024**

*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

**Track and Field meet - 2-4 hours**

- 1 weekend meet=2-4 hours of overtime

**Men's Lacrosse Games - 8-12 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 Starr 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 1<sup>st</sup> 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 Starr):** The lines will be painted once a week for practices and sports camps. The grass will be cut as needed to maintain a safe playing surface during the sports seasons, 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 as needed to maintain a safe playing surface, during the soccer season and 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 as needed to maintain a safe playing surface (the entire field). During the fall season, for baseball, the infield grass will be cut as needed to maintain a safe playing surface. In the off season the entire field will be mowed as needed to maintain a safe playing surface. 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 as needed to maintain a safe playing surface 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.**

Scott Zeigler Signature

Electronically signed by Scott Zeigler on 12/21/2023 2:18:11 PM

Vice President for  
Operations Signature

Electronically signed by Kathie Shafer on 01/02/2024 8:31:46 AM

Director of Facility  
Services Signature

Electronically signed by Bradley Markley on 01/01/2024 12:13:08 AM

Assistant Director of  
Buildings and Grounds  
Signature

Electronically signed by Mark Graybill on 12/21/2023 3:01:49 PM

Grounds Manager  
Signature

Electronically signed by Art Palese on 01/06/2024 7:00:21 AM

Director of Athletics  
Signature

Electronically signed by Sarah Gustin Hamrock on 12/30/2023 5:14:06 PM

Associate Athletic  
Director for Facilities  
Signature

Electronically signed by Brad McCarty on 01/03/2024 8:54:00 AM