Athletic Facilities

Purpose:
The purpose of this training is to familiarize you with the process of requesting and using facilities for club sports contests and practices. You will also learn about the policies and procedures for using facilities on campus, including guidelines for cancellations, hours of operation, and facility preparation. It is crucial to follow these guidelines to ensure the safe and efficient use of our facilities. Pay close attention to the information provided in this training for the successful operation of your club sports team.

Requesting Facilities:

Submit a Proposal Schedule (Start of Semester):
At the start of each season, submit a proposal schedule to Mtustin@haverford.edu and teiseman@haverford.edu in addition to your EMS request. Include preferred practice days, times, and locations. Please make sure to account for warm up time as well.

EMS Reservation System (Mid-semester):

1. Access the EMS Web App: Go to haverford.edu/reserve and click the "EMS Web App" button. Login using your Haverford user ID and password.
2. Create a Reservation: From the menu options on the left side of the screen, select "Create a Reservation."
3. Select the appropriate form: Under "My Reservation Templates," click "book now" next to the form that suits your needs.
4. Enter event details: Fill in the date, start and end times, and any additional setup or breakdown times provided by Support Services.
5. Choose the location: In the "Locations" section, search for specific rooms or areas on campus by clicking on the building name and then clicking "search."
6. Find available space: Click "Find Space" to see a list of available rooms. Select the desired room(s) by clicking the blue "+" button.
7. Enter event details: Provide information such as the event name, type, supporting group, contact information, publicity settings, department account, and any attachments if applicable.
8. Add services and support: Select any necessary services like housekeeping, AV, or catering. Additionally, choose any required support services for your event.
9. Submit the reservation: Review the summary page to ensure all details are correct. Submit the reservation.
10. Athletic Trainer request: If an athletic trainer is required for your event, add this request on your EMS reservation and email teiseman@haverford.edu with the details.
After Reservation Submission:

11. Review event details: Review the Event Request Summary Email to ensure all details are accurate. Changes can be made up to 7 or more business days prior to the event by logging back into the EMS system.

12. Confirmation Email: Within 48 hours of submitting your reservation, you will receive a Confirmation Email with room and support service approvals for your event.

13. Making changes: If changes are needed, edit the details of your event by selecting "My Events" and clicking on the event title up to 7 or more business days prior to the event.

14. Publicity details: If you have selected "General Public" for calendar visibility, your event will be displayed on the appropriate calendar within 4 hours. Conferences & Events will send an email 48 hours after reservation confirmation with a link to enter publicity details.

15. Support and questions: For any support or questions regarding your reservation, contact Conferences & Events at hc-events@haverford.edu or by phone at #610-896-4923. Their office is located in the Campus Center, Office 007.

Game Day:

Facilities setup:
As a team captain, you are responsible for setting up the field, court, or facilities for each game. Contact Teiseman@haverford.edu at least 1 week in advance if you have specific requirements.
Compliance with policies: Follow all Haverford College policies and notify Campus Safety and hc-engage@haverford.edu in case of emergencies.

Weather considerations:
Check the weather forecast and cancel events on grass fields if necessary. Refer to the Weather section on page 20 of the handbook for more information.

Event follow-up:
Send an event follow-up email to hc-engage@haverford.edu after hosting an event.

Clean-up: Ensure all garbage is thrown away, and goals/equipment are returned to their appropriate spot.

By following these guidelines, you will help maintain the smooth operation of athletic facilities and create a positive experience for your club sports team.