



Club Sports

Student Event Manager Guide

Department of Harvard Athletics & Recreation

Club Sports Office

2025-2026

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Resources and Emergency Services

Club Sports website linked [[here](#)]

Club Sport Safety Resource Guide linked [[here](#)]

Post-Event Review Form linked [[here](#)]

Crimson EMS website linked [[here](#)]

Harvard University Police: 617-495-1212

Professional Ambulance: 617-492-2700

EMS (Emergency): 911

Introduction

Welcome to the Student Event Manager role for your club sport organization! As a Student Event Manager, you are integral to the success and safety of your club's events. Your key responsibilities include coordinating event logistics, managing the venue, ensuring the safety of all participants and spectators, and maintaining an orderly environment throughout the event.

This manual is designed to support you in understanding your responsibilities and to provide guidance on best practices for event planning, management, and risk mitigation. While this guide offers a thorough overview, each event is unique, and not every section may apply to your specific situation. We encourage you to carefully assess all aspects of your event and to employ proactive risk management whenever possible.

Should you have any questions or require additional support, please contact the Club Sports Office. We are here to assist you at every stage of your event planning and execution process.

Safety Responsibility Statement

Maintaining a safe environment is the top priority for all club sport events. As the Student Event Manager, you are responsible for leading by example and ensuring that all activities prioritize the safety and wellbeing of participants, spectators, and officials.

Crimson EMS Standby Coverage:

Crimson EMS standby coverage is required for all Standard Events, Tournaments, and Large-Scale Events. Event Managers must schedule Crimson EMS service by submitting a request through crimsonems.org at least five days prior to the event date. Failure to arrange coverage in advance may result in event cancellation. Please note that this service is provided free of charge for club sport organizations.

Resource Guide:

All Event Managers should thoroughly review the Club Sport Safety Resource Guide prior to each event. This resource outlines essential safety practices, emergency contacts, and incident protocols. Familiarity with this guide will help you proactively identify and address potential safety concerns. The Club Sport Safety Resource Guide can be found in the Medical & Safety Guidelines section of the Club Sport website.

Disclaimer:

This manual does not cover every possible scenario or hazard. It is the responsibility of the Student Event Manager to assess each event individually and utilize all available resources, including the Club Sport Safety Resource Guide, to ensure comprehensive safety planning.

Responsibilities of the Student Event Manager

1. **Coordinate Event Planning**

Liaise with participating organizations and leagues (if applicable) to confirm the event schedule, rules, and regulations.

2. **Understand and Follow Emergency Protocols**

Familiarize yourself with all relevant emergency procedures and ensure you know how to implement them if needed.

3. **Oversee Venue Setup**

Supervise the preparation of the playing surface, arrange equipment setup, and ensure all required signage is posted and visible.

4. **Manage Registration and Check-In**

Oversee participant registration and check-in, ensuring proper documentation and waivers are collected.

5. **Ensure Equipment Readiness**

Confirm that all equipment is present, accessible, and in safe working condition before the event begins.

6. **Supervise and Delegate**

Provide supervision for participants, spectators, and volunteers, and assign roles and tasks to support event operations.

7. **Address Issues and Concerns**

Serve as the main point of contact for participants and spectators during the event, addressing questions, concerns, or conflicts as they arise.

8. **Maintain Ongoing Communication**

Keep open channels of communication with participating organizations, officials, and staff throughout all stages of the event.

9. **Enforce Rules and Foster a Safe Environment**

Ensure compliance with all venue rules and requirements; maintain a safe, inclusive, and respectful atmosphere for everyone in attendance.

Pre-Event Preparation

1. **Obtain Event Approval**

Receive official event approval from the Club Sports Office (CSO) and confirm all requirements are met.

2. **Review Event Contracts and Policies**

Carefully review the CSO's Event Contract and any policies, terms, or restrictions associated with your reserved space or facility. Take note of rules regarding capacity, hours of use, access, and prohibited activities.

3. **Develop and Distribute an Event Timeline**

Create a detailed timeline covering setup, registration, activities, breaks, and cleanup. Distribute it to all organizations, volunteers, officials, and stakeholders at least one week in advance.

4. Coordinate Equipment and Supplies

Organize setup and ensure all necessary equipment (sports gear, AV, tables/chairs, signage, medical supplies, scoreboards, etc.) is safe and working. Use an equipment checklist.

5. Secure and Confirm Officials/Staff

Hire qualified officials, referees, or umpires as needed. Confirm details, expectations, and provide schedules.

6. Plan for Medical and Emergency Support

Confirm presence of required medical personnel (e.g., CrimsonEMS); collect emergency contacts for on-site and local services. Ensure staff/volunteers are informed of emergency protocols.

Note, CrimsonEMS standby services are required for Standard Events, Tournaments, and Large-Scale Events.

7. Prepare Registration Materials

Organize participant registration/check-in forms, waivers, and rosters. Train volunteers and club members on procedures (setup of the check-in area should be in the next section).

8. Communicate with Stakeholders

Send reminders, parking info, facility policies, and instructions to all participants, officials, and spectators. Establish communication channels for updates.

9. Review Risk Management Procedures

Identify event-specific risks (e.g., weather, injuries, large crowds). Prepare mitigation strategies and brief all volunteers/club members on emergency roles.

Venue Setup and Operations

1. Arrive Early for Setup

Arrive promptly for pre-event preparations. Ensure all arrangements follow the approved event contract.

2. Oversee Setup of Venue & Spaces

Oversee setup of equipment, seating, signage, and supplies in strict accordance with facility/event contract guidelines.

3. Set Up Registration/Check-In Table

Establish the check-in area for participants and spectators at the designated entry point. Specific check-in instructions are included in your event contract.

4. Conduct Pre-Event Safety Walkthrough

Check for hazards, ensure clear emergency exits, and confirm placement of safety signage. Address accessibility concerns.

5. Arrange for Medical Personnel

Provide a clearly marked space for CrimsonEMS staff.

6. Coordinate with Recreation Staff

Remain available to follow instructions from Recreation or facility staff regarding last-minute operational changes.

If staff instructions are contrary to event instructions from the CSO, please defer to the staff on duty and reach out to the CSO or Event Supervisor for clarity.

During The Event

1. Welcome and Orient

Greet and direct participants, spectators, and officials upon their arrival, providing schedules, instructions, and info on amenities and emergency exits.

2. Monitor Event Flow and Timing

Ensure activities begin and end on schedule, coordinating with volunteers/staff as necessary.

3. Enforce Access and Safety Protocols

Supervise participants and crowd flow, restricting access to non-authorized areas, and uphold safety policies (including appropriate equipment use).

4. Maintain Communication

Use established channels (radios, group messages) for real-time communication with club members, officials, and volunteers.

5. Uphold Event and Facility Standards

Ensure adherence to all facility rules, university codes of conduct, and event guidelines. Address issues promptly and respectfully.

6. Respond to Incidents and Emergencies

Act swiftly in emergencies. Know locations of emergency exits, first aid kits, and AEDs. Implement emergency protocols. Document any incidents per university procedures.

7. Document and Record

Maintain records of incidents, participant/spectator sign-ins, or required roster collection for post-event reporting.

8. Maintain a Visible, Approachable Presence

Be accessible throughout the event to answer questions, offer assistance, and address concerns.

Post-Event Procedures

1. Supervise Event Breakdown and Cleanup

- Coordinate the removal of all equipment, signage, and supplies from the venue.
- Ensure that all areas are left in the same or better condition than found.
- Dispose of waste properly and recycle when possible, in accordance with facility guidelines.
- Follow any specific breakdown instructions listed in your event contract.
- The facility should be cleaned and all equipment, participants, and spectators should be out of the facility by the end of your reservation.

2. Conduct a Final Walkthrough

Inspect the entire venue to ensure nothing is left behind and no damage has occurred.

3. Return Equipment

Return any borrowed equipment to their designated locations.

4. Address Lost and Found Items

Collect all lost and found items and hand them over to facility staff or follow established procedures for item recovery.

5. Confirm Departure of All Participants

Ensure that all participants, spectators, and club members have safely exited the venue by the agreed-upon time.

6. Complete Any Required Reports

- Document and report any accidents, injuries, damages, or unusual incidents to the Club Sports Office.
- For Large-Scale Events, please complete the Post-Event Review on SOCO.

Facility Respect and Sustainability Practices

As Student Event Manager, it is your responsibility to treat all facilities with care and respect. Ensure that all event participants, spectators, and volunteers abide by facility rules, including policies around food, drink, and waste disposal. Promote sustainability by minimizing waste, properly recycling materials, and encouraging the responsible use of resources throughout the event. It is essential to leave the facility in the same, or better, condition than you found it, preserving these spaces for future use by your club and others.

Emergency Procedures

1. Emergency Action Plan (EAP) Review

- Familiarize yourself with the Emergency Action Plan for the specific venue before the event.
- Share the EAP with all volunteers and staff, highlighting key roles and responsibilities during an emergency.
- EAPs can be found in the Club Sport Safety Resource Guide. If you cannot find one for your specific facility, please contact the CSO.

2. Types of Emergencies and Protocols

- Medical emergencies (injury, illness)
- Fire or hazardous material incidents
- Severe weather situations
- Facility evacuation procedures
- Security threats or suspicious activity

3. Immediate Response Steps

- Remain calm, assess the situation, and prioritize safety of all attendees.
- Call for professional help as required:
 - **Crimson EMS (on-site): 617-642-1560**
 - **Harvard University Police: 617-495-1212**
 - **Professional Ambulance: 617-492-2700**

- **EMS (Emergency): 911**
 - Assign a staff member to direct emergency responders to the correct location.
 - If you are in a Recreation facility, inform the front desk staff of the situation.
- 4. **Communication During Emergencies**
 - Use clear, calm language to instruct participants, spectators, and staff.
 - Direct everyone to designated safe areas or exit routes as instructed in the EAP.
- 5. **Minor Medical Needs**
 - Direct individuals with minor injuries to Crimson EMS or on-site medical staff.
- 6. **Reporting and Documentation**
 - Document all incidents and actions taken during the emergency.
 - Submit injury reports to the Club Sports Office as soon as possible after the event.
 - For events in Indoor Recreation facilities, please debrief and file an incident report with the front desk staff.
- 7. **General Preparedness**
 - Ensure emergency contact information and EAP details are easily accessible during the event.
 - Review all exit routes and emergency equipment locations (AED, fire extinguisher, etc.) with staff and club members prior to event start.

Risk Management and Liability

Effective risk management is essential to ensure the safety of all participants, spectators, and staff during club sport events, and to protect your organization.

1. **Risk Assessment and Mitigation**
 - **Identify Potential Risks:** Before the event, assess possible risks including physical injuries, weather disruptions, crowd management, equipment failure, etc.
 - **Develop Mitigation Strategies:** Implement measures such as first aid readiness, emergency protocols, clear role assignments, and enforcing safety equipment use.
 - **Training:** Ensure all volunteers and club members are briefed on risk management plans and know their individual responsibilities.
2. **Event Liability Insurance Requirement**
 - **Insurance is Mandatory:** All club sport events with non-Harvard affiliates participating must carry event liability insurance.
 - **Coverage:** This insurance safeguards your club from potential claims related to injuries, accidents, or property damage occurring during the event.
 - **Arranging Insurance:** It is the club's responsibility to secure event liability insurance in line with Harvard University's requirements.
 - **More Information:** For details on coverage levels and requirements, consult the Liability Insurance section of the Club Sport website linked [here](#).
3. **Waivers and Documentation**

- **Waiver Collection:** Ensure all participants have signed the approved waiver provided by the CSO prior to participation.
- **Incident Reporting:** Complete and submit injury reports or share any other incidents or emergencies with the CSO immediately after the event.

Athletic Complex Map

Free parking is not available at any Harvard Athletics or Recreation facilities, meter or garage parking are the only options close by.



Closing Summary

Thank you for serving as a Student Event Manager and for your commitment to the success and safety of your club sport event. Your attention to detail and proactive planning help create a positive and safe environment for all participants and spectators.

As you carry out your responsibilities, remember to:

- Prioritize safety and follow all emergency, risk management, and facility protocols.
- Communicate clearly and work collaboratively with club members, officials, and league personnel.
- Review the Club Sport Safety Resource Guide and utilize available resources and support.
- Reach out to the Club Sports Office with any questions or concerns.

By following the guidance in this manual, you play a crucial role in supporting the mission and values of the club sports community. Thank you for your leadership and dedication.