



Webinar

LIVE WEBINAR

# EFFECTIVE FACILITIES MANAGEMENT

TUESDAY, DECEMBER 5, 2017

9:00 AM PACIFIC | 12:00 PM EASTERN





# Overview

- Scheduled for 1 Hour
- Q & A Logistics
- Replay and Downloads
- Download Slide Deck Now
- Future Topics:
  - January:  
Importance of Organizational Culture in Athletics Departments



- Submit questions via the chat box
- Replay available only to ATHLEDIFY Premium members at <https://athledify.com/facilities-2017>.
- Learn more about membership here: <https://athledify.com/register>



# Presenters



Mike Snyder

Director of Athletics  
Illinois College  
@ILCollegeAD



Justin Newell

Assistant AD  
Kenyon College  
@jnw14city





# Agenda

- Our Presenters
- Succeeding with Small Staffs
- Game Day Operations
- Risk Management
- Approach to Scheduling
- Q&A



## Mike Snyder

Director of Athletics  
Illinois College

@ILCollegeAD



## Illinois College Athletics Facilities



Mike Snyder was hired as Director of Athletics at Illinois College in 2014. He came to IC after serving as Associate Director of Athletics for Internal Operations at Oberlin College. Mike is also a past president of the Collegiate Event and Facility Management Association (CEFMA) in 2016-17.

[mike.snyder@ic.edu](mailto:mike.snyder@ic.edu) | (217) 245-3000

## Justin Newell

Assistant AD  
Kenyon College

@jnw14city



Kenyon Athletic Center (KAC)



Justin is the Assistant AD and Director of the Kenyon Athletic Center (KAC) and responsible for the oversight of the 263,000 square foot KAC, as well as all outdoor field and recreation space. He also serves as the primary game administrator for all NCAC and NCAA championships that are hosted by Kenyon College. Newell came to Kenyon after four years as the director of facilities at Tulane University.

[newellj@kenyon.edu](mailto:newellj@kenyon.edu) | (74) 427-5460



# Staffing

- Maximizing Limited Staff
- Staffing Priorities
- Role of Students



- Small Staff:
  - Small staff is hard, but invested and well trained staff will win out.
  - Take advantage of the resources you have.-- Coaches secondary responsibilities
  - A Facilities & Events administrator is one of the most important admins in intercollegiate athletics
  - They Coordinate guest and student-athlete experience
  - Develop close working relationships with coaches and other staff around campus
  - The work they put in shapes the public image of your operation
  - Bring in revenue
  - Key risk managers



# Game Operations

- Coaches' Secondary Duties
- Utilizing Students
- Internships



- Game Day Ops
  - Utilize coaches secondary responsibilities
  - Student Staff
  - Facility and Event Interns
  - Ticket sellers (volunteer opportunity for Sport Management majors?)



# Risk Management

- Building Supervisors
- Access Control
- Monitoring



- Risk Management
  - Use of Building Supervisors
  - Need for building supervisors (story on jumping over the balcony on to pole vault pits)
  - Staff should be walking facilities often, especially on game days to ensure safety



# Scheduling

- Prioritization
- Communication
- Systems / Notifications
- Facility Design Considerations



- Scheduling
  - Priority: In season varsity, Out of Season varsity, IMs, Student/Campus events, Rentals
  - Proper scheduling requires constant communication with coaches to discuss practice time changes and outside events
  - Use of Google Cal: Notifications when events change
  - If you build a multi-use facility, be mindful of: court surfaces, storage, partitions, etc
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# Q & A

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