

Loyola Athletics
Internship- Fall
2022

Karla Ortega



About Loyola Athletics

Loyola Athletics oversees every sport offered at Loyola University Chicago. The department focuses on every aspect of sports in accordance with the NCAA. Loyola Athletics also provides extreme support to college athletes in their careers.

Mission Statement: Loyola University Chicago is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of NCAA, conference and University rules and regulations.



My Responsibilities

Title: Facilities, Equipment Services, and Game Operations Intern

1. Liaison for Visiting Team and Officials
 - Greet the visiting team and officials and lead them to their respective locker rooms
 - Escort the visiting team on and off the court
 - Stand next to them on the court/bench during games to ensure they have all they need
 - Facilitate their visit
2. Schedule Student Workers and Facilities
 - Communicate frequently with student workers on games they are available to work and update the schedule document
 - Keep track of each facility being used by different teams and logging the information into the system



My Responsibilities (cont.)

3. Create Event Agendas
 - Formatted a document where various information about all games could be stored
 - Updated this document with every game from all sports (basketball, soccer, volleyball)
4. Work All Game Days
 - As the intern, I had to assist every game (soccer, volleyball, basketball) for both men and women
 - Help with set up and break down



Example of an Event Agenda Sheet

File Home Insert Draw Design Layout References Mailings Review View Help

Comments Share

Undo Clipboard Font Paragraph Styles Voice Sensitivity Editor

Calibri (Body) 16

Normal No Spacing Heading 1

Editing Dictate Sensitivity Editor


Loyola Athletics Game Operations Sheet

| | Event 1: | Event 2: | Event 3: | Event 4: |
|--------------------------------|----------|----------|----------|----------|
| Location | | | | |
| Date/Time | | | | |
| Doors Open | | | | |
| Radio | | | | |
| TV | | | | |
| Ticket Office | | | | |
| Marketing/Ticket Operations | | | | |
| -Total Attendance: | | | | |
| -Student Attendance: | | | | |
| -Spirit Team: | | | | |
| • Cheer/Dance | | | | |
| • Band | | | | |
| • DJ | | | | |
| -Spirit Team Sections: 113-114 | | | | |
| Gentile Lobby | | | | |
| Wolves Den | | | | |
| Upper Walkway/ ADA Seating | | | | |
| Groups/Special Guests | | | | |
| Pre/Post Game Events | | | | |
| Promos/Giveaways | | | | |
| Special Recognitions | | | | |
| Halftime Breaks | | | | |
| Concessions | | | | |
| Communications | | | | |
| Locker Room Assignments | | | | |
| Campus Safety | | | | |
| Wristbands: | | | | |
| Red: | | | | |

Blue:

Yellow:

Green:



3 Most Important Things I Learned

Networking

- Not as hard as it looks
 - People are mostly friendly and always willing to share
- Small talk can go a long way
 - You never know how much you have in common until you start a conversation
- Never know when you can use the contact
 - Even if you don't need the contact now, one day you might

Career Insight

- Adrenaline
 - Working games has shown me how chaotic sports events can be
- Every event will be different
 - Each game will be different and that makes this career more interesting for me
- More eager
 - I am excited to continue my career

Teamwork

- Needed for events to run smoothly
 - Working with others facilitates the work
- All departments must be involved
 - Events won't be done without the help from everyone
- More efficient
 - Games run more smoothly when everyone does their own job

Thank you!