PORTLAND STATE FOOTBALL VISITORS GUIDE

Dear Visiting Team,

My name is Tim Lehman and I am the Associate AD of Operations for Portland State Athletics. On behalf of the Athletic Department I would like to welcome your team and staff to Portland State. Please take a moment to look over the attached visitors guide for information related to practices and gameday protocols. Below is a list of contacts for different departments for any questions you may have.

Go Viks!

Tim Lehman
Associate AD of Operations and Facilities | *Portland State Athletics*
Peter W. Stott Center | 930 SW Hall St. | Portland, OR 97201
Email: tlehma2@pdx.edu | ***cell: 503 939 9384***

PORTLAND STATE STAFF INFORMATION

Director of Athletics	Matt Billings	mtb5@pdx.edu	503-725-5637
Sr. Associate Athletics Director/SWA	Jasmine Miller	jassmill@pdx.edu	

OPERATIONS AND FACILITIES

Associate AD of Operations/Facility	Tim Lehman	tlehma2@pdx.edu	
Director of Equipment	Jett Binyon	jettb@pdx.edu	

SPORTS MEDICINE

Director of Sports Medicine	Stephanie Ludwig	lud@pdx.edu	503-725-4073
Football Athletic Trainer	Max Munson	mmunson@pdx.edu	503-725-4073
Football Athletic Trainer	Neil Hendry	neilf@pdx.edu	503-725-4073

MEDIA RELATIONS

Media Relations Director	Andy Jobanek	ajobanek@pdx.edu	541-968-8702

TICKETS - 1-888-VIK-TIKS

Director of Tickets	Elia Burgin	eburgin@pdx.edu	503-725-6571

Hillsboro Stadium Contact	Mark Runde	mark.runde@hillsboro-oregon.gov

GENERAL INFORMATION

Equipment Load In/Out
Load-in Saturday morning starting at 630am. (Contact Director of Equipment for Friday locker room availability).

The Equipment truck may temporarily park at the West entrance of the field for unloading and loading **ONLY.** From there you can access the field or tunnel to the locker room.

Once unloading is finished the equipment truck must move to an open area in lots A or B. (See Map on page #9)

Locker Rooms
Visiting teams will use the locker room on the east end of the main grandstands. Entry is located at field level.

Shower and locker facilities are available at Hillsboro Stadium. Portland State will provide towels to all visiting teams. The visiting team will use the east end dressing rooms. Team Room A
56 lockers, plus chairs. (more chairs available upon request)

Shared locker room for home and away female staff. Officials A

The area past the wall divider is free to use for equipment, athletic trainers, etc.

No designated locker room for coaches

Field/sideline
Visiting team's sideline is located on the south side of the field (facing stadium)
Coach comm/power connection is located near the 50 yard line in the ground. Use ports 5,6,7,8

Pressbox
Visiting coaches pressbox is located in Room 1 (coaches must wear Team Box passes)
Match Coach comm ports with field set up. C,D,E,F

Laundry Services
If any team would like laundry service, please contact Jett Binyon at jettb@pdx.edu.

Friday Walk Through
Please contact Tim Lehman to inquire about walk through times on Friday

Practice
Please contact Mark Runde at Hillsboro Stadium Operations at (503) 899-2213 or mark.runde@hillsboro-oregon.gov

Gameday Protocol

Teams are allowed to arrive 2 hours before kickoff. Upon arrival the team buses will be escorted to the SE corner to the stadium for team drop off (See map on page)

Tim Lehman will meet the team and escort them to the locker room.

Sample pregame

Actual Time	Visible Clock	Protocol Activity
9:00-11:00 am		Dance / Pregame activity
10:55 am		Replay Staff Meeting
11:17 am		Meeting with Gameday Administrator
11:32 am	90:00	Field Available for Teams, Game Clock Starts (Field Divided in L-Shape)
12:22 pm	40:00	Field divided at 45-yard lines (with 10 - yard buffer zone)
12:44 pm	18:00	Teams leave the field
12:47 pm	15:00	Pre-Game Activities Start/National Anthem (prior to TV air time)
12:53 pm	9:00	Pre-Game Activities
12:57 pm	5:00	Officials Notify Teams/Visiting Team Enter Field
12:58 pm	4:00	Vikings Take Enter Field
12:59 pm	3:00	Coin Toss/Instructions
1:02 pm	15:00	Kickoff

Timeouts/Quarter Breaks/Halftime

Media timeout: 2:20 min/Quarter Breaks: 3:20 min/Halftime: 20:00 Min

Event Operations Contact

Should you have any questions or concerns, please contact Director of Operations and Facilities Tim Lehman at 503-939-9384 or by email at tlehma2@pdx.edu.

Officials

Assigned by the Big Sky Conference.

Post Game

Post game meals can be received at the bus drop off area SE corner of the stadium.

Post game meal set up will be just outside the locker room. Tables will be provided.

Buses and the EQ truck can park at the SE corner of the stadium at the end of 3rd quarter. (Please see map for questions)

MEDIA INFORMATION

Space is limited in the Hillsboro Stadium Press Box. Seats will be provided based on availability. Please be courteous to other media members with regard to work space.

Because of limited seating, seating in the press box will be assigned in the following order:
1) home and visiting television and radio and staff
2) daily print/online media
3) periodic media
4) professional scouts
5) others, if available

The media room is located in Box 2 on the press level.

The visiting radio booth accommodates two people comfortably. It is located in Staff A on the press level.
Both phone and ethernet lines are available. Games are live streamed on ESPN+.

Pregame notes and depth charts are available prior to the game in the press box. Wireless internet connections are available in the press box. Login information will be provided on game day.

Team Credentials

Please contact Andy Jobanek for team and press credentials. ajobanek@pdx.edu 541-968-8702

Please include with your credential request lists any parking permits needed for those traveling to the game in private vehicles. **Team Bench (50) credentials are restricted to the bench area, visiting team locker room and coaches booth on the press level**. All coaches, trainers and non-uniformed team personnel are required to wear credentials. Please make any additional credential requests per visiting team needs in areas such as the following:

Team Bench (50)
Team Administration and Staff
Team Photographers and Videographers

Stats

Live stats are available at www.ViksLive.statbroadcast.com. Hard copies of quick stats will be provided after each quarter and at halftime. Complete summaries will be provided at the conclusion of the game.

Interviews

Due to limited space availability, post-game interviews will be conducted outside the locker room at the conclusion of the team cooling off period. For assistance with interviews, contact Mike Lund, Portland State Media Relations Director. Visiting team interviews are at the discretion of the visiting media relations director.

Press Box Level

Hillsboro Parks & Recreation

HILLSBORO PRESS BOX

Room Assignments
Appropriate booth signs will be placed prior to each game

Box 6 - Athletics Director

Box 5 - Portland State Coaches

Box 4 - ESPN+ Studio

Team 2 - Official Replay

Staff B - ESPN+ Broadcast

Staff C - Scoreboard/PA/Game Ops

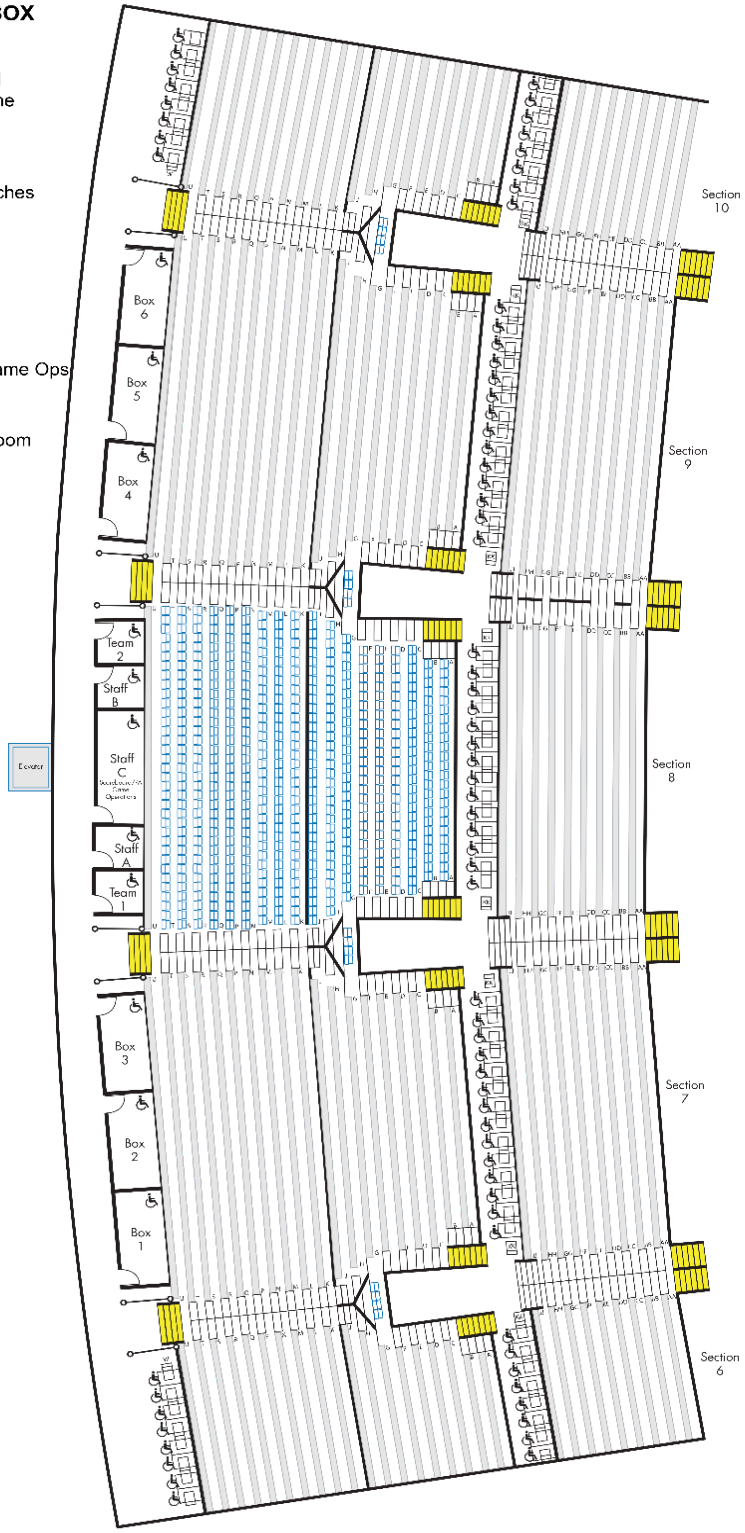
Staff A - Visiting Radio

Team 1 - PSU SID Work Room

Box 3 - Statistics/Copier

Box 2 - Media

Box 1 - Visiting Coaches



SPORTS MEDICINE

Athletic Training

Certified Athletic Trainers and team doctors will be available on site for all home contests. The visiting team will be supplied with water, cups, ice bags and emergency equipment. A team physician will be on call for each game.

The home bench will have all emergency equipment, splints, O2, airway devices, crutches, etc.

Each locker room will have the following:
- 5 gallon cooler with ice water
- Cups
- Gatorade

If you have any questions feel free to contact us. If you need any special accommodations, please let us know.

Emergency Care

In an emergency dial 911.

Hospitals nearby include:

Legacy Emanuel Hospital
2801 N Gantenbein Avenue
Portland, OR 97227
(503) 413-2200

Providence Medical Center
4805 NE Glisan Street
Portland, OR 97213
(503) 215-1111

Kaiser Permanente Westside Medical Center
2875 NE Stucki Avenue
Hillsboro, OR 97124
(971) 310-1000

Urgent care is also available at:

Kaiser Permanente
3550 N Interstate Avenue
Portland, OR 97227
(503) 813-2000

OHSU Medical Center
3181 SW Sam Jackson Park Road
Portland, OR 97239
(503) 494-7551

DIRECTIONS TO HILLSBORO STADIUM

Hillsboro Stadium is located at 4450 NE Century Blvd in Hillsboro. From downtown Portland and the Portland State University campus take Highway 26 westbound toward Beaverton/Hillsboro/Ocean Beaches. Follow US-26 for 12 miles to NE Cornelius Pass Rd, exit 62A. Continue one-half mile on NE Cornelius Pass Rd to Evergreen Parkway. Turn right on Evergreen Parkway and follow for one-half mile to Century Blvd. Turn right and follow to parking entrances.

Parking VIP/Tailgate/Staff/General (See map)

Stadium Entry
Gate A and B allow entry into the stadium parking lot. Costs for parking vary.

VIP
Please park in the marked **red** lot zones. You must have a visible pass to access this lot

Tailgate
Please park in the marked **blue** lot zone. You must have a visible pass to access the tailgate lot

General Parking
All guests and visitors without passes please park in the marked **yellow** zones.

Team Drop Off/Bus Parking
The team buses will be escorted into the stadium and to the southeast corner for team dropoff

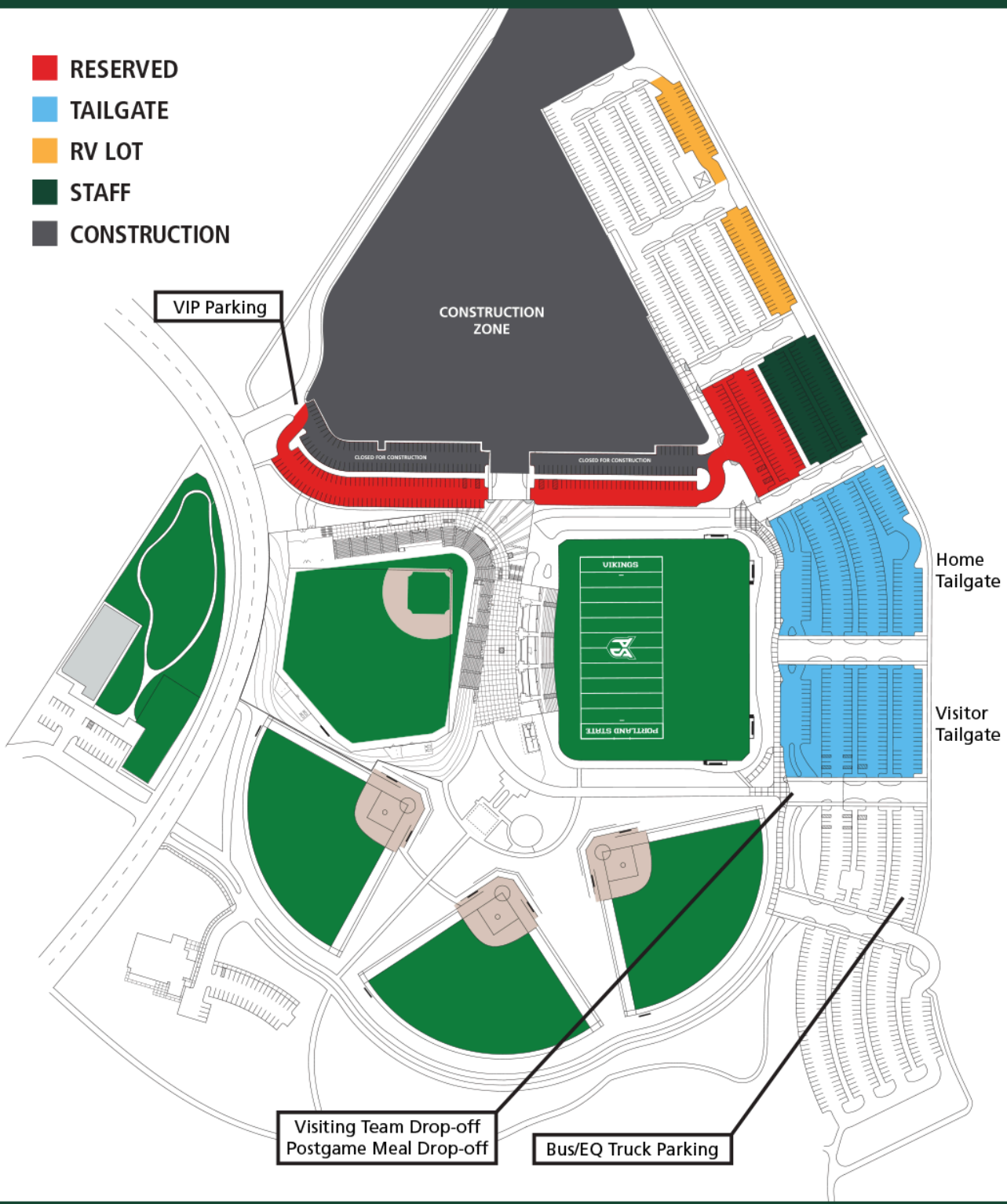
Buses and Equipment trucks will need to park in the back of the southeast corner lot
(Please see the map)

Bag Search
The Hillsboro Hops will not hold any personal items that are not permitted inside the ballpark. Clear bags are recommended, but not required. All bags are subject to search at the gates.

Banners and Signs
Banners & signs are permitted in the stadium as long as they do not obstruct the view of guests or block stadium signage. Banners & signs must be event related, in good taste, and not commercial, political, or offensive in nature. All signs must be hand-held; signs on sticks larger than 18 inches are not permitted. The Hillsboro Hops reserve the right to remove any sign.

Bottles and Cans
No bottles, cans or outside beverages are permitted in Hillsboro Ballpark. Exceptions are made for sealed/unopened water bottles, baby bottles and health-related materials.

HILLSBORO STADIUM PARKING



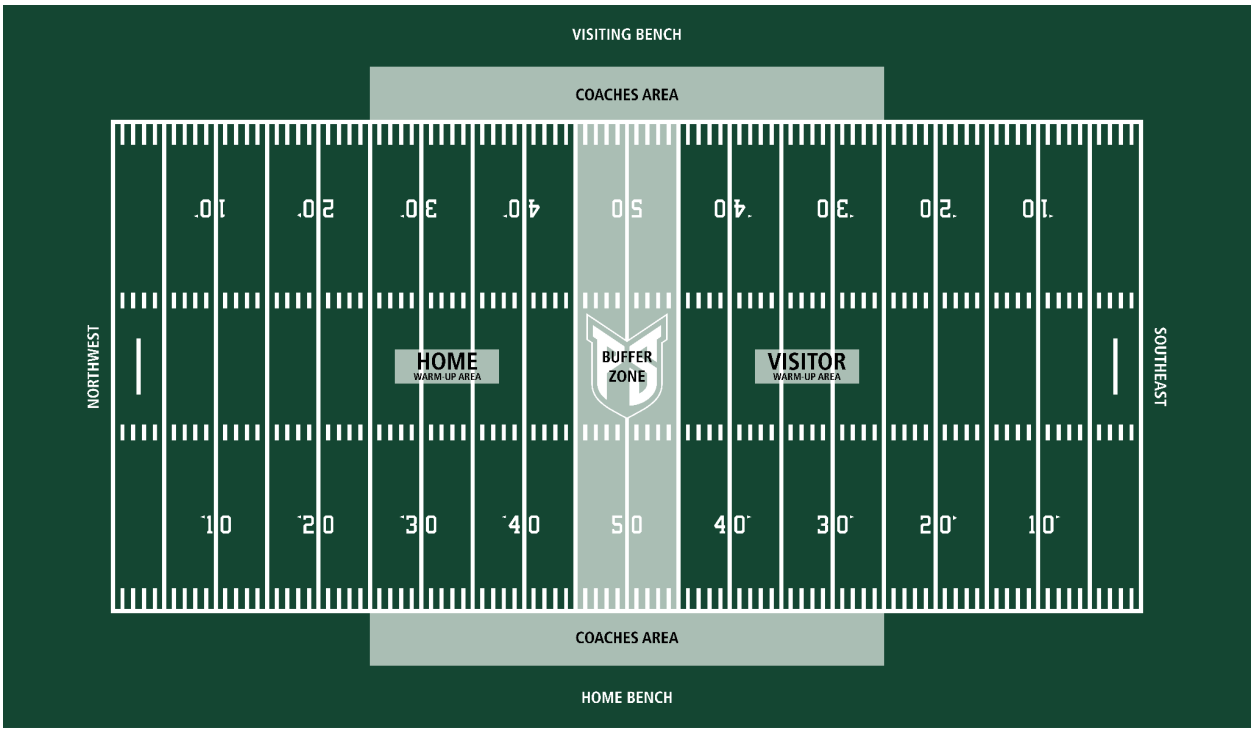
PORTLAND STATE ATHLETICS

GOVIKS.COM

Pre-Game Warm-up Area

The field will be available to warm-up 1 hour and 30 minutes prior to kick off.

Pre-game Field Configuration (40 mins)



Pre-game Field Configuration (90 mins)

