



 cheqroom

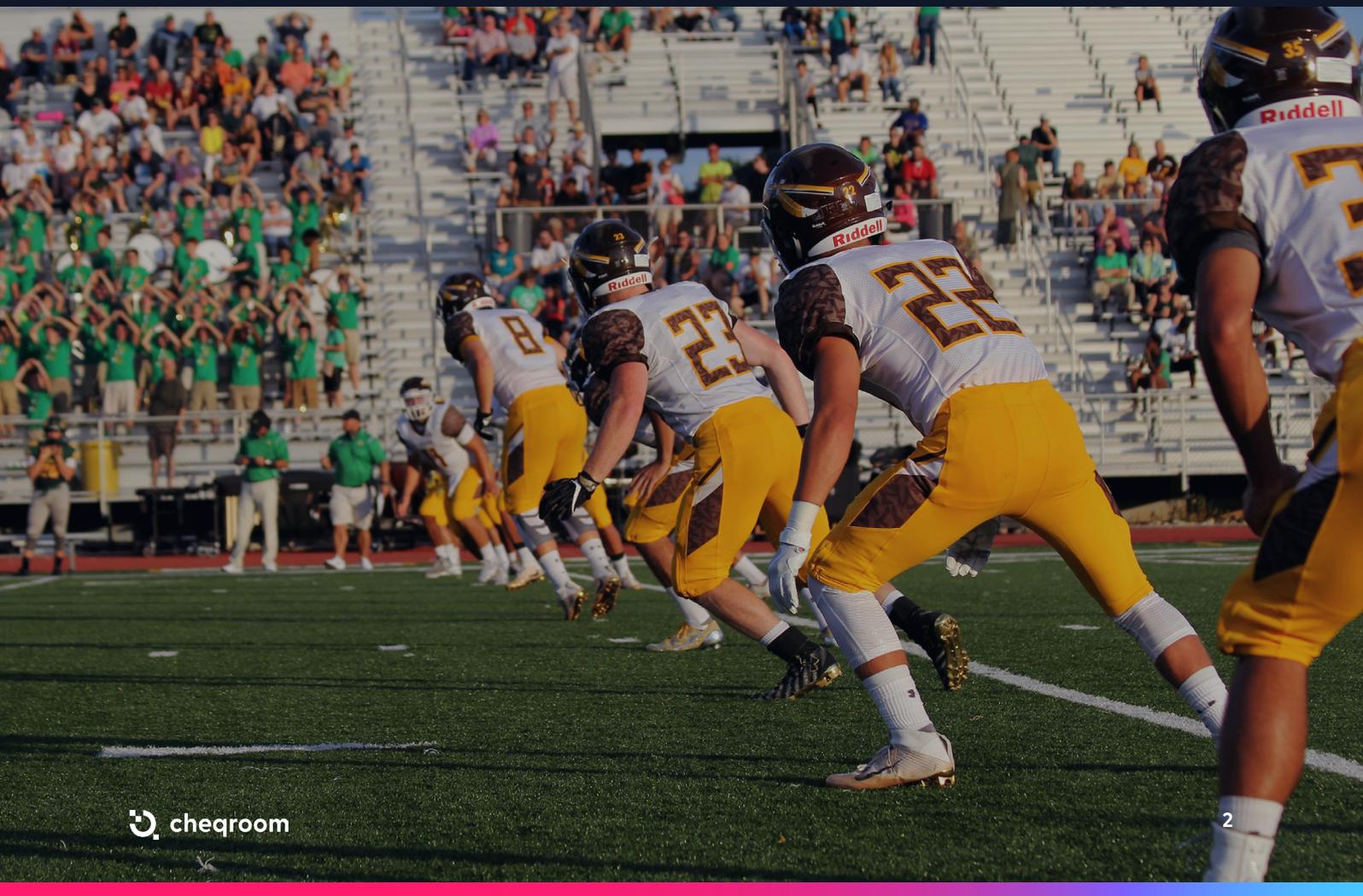
How to manage video operations for sports teams in universities and colleges

Introduction

Many US colleges and universities have sports teams. We cheer for them, we support them, we love them. It's what makes our uni experience so great.

As an equipment manager or video coordinator, you do more than just take good shots or make sure the right people are using the right equipment. Many equipment managers and video coordinators in sports teams are responsible for weekly exchanges with opponents, upkeep and maintenance of the equipment used by the teams, meeting with coordinators and position coaches for video cut-up needs and producing weekly motivational videos and the season highlight videos.

There are many people involved whether it's to assign the right gear, take the shots, do social media, get the gear from one location to another,... It all needs quite a lot of admin work. Over the last few years, CHEQROOM has been a partner to many universities and colleges. We thought we could share our best practices so that you can do what you really love instead of focussing on AV admin work.



The importance of setting processes for equipment management

1

Set rules for returning gear in time

Making sure everyone is using the right gear is what makes your production a success. Let's say the baseball team is using a SONY camera, and right after, the Basketball team needs that same camera because they have a game that evening. If the baseball team doesn't return it, this might jeopardize the game and how it will be broadcast.

2

Decide how the equipment room is run

Self-service vs managed by an equipment manager? Are you use business hours? School hours? Game hours? Some schools we talked to open a day before the home game begins and close one day later. If you have an equipment room with a lot of gear, it's important that everyone using the gear can contact someone who can help them should they encounter problems. Some teams also told us that they work with on-call equipment managers or students that work during weekends.



3

Install a first-come, first-serve rule for reserved equipment

If your team has their own equipment, you can skip this. If you have to share your equipment with other sports teams, it will be useful for you to install a first-come, first-serve rule. This means that the person who reserves the equipment first, should receive it. If you do not use an equipment management tool, you might have run into the issue of multiple people or teams reserving the same equipment for the same game day. They then all come to the equipment room and argue who was the first that booked it and should be able to take it. This becomes a thing of the past when everyone knows there is a 'first-booked, first-serve' rule. Consequently, they will book their equipment more in advance. We have also seen a lot of schools prioritize big games to use the higher-end equipment. In this case, make sure you communicate well enough, so that everyone knows which equipment is available for them at what moment.

You can also use a tool like CHEQROOM where you can easily make reservations for gear.

[Check it out](#) to see if it would work for your team!

4

Allow repeated reservations

When there is enough gear for everyone, repeated reservations make the life of an equipment manager and video coordinator much easier. Some video coordinators or video producers need the same type of gear for an entire semester or year. Giving this in custody saves everyone a lot of time and headspace.



Extra: Student workers

Student workers are an essential asset for equipment managers. Together with staff members, they are the ones that do equipment-check outs and verify whether the equipment is returned the way it was loaned out, etc. If you can, we would strongly recommend you employ student workers in your equipment room as they will reduce your workload significantly. If you have someone tech-savvy, this is a plus.

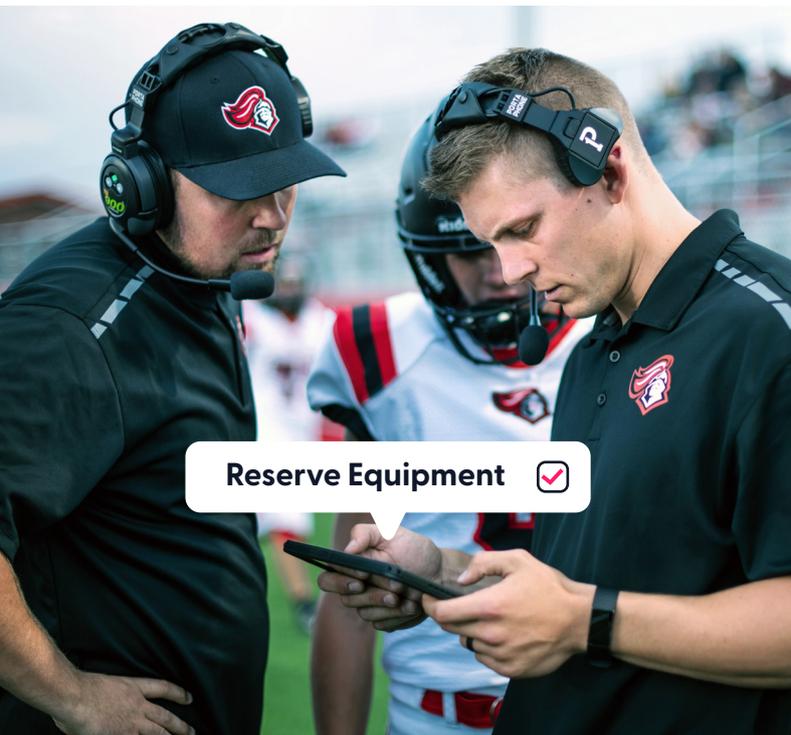
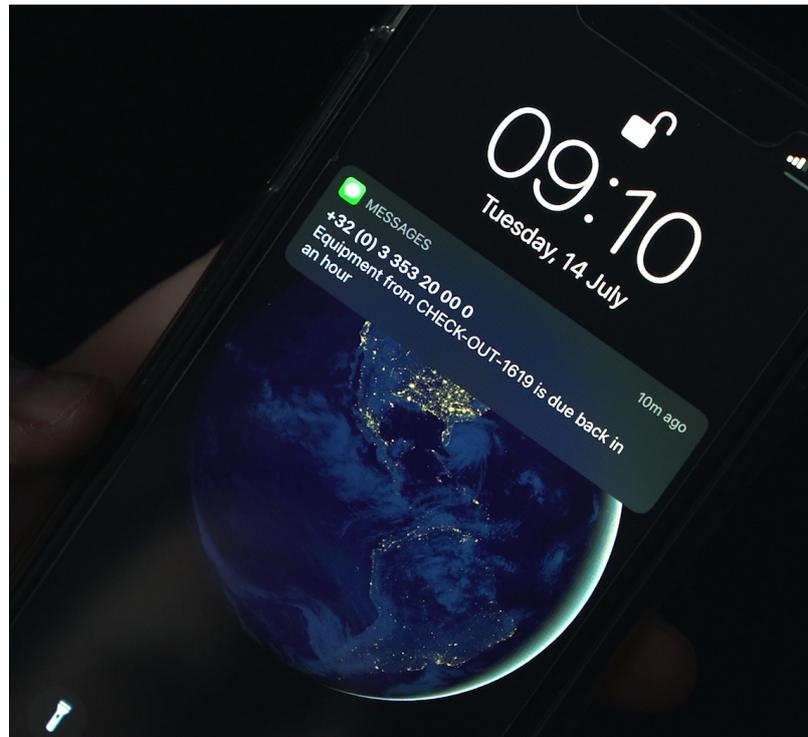
Proven tips & tricks

Now that we have identified a few equipment management processes, let's go over the six things you can do to make your equipment room more efficient.

1

Let everyone book equipment themselves

This way, they don't need to come to the equipment room and have someone reserve it for them there. With an online system or an equipment management tool they can do it from wherever they want, whenever they want. Doing this saves the equipment room staff a lot of time.



2

Notify people when they should return an item or when it's overdue

Everyone can forget appointments or, in this case, returning the equipment in time. A tool like CHEQROOM sends automatic reminders via email or SMS notifications when they need to pick up or return the gear.

3

Hold people accountable by asking for a signature

This will make sure everyone handles equipment with more care. You can ask for a signature on paper, or you can use a tool so that everyone has an online copy of the PDF.

4

Create kits

This is a big win for many of the teams we work with. Kits contain all the gear one team needs for a game in one kit.

Let's say the person in charge for social media needs a specific camera, lens and cable, they can just pick up the kit 'social media', without having to assemble everything every time. With these kits, they know they are using the right gear.

5

Put labels on your most expensive gear

How many times did you think you didn't have a specific type of gear, but you already did? Or how many times did you start the season with 40 cables, only to end up with three at the end of the season? Tracking your gear with asset labels is essential to know what you have, who's using it, and whether you should buy new equipment.

6

Mark equipment

Flagging equipment as broken or 'needs maintenance' will make sure you don't loan out broken equipment. You can put it aside and take a look when you have the time. If you can generate reports, this will help you know what percentage of your gear is broken or needs maintenance.

[Generate custom reports within CHEQROOM.](#)



Read our document ‘problems solved by CHEQROOM’ to see how other colleges and universities use our tool.

[Download the full document](#)

You will avoid double bookings

Working together is easier without double bookings, dropped bookings, or lost gear. Make new reservations, or make quick changes with the inventory schedule and mobile app.

“The overall workflow is just so nice. The software is reliable and won’t let you make any double bookings.”



There will be more control with booking restrictions

With capacity restrictions, you will be able to limit the number of people picking up or dropping off gear at the same time.

“We have upgraded our plan because of this feature. Location-based restrictions for users make our lives so much easier”



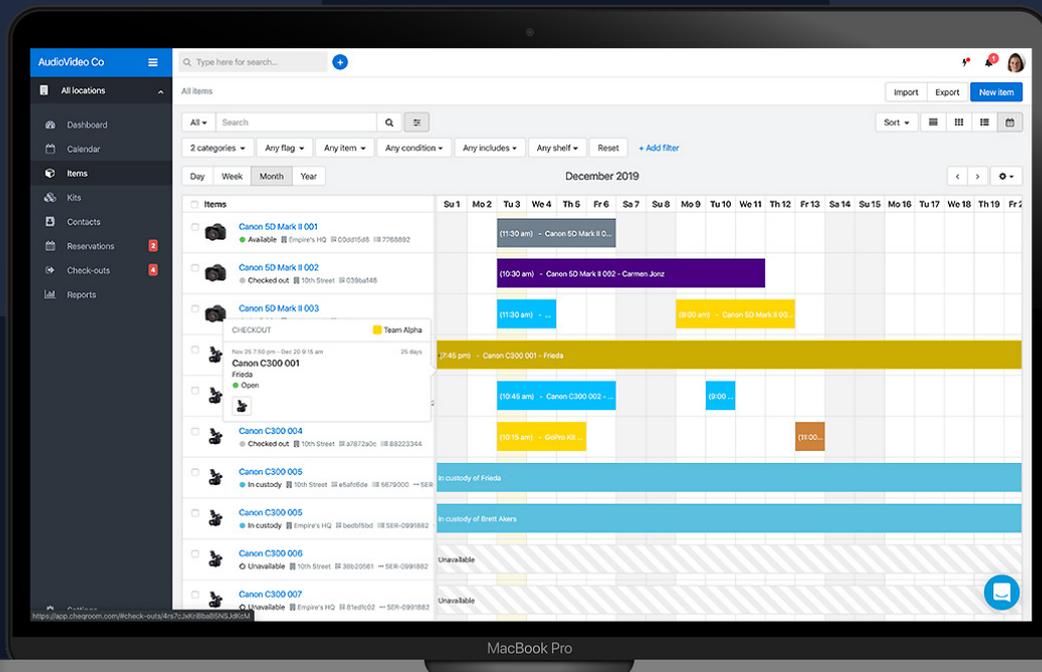
You will know exactly what equipment you need at what time

With proactive alerts we let you know when to pick up what equipment. No crowded equipment rooms or pointless waiting to pick-up gear.

“As an equipment manager, I really like the SMS feature to keep students accountable and let them know when their equipment is ready or overdue. I don’t know how many schools are using CHEQROOM. But if they are not, they should”



Using a tool to **track, analyze, and organize your equipment** is the best way to simplify your equipment management **in the cloud.**



- Allow everyone to reserve equipment
- Keep people accountable
- Quick and easy equipment checkout

- Real-time control of your equipment
- Reduces losses & inefficiencies
- 24/7 Access to your inventory from any device

Discover CHEQROOM