

GAME MANAGER RESPONSIBILITIES

Gym Opening

1. Unlock exterior entrance doors with white keycard. Then unlock Gym doors.
2. Unlock booster cupboards in kitchen with small silver key. The moneyboxes are in the black plastic file. Hand the designated box to appropriate person (concession – concession worker, gate – gate worker).
3. Turn on Pepsi machine (small gold key). Keyhole is on side; “PEPSI” light will come on.
4. Leave the doors leading to the cafeteria **closed** after the workers bring out chairs that are stored behind the coolers. This way nobody will wander back there. No locker rooms are available. If a team should request an area to meet briefly you may let them use the lunchroom but must lock it up when they are done.
5. Verify that the Gym opening portion of the Game Day Checklist has been properly completed. Initial list.
6. Basketball: make sure free-throw line is taped off for 5th/6th Grade – 2 tile squares from the 15-foot line. Volleyball: Make sure nets are at the correct height for the grades that are playing (see volleyball rules sheet). Also tape down server’s box on west side of gym to match the east side measurements. Tape measure is in the west equipment closet.

During Event

1. Assure that Game Workers are doing their jobs correctly. Watch the possession arrow, time clock, make sure that the individual responsible for admissions does not leave the table or money unattended etc.
2. Make sure that game workers are not abusing the stated food policy listed on the checklist.
3. Make occasional rounds of the facility to make sure everything is in order (Outside in parking lot, restrooms, kitchen etc.).
4. Midway through the last game the worker taking admissions should begin to count the money. When they are done you can verify cash and initial cash sheet and store it in the cash box. This cash box is placed in the black file box, which will go back into the cupboards and locked.
5. Don’t pay the game workers until all work is all done and its time to go. They will receive \$6.00 per game. (The officials are paid through GRACEAC).
6. It is important that you are visible and available during the games, preferably near the gym doors.

Gym Shutdown

1. Turn off the Pepsi machine and return key to gray “milk money” box.
2. Lock concession cupboards, making sure that both cash boxes are inside file box.
3. Verify that the Gym clean up portion of the Game Day Checklist has been properly completed. Initial list.
4. Lock the interior doors or have a worker do it.
5. Exterior doors are on a timer pre-programmed by Dennis Eardley and will lock automatically.

Should you have any questions or concerns please contact an Athletic Boosters Member.