

Game Worker Responsibilities

Thank you for choosing to represent Holy Trinity Athletics as a Game Day Worker.

***Game Worker Concession Policy** – Please do not loiter in the kitchen area.

Unlimited Pop and Popcorn

One free food item for 3 or fewer games worked. Two free items for 4 or more games in a shift.

NO free candy.

***Neither workers nor fans may play (shoot baskets, etc.) during half time or between games.**

Gym Set Up

1. Turn on lights (Game manager has keys).
2. Assure that Basketball nets are down and that side nets are up. If working a volleyball game set up volleyball nets to appropriate height.
3. Pull out bleachers and lock up rails.
4. Set up 2 gray scorer's tables on north sidewall with 4 chairs behind the tables. Tables are stored in the Gym equipment room (SW corner of Gym); get a key from Game Manager.
5. Set up scoreboard, timer, possession arrow, scorebook, and player's time sheets on scorers table, along with pencils and medical kit. Equipment is in the athletic storage room in gym.
6. Set up 15 chairs on each side of the tables for use by the teams. (Chairs are "racked" in the tunnel).
7. Pull in floor mats to put underneath each cart.
8. Set up card table and 1 chair by steps entrance for gate admission.
9. Obtain gate cash box from game manager for admissions. (Worker assigned to table first).
10. Set out admission signs on table (2 SIGNS – Admission Prices & Behavior Expectations).

During Event

One worker will need to man each of the **following four jobs** (three for volleyball games!), during the course of the event.

Admissions -

Items needed

- Cash Box (See game manager) with change
- Card table and Chair
- Sign for admissions price
- Sign for behavior expectations

Location

Outside Family Center Entrance at bottom of stairs

Operation Times

Begin 45 minutes prior to game time, until just after half time of last game.

Responsibilities

Charge attendees for admissions to GRACEAC and Tournament games.

Prices are as follows

- \$2.00 Adults
- \$1.00 Senior Citizens
- Students free
- GRACEAC League Pass

Make proper change.

Stamp individuals that want to leave and re-enter (or mark with marker).

Do not leave the table unless replaced by a fellow Game Worker or Game Manager **only**. (no friends or siblings, etc).

Beginning at the 3rd quarter of the last basketball game (or game #2 of the last Volleyball game) the following needs to be performed:

- Take game gate (cash) to the kitchen and perform the following
- Count the money and complete the reconciliation sheet located in box.
- When completed, notify the Game Manager and have them verify the amounts.
- Hand over box to Game Manager
- Wait for instructions from Game manager for Gym take down and clean up instructions

Scoreboard Operator –

Make sure scoreboard control box is plugged into wall outlet. Attach hand controller to the box and plug “cable” cord from control box into the wall. It is very important that you have the correct keyboard pad in place for each sport (i.e.: basketball or volleyball). Follow control box prompts for Start Up Procedures. See Gold Instruction Manual for details.

Important things to remember:

1. Basketball has four 6-minute periods.
2. Half Time is 10 minutes.
3. Stop Clock when referee blows whistle.
4. Restart it when ball goes into play and ref puts his arm down.
5. Baskets are 2-points, unless ref signals 3-points with both arms straight up. Free-Throws are 1 point each.
6. Keep track of possession on scoreboard, fouls and bonus indicator.

Play-Time Keeper –

Playtime sheets are available in the equipment room. Please retrieve a roster from each coach and write player's name & number on the sheets (separate teams), prior to start of game. Starters should be asterisked. They start at 6:00 minutes. As a sub reports in, make sure you know whom they are subbing for so you can keep track correctly. Round up or down to make it easy. Remember the math is based on 60 seconds per minute. (example: Johnny, #22, starts at 6:00 and comes out at 2:30; he has played 3:30 – or 3 1/2 minutes. Make sure you record his sub's time down too). It gets tricky at times so please do your best and write notes in the margins if you have to. At half-time, add up everyone's time and make sure you let the coaches know if there is a player who hasn't had their minimum time yet. (Minimum times are 6 minutes for 5th & 6th and 4 minutes for 7th & 8th Grade). Continue keeping time for all players throughout the whole game, and total them up at the end. Sheets are kept in the blue 3-ring binder on a shelf in the equipment room, up to 3-months.

Book-Keeper & Possession Arrow –

The Player Books are on the shelf in the equipment room. Please use roster from each team to record players names & numbers. This should be completed before start of game. Don't forget about time-outs also. (**2** 30-second and **3** 60-second). Keep track of points scored by each player, each team, and each period. Also fouls are recorded in the same manner. When a foul is committed, it is important that you watch the official making the call. He will tell you which team and which player made the foul. It is very crucial that there are no errors in keeping track of fouls. If you have a question or didn't hear the official, have the scoreboard operator buzz the horn and call the officials over to the table to make sure you have it correct. When a player has 4-fouls, please let the coach know. 5-fouls result in being pulled from the game. Once a team has made 6 fouls, the other team goes into "bonus" which should be communicated to the scoreboard operator. When the 7th foul is committed, let the officials know that they are in bonus (or one & one). After 10 fouls, they go in to double-bonus. Do not doodle in these books as they are the property of the League! Always remember to double-check your books to the actual scoreboard. If there's a discrepancy, verify with the coaches or officials. Possession Arrow gets switched when there is a jump ball and at half time. Please remember to keep an eye on this because the officials rely on it to be correct.

Gym Clean Up

Items needed;

Gym Dust Mop, Broom, Vacuum, Trash Cans, Garbage bags

1. Sweep Bleacher trash onto the floor. Pick up all cups and large trash prior sweeping the Gym Floor.
2. Remove rails and push bleachers back into wall
3. Sweep gym floor and Mop were necessary
4. Put away items on the scorer's table. Take down tables and chairs and place in proper storage locations. Tables go in southwest equipment storage closet.

5. Put away Volleyball poles and nets away. Be sure to fold nets properly (if applicable).
6. Sweep entry way landing, stairs, and bottom landing out side of gym center entrance.
7. Vacuum all rugs in the entrances near front and back of Family center, landing area at top of stairs, and near concessions.
8. Vacuum all rugs in gym.
9. Check all restrooms: discard large trash items and turn off lights.
10. Empty trash bags from barrels into dumpster in parking lot. Replace bags in each barrel.
11. Place barrels outside of concession window.
12. Let game manager know if supplies are needed. i.e.: Pencils, scorebooks, bulbs etc..)
13. Ask Game manager if all is completed.
14. Payment will only be disbursed once Game manager has verified the satisfactory completion of all game works duties.

***Game Worker Concession Policy** – Please do not loiter in the kitchen area.

Unlimited Pop and Popcorn

One free food item for 3 or fewer games worked. Two free items for 4 or more games in a shift.

In addition, Game workers are to minimize their access to the Kitchen area. It is preferred that all requests for food and drink be made to the Concession workers themselves so they may get the items for you.

NEITHER WORKERS NOR FANS MAY PLAY (SHOOT BASKETS, ETC.) DURING HALF-TIME OR BETWEEN GAMES. THANK YOU!