

## **TOURNAMENT CREW NEEDS--JOB DESCRIPTIONS**

### **TOURNAMENT MANAGER DUTIES**

1. Conduct pre-tourney meeting of participating schools. (Often done at conference meetings.)
2. Take care of pre-tourney preparation:
  - a. Order all session tickets and distribute to schools.
  - b. Handle necessary advertising.
  - c. Take care of official contracts.
  - d. Obtain necessary supervisors who will in turn get other necessary help.
  - e. Send out necessary tournament information to participating schools.
3. Make administrative decisions pertaining to the operation of the tournament.
4. Assign cheering sections for each session.
5. Make necessary bank deposits of proceeds from tourney.
6. Pay all personnel.
7. Prepare financial report for the MHSAA and participating schools. Distribute profits and team expenses accordingly.

### **TICKET SALES SUPERVISOR DUTIES**

1. Check the supply of individual session tickets to make sure there is an adequate supply. (With help of Tournament Manager)
2. Set up tickets and coin boxes for each session.
3. Determine change to be needed by all groups-ticket sales, concessions, and programs. Have adequate supply of change on hand to handle this. Make sure there are enough bank deposit bags to handle deposits at night.
4. Supply ticket sellers and takers with tickets, change, instruction sheet, etc. one hour prior to start of each session.
5. Supply ticket sellers with a chart of ticket prices so they do not have to do much figuring. It speeds up ticket selling considerably.
6. Put up signs at each ticket booth showing ticket prices.
7. Supply concession supervisor with necessary change when requested.
8. Supply program supervisor with necessary change.
9. Check in ticket sellers at halftime of the second game of each session. Make up bank deposit for each session and turn over to the tournament manager. (Hint: It is best to walk sellers to the office with about 2 minutes to go in the second quarter. This way you don't have to walk through crowds with the money.)
10. Collect money from concession supervisor and program supervisor and make necessary bank deposits.
11. Make sure there is adequate change for each session.
12. Check with all groups periodically to see if they need change.

### **TICKET SELLERS AND TAKERS**

Listed below are a few suggestions which would make all of our jobs easier.

1. Everyone should have a ticket including players, coaches, administrators, cheerleaders, and tournament workers.
2. Punch or tear off the all-session tickets and take the whole ticket from people buying a ticket at the door. Stamp everyone who leaves the building.
3. The following suggestions should make it easier to check in the money. You will be supplied with rubber bands. During your slack times, separate the currency in the following manner. Make sure the bills face the same direction. Bundle the \$1 bills in stacks of \$25. Bundle the \$5, \$10, and \$20 bills in stacks of \$100.00.
4. The pass gate must not let in persons without a pass or who are not OKed by a band director or drill team coach or on the pass gate tournament helper list. The only time you are allowed to make exceptions to this is under direction of the tournament manager.

### **ANNOUNCER'S DUTIES**

1. Arrive at tournament site 45 minutes prior to starting time.
2. Secure tournament program/rosters.
3. Check microphone in gym.
4. Set up starting lineups for each game.
5. Check with Home band director to play National Anthem before each session unless other arrangements have been made; for example, singers or singing groups. Introduce band or others - include school and band instructor.
6. Introduce starting players following the recommended announcement format.
7. Announce special announcements as they occur (MHSA sponsors, stay off playing floor, etc.)
8. Check with entertainment coordinator as to any halftime entertainment per session. Coordinate use of tape recorder or CD players with activity sponsor. Ask each sponsor to write up an introduction and turn it in to the announcer's bench before the start of the game in which they are to perform. Introduce half time entertainment.
9. During break toward the end of the game, announce where the winner and loser will advance in the bracketing. Do not name teams until after the final buzzer.
10. It is best not to announce special requests from fans or coaches about individual honors or events unless such announcements have been approved by the tournament manager. Once you start announcing such things, when do you stop?

### **SCORER'S DUTIES**

1. It is preferable to have a scorer and assistant scorer.
2. Obtain team roster from coach or a representative prior to ten minutes before the start of the game. Obtain starting line-ups before the start of each half.
3. Check starting players on floor with the official starting line-up at the beginning of each half
4. Substitutes must register with official scorer who will wear an official's striped shirt or vest to distinguish the scorer from the timer and other bench personnel.
5. Keep close track of team fouls until after bonus situations occur.
6. Obtain signatures of referee and umpire before the start of the game.
7. Inform the officials of the number of time-outs called by each team when they get close to their limit.
8. Change ink or pencil color for second half stats to make for easier reading.

9. The scorer should be available twenty minutes before game time to give ample time to record information in the scorebook.
10. Refer to MHSA Scorer chart for additional instructions

## **TIMER'S DUTIES**

1. It is preferable to have an official timer and an assistant.
2. Report 30 minutes before game time. Check out clock.
3. Start clock 20 minutes (or designated warm-up period time) prior to the start of the game and at the appropriate time between halves.
4. Check score on board with official scorer periodically.
5. Use horn to alert officials of substitutions at designated time.
6. Be aware of possession clock and change arrows at appropriate time (if used).
7. Notify teams and officials when it is three minutes to start of the second half.
8. Have an alternate time piece available in the event the clock fails.
9. Refer to the MHSA Timer chart for additional instructions.
10. Program scoreboard with the names of the teams participating.

## **FLOOR CAPTAIN AND LOCKER ROOM SUPERVISOR'S DUTIES**

1. The Floor Captain will see that things are running smoothly on the floor itself before and during games. He/she will need and is in charge of the following personnel:
  - a. Team host for both home and visiting teams.
  - b. Host for officials.
  - c. Four to six ball boys or ball girls who will also serve as rope holders.
  - d. Any additional rope holders as needed.

### **The floor captain and his crew will be responsible to:**

2. Report one hour before game time.
3. Put up signs on doors for dressing room assignments.
4. When teams arrive, show them to their locker rooms.
5. Check with bench crew to see if they need anything; i.e., pop, pencils, towels, etc.
6. See that there are no unauthorized people at each end of the playing floor.
7. Check locker rooms periodically.
8. Monitor halftime. Supervise rope holders at halftime and between games.
9. Retrieve game ball at the end of the game and return to the officials.
10. Cut up oranges for teams and officials before each session.
11. Be available to help cheerleader and band managers open doors as needed.

## **TEAM HOST DUTIES**

1. Report 1 hour before game time and greet the team at the door. Show the team to the correct locker room.
2. Be sure the team has 15 towels per session.
3. Be sure each team has 12 drinks on ice after each game.
4. Keep the locker rooms locked whenever the team is not in it and be available if the team should have to return to the locker room during the warm-ups or game.
5. Check the locker rooms periodically.

6. Be sure the team has cut up oranges before each game and at half time.
7. Pick up the locker room after each game.
8. Provide each team with practice balls.
9. Lock up valuables if the team requests this service.

## **HOSPITALITY HOST'S DUTIES**

1. Be there early and get snack trays set up and drinks set up. Be sure that snack and drinks are available the entire session.
2. Greet guests in a friendly manner and converse with them as they use the hospitality room. Be knowledgeable about what the situation is in the tournament; a major concern of most of your guests is how their team is doing.
3. Try to keep unauthorized persons out of the hospitality room.
4. Clean up any spills or messes that occur during the games.
5. Be a positive seller of the High School and city.
6. Clean up the hospitality room at the end of each session. Put away any uneaten food. Be sure the pop machine is locked.
7. Be sure the door to the hospitality room is locked. If you do not have a key, find the tournament manager or a custodian.

## **PROGRAM SELLER'S DUTIES**

1. Obtain programs, an apron, and \$25.00 change from the ticket manager.
2. Stand at the door selling programs to fans at the beginning of each session.
3. Circulate through the crowd selling programs.
4. Report any misbehavior of the fans you may notice to the tournament manager.

## **DOOR GUARDS – number to cover the doors needed each session**

1. Helps people find seating areas and handicapped seating
2. Monitors that no one smokes in gym
3. Watches the behavior of crowd in his/her area and reports any problems with crowd control to tournament manager (kids under bleachers)
4. Keeps crowd off the playing floor and ends of the court (ropes)
5. Show press/media seating/photography areas

## **OFFICIALS HOST - 1 needed each session**

1. Meet officials at pass gate prior to game
2. Escorts to officials' locker room
3. Escorts officials off court at half-time and end of game
4. Locks and unlocks officials' dressing room - officials' dressing room must be kept locked at all times
5. Provides for needs of officials - pop, oranges, towels, etc.
6. Offer to wash officials' uniforms

## **PARKING LOT ATTENDANT - 4 needed each session**

1. Allows only authorized vehicles to park in restricted parking areas

2. Helps with loading and unloading of vehicles

PASS GATE GUARD - 2 needed each session

1. Allows only authorized people through the pass gate, those on pass lists or with proper I.D.
2. Stamps people who leave building so they can return to building

BAND, CHEERLEADER AND DRILL TEAM HOST - 1 needed each session

1. Be on duty 1 hour before session
2. Meets bands at pass gate
3. Escorts to assigned performing area
4. Helps with finding electrical outlets and cords
5. Arranges storage for the bands performing with tournament managers, if facility allows.
6. Escorts drill teams and cheerleaders to changing room and playing areas
7. Let band/cheerleaders know National Anthem procedures