

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 and Notification of Assignment of Tournament Officials
 - 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. Make necessary bank deposits of proceeds from tourney.
5. Pay all personnel.
6. Prepare financial report for the MHSA 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 near the end 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. 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 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.
3. Check microphone in gym.
4. Set up starting lineups for each match.
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. During break toward the end of the match, announce where the winner and loser will advance in the bracketing. Do not name teams until after the match is done.
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?

SCORERS' DUTIES

1. Obtain team roster from coach or a representative prior to ten minutes before the start of the match. Obtain match starters from each coach.
2. Check starting players on floor with the official starting line up before each set.
3. Obtain signatures of referee and umpire before the start of the match.
4. Report to your work station at the assigned time (at least twenty minutes before match time) to give ample time to get names in the scorebook.
5. Inform the officials of the number of time-outs called by each team when they get close to their limit.
6. The scorer should be available to give ample time to record information in the scorebook.
7. Refer to MHSA Scorer chart for additional information.

TIMERS' DUTIES

1. Report at your scheduled time, at least 30 minutes before match time. Check out clock.
2. Start clock 30 minutes prior to the start of the first match. The warm-up period will follow a time line of 20 minutes. The buzzer will be sounded at twelve (12) minutes (signaling the end of joint court warm-up), at seven (7) minutes, at two (2) minutes, and at zero (0.00) end of serving warm-up.
3. Check score on board with official scorer periodically.
4. Have an alternate time piece available in the event the clock fails.
5. Watch official carefully for indications of points awarded.
6. Time outs – 1 minute.
7. Between sets – 3 minutes
8. Refer to MHSA Timer chart for additional information.

LIBERO TRACKER (Report at your scheduled time, at least 30 minutes before match time)

1. Enter Home and Visiting team on Tracking Sheet
 2. Next to L: put the # of the Libero being used for that set. If no Libero is being used, no tracking will take place.
 3. Enter in the "SP" column the starting players for each team. This should be an exact match of the line-up entry in the scorebook and on the umpire's line-up card.
 4. When a Libero enters the set as a replacement, cross off the number of the player the Libero is replacing and put "L" on the line next to the number.
 5. Caution: Only the same player's number crossed out before the "L" can be the number after. The player the Libero came into the set for can only be the Libero replacement.
 6. When the Libero is replaced (again, by the same player) the "L" is crossed out and the number of the player is next entered on the line.
 7. The Libero Tracker also records all substitutions. When a player (not a Libero) is substituted out of the set, their number is crossed off and the player's number entering the set is written on the line.
 8. There are unlimited Libero replacements but only 18 substitutions per game.
 9. Note: A different Libero can be designated for each set, but the designation must be made on the lineup sheet when it is submitted before the set. The Libero designated on the lineup sheet when submitted is the only Libero that may be used for that set. A different Libero may be designated in any other sets of the match.
- NOTE: If the Libero serves, they may serve in only one serving position. The Libero Tracker designates what serving position the Libero has served by placing a triangle around the number in the Serving Order column.

FLOOR MANAGER DUTIES (report 1 hour before match)

1. Make certain timer, scorer, and libero tracker are ready to go and have the necessary equipment for each match.
2. Have ball shaggers ready to go and provide them with instructions on the ball shagging system and instruct them on cleaning the match floor and cleaning under the team benches.
3. Have warm-up game balls and carts ready to go. Pick up warm-up and game balls when not in use.
4. Check on water and cups at team benches.
5. Collect team stats after each match and give to floor coordinator.
6. Perform general items in order to keep matches on time and help with any teams' needs.

FLOOR COORDINATOR DUTIES (report 1 hour before match)

1. Collect the match stats from the floor manager.
2. Get stats of each match to the media personnel – may give them a copy of the stats or fax them a copy.
3. Update bracket boards.
4. Check with the team host/locker room monitors to: 1) clean locker rooms 2) change the team names on the locker room when needed.
5. Help direct teams to locker rooms and to warm-up gym.
6. Check with bench crew to see if they need anything; i.e., pop, pencils, towels, etc.
7. See that there are no unauthorized people at each end of the playing floor.
8. Be available to help cheerleader and band managers open doors as needed.

TEAM HOST DUTIES

1. Report 1 hour before match 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 match.
4. Be available to let teams into the locker rooms.
5. Check the locker rooms periodically.
6. Be sure the team has cut up oranges before each match.
7. Pick up the locker room after each match.
8. 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 - 4 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 match
2. Escorts to officials' locker room
3. Escorts officials off court at end of match
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 AND CHEERLEADER 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 cheerleaders to changing room and playing areas
7. Let band/cheerleaders know National Anthem procedures