

# GAME WORKER RESPONSIBILITIES

## FOOTBALL

### Varsity Game Manager:

- Arrive 90 minutes before game time (5:30pm)
- Coordinate other workers/performers by assigning radios and providing agendas for the game night
- Turn on lights, scoreboard, sound system
- Ensure all gates are secured around the stadium
- Set up flags at top of bleachers
- Check national anthem and team music
- Connect with all workers throughout the event to ensure all operations are running smoothly
- Position at field level to ensure cheer, poms, and band are informed about halftime with 5 minutes remaining in 2nd quarter
- Guide home team for half-time or delegate
- Circulate throughout the game
- Clean up press box, stadium flags, misc items
- Coordinate collection of radios
- Turn off scoreboard in press box and at field level, turn off lights
- Determine with grounds crew who will lock stadium

### JV/Freshmen Game Manager:

- Arrive 45 minutes before game time
- Set up scoreboard, lights, sound system (depending on field location)
- Check national anthem and team music (depending on field location)
- Meet officials and have pay sheets signed
- Operate scoreboard/announcing during game
- Clean up all equipment and connect with West coaches to ensure all responsibilities are finished
- Turn off scoreboard in press box and at field level, turn off lights (depending on field location)
- Determine with grounds crew who will lock stadium

### Varsity Ticket Sales:

- Arrive 60 minutes before game time (6:00pm)
- Determine roles between ticket windows and main entrance
- Ensure proper count of tickets and money on hand at the end of the first half
- Lead ticket seller will return the money to the main office, or to Athletic Director if necessary
- Shift ends at the end of half-time

### Varsity Officials/Visiting Team:

- Arrive 60 minutes before game time (6:00pm)
- Meet officials/team and escort to Men's PE Office/Men's locker room, welcome and provide direction for the night
- Escort out to game field when ready
- Meet officials/visiting team at half-time and escort to private location/locker room
- Escort back to game field at the end of half-time

- Meet officials/visiting team at the end of the game and escort back to Men's PE Office/lockerrooms with water ready for officials
- Shift ends as officials are safe and cared for indoors

#### Varsity Scorer/Announcer

- Arrive 30 minutes before game time (6:30pm)
- Announcer - gather announcement information from Athletic Director and review agenda for the game
- Scorer - review game day rules and connect with the officials if necessary
- Shift ends at the end of the game

#### Varsity Chain Gang

- Arrive 45 minutes before game time (6:15pm)
- Connect with the officials as needed
- Store equipment in the ticket booth storage area
- Shift ends at the end of the game

#### Varsity Supervision

- Arrive 45 minutes before game time (6:15pm)
- Connect with game manager or Athletic Director to confirm supervision location
- Take a radio to be in communication
- Circulate as appropriate, keeping eyes on the crowd, especially during transitional times
- Interact with students and spectators, do not be a statue!
- Shift ends at the end of the game

## **SOCCER**

#### Varsity/JV Game Manager:

- Arrange to receive money box during the day
- Arrive 45 minutes before first game time (3:45pm)
- Turn on lights, scoreboard, sound system
- Ensure all gates are secured around the stadium
- Check national anthem and team music
- Meet visiting team and officials to answer questions and have time sheets signed
- Connect with supervisor and announcer 30 minutes before varsity game begins
- Assign radios as appropriate
- Connect with all workers throughout the event to ensure all operations are running smoothly
- Circulate throughout the game
- Clean up press box, misc items
- Coordinate collection of radios
- Turn off scoreboard in press box and at field level, turn off lights
- Lock all doors and stadium entrances after all spectators/teams exit

#### Varsity Announcer-Scoreboard

- Arrive 30 minutes before varsity game (6:00pm)
- Gather announcement information from Athletic Director day of if necessary
- Review scoreboard operation and seek game manager with questions
- Connect with coaches for lineups and pronouncing of names; go down to the field yourself

- Review game day rules and connect with the officials if necessary
- Shift ends at the end of the game

#### Tickets

- Arrive 45 minutes before varsity game begins (5:45pm)
- Meet game manager to receive tickets and money box
- Sell tickets until the end of half-time of the varsity game
- When shift ends, calculate sales and return money box to the game manager

#### Supervision

- Arrive 30 minutes before varsity match (6:00pm)
- Connect with game manager or Athletic Director to confirm supervision location
- Take a radio to be in communication
- Circulate as appropriate, keeping eyes on the crowd, especially during transitional times
- Interact with students and spectators, do not be a statue!
- Shift ends at the end of the game

#### Substitution Monitor

- Arrive 30 minutes before varsity game (6:00pm)
- Connect with game manager or Athletic Director and West coaching staff
- Position at table on sidelines and meet with visiting team/officials as appropriate

## **VOLLEYBALL**

#### Meet Manager

- Arrange to receive money box during the day
- Arrive 60 minutes before first game time (4:00pm)
- Connect with visiting team, officials, and West coaches
- Deliver money box to ticket sales
- Check set-up and function of scorer's table (scoreboard, microphone, etc.)
- Shift ends at the end of the game

#### Announcer-Scoreboard/Scorer

- Arrive 30 minutes before first game time (5:00pm)
- Both workers responsible for freshmen and JV games respectively, managing scorebook/scoreboard
- Announcer - gather announcement information from Athletic Director day of if necessary
- Announcer - review scoreboard operation and seek game manager with questions
- Scorer - review game day rules and connect with the officials if necessary
- Shift ends at the end of the varsity game

#### Tickets

- Arrive 45 minutes before varsity game time (6:30pm)
- Meet game manager to receive tickets and money box
- Sell tickets for one hour past the beginning of the game (8:15pm)
- When shift ends, calculate sales and return money box to the game manager

#### Supervision

- Arrive 45 minutes before varsity game time (6:30pm)

- Connect with game manager or Athletic Director to confirm supervision location
- Take a radio to be in communication
- Circulate as appropriate, keeping eyes on the crowd, especially during transitional times
- Interact with students and spectators, do not be a statue!
- Shift ends at the end of the game

## **WRESTLING**

### Meet Manager

- Arrange to receive the money box during the day
- Arrive 60 minutes before JV competition begins (5:00pm)
- Connect with visiting team, officials, and West coaches
- Deliver money box to ticket sales
- Check set-up and function of scorer's table (scoreboard, microphone, etc.)
- Connect with West team for music needs, including national anthem
- Connect with announcer prior to varsity match
- Collect money box and return to the athletic office
- Shift ends at the end of the meet

### Announcer-Scoreboard/Scorer

- Arrive 30 minutes before JV match (5:30pm)
- Announcer - gather announcement information from Athletic Director day of if necessary
- Announcer - review scoreboard operation and seek game manager with questions
- Announcer - connect with coaches for lineups and pronouncing of names
- Scorer - review game day rules and connect with the officials if necessary
- Shift ends at the end of the game

### Tickets

- Arrive 45 minutes before varsity competition (6:30pm)
- Meet game manager to receive tickets and money box
- Sell tickets for one hour past the beginning of the match (8:15pm)
- When shift ends, calculate sales and return money box to the game manager

### Supervision

- Arrive 45 minutes before varsity match (6:30pm)
- Connect with game manager or Athletic Director to confirm supervision location
- Take a radio to be in communication
- Circulate as appropriate, keeping eyes on the crowd, especially during transitional times
- Interact with students and spectators, do not be a statue!
- Shift ends at the end of the meet

## **GYMNASTICS**

### Meet Manager

- Arrange to receive the money box during the day
- Arrive 60 minutes before competition begins
- Connect with visiting teams, officials, and West coaches
- Deliver money box to ticket sales

- Check set-up and function of scorer's table (scoreboard, microphone, etc.)
- Connect with West team for music needs, visiting team music needs, and national anthem
- Check set-up of computer and printer for meet paperwork
- Handle announcing duties as necessary
- Set warm-up times on scoreboard throughout the meet
- Collect money box and return to the athletic office at the end of the meet
- Shift ends at the end of the meet

#### Tickets

- Arrive 45 minutes before competition begins
- Meet game manager to receive tickets and money box
- Sell tickets for one hour past the beginning of the meet
- When shift ends, calculate sales and return money box to the game manager

#### Supervision

- Arrive 45 minutes before meet begins
- Connect with game manager or Athletic Director to confirm supervision location
- Take a radio to be in communication
- Circulate as appropriate, keeping eyes on the crowd, especially during transitional times
- Interact with students and spectators, do not be a statue!
- Shift ends at the end of the meet

## **BASKETBALL**

#### Game Manager

- Arrange to receive the money box during the day
- Arrive 45 minutes before freshmen/first competition begins (3:30pm)
- Connect with visiting team, officials, and West coaches prior to every game; have officials sheets signed and returned
- Check set-up and function of scorer's table (scoreboard, microphone, etc.)
- Connect with scoreboard operator and scorer 30 minutes before game times
- Connect with West team for music needs, including national anthem
- Connect with announcer 30 minutes prior to varsity game
- Coordinate media requests to the best of our ability with the Athletic Director
- Collect money box and return to the athletic office
- Shift ends at the end of the varsity game

#### Announcer/ Scorers/ Scoreboard Operators

- Arrive 30 minutes before game time
- Announcer - gather announcement information from Athletic Director day of if necessary
- Announcer - connect with coaches for lineups and pronouncing of names
- Scorer - review game day rules and connect with the officials if necessary
- Scoreboard Operator - review function of scoreboard and ask questions if necessary
- Shift ends at the end of the games

#### Tickets

- Arrive 90 minutes before the Varsity game begins (6:00pm)
- Meet game manager to receive tickets and money box

- Sell tickets until the end of half-time of the varsity game
- When shift ends, calculate sales and return money box to the game manager

#### Supervision

- Arrive 45 minutes before the JV game begins (5:15pm)
- Connect with game manager or Athletic Director to confirm supervision location
- Take a radio to be in communication
- Circulate as appropriate, keeping eyes on the crowd, especially during transitional times
- Interact with students and spectators, do not be a statue!
- Shift ends at the end of the varsity game

## **SWIMMING**

#### Meet Manager

- Arrange to receive the money box during the day
- Arrive 60 minutes before competition begins (5:00pm)
- Connect with visiting team, officials, lifeguard and West coaches
- Deliver money box to ticket sales
- Check set-up and function of timer
- Supervise spectators as necessary
- Collect money box and return to the athletic office
- Shift ends at the end of the meet

#### Tickets

- Arrive 30 minutes before the meet begins (5:30pm)
- Connect with meet manager to receive tickets and money box
- Sell tickets until one hour into varsity meet (7:00pm)
- When shift ends, calculate sales and return money box to the game manager

#### Lifeguard

- Arrive 60 minutes before competition begins
- Shift ends at the end of the meet