

SITE COORDINATOR DUTIES

Workers:

- All workers will sign full name on the volunteer sign up sheet located at each concessions stand.
- Any parent leaving their spot to observe their child's game must return to their site and make up the time if needed. They must get clearance from the Site Coordinator before leaving their position.

Communication:

- T-Mobile phones are used for communication between buildings.
- Scores need to be called to all schools.
- Receive and record scores from other sites on posters.
- Trainer is located at the High School – call them if needed.
- Call Treasurer if change is needed.
- Call Concession Coordinator for any concessions issues.
- Incident Logs to be completed for all issues/concerns (e.g. missing/late referee, timer, volunteer, team or disgruntled fan, injuries, etc.) indicating whether there was resolution or if follow-up is needed.

Concessions/Admissions:

- Master schedule for concessions/admissions are located in the concessions area at each site – be sure workers are at the right site and sign full name.
- Up to 2 coaches per team are provided with wrist bands when signing in for their first game. Coaches sign-in will be at the Admissions table.
- Wrist Bands were provided for Farmington players immediate family members only. There will be extra wrist bands available at admissions if they have been lost or forgotten.
- No free food or beverages for volunteers. Refs are allowed free food. Timers (HS players) will be provided a ticket to be used at concessions. (1 ticket per day).
- As soon as the last game is underway in the building, the concession stand should be cleaned up and closed down.
- Admission tables can be shut down once the last game is underway – those workers are to then assist with concessions, clean up, and close down.
- Workers on the last shift on Saturday need to make sure the building is clean and ready for Sunday. Workers on the last shift on Sunday need to make sure that the school is cleaned up and back to its original status that we received it in on Friday night.

Refs/Scorers/Timers/Trophies:

- See that scorers/timers are in place for all games at least 20 minutes prior to start. Use contact information to locate or find replacements if there is a no show.
- Timers will check in on the Master Schedule at each building which will be located at the Admissions table.
- Check that all scoring tables have sharp pencils and score sheets (extras of both pencils and score sheets will be located in a bin marked with ADMIN and the schools name in the concessions area)
- After games, collect score sheets, call scores to other building – try to call more than 1 game in at a time. Place completed score sheets in "Completed Score Sheets" folder – in the Admin bin in the Concessions area..
- Check that clocks are ready to go.
- Trophy distribution will be done by the Site Coordinator and a board member if available. Trophies are stored in the concessions area. Provided on the clipboard are a schedule of final games and a presentation script.

Misc:

- Monitor hallways – no bouncing balls
- Check garbage in hallway – alert janitor if they need to be emptied.
- Utilize Farmington HS or Youth Players, who are not playing in any games at the time, to sweep the courts at halves and between games.
- All floors need to be swept and garbage removed from the gyms on Saturday evening close – ready to go for Sunday AM games.

- All score sheets need to be turned over to board member assigned to that school or Erin Ristow so we can update the brackets ASAP.
- Sundays – everything must be cleaned up:
 - Take all signs down, including tape (be careful to not rip signs, they will be re-used)
 - FHS: Concessions area must be put back like it was before we moved stuff around. (See diagram) e.g. Popcorn and pretzel machines
 - Be sure everything is cleaned up before letting any volunteers leave (including Admissions)
 - Tables must be returned and set up for school on Monday morning – Site Supervisors or janitor will have a diagram
 - All folding chairs stacked back on racks