

2008 Woodbury Boys Classic Basketball Tournament

Feb 2-3, 2008

Job Descriptions

1. Admissions

A. Admission Charges: per day admission charges are:

\$5.00 adults; \$3.00 seniors; \$3.00 students; children under six (6) free

Personal checks are accepted and should be made out to: Woodbury Athletic Association, or WAA.

Players and two (2) coaches per team are admitted at no cost.

B. Hand Stamps: Stamp everyone's wrist with blue ink on Saturday and red ink on Sunday. The admission fee is per day, not per game.

C. Volunteers: All traveling player family volunteers, and others working the tournament (some traveling boys family players, Key Club, National Honor Society members, referees, scoreboard keepers, etc.) are admitted free to the tournament. You can confirm player families by asking a volunteer to provide their player's and coach's name. A list of player volunteer families will be available at each admissions table.

D. Please arrive on time to ensure a smooth transition between shifts.

E. Please never leave the cash boxes unattended.

F. Children cannot handle monies.

G. Please make alternate arrangements if you are unable to work your assigned shift.

H. Please remind players to not bounce balls in the hallways.

2. Clean Up (Sunday, Feb. 3)

A. Clean concession site; return inventory/supplies to the WAA Building.

3. Concessions

A. No one under 12 can work in the concession stand

- B. Only referees are to be provided with free drinks
- C. Please arrive on time to ensure a smooth transition between shifts. You are expected to train your replacements
- D. Please never leave cash boxes unattended.
- E. Please make alternate arrangements if you are unable to work your assigned shift.
- F. Additional family members (children over 12, grandparents, etc.) or friends are welcome to assist. If you see a need while attending games, please help, even if it is not during your assigned shift.
- G. Hats must be worn at all times. Please be sure to wash your hands before handling any food.

4. Concessions Coordinators

- A. Assist with the startup and final cleanup on assigned day.
- B. Assist with the collecting of cash and maintaining of change on assigned day.
- C. Monitor inventory levels and assist Concessions Manager to keep sites supplied with food and beverages.
- D. Coordinate with the Concessions Manager as needed.
- E. Collect the concessions cash box at the end of the day and give it to the Gym Supervisor or the Tournament Director.

F. Sunday Concessions Coordinators:

1. Pick up unsold food and candy, along with all WAA equipment used on site (crock pots, coolers, etc.) and return to the WAA Building (use the main warehouse doors at the south end of the building). There you will need to unload supplies and unsold items into the WAA cage area with the Concessions Manager direction. This includes all soda and water. Please keep the soda in like cases (i.e. all Pepsi in one stacking case, all Mountain Dew in separate stacking cases.)

5. Concessions Manager

- A. Purchase food, drinks and assorted miscellaneous concession items.
- B. Prepare and distribute signs for each site.
- C. Train and communicate with Concessions Coordinators to maintain supplies and inventory at each site.
- D. Prepare final tournament information (budget, evaluation, etc.) to be used as information and for planning next year's tournament.

6. Gym Supervisor

- A. Continually check on all gyms within your assigned site to ensure that the facility is being properly maintained and managed.
- B. Collect the game scores frequently and update the tournament brackets posted on the wall. Contact supervisors at other sites with game information so that they can update brackets posted at their facility. Tournament Master Brackets will be at the high school. Be sure all completed-score games are updated at the end of your shift.
- C. Red Scorer's Table Packets must remain at the scorer's table on Saturday night. **On Sunday night**, however, the Scorer's Table Packets, along with the ice chests (used for injuries) and any entrance signs outside your building should be returned to the Tournament Director at the WAA Bldg.
- D. Return the admissions and concessions cash boxes to the Tournament Director at the close of each night to the WAA Bldg.
- E. Troubleshoot any problems that arise.
- F. Escort all ejected spectators and/or coaches out of the gym and out of the premises. If they refuse to leave and are causing a safety problem, please call the police. Please get their name and community name as we have instituted that "any coach, spectator or player who gets ejected from a game by an official will be banned from the rest of the tournament regardless of the behavior leading to the ejection."
- G. Direct injured players to the ice chest centrally located in the hallway of each school. No trainers are at the tournament. Call 911 for assistance if necessary.
- H. Request that balls not be bounced in the hallways, and keep horseplay to a minimum.

I. Only water is allowed in gyms. Ask people to move to the seating area to consume their food or drink, or ensure that it cannot be spilled. Contact custodian for spills.

J. Sunday Gym Supervisors: are responsible for handing out awards.

7. Set Up (Friday, Feb 1)

A. 5:30- 6:00 pm- One person to pick up concessions supplies at the WAA Building and deliver to schools (WHS, WJH, LJH, CGJH only).

B. 5:30-6:30 pm – One person to be on site at the schools to accept food to be delivery by Simons Delivers (WHS, WJH, LJH, CGJH only). Put away food into iced coolers where applicable and balance of items into concessions area.

C. Skyview only – Pick up supplies AND food at WAA Bldg Saturday, 2/2 @ 6:15 am and deliver to schools for set up.

8. Tournament Director

A. responsible for recruiting and registering teams.

B. reserve and oversee all tournament facilities.

C. Create tournament brackets and/or pool play.

D. Work with the concessions manager to ensure that food and drinks are available to guests at each tournament site.

E. Work with the volunteer coordinator to ensure that sites are adequately staffed by volunteers.

F. Ensure that the tournament is administered and managed efficiently.

9. Volunteer Coordinator

A. Work with tournament director and concessions manager to ensure that the **tournament is adequately staffed.**

B. Responsible for all **communication with volunteers.**

C. Assist tournament director as requested.