



2009 Woodbury Boys Classic Basketball Tournament
Jan. 31st & Feb. 1st



Volunteer Job Descriptions

Thank You for Volunteering – We appreciate it!

General Guidelines

- Please **arrive on time** to ensure a smooth transition between shifts.
- Please **do not leave a shift until your replacement has arrived**. Please contact the site supervisor if your replacement is running late.
- Please **make alternate arrangements** if you are unable to work your assigned shift. (ie. Contact another family to switch shifts)
- Make sure you sign in on the Volunteer Check-in sheet found at the Admission table
- Always remind players to **not bounce balls** in the hallways or off the walls or ceiling!
- **Have Fun!**



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Contact List

- **Tournament Director** **Jay Myers** **763-234-4171**

- **EMT/Trainer**
 - Saturday 8:00-4:00** **Jessica DeForrest** **651-231-8379**
 - Saturday 4:00-8:30** **Justin Nelson** **651-491-7102**
 - Sunday 8:00 – 4:00** **Dan Augustinack** **612-227-1956**

- **Concession Manager** **Jill Leonard** **651-442-9461**

- **Volunteer Coordinator** **Kevin Kieger** **612-386-2387**

- **WAA Basketball Director Steve Pittman** **612-247-7735**

- **Referee Coordinator** **Don Bowman** **651-208-3909**

- **Custodians**
 - **Woodbury High School** **651-323-3559**
 - **Lake Jr. High** **651-323-3557**
 - **WJH** **651-323-4271**
 - **Skyview**
 - First, try to locate the site custodian**
 - If unable to locate, call the emergency number: 651-775-6432**

 - **CGJH** **651-323-3568**



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Admissions

- Have fun greeting all tournament players, coaches and fans!
- Collect admission fees from all fans.
 - **Admission Fees (per day) are as follows:**
 - Adults \$5.00
 - Seniors \$3.00
 - Students \$3.00
 - Kids under 6 Free

Personal checks are accepted –
made out to Woodbury Athletic Association or WAA
 - Stamp all entrants hand (**blue** ink-Saturday, **red** ink-Sunday)
 - Coaches and Players
 - 2 coaches per team are admitted at no cost
 - Have the 1-2 Coaches sign in on the “Coach sign-in sheet” found in the **blue folder**.
 - All players are admitted at no cost
 - Woodbury Tournament Volunteers
 - All tournament volunteers are admitted for free to all sites for any games. (parent volunteers - please sign in when arriving for your volunteer shift)
 - Traveling player families (see player/volunteer list in file)
 - Referees
 - Scoreboard operators
 - Key Club members (WHS & Lake)

- Volunteer Sign-In
 - Please have all parent volunteers at your site, sign in on the Volunteer Sign-In Sheet found in your **Blue Folder** when they arrive for their shift. Please notify the site supervisor if it looks like volunteers are missing.
- Cash Removal Procedures:
 - Due to the amount of cash received during the tournament, it is necessary to remove some of the money periodically throughout the tournament. The following people are the only individuals authorized to remove money from the cash boxes (exception: volunteers can exchange money between concessions & admissions as necessary):

Authorized for Cash Removal from boxes

Jay Meyers – Tournament Director
Steve Pittman – WAA Basketball Director
Jill Leonard – Concessions Manager
Kevin Keiger – Volunteer Coordinator/Game Scheduler

- When money is removed from the cash boxes, it will be counted in front of a volunteer and a receipt slip will be signed by both people and placed inside the cash box.
- If you need specific money (ie. \$1's, quarters...) contact one of the people above.

Saturday & Sunday – Last Shift:

- It would be very helpful if you could sort the cash in the cash box by denomination (1's, 5's, etc.), turned in the same direction. You can use rubber bands found in the cash box for bundling. Thank you – it will save much time at the WAA building later!

Please never leave cash boxes unattended

*** Kids can not handle any money**

*** Remind players to not bounce balls in hallways!**