



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!**



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



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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Site Supervisor

(includes oversight & inventory monitoring for Concessions)

Don't forget to wear your Site Supervisor lanyard!

- **Site Management**
 - As site supervisor, you are in charge. You have final say on all site situations: game protests, officials, parents, concessions, and admissions.

- **Game Management**
 - Please keep the games running on time
 - Visit the scorers tables at the start of each new volunteer shift to make sure they follow these guidelines:
 - 5 minute minimum warm up period
 - If a game finishes more than 10 minutes before the next scheduled game there can be an 8 minute warm up period.
 - DO NOT start games more than 8-10 minutes ahead of schedule.
Teams and Fans are unhappy when they miss a large part of the game due to an early start.

- **Gym oversight**
 - Check gyms periodically for maintenance, fan/coach control, etc.
 - Sweep gyms in-between games
(some sites have designated volunteers for this job – see volunteer list for details)
 - Pick up garbage in between games
(some sites have designated volunteers for this job – see volunteer list for details)

- **Game Scores**

- Record game scores from your site on the hallway bracket sheets
- Collect game scores from other sites as often as possible and record on bracket sheets at your site (see site supervisor list for cell phone numbers)
- Contact other site supervisors with your site's scores as often as possible
- Woodbury High School will be the site for "official scores" – please try to update their site supervisors often.

******update as many scores as possible before your shift ends!!******

- **Concession Oversight**

- Periodically check on the concession area to see if they need any items, have any issues, etc.
- Report any issues (stock, equipment, other) to:

Jill Leonard, Concession Manager 651-442-9461

- **Volunteer Attendance**

- Periodically check on the volunteer check-in sheet located at the admission table to make sure all volunteers have arrived for their shifts.
- Report any major issues to:

Jay Meyer, Tournament Director 763-234-4171

- **Referee's**

- Verify that the referee's are present at each of the games
- You may need to adjust referee's if one game has only 1 referee
(referee's should be adjusted to cover older age levels)
- Coaches and/or parents can fill out a referee evaluation form
- Report any major issues to:

Jay Meyer, Tournament Director 763-234-4171

Or

Don Bowman, Referee Coordinator 651-208-3909

- **Injuries**

- Ice packs are located in the concession area
- For more serious injuries, contact the on-site trainer located at the Woodbury High School Site

WHS On-site Trainer:

Saturday 8:00-4:00

651-231-8379

Saturday 4:00-8:30

651-491-7102

Sunday 8:00 – 4:00

612-227-1956

- Call 911 when appropriate
- There is a map to Woodwinds Hospital located in your Site supervisor folder

- **Ejected spectators/coaches**

- Please get their name & the team/Athletic association with which they are associated. (ejected fans/coaches are banned from the remainder of the tournament)
- Escort them politely out of the gym and off of the premises.
- Call the police (911) if they are causing a safety problem, etc.

- **Contact Custodians for any major spills, building issues, etc.**

- Woodbury High School 651-323-3559
- Lake Jr. High 651-323-3557
- WJH 651-323-4271
- Skyview 651-
- CGJH 651-323-3568

Saturday – First Shift:

- **SKYVIEW ONLY:** Please help set up chairs, scorer's tables and any other necessary items in the gyms to get ready for the first games at 8:00. We are not allowed into the gyms until Sat. a.m – so a complete set-up is required at that time.
- Post all brackets on wall outside of the gym area (if not already posted)
- Post signs for admissions, concessions, restrooms, no dribbling & no food/drink in gyms. Place signs over vending machines which direct people to concessions.
- Make sure the Red Score folder has been left at each Gym's scorer table
- Make sure the Coaches sign-in sheet & Volunteer sign in sheet are at Admissions

Saturday – Last Shift:

- **SKYVIEW ONLY:**
 - Please help take down all chairs, scorer's tables and any other necessary items in the gyms and hallways. We do not play at this site on Sunday, so everything needs to be taken down and cleaned up before leaving.
 - Help with clean-up and pack up of concessions
 - **Return the following items to the WAA building:**
 - * Cash Boxes from Concessions and Admissions (along with ink & stamps)
 - * Red Scorer's Table Packets (at the score tables)
 - * All Outdoor tournament signage
 - * Ice Packets from the concession area
- **All Other Sites:**
 - Make sure the **Red Score folder** has been left at each Gym's scorer table
 - Locate the boxes of trophies (marked by age group/level) and t-shirts (marked by age group/level) and place them by the scorer's table in the appropriate gym – based on the Sunday game schedule (see Site Supervisor folder for Sunday schedule). We want them ready for distribution to the teams on Sunday.
 - Provide any needed help with the closing and clean-up of concessions
 - Return the 2 cash boxes from concessions & admissions (along with the ink pads & stamps) to the tournament director at the WAA building.
 - **LAKE JUNIOR HIGH only** – Please confirm with the custodians before leaving for the night that they will change the site from 3 gyms to 2 gyms for Sunday morning.

Sunday – First Shift (Lake Junior High only):

- **LAKE JUNIOR HIGH only** – Please confirm upon arrival that the site has been changed to 2 gyms (C and A/B). If this has not been done, please contact the custodian immediately, as well as the tournament director.
- **COTTAGE GROVE Jr. HIGH only**
 - Post all brackets on wall outside of the gym area (if not already posted)
 - Post signs for admissions, concessions, restrooms, no dribbling & no food/drink in gyms. Place signs over vending machines which direct people to concessions.
 - Make sure the **Red Score folder** has been left at each Gym's scorer table
 - Make sure the Coaches sign-in sheet & Volunteer sign in sheet are at Admissions

Sunday – All Shifts:

- **Awards:**

Please be ready to present the awards to each team's coach after the games (see game schedule sheet in the site supervisor folder for details about which "trophy games" are occurring in your gyms.)

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|--|---|
| ▪ 4 th , 5 th and 6 th Grades | 1 st , 2 nd , 3 rd & Consolation - Trophies |
| ▪ 7 th , 8 th and 9 th Grades | 1 st Place - Tournament t-shirts
2 nd , 3 rd – Trophies |

*** all pool play receive awards for 1st, 2nd and 3rd***

**Move off of the gym floor for presentation, so the next teams can warm-up.
Thank each team for their participation in our tournament
And congratulate them on their efforts!!**

Sunday – Last Shift:

- Complete all brackets and report final scores to the High School Site Supervisor
- Help with clean-up and pack up of concessions
- **Return the following items to the WAA building:**
 - * Cash Boxes from Concessions and Admissions (along with ink & stamps)
(note: Woodbury High School has 3 cash boxes: concessions, admission, beverage table)
 - * Red Scorer's Table Packets (at the score tables)
 - * All Outdoor tournament signage
 - * Ice Packets from the concession area