

Thank you all for participating in the Athletics program at St Dominic. In order to maintain our beautiful Parish Athletic Facility (PAF), and equally as important, to pay down the debt for its construction, we must generate revenue from within the Athletics program. Registration fees pay for a small portion of PAF operating costs; most of the registration fees pay for league and tournament fees. We must supplement this with concessions and admissions revenue to remain solvent. Additionally, we must maintain a sense of welcome for our visitors and preserve good order during athletic events for our children.

All these drivers force us to establish a healthy volunteer base to “run” the facility during hosted events. The 5 positions to be filled are: concessions (x2), admissions, gym supervisor and hall supervisor. All positions require mature individuals who recognize the part they play and will take the initiative required to make the experience our visitors and guests have at St Dominic an enjoyable one.

Our process for identifying time requirements for the parents of student-athletes: # of student athletes (minus head coaches) / (hours the PAF will be open for games (League & Tournament) x 5.

Coaches are excused from volunteer hours based on the many hours they volunteer planning and running practices and planning and coaching games. Assistant coaches are not excused from volunteer hours. This has been reviewed many times and the athletic board has determined it is not feasible to remove these hours for the assistant coaches. Athletic Board members do not sign up for the 5 positions mentioned above but are responsible for opening and closing the PAF throughout the season.

The following pages describe the expectations/duties of the different volunteer positions. These descriptions hang in the concessions area.

Again, thank you for being a part of the program. We cannot do it without you!

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Athletic Board Opening responsibilities

- Open concessions.
- Keys for other doors are on long wooden ring on south wall of concessions behind door.
- Ensure start-up funds are in cash boxes. (\$150-200) Ensure envelopes for scorekeeper payment is there also.
- Ensure scorekeepers arrive on time and start working their checklist.
- Assist with set up in concessions and the gym.
- Open door towards school (to use bathroom).
- Assist with Court 2 bleacher set up. NW Storage room key on long wooden key ring.

Questions:

Joe Pink – President Athletic Board – 262-389-4347

Albert Lagore – Athletic Director – 262-442-3520

Concessions - Opening Priorities of Work

- 1 – Arrive 45 minutes prior to game time.
- 2 – Ensure cheese is heated (from day before). If not, plug in and start heating cheese.
- 3 – Start 3 batches of popcorn.
- 4 – Start coffee (Sat Morning)
- 5 – Set up and occupy the admissions table by gym entrance
 - Cash box should be under serving counter and have ½ of the cash (the other ½ in concessions cash box).
 - Display price list on table.
 - Ensure a copy of the game schedule is available.
- 6 – Start cooking hot dogs (microwave to crockpot) and pretzels (pizza oven to pretzels heater)
- 7 – Set up condiment table just outside concessions – ketchup, mustard, sugar, creamer, napkins.
- 8 – Set up/display candy & chips. Display drink choices.
- 9 – Ensure drinks are well stocked
- 10 – Ensure at least 2 white tables with chairs are out in the lobby area (if not, should be in Athletics Office)

Consult blue binder for cooking instructions

ADMISSIONS VOLUNTEER INSTRUCTIONS

- PLEASE ARRIVE 35 MINUTES BEFORE 1ST GAME (Teams and spectators are usually not allowed in gym until 30 minutes before game).
- ENSURE CASH BOX IS IN HAND WITH ABOUT ½ TO ¾ OF START UP CASH FOR THE DAY.
- DISPLAY COST LISTING.
- DISPLAY ARROW SIGNS FOR DIRECTIONS TO WHICH COURT.
- ENSURE GYM SCHEDULE WITH GAME SCHEDULE FOR THE DAY IS IN HAND.
- WELCOME EVERYONE TO THE FACILITY. REQUEST WHICH GAME THEY ARE THERE TO SEE AND DIRECT THEM TOWARDS THE APPROPRIATE ENTRANCE.
- IF 5-7 \$20 BILLS ARE STARTING TO STACK UP, HAND THEM OVER TO THE CONCESSIONS VOLUNTEERS TO PLACE IN THE CASH BOX BEHIND CONCESSIONS.
- IF WORKING THE LAST GAME OF THE DAY, ONCE PAST THE ½ WAY MARK, CLOSE ADMISSIONS DOWN, BRING CASH BOX BEHIND CONCESSIONS AND BEGIN ASSISTING WITH LOBBY CLEAN UP.

Gym Supervisor Responsibilities

- You are the direct representative of the Athletic Board and are expected to make final decisions when necessary.
- Introduce yourself to referees and all coaches.
- Stay in gym and “patrol” the entire area (maintain a visible presence)
- Keep people off gym floor except those involved in current game.
- If court 2 is not in use, keep people off that court; use your judgment for teams playing the next game to warm up.
- Keep the area on the south wall (concessions side) of gym clear of patrons.
- Stay on top of scorekeepers – if not scoring a game or supporting the refs or coaches, they should be busy assisting you in keeping order or cleaning.
- Direct non-players to the bathrooms in the hallway or school. Locker room bathrooms are for players only.
- Take charge of situations requiring action by the host (that’s us) – food and drink spills, bloody nose/vomit from players, medical issues (solved by asking if there is a doctor in the gym or dialing 911) and unsportsmanlike spectators (simply walking by or sitting near them usually does it).

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Hall Supervisor Responsibilities

- Assist the Gym Supervisor as necessary.
- While games are in progress, maintain order in the hallways.
 - Keep kids from horseplay in the lobby and school hallway
 - NO ball playing in the lobby and hallways
 - Doesn't matter age, how cute, size of the ball, players warming up – no ball playing.
 - Keep kids out of the PAAC, elevator and stairwell towards the cafeteria
- After game end or half time (busy time in concessions), assist workers in there.
- Maintain and then lead at closing, the cleanup of the lobby area.

Athletic Board Closing responsibilities

-Ensure scorekeepers are following their checklist to close down. Be cognizant of the next day's schedule – you may need to put everything away or can leave everything out.

-Use judgment if scorekeepers are capable of putting away metal bleachers to the west.

-Ensure concessions workers are cleaning up everything.

All machines in concessions cleaned, sweep inside concessions, wipe down counters, sweep in lobby, vacuum all rugs, trashbags emptied and re-lined, coolers restocked.

Make sure there are no hotdogs still in the warmer and no coffee grinds in the coffee maker.

-Ensure nacho cheese is left on if there are games the next day.

-Once scorekeepers are done, pay them with the envelopes kept in the long, grey, metal box. Names may be different so talk with them on whatever switches may have been made. Of note, scorekeepers should bring trashbags to dumpster.

-Count up all the money from the day (both cash boxes (and check under the black plastic change drawer)). Once done, put in envelopes kept next to the small safe. Mark the envelope with the amount, your name, the date and whether the cash is from league or tournament. Then slide into the safe.

If there are games the next day, then leave \$200 in the cash box (approximately \$125 in ones and \$75 in fives and tens (or as close as you can)).

-Lock up – make sure bathroom doors are locked, doors to school are closed, external doors to building are un-dogged (locked), concessions door is locked, lights are off in gym, gym door closed.

Concessions Closing Tasks

- Athletic Board Member will arrive approximately 20 minutes after start of last game of the day.
- Use judgment on when to stop cooking anymore popcorn, hot dogs or pretzels to minimize leftovers. Sell them until initial rush of occupants depart after the last game. After that, place on outside counter (for free) and roll down metal curtain. Lock curtain closed
- Move admissions cash box into concessions at ½ time of last game of the day. Consolidate money into one box. Athletic board member will count funds and put in safe.
- Restock drink cooler.
- Clean all equipment – moist paper towels usually work fine (Fantastic or Clorox wipes can be used as well). Dry up moisture.
- Wipe down counters. Clean Utensils.
- Sweep inside of concessions.
- Sweep floors and vacuum rugs in lobby.
- Wipe down lobby tables. Return to the Athletics office if Saturday and there are no upcoming tournaments. (If in doubt, leave them out)
- Ensure there are no hot dogs left in warmer or coffee grounds left in the filter bin. If games the next day, leave nacho cheese in the machine and plugged in. If not, remove and place in refrigerator and unplug nacho cheese machine.

Coach instructions

Some, just applicable if no one is after you.

- Make sure all kids are picked up, have ride home or back to extended care.
- If time allows, give court a good sweep with red dry mop, vacuum head of mop first.
- Check bleachers for left over clothes, shoes, retainers, water bottles, glasses, etc. - place all in the clear bin in the storage room.
- Ensure all bathroom doors are locked (door leading into main hallway)
- Ensure bathrooms are in decent shape (no need to scrub toilets but make sure floor is free of paper towels).
- Ensure external door is locked (un-dogged)
- VBall - Put all nets away and in proper position in storage room (under green tape that shows where they go).
- BBall Raise Hoops – at a minimum, all the side hoops
- Raise Curtain to $\frac{3}{4}$ up
- Make sure all balls are away - give a 2-3 minute effort to make sure properly segregated (BBall (28.5's in one bin, regular in the other) VBall (volley lites in one bin, regular in the other))
- Put pinnies back in mesh bags, and up on shelf
- All lights off
- Gym door closed
- Chairs and table in lobby in an orderly set up.

The Athletic Board requests that no children or students (6th grade and below) are in the concessions room while the cooking equipment is operational or the exchange of money is occurring.

Thank you for your cooperation.