

BASKETBALL PRE-GAME CHECKLIST

Date: TUESDAY, JANUARY 13 Gym: McGrath Gym & Aux Gym

Opponent: Forest Grove - GIRLS Game Time: 5:45/5:45/7:15pm

RESPONSIBILITIES PERSON RESPONSIBLE

Day before the game:

Remind Custodial Staff: AD
Clean and Supply Locker Rooms: Custodians

MANPOWER:

Set up Gym for contest – scoretable/chairs: EVENT SET UP
Cash Box to Ticket Booth by 4:45 BOOKKEEPER
Chalk & Eraser in Visitors Locker Room: EVENT MANAGER
Ticket Sellers:
Concession Workers: Booster Club
Visiting Team (Between 4:45pm and 5pm)

Event Manager

Greet & Show to Girls PE Locker Room:
Frosh in Auxiliary gym. Can go out back door to Aux gym.
Inform of any other Administrators on duty.
Inform location of training room.

Officials

Greet & Show to Boys PE Office:
Lock and Unlock: Carolyn DeCrevel
Announcer: Varsity: Scott Klug
Scoreboard: Freshmen: Marshall Anderson
JV: Jessy Hampton

Trainer on Duty: Gretchen Nylander

Crowd Control: Event Manager and Carolyn DeCrevel

Pre-Game Announcements: 7:15pm Scott Klug
National Anthem: 7:15pm

Halftime Presentation: 10 MINUTES **No activities**

HALFTIME: Drinks for score table: Carolyn DeCrevel
Drinks for officials: (both gyms) Carolyn DeCrevel

POST-GAME: Let officials into locker room immediately after game.

Take Down After Game:

Gretchen Nylander

SEE FOLLOWING PAGE FOR TIMELINE

TIMELINE FOR EVENT SUPERVISION OF BASKETBALL

- 4:30: Event Manager is on site, awaiting arrival of visiting team.
- 4:45: Basketball practice ends – floor cleared
- Custodians clean main floor
- Carolyn DeCrevel sets up visiting locker area with chalkboard
- Game set-up by Gretchen Nylander
- 4:45 – 5:00 Event Manager escorts visiting team to Girls PE Locker room.
Freshmen dress in PE room, go out back door to Aux Gym.
Frosh Halftime is held upstairs in Aux Gym.
Main Gym floor is not available until 5:00pm.
Chalkboard in locker room.
Room will remain locked and either EM or CD will get teams in and out of area.
Visiting bench is on west end of gym.

NO ONE IS TO BE SHOOTING ON THE FLOOR AT ANY HALF-TIME OF ANY GAMES! Inform visiting teams of this rule.

5:00 – 5:15: Look for JV Officials – escort to Boys PE Teacher Office.

5:00: Carolyn DeCrevel will get TICKET-TAKER access to ticket booth for cash box

Keep people from shooting on side hoops during games. Time outs and halftimes are okay on SIDE WOODEN HOOPS.

At Halftime of JV game, escort officials to Boys PE office. Carolyn will have some water/snacks ready for them.

When three minutes remain in halftime, let visiting team and officials know.

Officials for Varsity game will arrive at various times. They usually like to be let into the office at the end of the 3rd quarter of the varsity games.

Varsity contests: Same half-time duties as JV games....

National Anthem: If no one is here to sing (this is the case most of the time), you will need to stay by the sound system and play the CD when the announcer asks everyone to please stand...

Cash Box: At the end of the 3rd quarter, go with Carolyn to the concession stand closet, retrieve the cash box and take it to the main office deposit box.

At conclusion of game, let visiting team into locker room, as Carolyn lets officials into their area.

Keep eye on potential student conflicts. **When gym has cleared out (try not to beat everyone out of the gym!)**, check with Gretchen and Carolyn and head home.

STUDENT CONDUCT GUIDELINES:

Must be one full row up from the floor. Bottom row of bleachers is empty.

Cannot talk to officials.

Cannot talk to opponents. (Not even an “air ball” chant.)

They can only talk to our team – and it must be positive.

Warn them once, single out some of our better kids, enlist their help. If that doesn't work – remove the student from the gym. Report to me who was fired

POST GAME:

Get officials to locker room immediately, to avoid conflicts.

Get key back from visitors (Carolyn helps with this task)

Wait until gym is cleared – you might have to go outside on the patio to look for any potential problems

Money – this you can leave alone until I take care of it.

ENJOY!