

# Basketball Tournaments Volunteer Opportunities

**PURPOSE:** This ministry encourages our church members to help with the school athletic program. This helps the students in their Christian education and to grow in Christian fellowship. This also supports the church mission of leading people to a full life in Christ ... by helping them to better know, worship and serve the Lord.



**RESPONSIBLE TO AND SUPPORTED BY:** The ministry is coordinated by the school athletic director, Dan Roehrig, and is supported by the School Principal, Paul Goffron.

**JOB DUTIES:** There are many positions available in this ministry, including workers for concessions, security, tickets and game set up and cleanup. See detailed job duties listing.

**TIME REQUIREMENT:** These are generally one or two day events, with a variety of time slots available for work.

**LENGTH OF COMMITMENT:** Varies, as stated above

**TRAINING:** Training, as needed, is provided by the Athletic Director.

**SKILLS AND QUALIFICATIONS NEEDED:** For these support positions, all that is required is a desire to help.

**BENEFITS TO THE VOLUNTEER:** All volunteers will experience the joy of supporting the school athletic program and working with our youth.

## Basketball Tournaments Volunteer Opportunities- Details

### I. St. Peter Saints Shootout Grade School Basketball Tournament

(hosted in late January)

#### Facilities

- Check the paper towel and soap dispensers in the bathrooms and replace as needed. There is a key to open the dispensers. This will be left at the information desk outside of the gym.
- Other responsibilities include taking out the garbage and replacing the bags, mopping up spills, salting sidewalks, and walking around the different areas to see if there are any other things that need to be done.
- Do occasional walk through of the locker room area.
- A Walkie-Talkie will be assigned to this individual.

#### Security – Report to the Gym or MAC.

- Monitor the doorways to the gym and the MAC.
- Make sure that people are not crowding in the doorways or standing on the sidelines. Spectators need to walk into the gym and sit down rather than stand up and watch from the sidelines.
- Enforce Food & Beverage Policy – Drinks with screw on caps and popcorn ONLY.
- Give directions to the bathrooms and concession areas as needed.
- Keep people off of the floor and be ready to dry up wet spots.

#### Tickets – Report to Table Assignment.

- Note - the volunteer from the previous time slot will provide instructions.
- Collect money as people enter. Prices will be posted at the tables. There are no weekend passes or family passes.
- After people pay, mark their hand (with a small x using the sharpie or stamp) that is in the cashbox. Programs are free.
- Coaches, players, cheerleaders, referees, St. Peter Coaches, all St. Peter Basketball Players and VOLUNTEERS do NOT need to pay to enter. (A pass list for your reference will be provided).
- Families and siblings of coaches and players do need to pay. Saint Peter students and their families do need to pay to enter.
- A walkie-talkie will be assigned to each table.

#### Concessions –

- Work at one of the stations in the cafeteria preparing food or working at the cashier station. Specific instructions about the different stations will be posted in the cafeteria.
- Food preparation volunteers with long hair must wear it back in a ponytail, bun, etc.
- Children can help in the cafeteria but can't be in the kitchen area.

#### Tournament Set-up – Report to Dan Roehrig

- Prepare the MAC and the gym for the games by setting up sideline chairs and scorer's table and pulling out bleachers.
- Put up signs inside directing people to bathrooms and concessions.
- Put signs outside directing people to the appropriate doors.
- Mr. Bickel will give you specific instructions when you get there.

#### Concessions Set-up

- Prepare the cafeteria by making sure tables, chairs and floors are clean.
- Put out tablecloths, condiments, plates and cutlery.
- Prep food at the different food stations.
- Specific instructions will be at the different stations in the cafeteria. A coordinator will be giving specific instructions once you arrive in the cafeteria.

### II. LSA State Grade School Basketball Tournament (Held early March)

#### Tickets

- Sit at the ticket table and collect money as people enter and distribute their ticket.
- Prices will be posted at the tables. There are weekend and family passes available for sale. Information on pricing & procedures will be provided by the Lutheran Sport Association prior to the event.

#### Cage Supervisor & Cage Helpers (St. Peter Students Grades 4-8)

- The Cage Supervisor must be an adult and oversees the following procedures as well as keeping the area free from unauthorized personnel (Only two kids are allowed in this area!)
- Students working in the cage will roll out the basketball holders for teams to use in warm up and then help collect and put away the basketballs after warm-ups are over.
- At halftime during the game, two students will go out with mops and dry mop the floor.
- After the game is over, go out and mop the floor once again and also collect empty water and Gatorade bottles and throw them away and generally help prepare the area for the next game.
- Start and stop music in the MAC for warm-ups. Specific expectations and instructions will be posted and provided by Mr. Bickel.

All Volunteers receive free admission for the tournament, all weekend at any site.

*Day School  
February 2014*

*St. Peter Lutheran Church  
Arlington Heights, Illinois*