

St. Martin Catholic School

Team Coordinator Responsibilities for 2017-18

- 1) Set up work schedule for the game
 - a) Score book 1 person
 - b) Clock 1 person
 - c) Admissions 1 person
 - d) Concessions 2 people
 - e) Clean up: should be everyone that worked that day
 - f) Clean Bathrooms, spot mop gym floor, dump trash, restock refrigerator
- 2) Make sure refrigerator is restocked, all cleaning is done and concession money is locked in the cabinet
- 3) Inform the Athletic Director of any shortages in concession stand and of any problems or concerns.
- 4) Pay volleyball referee's \$15 per game for 5th & 6th Grade games and \$18 per game for 7th and 8th grade games. This is paid out of admission money and a petty cash receipt will be made for all payments.
- 5) Pay Basketball referee's \$25 per game for 5th & 6th Grade games and \$30 per game for 7th and 8th grade games. (this is subject to change)
- 6) There are game balls in the cabinet that's in the concession stand. After the game please put the balls back in the cabinet.
- 7) The practice volleyballs/basketballs need to be out for both teams to practice and they will be put back up after the games are done.
- 8) If you have any questions please contact David Prey (573-338-0372).