

THURSDAY GYM TAPING AND SET UP

- Add piece of tape to On Deck signs and write "Team 1" or "Team 2". We need 3 of each.
- Add piece of tape to Holding Area signs to indicate court number (8th grade=Court 1, 7th Grade=court 2, 6th grade=court 3)
- Tape On Deck signs to bleachers corresponding to the court for that grade. Tape bleachers on either end to mark where each On Deck team will sit (FISHER bleachers)
- Tape EXIT signs on inside of Large Gym doors (exiting out to breezeway)
- Tape "CAUTION Keep Back" signs on fencing
- Assemble fences and place between courts
- Tape EXIT sign and a directional arrow sign on the fence portion of first row of the bleachers (TROJANS side). Arrows pointing towards doors to breezeway
- Tape floor for Neutral Zone (line on each side with X's in middle)
- Tape Queue boxes on floor
- Do bags for teacher gift cards. Write "Thank you" on outside of bag + name of teacher
- Set up table (1) and chairs (3) for scorekeepers in the gym
- One ziploc bag per team: Write team name on it. Put hand sanitizer, maps/schedule for Team Manager, bracelets (put ONLY the number of bracelets for the number of players on the team).

FRIDAY PLAYERS' LOUNGE SET UP

- Move tables as needed
- Write team numbers/names on score cards (be sure to use color score card that corresponds to that grade)
- Tape Holding Area signs on outside of small gym doors
- Tape "Entrance" sign on gate by volunteer check in table (for where parent volunteers will enter)
- Tape lines on ground in holding area
- Tape team signs on tables (add new QR code to Sixth)
- Set up tables (2) and chairs (5) for Volunteer check-in (at gate by breezeway)
- Place team posters on corresponding assigned tables
- Move cardboard trash cans out into Players' Lounge area and place according to map
- Put out hand sanitizers:
 - Inside gym: scorekeeper table, emcee table (in the bleachers)
 - Outside: At on-deck caller table, players' lounge lead table, first aid table, volunteer check in.

HOLDING AREA MANAGER

- Line up teams outside small gym doors (there is a door designated for each grade/court). We are hoping to have 3-4 teams per grade lined up at the doors at all times (we'll have to see how it goes)
- Keep teams in line and open doors at appropriate time to let them in
- One holding manager to stand inside to help direct teams to On Deck areas
- Remind Team Manager to put players' cell phones in ziploc before entering the gym
- Check the teams in the queue to make sure they stay in the correct order for upcoming games

ON-DECK MANAGER

- Stand inside small gym doors. When teams that are playing start to exit the courts, open doors and let next set of teams into gym (2 per grade level/court). Escort teams to holding area (one On Deck manager per grade level/entrance door)
- Stand by On Deck area (FISHER bleachers side of gym) and let teams know when to go on court (wait for ref to signal). Direct Team Managers to bleachers on the far side of the court (TROJANS bleachers side) to sit during the game. (One On Deck Manager per court)
- Stand at exit side of court (TROJANS bleachers) and direct teams/Team Managers to exit out to breezeway (one On Deck Manager per court)

SCORE RECORDER

- One per court
- Verify with coaches that correct teams are on the court before play starts
- At end of game, record the score for each team (number of players left on the court), circle the winning team, have ref and BOTH coaches sign score card, and give score card to runner

PLAYERS' LOUNGE

- Help track down teams that need to line up in Holding Area
- Empty trash cans as needed. New liner bags will be at the Players' Lounge Volunteer table. Use golf cart to take full bags to dumpster
- Help keep players in the Players' Lounge area (players are not to leave until their team is out of the tournament)

ENTRANCE SUPERVISION

- Be stationed at gym doors or entry points to campus and watch for students/parents without bracelets (purple for students, green for parents) or Dodgeball volunteer lanyards. Ask those without a bracelet or lanyard to leave campus
- You will be taking over the position from a Fisher staff member

CLEAN UP

- Pick up any trash in the Players' Lounge and gym
- Remove all signs from inside the gym, tables in Players' Lounge, and outside the gym. Keep signs
- Remove blue and green tape from gym floor
- Remove yellow tape from bleachers
- Put school dodgeballs (on the floor in the gym storage room) into the bags. Put tournament dodgeballs in large box
- Take trash to dumpster
- Take apart fencing and fold down the legs. Stack at one end of the gym

VOLUNTEER CHECK IN

- Team managers (12pm arrival)
 - Check in team manager (ONE per team only)
 - Give ziploc bag for the team
 - Direct team managers through the gate to players lounge (walk along the side of the gym)
- LGS Recreation scorekeeper:
 - Arriving at 12:30pm
 - Call Suzie 408-439-6410, and I'll come out to greet
- Entrance Supervision (2:45 check-in)
 - Direct the person to a # on the map and tell them the name of the teacher they are replacing