

## TEAM PARENT HOME GAME CHECKLIST:

### CASE volunteers

Each home game requires the following CASE certified volunteers: It is the responsibility of the team parent(s) to coordinate for each home game.

- 2 unrelated adults at admissions table
- 1 hall monitor
- 1 score keeper/time clock keeper
- 2 unrelated adults at concessions 1st half
- 2 unrelated adults concessions 2nd half
- Coaches

### Team Parent(s) General Opening Procedures

- 1) **KEY.** The key for concession closet, café area, team classrooms and table closet is located in the cabinet of the foyer desk at the gym entrance. The key ring also includes keys to turn on and off the gymnasium lights. Please sure that once everything is opened and or closed the key is placed back in the cabinet for future use.
- 2) **SIGNAGE.**
  - a. Place the CYO Sign outside at the sidewalk entrance to the gym entrance closest to the parking lot
  - b. Tape visiting team (2<sup>nd</sup> to last classroom) sign on the classroom door. Place the home team sign on last classroom door
- 3) **LIGHTS.** Turn light on in main foyer
- 4) **TABLES & CHAIRS.** In closet next to the kitchen retrieve two tables. One six foot table for the clock and scorekeepers and one card table for admissions.
  - a. Place clock and score table in the center of the bleachers
  - b. Place the admissions card table in view of the stands or in the corner of the gym and under the light switch.
    - i. If for some reason you are short on volunteers, close the kitchen and add a third six foot table opposite the admissions table and add a condensed number of refreshments to this table. Then the two admissions volunteers can run both money boxes. (Admissions is more important than concessions.)
  - c. Place two chairs at the admissions table and three chairs at the clock table (chairs can be found in the classrooms)
- 5) **HAND OUTS.** Located in the supply closet, place Saint of the Day coloring book pages with crayons, word searches and Rosary handouts at the admissions table.
- 6) **MONEY BOXES.** Place one money box at concessions and one money box at the Admissions table. **DO NOT LEAVE MONEY BOXES UNATTENDED.**

### Food Service Volunteers

- 1) Open kitchen area and stock ssmall “CYO” refrigerator
- 2) Make coffee and place all snacks for display
- 3) Restock/fill CYO refrigerator after each game
- 4) Place one recycled can bin at each of the two entrance
- 5) When running low on change, ask another volunteer to retrieve change from admissions

## **Money Handling**

- 1) Parents should be able to watch the game while volunteering
- 2) Money boxes located at the concession stand and admissions table must be in view at all times
- 3) Two (unrelated) people will be present at all times with each of the two money boxes until it is locked in the closet.
- 4) Process money at end of each game (two unrelated volunteers required); plastic money bags located at the bottom of each money box.
  - a. Admissions: Leave \$75 in admissions money box and place all extra in plastic envelop, both volunteers sign and seal bag.
  - b. Concessions: Leave \_\_\_\_ in the concessions money box and place all extra in plastic envelop, both volunteers sign and seal bag.
- 5) Place money boxes in supply closet and LOCK and hang up key. Two parish staff members will retrieve the money on Monday morning and process the bags.

## **Closing**

### **Soft close (last game before a break, i.e. Mass)**

- Count and lock all money boxes in concession closet – stock refrigerator, leave snacks out, close window, lock kitchen door. Turn off lights.

### **Hard close (last game of the day)**

- Please pickup garbage and clean bleachers, classrooms and hallway, check bathrooms
- After last game, take garbage out to the dumpster. Exit through supply kitchen door
- Return tables, chairs and equipment to their closets
- Turn off hallway, classrooms and gym lights
- Lock food supply closet

## **Coaches**

- Open EVERY GAME (including away games) with a prayer at center court. Choose a prayer captain and invite the other team to do the same. Open with a Hail Mary or an Our Father.
- Players are to wear full uniform: Navy Blue T-Shirt under their uniform or no T-Shirt
- No jewelry, wristbands etc. and ear rings must be taped

\*\*\* NEED ASSISTANCE? \*\*\*

CONTACT Julie Terrell at call/text 585-309-4719 or [jadt1961@gmail.com](mailto:jadt1961@gmail.com)

If Julie cannot be reached please call on Carl Lapp CYO President at [carllapp@yahoo.com](mailto:carllapp@yahoo.com) or call/text 585-200-2623