

Game Administrator

The Game Administrator works under the Site Director and is the person who will be on site for the entire contest. The Game Administrator is responsible for the readiness of the venue.

? **Before you leave HQ for your site, make sure you have the following:**

- Game Administrators Kit; Our Director of Operations has predetermined the contents of your kit. It will include a checklist of everything that should be included in your kit.

? **Arrive at your venue one-hour before the start of your first contest. Upon arrival check the following:**

- Doors are unlocked
- Lights are on
- Locker rooms and rest rooms are open
- Bleachers are out
- Player benches are out
- Scorers table and game clock are up and operating
- Ice & water is on site or on the way
- Officials for contest are present
- Medical Staff are present or on the way

? **During the Contest**

- Watch the game and try to gauge how the play is proceeding. If you determine the players and/or spectators are getting “out of control”, communicate this to your Site Director.
- If scorers or timers do not show up you may be asked to keep score or time. As a result, you should familiarize yourself with the equipment on site.
- If a serious injury occurs, you should follow the instructions of the medical staff on site. After the injury is stabilized, notify your site director.
- At the conclusion of the last scheduled contest make certain that the site is ready for the next round of contests and make sure you and your Site Director have secured the site or find the person at the host site who will do this.

? **After Contest**

- Make sure the area is clean of all debris. Bring your Game Administrator Kit back to HQ with all the score sheets.

Remember: You are the key to a well organized, enjoyable experience for our athletes and spectators. Each decision you make should be made with the best interest of our athletes foremost in mind.