



Game Administrator:

The Games Administrator reports to the Site Director of the sports venue and is the person who will be on site for the contest(s) scheduled. The Game Administrator – along with the Site Director and games officials) is responsible for the readiness of the venue, as well as, the orderly operation of the contest(s).

Preparation:

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

- Site Kit(s) (maroon crate) – our Director of Operations has predetermined the contents of your kit. It will include a checklist of everything you should need. It is your responsibility to ensure the contents of your kit are complete.
- Athlete T-Shirts (as required)
- Review Rules and Schedule – Be prepared to answer questions
- Walkie-talkies – Sign out appropriately+
- Game clocks, game forms, score “boards” (if applicable)
- Sports Binder – Also called Site Director Book – with Staff Cell numbers, Schedules, Rules, Rosters, Score sheets, etc.
- Medical Ice in cooler and Med Kit & Forms Folder
- Signage (as determined)

Arrival at Site:

- Contact Site Director to let him/her know you have arrived
- Site Safety Check – Walk the tournament area looking for potential hazards and remove them, these include but are not limited to: glass, protrusions, holes, exposed wires etc. Notify HQ of major issues immediately.
- Site open and ready for competition:
 - Doors unlocked
 - Lights on/Know where switches are located
 - Rest rooms open
 - Seating for players ready
 - Seating for spectators ready
 - Score table up & clocks running

- Standings boards mounted (where applicable)
- Ticket personnel present & ready
- Medical staff present

During Contest

- “Watch the Game” and gauge how play is proceeding. If you determine players , coaches and/or spectators are getting “out of control” communicate this to your Site Director AND game officials!
- Familiarize yourself with the score table equipment – you may be required to help out
- Injury Procedure: If a serious injury occurs follow the instructions of the medical personnel on site and notify your Site Director and/or HQ ASAP. Keep spectators and team members clear of the injured person.

Conclusion of Contest

At the conclusion of the last scheduled contest make certain that:

- The site is as clean & neat as when you arrived
- The site is ready for future scheduled contest (bleachers out, team benches out, etc)
- With the Site Director/custodian the site is closed and secured (lights out, etc)
- You have reported all scores (correctly) to our Sports Information Director
- You return to HQ
 - with your Site Kit for replenishment as necessary
 - with score sheets and game highlights to be given to SID
 - Other paperwork collected on site: rosters, payments, injury reports etc. – placed in appropriate trays

Remember

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