

TITLE: ASSISTANT SITE MANAGER

QUALIFICATION: District Employee

REPORTS TO: Athletic Director/Building Principal

RESPONSIBILITIES:

The Assistant Site Manager must never work any game without the Athletic Director or approved Site Manager present.

1. Arrives at least 45 minutes before game time.
2. Assists the Site Manager with crowd control. In the event site manager or assistant site manager determines a need to contact the local police, he or she will do so. Assists the site manager in ensuring security and supervision at all games; reports any problems in writing to the Athletic Director and Superintendent.
3. Assists the Site Manager with enforcing local ordinances as it relates to Non Smoking Ordinance on school grounds, the No Food or Drinks in the Gymnasium, and that no one is allowed on the gym floor during intermission and at the end of the game.
4. Assists the Site Manager with directing the opposing teams and game officials to their respective locker rooms, in addition, escorts game officials to their locker rooms during halftime and end of game.
5. Assists the Site Manager with confirming that game officials, ticket takers, times, police (if previously requested) have arrived at least 30 minutes before game time. In the event any of the individuals do not arrive, the Assistant Site Manager will assist the Site Manager with finding replacements.
6. Assists the Site Manager with confirming that the equipment required for the game is ready and operable, i.e. but not limited to, the scoreboard, possession arrow, sound system.
7. Assists the Site Manager with confirming that there are enough tables available for the scorer, timer, and ticket takers.
8. Assists the Site Manager with providing game officials and times with vouchers for compensation to those individuals.
9. Assists the Site Manager by providing entrance tickets to Purple & Gold representatives, and confirms receipt of all monies collected by Purple & Gold representatives, and delivers proceeds to the Athletic Director no later than 24 hours after the game.
10. Assists the Site Manager with ensuring that everyone has left the game site before leaving.
11. Assists the Site Manager with the contacting of local police to advise them that an athletic event has been concluded at our school and that students may be walking through town.
12. Assists the Site Manager in performing other functions as required by the building Principal or Athletic Director.