

# Manheim Township School District

## Athletic Department



## Game Personnel Job Descriptions



**Title:**

-Scoreboard Operator

**Reports to:**

-The Athletic Director

**Necessary Qualifications:**

- Knowledge of the sport to which they are assigned.
- Knowledge of the scoreboard they are assigned to operate.

**Main Goal:**

-To help ensure that the contest is scored properly as to eliminate any confusion.

**Job Duties and Responsibilities:**

- Arrive one half hour prior to the start of the contest to ensure that everything is working properly and to run the pre-game clock
- Performs clock operation task impartially
- Maintains contact with the game officials and scorekeeper throughout the entire contest to ensure the correct time and score.
- Ensures that the contest begins on time and informs both sides as to any changes in the start time
- Informs each team and the officials at least 3 minutes prior to the start of the second half (if the Game Manager is unavailable).





**Title**

-Official Scorekeeper

**Reports to:**

-The Athletic Director

**Necessary Qualifications:**

- Must understand the scoring rules of the sport that they are assigned to
- Must have an understanding of the operation of the scorebook and scoring of the sport to which they are assigned.

**Main Goal:**

- To ensure that the athletic contest to which they are assigned is scored properly as to avoid any confusion.

**Job Duties and Responsibilities:**

- Scores each contest impartially
- Reports one half hour prior to the start of the contest and gets all the materials needed to score the contest
- Obtains the starting line-ups from each team and provides a copy to the announcer (if necessary)
- Maintains contact with the game officials and scoreboard operator as to the right score.
- Communicates with the coaches, scoreboard operator, and officials as to the number of fouls (Basketball)
- Verifies that the contest results are accurate and reports to the Head Coach, after the Head Official has signed the book (if necessary)
- Returns the scorebook to the coach at the conclusion of the contest





**Title:**

-Ticket Seller

**Reports to:**

-The Athletic Director

**Necessary Qualifications:**

- Knowledge of the ticket prices
- Ability to reconcile the drawer

**Main Goal:**

-To arrange and sell tickets at athletic contests

**Job Duties and Responsibilities:**

- Reports prior to the contest to obtain the cash box, tickets and any other instructions from the game manager
  - forty-five minutes prior to the contest for basketball/volleyball
  - one and a half hours prior to the contest for football
- Responsible for selling tickets for athletic events and any other events as directed by the athletic director
- Responsible for communicating any concerns directly to the athletic director or police on duty
- Responsible for all monies and tickets involved in ticket sales (check prior to selling tickets)
- Knowledge of ticket prices:
  - \$5 for adults
  - \$4 for students/\$4 senior citizens
- Responsible for any other duties relating to tickets as may be directed by the athletic director
- Reconciliation of gate receipts and tickets at the end of the contest
  - Football-half-time/full-time
  - Basketball-half-time of the Varsity contest
  - Volleyball-after the first Varsity game
- Ticket takers are to remain at the ticket booth at all times. **DO NOT LEAVE THE CASH BOX OR TICKETS UNATTENDED AT ANY TIME.**





**Title:**

-Ticket Taker

**Reports to:**

-The Athletic Director

**Necessary Qualifications:**

-Knowledge of the sport they are assigned to assist at

**Main Goal:**

-To provide the students, parents, and outside community members with a positive and best experience possible as a spectator.

**Job Duties and Responsibilities:**

- Arrive one hour and a half prior to the game and be in the proper position
- Communicate at all times with the athletic director
- Monitor as students, parents and the outside community enter into the stadium
- Calls security or athletic director to escort persons exhibiting unruly or unacceptable behavior.
- Takes tickets and ensures that everyone entering has a ticket.
- Monitors the entrance of the stadium to ensure that students are not climbing under the fence.
- Ensures that fans entering do not have balls, signs, or other unacceptable objects.
- Performs other duties as specified by the athletic director
- Knowledge of the facility (restrooms, concessions, home side, visiting sidelines, locker rooms, etc.)
- Knowledge of the behavior expectations
- Does not permit animals into the stadium (except working dogs)
- Does not permit any balls of any kind into the stadium





**Title:**

**-Public Address Announcer**

**Reports to:**

**-The Athletic Director**

**Necessary Qualifications:**

- Ability to speak clearly**
- Ability to announce impartially**
- Knowledge of the event they are announcing**

**Main Goal:**

**-To provide fans/ spectators with information relating to the event (starting time, lineups, time, scorers, etc.)**

**Job Duties and Responsibilities:**

- Announce game related material**
- Arrive forty-five minutes prior to the start of the game time to obtain materials necessary to properly announce (lineups, public service announcements, etc)**
- Maintains contact with game officials, scorekeeper, and the athletic director as to what is to be announced. (Fouls, penalties, score, officials, public service announcements)**
- Announce any other thing that the athletic director needs announced**
- Ensures that all teams are prepared for the contest for the playing of the National Anthem**
- Remains on duty fifteen minutes after the contest is completed or until the athletic director informs you that it is acceptable to leave**





Title:

-Police Officers/Security

Reports to:

-The Athletic Director

Directions for *ALL FOOTBALL GAMES*

General Duties:

- Officers report to the athletic director one hour prior to the game, the day of the game
- No balls of any type or Frisbees are allowed into the stadium
- No coolers/bookbags are permitted into the stadium
- No animals are permitted into the stadium (unless working dogs)
- No unapproved wheeled vehicles are permitted into the stadium
- No smoking in the stadium
- Fans are not permitted to stand at the scoreboard side of the track
- Be aware and enforce all school rules
- Be aware and enforce spectator policies
- Communicate concerns with the athletic director
- Fans who are acting in an unacceptable manner **MUST** be escorted out

Reporting Areas for Police Officers

1. Home Ticket Entrance Area
2. Visiting Ticket Entrance Area
3. Roaming officer

*Home Ticket Entrance Area*

- This area is located at the stadium entrance where there are three ticket sellers
- Start at the main ticket area. Be alert for gate crashers.
- Patrol the area staying alert for any problems that may arise.

*Visiting Ticket Entrance Area*

- This area is located next to the visiting entrance area where the cash boxes are located.
- Start at the main ticket area. Be alert for gate crashers.
- Patrol the area staying alert for any problems that may arise.
- After the game, stay at the entrance of the visiting side to ensure that all fans leave in an orderly fashion

*Visiting Bleachers (if necessary)*

- This area is located from the visiting entrance gate to the end of the visiting bleachers
- Patrol the away side staying alert for any problems that may arise
- Ensure that the visiting team is able to move into and out of the stadium from the locker rooms in the beginning of the game, at halftime, and at the end of the game.
- Escort the visiting team to the locker room in the Neff High School and monitor the parking lot

Directions for ALL BASKETBALL GAMES (if necessary)

General Duties

- Guards report to the game manager 30 minutes prior to the start of the junior varsity contest
- Be aware of and enforce all school rules. If students show any level of disrespect, they are to be dismissed immediately (disrespect can be waving hands during free throws, using derogatory remarks, turning back during announcement of opposing team, holding up newspapers during introductions, etc.)
- Be aware of and enforce spectator policies
- Make sure there is no food or beverage (including water) permitted into the gymnasium seating area
- Make sure the lobby is kept orderly and fans are not running around
- Make sure fans are not bouncing balls in the lobby

Reporting areas for Police Officers

1. Entrances to the gymnasium (1 at each entrance)
2. For Boys games, one at each side of the student section

*Entrance Areas of the Gymnasium*

- Stand at each entrance of the gymnasium staying alert for any problems that may arise in the stands or in the lobby area
- Monitor the cash boxes
- Do not allow any food or drink into the gymnasium (including water)
- Do not allow anyone to stand under the basket or walk on the gym floor via the baseline
- One guard accompanies the game manager with the officials to the locker room at halftime and at the end of the game, staying alert to any potential problems
- The other officer monitors the lobby area

*Lobby/Hallway area*

- Keep area clear of unacceptable behavior

- Make sure all food/beverages stay in this area
- Make sure fans are not running in this area
- Make sure fans do not bounce/throw balls

Directions for *ALL VOLLEYBALL GAMES/WRESTLING MATCHES (if necessary)*

#### General Duties

- Guards report to the game manager 30 minutes prior to the start of the junior varsity contest
- Be aware of and enforce all school rules
- Be aware of and enforce spectator policies
- Make sure there is no food or beverage (including water) permitted into the gymnasium
- Make sure the lobby is kept orderly and fans are not running around
- Make sure fans are not bouncing balls in the lobby

#### *Entrance Areas of the Gymnasium*

- Stand at each entrance of the gymnasium staying alert for any problems that may arise in the stands or in the lobby area
- Monitor the cash boxes
- Do not allow any food or drink into the gymnasium (including water)
- Do not allow anyone to walk on the gym floor
- One guard accompanies the game manager with the officials to the locker room at the end of the game, staying alert to any potential problems
- The other officer monitors the lobby area

#### *Lobby/Hallway area*

- Keep area clear of unacceptable behavior
- Make sure all food/beverages stay in this area
- Make sure fans are not running in this area
- Make sure fans do not bounce/throw balls





**Title:**

- Event Security Staff provided by Manheim Township
- For Varsity Football Games Only

**Reports to:**

- The Athletic Director

**Main Goal:**

- To provide fans/spectators with the safest experience possible

**Job Duties and Responsibilities:**

- Ensure safety throughout the specified area (the entire event)
- Effectively communicate with unruly fans
- Work with ticket takers to provide a “healthy fan” environment
- Moves about in this specified area
  - Under flag pole
  - Under the scoreboard
  - Home bleachers
  - Visiting Bleachers
  - Endzone Area between concession stands
- Keeps fans from potentially dangerous situations
- Performs other duties as specified by the athletic director
- Ensures proper behavior
- Ensures all school rules at the event
- Acts as crowd control





**Title:**

-Track and Field Judge

**Reports to:**

-The Athletic Director  
-Head Official

**Main Goal:**

-To ensure that track and field events are scored properly as to eliminate any confusion

**Job Duties and Responsibilities:**

-Score/judge each contest impartially  
-Report 15 minutes prior to the start of the contest and gets all materials and instructions in order to score the meet properly  
-Maintains contact with game officials to ensure proper times and measurements  
-Verifies that all contest results are accurate  
-Performs any other duties as specified by the athletic director





**Title:**

**-Volleyball Line Judge**

**Reports to:**

**-The Athletic Director  
-Officials**

**Main Goal:**

**- To ensure that home volleyball events are scored properly as to eliminate any confusion**

**Job Duties and Responsibilities**

**-Judge each contest impartially  
-Report 15 minutes prior to the start of the contest and gets all materials and instructions in order to score the meet properly  
-Maintains contact with game officials to ensure proper scoring  
-Verifies that line calls are accurate  
-Performs any other duties as specified by the athletic director**

