

CYO HOME COURT DUTIES

Parent Volunteer duties are categorized as: Admissions, Concessions, Hall Monitor, Timekeeper and Scorekeeper

Opening Games (first game of the day): require the Admissions and Concessions volunteers to report 60 minutes prior to game time to set up for the day's games.

Closing Games (last game of the day): require all parent volunteers to remain until clean up is finished.

CYO Board Member:

- Report 60 minutes prior to Opening Game.
- Unlock front doors and CYO closet.
- Turn on lights (gym, hallway and changing classrooms).
- Set up scorer's table and 3 chairs.
- Set up scoreboard clock and turn on.
- Assist Concessions and Admissions volunteers if needed.
- Monitor games and facilities.
- Remain after Closing Game until all parent duties are complete.

Admissions:

- Two volunteers are required to handle admissions money at all times.
- Report 60 minutes prior if Opening Game.
- CYO visitors and players are to use the entrance closest to East Ave only.
- CYO signs are stored in the CYO closet. Place CYO tent sign near the church middle entrance to direct people to the front doors.
- Tape "CYO Entrance" paper sign on the front doors and the "Home Team" and "Visiting Team" signs on 2 classroom doors (the middle classrooms next to each other past the reception counter.)
- Admissions table is to be set up inside the front entrance by gym doors (stored in closet next to concessions area).
- CYO Board Member will keep the cash box secure (or in the kitchen/concession area) until the start of admissions opening. Do not leave the cashbox unattended; do not mix proceeds between Admissions and Concessions.
- Prices: Adults \$1.00, Children .50, Families \$2.00. Coaches and players are admitted free. Stamp hands as spectators pay.
- Two people are required to handle admissions collections and counting money until the envelopes are sealed and initialed. Admissions money is to be counted at the end of Saturday games, Sunday games, and if there is a break after Saturday morning games until the evening games. After counting the money, list the amount in pen on the envelope provided. Seal the envelope and the two people who handled money will initial the envelope. Sealed envelopes are to be placed in the bottom of the cashbox.
- Turn over cashbox to the next game's volunteers or the Board Member.

Concessions:

- See CYO Concessions Checklist (separate document).

Hall Monitor:

- The Monitor ensures there is no loitering in the hallways, bathroom area, and classrooms.
- There will be 2 classrooms next to each other open for the Home team and Visiting team to use for changing and keeping their belongings.
- The Family Room is off limits and that includes any CYO people.
- Before each game the hall monitor will check the bathrooms ensuring nothing is damaged and facilities are in working order (no flooded toilets, etc.)
- Sweep gym floor between games as needed.
- After the last game of the day, bathrooms should again be checked when cleaning up, ensuring they are in good order.
- Check that classrooms are left in proper order; that blackboards are not written on.
- Report any damages to the CYO Board Member on duty.
- Lost and Found Bin is located behind the reception counter in hallway.

Timekeeper and Scorekeeper:

- See Coach for instruction. Official timekeeping/scorekeeping rules are posted on the Assumption CYO homepage.

Closing Duties – All Volunteers:

- Sweep down bleachers and gym floor. Paper towel or mop any wet spills on bleachers and floor.
- Put away tables, chairs and scoreboard clock.
- Run vacuum in hallway if necessary.
- Check bathrooms to pick up and make sure there is no damage.
- Check that classrooms are in good order.
- Any found items are to be left in the Lost and Found Bin behind the reception counter and reported to the CYO Board Member.
- Put away all signs.
- Turn off lights.