



2009 Woodbury Boys Classic Basketball Tournament
Jan. 31st & Feb. 1st



Volunteer Job Descriptions

Thank You for Volunteering – We appreciate it!

General Guidelines

- Please **arrive on time** to ensure a smooth transition between shifts.
- Please **do not leave a shift until your replacement has arrived**. Please contact the site supervisor if your replacement is running late.
- Please **make alternate arrangements** if you are unable to work your assigned shift. (ie. Contact another family to switch shifts)
- Make sure you sign in on the Volunteer Check-in sheet found at the Admission table
- Always remind players to **not bounce balls** in the hallways or off the walls or ceiling!
- **Have Fun!**



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Contact List

- **Tournament Director** **Jay Myers** **763-234-4171**

- **EMT/Trainer**
 - Saturday 8:00-4:00** **Jessica DeForrest** **651-231-8379**
 - Saturday 4:00-8:30** **Justin Nelson** **651-491-7102**
 - Sunday 8:00 – 4:00** **Dan Augustinack** **612-227-1956**

- **Concession Manager** **Jill Leonard** **651-442-9461**

- **Volunteer Coordinator** **Kevin Kieger** **612-386-2387**

- **WAA Basketball Director Steve Pittman** **612-247-7735**

- **Referee Coordinator** **Don Bowman** **651-208-3909**

- **Custodians**
 - **Woodbury High School** **651-323-3559**
 - **Lake Jr. High** **651-323-3557**
 - **WJH** **651-323-4271**
 - **Skyview**
 - First, try to locate the site custodian**
 - If unable to locate, call the emergency number: 651-775-6432**

 - **CGJH** **651-323-3568**



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Concessions

- **General**

- You must **wear a hat** while serving concessions (state law)

(does not apply to beverage only table in hallway)

- Children under 12 are not allowed in the concession area.

- Please wear gloves when serving food items.

(does not apply to beverage only table in hallway)

Don't handle money and serve food with the same hands/gloves.

- Children under 12 are not allowed in the concession area.

- Please arrive on time for your shift and don't leave at the end of your shift until your replacement has arrived.

- Make sure you sign in on the Volunteer check-in sheet at the admission table

- There are no free items offered to any of the volunteers (referee's, volunteers, score table people, etc.)

- **Friday Pick-up/Set-Up**

- Pick up items at the WAA building at 6:30 p.m. Friday(LJH & WJH)

- Transport items to your respective site

Contact the custodian for access if necessary (see contact sheet)

- Place all items and coolers in the concession room

- Place the following items in the refrigerator:

- Taco Meat
- Grated Cheese
- Sour Cream Packets
- Hot Dogs

- Place the ice packs and first aid kits for easy accessibility

- Hang brackets on hallway walls for easy viewing

*****Note: If you have to remove items that belong to the school from the refrigerator, please place them somewhere in the concession stand where they won't be disturbed, and mark them as the schools property. If there are items that need to be kept refrigerated, contact the custodian. Thanks! *****

- **Concession Volunteer - General**

- Please wear a hat while working concessions (state law)(baseball hats are fine)
- Refill all items as necessary – keep enough pop and Gatorade cold
- Keep water in the bottom of the hot dog roasters (if applicable)
- Contact the Site Supervisor or the Concession Manager (Jill Leonard) if you are running low on any items. Try to give a little advanced notice so we have time to get you the product before you completely run out.
- At LJH & CGJH, extra ice is on the dock and extra pop/water is in the custodian storage room
- There are no free items offered to any of the volunteers (referee's, parent volunteers, score table people, etc.)
- Cash Removal Procedures:
 - Due to the amount of cash received during the tournament, it is necessary to remove some of the money periodically throughout the tournament. The following people are the only individuals authorized to remove money from the cash boxes (exception: volunteers can exchange money between concessions & admissions as necessary):

Authorized for Cash Removal from boxes

Jay Meyers – Tournament Director
Steve Pittman – WAA Basketball Director
Jill Leonard – Concessions Manager
Kevin Keiger – Volunteer Coordinator/Game Scheduler

- When money is removed from the cash boxes, it will be counted in front of a volunteer and a receipt slip will be signed by both people and placed inside the cash box.
- If you need specific money (ie. \$1's, quarters...) contact one of the people above.

- **Concession Volunteer – Last shift on Saturday**

- Clean all crock pots, utensils, roasters, etc. with dish soap
- Clean up concession area and wipe down all counters, etc.
- Re-stock all coolers and refrigerators with beverages for Sunday morning
- Notify Jill Leonard of any items which will need to be re-stocked for Sunday
- If you have time, it would be very helpful if you could sort the cash in the cash box by denomination (1's, 5's, etc.), turned in the same direction. You can use rubber bands found in the cash box for bundling. Thank you – it will save much time at the WAA building later!
- Give cash box to the Site Supervisor designated to return it to the WAA building

- **Concession Volunteer – Last shift on Sunday**

- Clean all crock pots, utensils, roasters, etc. with dish soap
- Clean up concession area and wipe down all counters, etc.
- Fill tubs with the items found on the tub inventory list (inside cover)
- Pack up all food, candy, chips and soda to return to WAA building (designated volunteer returns the items to the concessions manager at the WAA building)
 - Please throw away items that are **partially used** but need refrigeration:
 - Taco meat, hot dogs, buns, ketchup, mustard & cheese
 - Please pack all like pop into the same case (ie. all Pepsi in 1 case...)
- Replace any items that belong to the school and had been removed from the refrigerators or counters.
- Take down all signs: concession menu, vending machines, etc.
- If you have time, it would be very helpful if you could sort the cash in the cash box by denomination (1's, 5's, etc.), turned in the same direction. You can use rubber bands found in the cash box for bundling. Thank you – it will save much time at the WAA building later!
- Give cash box to the Site Supervisor designated to return it to the WAA building