EVENT MANAGEMENT
EVENT STAFF RESPONSIBILITIES: BASKETBALL

EVENT STAFF

Event staff consists of a gym master, a scoreboard operator and a scorekeeper. Event staff hired to work must be an APS employee. Students may not be hired or volunteer services to work as event staff. Non-exempt APS employees (e.g. EAs, HAs, CAs, secretaries, custodians, security officers, etc.) may not work athletic events for per game fees except where the work is:

a) A voluntary decision, made freely and without coercion
b) In a different capacity than their primary job
c) Limited to scheduled events for one sport in one season (e.g. volleyball) per year

Emergency substitutions are acceptable as long as items a) and b) above apply. Payment information and a description of event staff responsibilities are listed below.

GYM MASTER

Responsibilities include:

- Coordinate preparation of the gym and locker rooms (if using) with the school athletic director and head coach.
- Maintain crowd control.
- Work with host school administration to identify and welcome visiting school administration; notify visiting administration of the gym master's location during the event if needed for assistance.
- Be aware of emergency action plans including evacuation and lockdown procedures.
- Have access to contact information for the host school athletic director, host school administration and APS School Police.
- Announce expectations of spectator behavior prior to each game with an emphasis on positive sportsmanship. Below is a public address announcement that may be read prior to the start of an event and throughout when timing is appropriate (e.g. during time-outs and at halftime).

> Welcome to _____ Middle School home of the _____!
> mascot
>
> It is the expectation of the APS Athletic Department and the Albuquerque Public Schools that spectators conduct themselves in a manner reflective of outstanding character values and positive sportsmanship.

SCOREKEEPER

Responsibilities are to maintain record of the official scorebook provided by the home team.

SCOREBOARD OPERATOR

Responsibilities are to operate the scoreboard and maintain consistency between the official score as recorded in the scorebook and the scoreboard.

PAYMENT INFORMATION

Payment for event staff per game: Gym Master - $20.00, Scorekeeper - $15.00, Scoreboard Operator - $15.00
Payment for an event is processed by completing and submitting a Support Personnel Form. If the school athletic director works as the gym master, a school administrator shall sign in place of the school athletic director on the Support Personnel Form.

SCHOOL ATHLETIC DIRECTOR RESPONSIBILITIES

The school athletic director will hire and secure event staff for all home events. The school athletic director will complete the forms listed below, provide required signatures and submit to the APS Athletic Department via interoffice mail the following school day an event is hosted. A school administrator may complete event management paperwork in the absence of the school athletic director.

- Event Report
- Support Personnel Form

EVENT MANAGEMENT

EVENT REPORT: BASKETBALL

Event Date: _____ **Event Site:** _____

Home School: _____ **Visiting School:** _____
avoid abbreviations avoid abbreviations

Season: _____ Boys Basketball _____ Girls Basketball

B-Team Game Score: Home_____Visitors_____

A-Team Game Score: Home_____Visitors_____

Event Summary:

_____
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Officials

Ten minutes prior to the scheduled start time if one or both officials are not present, contact Jess Martinez at 228-0102; note final actions taken in the event summary section (e.g. one official present for the B-Team game; two officials present for the A-Team game).

Report Completed by:_____ _____ _____
Printed Name Signature Title

Middle School

EVENT MANAGEMENT

SUPPORT PERSONNEL

APS ATHLETICS
Great for Kids!

EVENT DATE: _____ **SPORT:** _____ **BOYS** ☐ **GIRLS** ☐

EVENT SITE: _____ **LEVEL:** ☐ **MS** ☐ **C/9** ☐ **JV** ☐ **V**

EMPLOYEE #	PRINTED NAME	SIGNATURE	DUTY	AMOUNT DUE
			TOTAL	**$**

CONFIRMATION OF WORK ASSIGNMENTS & COMPENSATION AUTHORIZATION

CONFIRMATION OF DUTIES _____ _____ _____
Printed Name Signature Title

DISTRICT DEPARTMENT USE ONLY

COMPENSATION AUTHORIZED _____ _____ _____
Printed Name Signature Title