

EVENT STAFF RESPONSIBILITIES FOR MIDDLE SCHOOL HOSTED SPORTING EVENTS

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. HAs, CAs, secretaries, custodians, 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 match 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

Officials Ten minutes prior to the scheduled start time if one or both officials are not present, contact: _____; note final actions taken in the event summary section (e.g. one official present for the B- Team match; two officials present for the A- Team match).

EVENT DATE: _____
 EVENT SITE: _____

SPORT: _____
 GENDER: _____

1. Support Personnel

EMPLOYEE #	PRINTED NAME	SIGNATURE	DUTY	AMOUNT DUE
			TOTAL	\$

CONFIRMATION OF WORK ASSIGNMENTS & CONFIRMATION AUTHORIZATION

CONFIRMATION OF DUTIES:	PRINTED NAME	SIGNATURE	DATE
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DISTRICT DEPARTMENT USE ONLY

COMPENSATION AUTHORIZED:	PRINTED NAME	SIGNATURE	DATE
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2. EVENT REPORT

HOME SCHOOL:		VISITING SCHOOL:	
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B-Team Score:	Set 1 Home:	Visitors:	Set 2 Home:	Visitors:
	Set 3 Home:	Visitors:	Match Score: Home:	Visitors:
A-Team Score:	Set 1 Home:	Visitors:	Set 2 Home:	Visitors:
	Set 3 Home:	Visitors:	Match Score: Home:	Visitors:

EVENT SUMMARY:

REPORT COMPLETED BY	PRINTED NAME		SIGNATURE		TITLE	
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