



## VOLUNTEER DUTY DESCRIPTIONS

**Team Administrators and Coordinators:** Please send the name of your volunteers for each game in an email to the ASA Volunteer Coordinator for each of the positions described below **by the Wednesday before** your home game. Also include a cell phone and contact person in the email. This helps us greatly keep things on track.

**Volunteer Duties** – as we are a parent and volunteer run organization, we cannot function without help during our games. We appreciate your ongoing support. By volunteering, we are able to keep costs low and save additional monies to purchase our own fields.

There are **13 volunteers** needed for each home game and **2 volunteers** needed at each away game. The duties are as follows:

**The Gate Crew: 2 Volunteers** – Work the gate and collect the admission fee. The gate volunteers will work the game before their child's game. (Since we usually have to be there 1 hour before the game, it is a good time to put in some volunteer hours.) We need gate volunteers for the first game of the day there an hour and a half before start time.

**Concessions: 2 Volunteers** – Work in the concession stand during the game preceding your child's game if you are football or you may work immediately after your game if you are cheerleading. Duties will be further explained when you report. This includes maintaining inventory and money handling for concession and spirit item sales. May include cooking hot dogs, chili, purchasing replacement items, restocking and storage. If you're child's game is the first game of the day, please report for concession duty an hour and a half before start time in order to help set-up the stand.

**Field – Play Counters (Home Games): 2 Volunteers** – Please report 15 minutes in advance at the concession stand to receive your field badge. The play counters will work on the sideline with a spotter from their team. You will record the number of plays that each player participates in to ensure that all players get their minimum number of plays in. Usually this is done by 3<sup>rd</sup> quarter and the person will still be able to stay on the sidelines for the rest of the game. (Best seats in the house to watch the game!)

**Field – Play Spotters (Away Games): 2 Volunteers** - Assist the Counter for the Home team with spotting numbers as the boys are changed out during the game. The home team will actually keep the record. It is just difficult to watch change outs and write it on the form at the same time.

**Field – Chains: 3 Volunteers** – Please report 15 minutes in advance at the concession stand to receive your field badge from a board member. Will work with the referees and be on the visitor side of the field working the chains.



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**Announcer and Clock: 2 Volunteers** - Please report to the announcer/timekeeper box 15 to 30 minutes prior to the game to gain instruction. This includes announcing the games, managing music, coordinating with half time activities. This is done during your child's game. The co-volunteer will manage the scoreboard. (A tip given to us by former parents is that if you have a young high school sports fan in the family...this may give them a chance to pick up community service hours ;-))

### **Clock – Additional Instructions**

The clock is an important function of the game. It is really tough to squeeze in our 79 minutes ( time outs and half time included) of maximum game time into a 90 minute schedule. The officials are pushed to keep everything rolling.

As clock operator your number one job is to keep time. The score and that other stuff is secondary. The most important thing is to keep up with the head official in the white hat. He signals when play stops and starts. You normally stop the clock on dead balls, incomplete passes and out of bounds plays...line judges will signal this with their arms crossed as an 'X' the head official with signal re-start when he is ready by winding his right arm. If you are not quick enough on the start he will then begin to spin his arms quickly while blowing his whistle to make sure he gets your attention.

**Clean-up: 2 Volunteers** – This volunteer position cleans up the stands on both sides immediately after your child's game. Please report to the Concession stand to check in and get a trash bag if needed.

If you have more parents than you have volunteer slots, please let the League Volunteer Coordinator know as we have additional league volunteer opportunities.