



SPORTS for Exceptional Athletes

Job Process – Basketball Tournament

Volunteers

Scorers at each Site – Park de la Cruz, St. Augustine & Mid-City Gym (9:30am-5pm) [1-2 volunteers per court]

- Check-in at Volunteer Registration and get court # assignment as a scorer
- If you are present at 9:30am, go to volunteer orientation. Otherwise, get orientation from previous scorer
- Familiarize yourself with the basketball rules, game schedule, scoresheet, and timer
- Before each game, find out from Court Boards the names of the teams for your court and game time
- On Scoresheet, write Date, Time, Court #, Division, Event/Location, Scorers/Timers, and Referee information as well as the Home Team and Visitors Team name
- On Scoresheet, have each team coach write Player's Name and Uniform Number as well as Coach & Uniform Colors
- When game starts, record who won opening tip on Alternating Possession: Home (H) or Visitor (V)
- During rest of game when ref indicates a jump ball change of possession, circle next Alternating Possession: H or V
- Record each score in Score section, by Player's Name in the proper quarter, and on flip scoreboard
- Baskets during regular play are 2 points unless referee indicates a 3 point basket
- Record Fouls by Player's Name and in Team Fouls in each Half
- If a player commits 5 fouls, let the referee know as the player is out for the remainder of the game
- Free throws made are worth 1 point each
- At the end of each Quarter, record total points by Quarter Totals
- Double check constantly the score on the flip scoreboard, Score, and total of players points all match
- At end of game, write Final Score by bottom right box Quarter Totals for each team
- Turn in completed scoresheet after each game to the Court Board Recorder's scoresheet box
- Repeat prior steps for each successive game time on your court
- Check-out at Volunteer Registration when leaving

Timers at each Site – Park de la Cruz, St. Augustine & Mid-City Gym (9:30am-5pm) [1 volunteer per court]

- Check-in at Volunteer Registration and get court # assignment as a timer
- If you are present at 9:30am, go to volunteer orientation. Otherwise, get orientation from previous timer
- Familiarize yourself with the basketball rules, game schedule, scoresheet, and timer
- Set timer for 8 minutes
- When referee starts game with jump ball, start clock
- Running clock – only stop clock if referee tells you to because of time out, injury, etc.
- Indicate loudly to refs & players when 1 minute left in quarter, 30 seconds & then count down from 10 seconds
- Sound horn or blow whistle when time is up
- Reset timer for 8 minutes and repeat steps for each quarter
- In 4th quarter, the last 2 minutes of the game are stop clock – stop clock every time referee blows whistle, start clock when ball put back into play
- Repeat prior steps for each successive game time on your court
- Check-out at Volunteer Registration when leaving



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Referees at each Site – Park de la Cruz, St. Augustine & Mid-City Gym (9:30am-5pm) [1-3 vol referees per court]

- Check-in at Volunteer Registration and get court # assignment as a referee
- If you are present at 9:30am, go to volunteer orientation. Otherwise, get orientation from previous referee
- If need referee shirt and whistle, check them out at Volunteer Registration
- Familiarize yourself with the Basketball Rules so that you know the rules you should be calling
- Before each game, find out from Court Boards the names of the teams for your court and game time
- Check scoresheet to determine that scoresheet properly filled out
- Go over with Scorers and Timers the basics of what they need to know during the game
- At the start of each game, do a jump ball & indicate to scorer who won the opening tip
- Player with the ball touching or outside the out-of-bounds line should be called with ball going to other team
- Violations will be called in accordance to the ability of the players. The referee will determine when to call the following violations:
 - Traveling.
 - Double dribble.
 - 3 seconds in the key.
 - 10 second backcourt violation.
 - Backcourt violation of bringing the ball into the backcourt after having brought the ball to the frontcourt.
- The rules should be called relatively strictly for high (B level) teams
 - Sometimes the first time you can show them what they did incorrectly and give the player a warning that you will call that violation next time
 - Blocking or charging fouls should be called
- The rules should be called more leniently for medium (C level) and very leniently for low (D level) teams
 - Remind players to dribble/bounce ball – if take the ball up the court without trying to dribble, call violation
 - Putting hands or body all over the opposing player with the ball – call a foul
- At end of game, check scoresheet to determine that final score properly filled out
- Repeat prior steps for each successive game time on your court
- Check-out at Volunteer Registration when leaving



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Volunteer Players at each Site–Park de la Cruz, St. Augustine & Mid-City Gym (9:30am-5pm) [5+ vol per vol tm]

- Check-in at Volunteer Registration and get uniform/scrimmage shirt & team name assignment as a volunteer player
- If you are present at 9:30am, go to volunteer orientation. Otherwise, get orientation from previous volunteer player
- Familiarize yourself with the basketball rules so that you know the rules that you should be following
- Wear gym shoes and clothes you can run around in
- Find game times of your games & go to proper court 10 minutes before each game time
- In high division, you can generally play as hard as you want (unless you are a phenom in the sport)
- In low & medium divisions, play as if you are playing hard, but actually play to the level of the opponent (do a good acting job)
- Keep the score close
- In lower division games, you generally want to end up losing the game
- In higher division games, you generally can beat the opponent – higher teams should learn both winning & losing
- Do a cheer for your opponents and shake hands with opponents after the match
- Be good sports
- Check-out and turn in uniform/scrimmage shirt at Volunteer Registration when leaving

Team Buddies at each Site – Park de la Cruz, St. Augustine & Mid-City Gym (9:30am-5pm) [0-2 vol per team]

- Check-in at Volunteer Registration and get team name and head coach assignment as a team buddy
- If you are present at 9:30am, go to volunteer orientation. Otherwise, get orientation from previous team buddy
- Familiarize yourself with the basketball rules so that you know the rules that your team should be following
- Assist the head coach with the team
 - Keep track of the players
 - Be with the players at games, during down time between games, and at lunch
 - Cheer on your team and players during the game
- Check-out at Volunteer Registration when leaving



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Lunch Assistants at each Site – Park de la Cruz, St. Augustine & Mid-City Gym (10am-1:30pm) [0-4 vol per site]

- Check-in at Volunteer Registration
- Set-up food serving tables
- Fill drink container with water (& ice if available) – have cups available for people to drink water throughout the day
- Bring food supplies to lunch location
- Bring to lunch area Sutherland Management (McDonald's) Quarter Pounders with Cheese
- Arrange food on serving tables
- Serve food
- Clean up and put everything away
- Check-out at Volunteer Registration when leaving

Set-up Assistants at each Site – Park de la Cruz, St. Augustine & Mid-City Gym (8am-10am) [0-4 vol per site]

- Check-in at Volunteer Registration
- Unload S4EA van and take to the Nerve Center
- Set-up tables and chairs at the Nerve Center
- Set-up Nerve Center – Athlete Registration, Volunteer Registration, Court Boards, Souvenirs, First-Aid & Awards
- Set-up tables and chairs at each court
- Set-up court supplies–clipboard, game schedule, rules, program, scoresheets, pencil, scoreboard, referee shirt & timer
- Set-up tables and chairs at lunch area
- Set-up food and drink at lunch area
- Check-out at Volunteer Registration when leaving

Take-down Assistants at each Site–Park de la Cruz. St. Augustine & Mid-City Gym (4-5:30pm) [0-4 vol per site]

- Check-in at Volunteer Registration
- Take-down Nerve Center–Athlete Registration, Volunteer Registration, Court Boards, Souvenirs, First-Aid, Awards
- Take-down tables and chairs at the Nerve Center
- Take-down court supplies – clipboard, game schedule, rules, program, scoresheets, pencil, scoreboard, referee shirt & timer
- Take-down tables and chairs at each court
- Take-down food and drink at lunch area
- Take-down tables and chairs at lunch area
- Stack Parks & Rec tables and chairs in storage area
- Load S4EA tables and chairs in S4EA van
- Load equipment & supplies in S4EA van
- Check-out at Volunteer Registration when leaving