

## **Before Game Duties**

1. I show up about 1.5hrs before game time
2. Open up the back shed and load the Gator with:
  - a. 2 chairs
  - b. Penalty table
  - c. Game tote (should have penalty/game score binder, game balls, 9 football pylons, and a timer)
3. When players arrive have them grab the game goals and put out in the proper location on the field. (Have a practice goal put in each of the game goals. Remove practice goals right when warmups are done and put on sideline at least 10' from out of bounds)
4. Place pylons in proper locations (see orange dots on drawing below)
5. Place penalty table and chairs at 50yd line about 5' from the out of bounds (see orange rectangle by penalty box)
6. Go through all the balls in the bags and make sure there are no greasers in there.
7. Place the (2) ball bags, one at each goal post. (ball shagger to distribute ball during national anthem)
8. Put gator away in the shed
9. Put out 4 brand new balls and place in front of table for the refs
10. If haven't done previously get a hold of the varsity director to see you is scheduled to volunteer
11. About 30 min before game time find the volunteers and go through penalty time and game scoring with them. Also find the ball shaggers, need to have one on each end. Have them place the balls out during the national anthem.(not any sooner) Place balls in the proper locations (see yellow dots on drawing below)

## **After Game Duties**

1. Have volunteers pick up all the balls and put in ball bag right when game ends. Have them bring the ball bags to the penalty table (mention this to them when going over shagging duties)
2. Have some players put the game goals back into the shed.
3. Get the gator and pick up everything.
4. Make sure everything is put back to where we took them from
5. Keep shed organized and kept neat.
6. Turn off light in shed and lock up.

