Football Game Day Activities

**Supervisor Duties in Bold**

1. Field Coordinator - Allen Stevens (980-253-8886)
   1. Allen has everything needed to set the field up for games. He’ll arrive and have the field set up by 12:30
      1. Tables, Tents, Scoreboards, Power cords, cones
   2. Graham Stevens will stay on the field and run the scoreboards. The refs have remotes, but they don’t always work from a long distance, so Graham is there to help all day. Graham also writes down the scores at the end of each game
   3. After the K-2 and 3-4 games complete, Allen will remove the cones
   4. At the end of the day, Allen will take down all equipment and carry it home
   5. **Supervisor** will pay Allen & Graham
   6. **Supervisor** needs to pick up the scoresheet from Graham at the end of the day
2. Gate Coordination
   1. Beta Club is managing volunteers. We will send out a printout prior to Sunday so that we know which students are covering which shifts
   2. **Supervisor** will have the cash for the cash box. Fill the cash box with enough cash to get the day started, and hold on to the extra cash
   3. **Supervisor** should visit the gate throughout the day to clean out the cash box. Removing all large bills and $200 - $300 in 20s each time to make sure that cash box doesn’t have too much money. Also check with gate to make sure that they do not need more 5s
3. Referees
   1. Marcus Chambers is our coordinating official. He makes sure that we have referees on each field for each game
   2. We use one referee per game for K-2 and 3-4. Two referees per game for 5th/6th
   3. **Supervisor** will distribute payment to Marcus and the referees
4. Police
   1. **Supervisor** should distribute payment to Officer on duty
   2. **Supervisor** should update Officer on duty with expectations for the day.
      1. Officer should make rounds every hour to ensure he/she is visible
      2. Officer should help ensure fans stay off the tracks
5. EMT
   1. Captain Shane Lacount arranges for us to have an EMT (firefighter) on site each week.
   2. They typically park their vehicle near the field house
   3. If James Carrigan is on duty, he will pull his truck around behind the visitor bleachers, through the gate and park near the storage building under the scoreboard
   4. EMT should be ready to help with any injuries that require assistance
   5. **Supervisor** should distribute payment to EMT
6. Football Directors
   1. Brawley: Jason Smith (704-999-3580) and Andrew Maletta (317-518-7186)
   2. Cloverleaf: Chris Montross (704-608-4175) and Greg Harrison (757-506-1568)
   3. Shepherds: Dustyn Bucher (828-719-9222)
   4. TYAA: Justin Cagle (704-746-6535)
   5. ARS: Tracy Sain (336-837-9723)
7. Concessions:
   1. MHS dance team will run concessions. We’ll need to work with Allen Stevens to ensure concessoins has enough ice
   2. We always allow Referees, PD, EMT and Gate Workers to eat free at concessions. **Supervisor** would need to settle up with concessions at end of day to cover expenses
   3. **Supervisor** to provide gatorades and water to the cooler that Allen will have at the middle of the field for the refs and other workers

Recap of Supervisor Duties

Pay all the workers

Get drinks for refs

Monitor cash box

Make sure fans stay off the field

Settle up with concessions at end of day

Help with any issues