

## **Job Description Hall Manager Friday Night**

1. Set up nets at appropriate heights
2. Make sure each net has a whistle and a scoresheet
3. Ensure referees start games on time
4. Ensure games go for the allotted time and end all games on time
5. If a team is late the game still finishes so the next game starts on time
6. If a team does not turn up then organise another team to stay and play
7. Collect in all results from games and either give them to the teacher in charge of volleyball at your school or email them Dan at: [dan@osssa.org.nz](mailto:dan@osssa.org.nz)
8. At the end of the night collect in whistles and scoresheets and take down nets and put away. (Get the losing team from each court to help)
9. Tidy up gym and lock up.

## **Job Description**

### **Hall Manager - Tournaments**

1. Make sure the gym is open at least 30 minutes prior to the first game commencing
2. Set up nets to appropriate height
3. Ensure there is a referee stand and in position
4. Make sure there are two whistles. One for the first referee and one for the second referee
5. Stick the tournament score grid on the wall in a place that all can see
6. Ensure there are appropriate scoresheets and they are filled in correctly prior to the game commencing.
  - 6.1. This means teams have written in all players on the scoresheet and the captain has signed it
  - 6.2. Keep an eye on the scorers that they are filling it in properly
7. Make sure games start on time and the duty team is present and has the appropriate number of people to do the job properly
8. At the end of the game make sure the scoresheet is completed and signed by the captains and the first referee
9. Take the scoresheet and fill in the score grid keep this up to date as placings may depend upon it. (Make sure you keep the used score grids safe as count backs maybe required)
10. At the end of the night
  - 10.1. Make sure the teams that have duty first in the morning know this
  - 10.2. Tidy up the gym ready for the next day and lock up
11. Open the gym on time as in 1 above
12. During the course of the tournament wander around and make sure there is no damage and no unruly behaviour. Report players to the teachers or coaches or to

the tournament director if there is a problem. Also report any damage to buildings etc.