



**MID BASKET
NIGHT BALL**

BUS ASSISTANT RESPONSIBILITIES

On Arrival (10.15pm)

- Sign the Volunteer Sign-in Sheet and collect your nametag
- Collect the clipboard with transport sheet from the tournament manager
- Introduce yourself to the bus driver

Responsibilities

- Check off each player as they get on the bus
- Assist the bus driver by co-ordinating the drop-offs in a sensible and logical order (based on suburb listing)
- Once a player is dropped off, sign off the bus list next to their name and mark down time of drop-off
- Yellow card can be issued to a player for inappropriate behaviour – check rules overleaf
- If yellow card issued, record this on the bus list near their name 'Y'

Bus Departure Times – indicative only

- 1st bus – 10.40pm
- 2nd bus – 11.20pm
- 3rd bus – Midnight

Bus Lists

- There are two bus lists in the folder:
 - One by suburb order (alphabetical)
 - One alphabetical listing by surname

End of Night

- Write your name on the top right hand corner of bus list
- Ensure form is complete
- Hand completed forms and folder back to the bus driver

**NO WORKSHOP
NO JUMPSHOT**



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SCORE BOARD OPERATOR RESPONSIBILITIES

On Arrival (7pm)

- Sign the Volunteer Sign-in Sheet and pick up your nametag
- Attend the Briefing (7.15pm)

On Players Arrival (7.30pm)

- General supervision and assist where needed
- Familiarise yourself with the Score Board Operating System
- Enjoy some dinner before the games begin

Prior to Game Commencement at 8pm

- Referees and scorers will arrive – introduce yourself
- Be courtside ready to start at 7.55pm
- Set the scoreboard ready for the first game (14 minute half)

Match Schedule (8pm to Midnight) – indicative only

- Each match has a 5 minute warm-up, 2 x 14 min halves, 2 minute half time
- 8.00pm Match 1 / 2 8.35pm – 5 mins swap over
- 8.40pm Match 3 / 4 9.15pm – 5 mins swap over
- 9.20pm Match 5 / 6 9.55pm - 5 mins swap over
- 10.00pm Match 7 / 8 10.35pm - 5 mins swap over
- 10.40pm Match 9 / 10 11.15pm - 5 mins swap over
- 11.20pm Match 11 / 12 Midnight – conclude / depart

- There will be one scorer per court. You can assist the scorer by writing 'light' or dark' beside the team names on the score sheet so that the scoreboard corresponds to these teams.
- Each team is allowed 2 time outs per match

Scoreboard Operation

Scoring

1. Light team will generally be the lighter coloured shirts than the dark team
2. Use the [Score +] to add points for a team
3. Use the [Score -] to take points off a team
4. Continually check with the scorers to ensure scores are correct.

After Each Game

- Reset the Scoreboard by pressing the Reset button in the scoring section.

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SCORER RESPONSIBILITIES

On Arrival (7pm)

- Sign the Volunteer Sign in Sheet and pick up your nametag
- Attend the Briefing (7.15pm)

On Players Arrival (7.30 – 7.50pm)

- Ensure the player sign-in sheets are being completed by the Players/Team Managers
- Enjoy some dinner before the games begin
- 7.50pm Collect player sign-in sheets from team managers and update all score sheets with player details - be court-side ready for start. Hand player sign-in sheets back to team managers once score sheets have been updated.

Match Schedule (8pm to Midnight) – indicative only

- Each match has a 5 minute warm-up, 2 x 14 min halves, 2 minute half time
- 8.00pm Match 1 / 2 8.35pm – 5 mins swap over
- 8.40pm Match 3 / 4 9.15pm – 5 mins swap over
- 9.20pm Match 5 / 6 9.55pm - 5 mins swap over
- 10.00pm Match 7 / 8 10.35pm - 5 mins swap over
- 10.40pm Match 9 / 10 11.15pm - 5 mins swap over
- 11.20pm Match 11 / 12 Midnight – conclude / depart
- There will be one scorer and a scoreboard operator per match.

○ **Time Outs**

- Each team is allowed 2 time outs during a match
- Mark the number ie 1, 2 in the boxes under Time Outs

Fouls

- Referee will advise when a foul has been called on a player – cross the box beside the player name each time a foul is called
- When a player has 5 fouls – advise the Ref

Running Score

- The A column refers to Team A as written at the top of the sheet. B Column refers to Team B as written at the top of sheet.
- As shots are made, cross off the corresponding # of points for Team A or Team B and record the player's singlet number against that goal
- Write the half time scores in the bottom left hand corner and circle the score on the running score.
- Write the final score and winning team in the bottom right hand corner
- Check both scoresheets correspond throughout the game and with the scoreboard

Yellow Card

- If a ref issues a yellow card to a player, please record the player's number in the box under the 'yellow card' section. If a player receives 3 yellow cards, notify the ref.

After Final Matches of the Night

- Hand all completed score sheets back to the tournament manager at the end of the night.
- Remind the Team manager to fill out the Best & Fairest Section on the player sign-in sheet.



GENERAL SUPERVISOR / CATERING ASSISTANT RESPONSIBILITIES

On Arrival (6.45pm)

- Sign the Volunteer Sign-in Sheet and pick up your nametag
- Assist the caterer with setting up ready for players' dinner
- Assist tournament manager with dinner/seating set-up
- Attend the Briefing (7.15pm)

On Players Arrival (7.30pm)

- Supervise the arrival of the players to the meals area, directing their team area
- Assist the caterers with the serving of dinner, ensuring that all players, spectators, volunteers are fed prior to seconds being offered
- Assist with the clearing up after player dinner – encourage all players to place their plates etc in the bins provided

Workshop / Game Time (8pm on)

- Assist with the serving of spectator, parent dinner. Enjoy your own dinner at this time.
- Feel free to watch the games which commence at 8pm.
- Assist the caterers with any pack up if required
- General supervision of players (refer to Code of Conduct)
 - Indoor basketball court areas
 - Workshop areas
 - Outside areas
 - Male / female bathrooms
- Assist team managers with rounding up their players before their game if required
- Ensure no players leave the immediate vicinity of the venue
- Report any inappropriate behaviour or anything that concerns you to the Youth Worker or Tournament Manager
- Assist the Team Managers with the departure of players on buses as required
- Assist with pack up of venue

End of the Night

- Sign out on the volunteer sheet and hand back nametag

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TEAM MANAGER RESPONSIBILITIES

On Arrival (7pm)

- Sign the Volunteer Sign-in Sheet and pick up your nametag
- Collect your team clipboard from Tournament Manager – this will have the player sign-in sheet inside and your schedule for the night
- Collect your team bag – including singlets and basketballs from Tournament Manager
- Familiarise yourself with your team's schedule for the night
- Attend the Briefing (7.15pm)
- Go to your team table for dinner / player registration

On Players' Arrival (7.30pm)

- Round up your players to your dinner table as they arrive
- Distribute the team shirts to players (try and keep consistent each week)
- Players to sign-in on sheet, including singlet number and if a player is catching the bus home (tick) or is leaving with carer ('C')
- Enjoy dinner with your players
- If you are short of players by 7.50pm, please notify the tournament manager
- Give the completed sign-in sheet to the official scorers who will complete score sheets

Workshop

- Supervise players during the workshop – all players must attend
- Ensure that all balls, etc remain in your care
- Remember 'No Workshop, No Jump Shot!' - if a player does not attend the workshop, they cannot play in any matches for the rest of the night
- Facilitator awards points to each team nightly, with a prize for the winning team at the end of the competition. Point this out to your team to encourage participation.

Matches

- Refer to Basketball Rules and Code of Conduct
- Manage subbing of players, tactics and time outs – be fair & consistent
- Ensure your team is on time for all games – refer to your schedule in team folder

After the Game

- At the conclusion of the final game, select a Best & Fairest Player and write on the player sign-in sheet which will be given back to you by the scorers during the evening
- Retrieve singlets from all your players and place in team bag
- Supervise your players' departure; ie bus or carer – tick off as they depart
- Put player sign-in sheet back in your team's folder
- Folder, singlets, basketballs in team bag to be handed back to the tournament manager
- Sign out on the volunteer sheet and hand back nametag and folder

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WORKSHOP SUPERVISOR RESPONSIBILITIES

On Arrival (7.00pm)

- Sign the Volunteer Sign-in Sheet and pick up your nametag
- Get a copy of the workshop program for the evening (running-order)
- Attend the Volunteer's Briefing Session (7.15pm)

On Players Arrival (7.30pm)

- Enjoy a meal with fellow volunteers and players

Workshop Set-Up (7.45pm)

- Move to workshop area
- Introduce yourself to the facilitator and ensure they have a copy of the running order
- Help with room set-up – ensure that the Leaderboard is up
- Ensure the facilitator has a feedback form which needs to be completed each night
- Ensure any materials required are on-hand for facilitator and players

Workshop Times

- Workshop 1: 8.00pm
- Workshop 2: 8.40pm
- Workshop 3: 9.20pm

During Workshops

- 5 minutes prior to the commencement of each workshop, round up team managers and teams
- Help managers keep their players involved and assist if required
- Call on Youth Worker if necessary for particularly difficult players
- Assist facilitator if called upon
- Take note of the number of players who attend each workshop – give these to the facilitator
- Take note on facilitator feedback form of key things learnt by each team

End of the Last Workshop

- Collect facilitator feedback form and hand in to Tournament Manager
- Ensure facilitator has updated the Workshop Leaderboard
- Ensure that a team has been awarded 2 points to a team for overall leaderboard
- Sign out on the volunteer sheet and hand back nametag
- Enjoy the rest of the night's matches or leave at your will

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