
BUS ASSISTANT ROLE DESCRIPTION

On Arrival (10.15pm)

- Sign the Volunteer Sign-In Sheet and collect your nametag.
- Collect clipboard with bus lists 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 coordinating 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 with a 'Y'.

Bus Departure Times

- 1st bus – [time]
- 2nd bus – [time]
- 3rd bus – [time]

Bus Lists

- There are two bus lists in the folder:
 - One alphabetical listing by suburb
 - 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, along with your nametag.

SCOREBOARD OPERATOR ROLE DESCRIPTION

On Arrival (7pm)

- Sign the Volunteer Sign-In Sheet and pick up your nametag.
- Attend the Volunteer's Briefing Session (7.15pm).

On Players Arrival (7.30pm)

- General supervision and assist where needed.
- Familiarise yourself with the score board operating system.
- Enjoy some dinner (sit with Players) 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) - Standard 2 Court Format: 6 Teams

- 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

- Light team will generally be the lighter coloured shirts than the dark team.
- Use the [Score +] to add points for a team.
- Use the [Score -] to take points off a team.
- 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.

After Final Matches of the Night

- Sign out on the Volunteer Sign-In Sheet and hand back nametag.

SCORER ROLE DESCRIPTION

On Arrival (7pm)

- Sign the Volunteer Sign-In Sheet and pick up your nametag.
- Collect clipboard with scoresheets from the Tournament Manager.
- Attend the Volunteer's Briefing Session (7.15pm).

On Players Arrival (7.30pm – 7.50pm)

- Ensure the Player Sign-In Sheets are being completed by the Players/Team Managers
- Enjoy some dinner (sit with Players) 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) - Standard 2 Court Format: 6 Teams

- 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	10.35pm - 5 mins swap over
10.40pm	Match 8	11.15pm - 5 mins swap over
11.20pm	Match 9	Midnight – conclude / depart
- There will be one Scorer and a Scoreboard Operator per match.

Match Rules

- 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 Referee.
- 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 number 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 Referee 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 Referee.

After Final Matches of the Night

- Hand all completed score sheets back to the Tournament Manager at the end of the night.
- Sign out on the Volunteer Sign-In Sheet and hand back nametag.

GENERAL ASSISTANT ROLE DESCRIPTION

On Arrival (6.45pm)

- Sign the Volunteer Sign-In Sheet and pick up your nametag.
- Collect Nightly Running Sheet from the Tournament Manager.
- Assist the Catering Assistant with dinner/seating set-up.
- Attend the Volunteer's Briefing Session (7.15pm).

On Players Arrival (7.30pm)

- Supervise the arrival of the Players to the meals area, directing to team tables.
- Assist the Caterers/Catering Assistant with the serving of dinner, ensuring that all Players and Volunteers are fed prior to seconds being offered.
- Assist with clearing up after Player dinner – encourage all Players to place their plates etc in the bins provided.

Workshop/Game Time (8pm onwards)

- Assist with the serving of Spectator/Parent dinner. Enjoy your own dinner also.
- Assist the Caterers with any pack up if required.
- General supervision of Players (refer to Code of Conduct), covering:
 - indoor basketball court areas;
 - workshop area;
 - outside areas; and
 - male/female bathrooms.
- Feel free to watch the games which commence at 8pm.

General Tasks

- 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 concerns to Youth Worker or Tournament Manager.
- Assist the Team Managers with the departure of Players on buses as required.
- Assist with pack up of venue.
- Check with Tournament Manager if there are any tasks that require assistance for the night, or if any role has gone unfilled that you could assist with, for example, a rostered Volunteer doesn't attend on the night.

End of Night

- Sign out on the Volunteer Sign-In Sheet and hand back nametag.

Please Note: If there is no role for you please feel free to go home if you wish. Please let the Tournament Manager know before you go home.

CATERING ASSISTANT ROLE DESCRIPTION

On Arrival (6.45pm)

- Sign the Volunteer Sign-In Sheet and pick up your nametag.
- Collect clipboard from the Tournament Manager - this will have the Player Details Food Allergies report inside along with the Nightly Running Sheet.
- Set up ready for Players' dinner including seating and tablecloths.
- Attend the Volunteer's Briefing Session (7.15pm).

On Players Arrival (7.30pm)

- Supervise the arrival of the Players to the meals area, directing to team tables.
- Coordinate serving of dinner, ensuring that all Players and Volunteers are fed prior to seconds being offered.
- Ensure all Players and Volunteers are sitting together at tables, with players seated with their team.
- Report any inappropriate behaviour or concerns to Youth Worker or Tournament Manager.
- Assist with 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 also.
- Pack up and tidy up kitchen areas.
- Feel free to watch the games which commence at 8pm.

End of Night

- Sign out on the Volunteer Sign-In Sheet and hand back nametag.

NUTRITION AND CATERING

Why are healthy food choices important for young people?

Major causes of obesity in children are unhealthy food choices and lack of physical activity. Providing healthy food choices is critical in reducing overweight and obesity rates. Adequate consumption of fruit and vegetables is a protective factor against many diseases including coronary heart disease, hypertension, stroke, Type 2 diabetes and many forms of cancer. Good eating habits are important during adolescence as it is a period of rapid growth and development. Sufficient nutritious food is needed to support growth and normal development. Regular healthy eating improves young people's ability to think, their attentiveness, their ability to socially interact and helps to maintain a healthy body weight.

Why is this a responsibility of Midnight Basketball?

Midnight Basketball has strong ethical and professional guidelines regarding sponsorship of the program. These include no drugs or tobacco, alcohol, fast food, soft drinks or organisations that may contribute negative or unclear support for the health and wellbeing messages of the program. Midnight Basketball provides an ideal place to be exposed to healthy food choices that may not otherwise be available within their family or social environment.

How can we encourage and support healthy food messages on a Tournament Night?

- Ensure water is easily accessible to everyone including availability of cups.
- Ensure no soft drinks, fast foods, lollies, chocolate, cakes or chips are brought into the venue.
- Ensure food is cooked with low fat, salt, sugar and high fruit and vegetable principles.
- Remove vending machines from site. If not possible, turn them off and place 'out of order' signs on them.
- Support healthy food messages by role modelling and discussing with Players the benefits of healthy eating, including fitness and energy level benefits of eating good food on tournament nights.
- Stick to the rules and make no exceptions - this includes all Volunteers and Spectators.

TEAM MANAGER ROLE DESCRIPTION

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 Team Manager Report (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 Volunteer's Briefing Session (7.15pm).
- Go to your team table for dinner/player registration

On Players' Arrival (7.30pm)

- Greet your Players as they arrive.
- Distribute the team singlets 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 a Parent/Guardian.
- Enjoy dinner with your Players (sit together at team table).
- If you are short of Players by 7.50pm, please notify the Tournament Manager.
- Give the completed sign-in sheet to the Scorer.

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 (see over).
- Manage subbing of Players, tactics and time outs – be fair and consistent.
- Ensure your team is on time for all games – refer to your Team Manager Report in team folder.

After the Game

- At the conclusion of the final game, select a Best & Fairest Player for the night and write on the Player Sign-In Sheet which will be given back to you by the Scorers during the evening.
- Hold a presentation (either for all the teams together, or for your team). Announce why award was received. Congratulate all Players (always take photos with singlets on). Remember to shake hands with the player receiving the award and hand (not throw) the award to the player.
- Retrieve singlets from all your Players and place in team bag.
- Supervise your Players' departure; i.e. bus or Parent/Guardian – 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 Sign-In Sheet and hand back nametag.

WORKSHOP ASSISTANT ROLE DESCRIPTION

On Arrival (7.00pm)

- Sign the Volunteer Sign-In Sheet and pick up your nametag.
- Collect your clipboard from Tournament Manager - this will have the Nightly Running Sheet and Workshop Feedback Form inside - along with any requirements specific to workshop e.g. markers, butchers paper.
- Attend the Volunteer's Briefing Session (7.15pm).

On Players Arrival (7.30pm)

- Enjoy some dinner (sit with Players) before the games begin.

Workshop Set-Up (7.45pm)

- Move to workshop area.
- Introduce yourself to the Workshop Facilitator and ensure they have a copy of the Nightly Running Sheet.
- Help with room set-up – ensure that the laminated Workshop Shield Poster is up on the wall.
- Ensure any materials required are on-hand for Workshop 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 Team Managers keep their Players involved and assist if required.
- Call on Youth Worker if necessary for particularly difficult Players.
- Assist Workshop Facilitator if called upon.
- Take note of the number of Players who attend each workshop – give these to the Workshop Facilitator.
- Ensure bricks are awarded and laminated Workshop Shield Poster is updated at the end of each Workshop. See instructions on poster.

End of the Last Workshop

- Ensure that a team has been awarded 2 points to contribute to their Tournament Leaderboard score.
- Complete Workshop Feedback Form and hand back to Tournament Manager, along with clipboard.
- Enjoy the rest of the night's matches or leave at your will.
- Sign out on the Volunteer Sign-In Sheet and hand back nametag.

VOLUNTEER ASSISTANT ROLE DESCRIPTION

On Arrival (6:30pm)

- Sign the Volunteer Sign-In Sheet and collect your nametag.
- Collect clipboard from Tournament Manager - the Nightly Running Sheet and Volunteer Briefing Pack will be inside.
- Meet and greet any new Volunteers.
- Ensure Volunteers sign in and collect their nametags.
- Confirm Working With Children requirements have been met by all Volunteers.
- Introduce new Volunteers to Tournament Manager (sometime prior to dinner)
- Introductions and 'buddy' new Volunteers with other Volunteers.
- Watch Volunteer briefing video with all Volunteers.
- Have new Volunteers read the Volunteer Briefing Pack.

On Players Arrival (7.30pm)

- Ensure all Volunteers sit down for dinner with Players.
- Enjoy some dinner (sit with Players) before the games begin.

Throughout the night

- Ensure any outstanding housekeeping tasks are addressed:
 - Follow up outstanding Working With Children Checks
 - Check any new registration forms are completed correctly
 - Check all Volunteers in attendance have signed in
- Manage any Spectators that may arrive:
 - Welcome them to Midnight Basketball.
 - Ensure they understand the rules of the Tournament, such as no smoking, no drinking, no soft drinks etc.
 - Ensure they understand they are required to abide by the Code of Conduct as this is written by the Youth and it's really important we all show them our support.
 - Establish if they are planning to stay for the night. If yes, would they like to assist in one of the roles, for example scorer?
- Identify potential Volunteers to join the Community Committee, invite to join if appropriate. If interested, get their contact details and give to the Tournament Manager and/or Committee Chair to follow up.

End of Night

- If leaving prior to the end of the night, check with the Tournament Manager that they have the capacity to complete the following tasks:
 - Ensure all Volunteers sign out and hand back their nametags.
 - Return volunteer lanyards to the Tournament Manager.
- Advise Tournament Manager of anyone you may have identified to join the Community Committee and what information, if any, was provided.
- Sign out on Volunteer Sign-In Sheet and hand back nametag to Tournament Manager.