

## **McCullough Highlander Volleyball Manager Responsibilities**

### **The Position:**

This is a big job and will require a great deal of effort on your part to be successful. You will need to show a keen interest in the volleyball program. Your job well done can be very important to coaches and the Lady Highlander Volleyball program... take pride in your position.

### **Daily Practice:**

Check the gym and get equipment ready for practice:

1. Make sure the gym is clear of all PE equipment.
2. See that practice equipment is out and in the proper place. (balls, nets, antennae, clock, etc.)  
Assist in net set-up and take down.
3. Take attendance.
4. Make sure that one manager is in the gym at all times.
5. Assist in handing and shagging balls.
6. Record practice stats.
7. Double check that all equipment is returned to its proper place at the close of practice.

### **Weekly Duties:**

1. Check the air pressure of the volleyballs.
2. Make sure the equipment closets remain organized.

### **Home Game Duties:**

#### **Pre-game Procedure:**

Complete the Home game duties check list.

#### **During the Game:**

1. Keep stats and do the libero tracking.
2. Time Outs: Take towels and water out to players.
3. Encourage teammates whenever possible.

#### **Post-Game:**

1. Clear the bench of all equipment.
2. Put chairs and the scores table away.
3. Put all towels in laundry bin.
4. Put all equipment in the appropriate closets.
5. Be sure to check with coaches before leaving.

### **Away-Game Duties:**

#### **Pregame Procedures:**

1. Organize pregame meals
2. Make sure to take manager bag on the bus.
3. Take bus attendance once everyone is seated.

#### **During the Game:**

1. Keep stats and the book.
2. Time Outs: Take towels and water out to players.
3. Encourage teammates whenever possible.

#### **Post-Game:**

1. Bring all equipment in from the bus.
2. Put all towels in the bin.
3. Check with coach before leaving.