

## **McCullough Highlander Basketball 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 basketball program. Your job well done can be very important to coaches and the Lady Highlander Basketball 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, clock, spots, pennies)
3. Take attendance.
4. Make sure that one manager is in the gym at all times.
5. Assist in drills if needed.
6. Record practice stats (free throws, UCLA, etc)
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 basketballs.
2. Make sure the equipment closets remain organized.
3. Load/Unload the concession stand. Coach will explain more detail at the time.

### **Home Game Duties:**

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

Complete the Home game duties check list.

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

1. Keep the book.
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 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.

Check with coach before leaving.