

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:

You need to be present at EVERY practice. Whenever the team is at the gym, you are at the gym. Check the weekly email sent to your parents each weekend for the weekly practice schedule. **We start promptly at 6:45 am (7th grade) and 4:00 pm (8th grade), unless stated otherwise.** Being late will not be tolerated. There are consequences for tardiness.

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. (Includes but not limited to)

1. Gym is clean from any stray bags/water bottles/etc.
2. Clock is plugged in and ready to go on the score table.
3. Set up chairs for the bench

During the Game:

1. Keep stats and do the libero tracking.
2. Encourage teammates whenever possible.
3. No phone use allowed on the bench

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 binder & clipboard on the bus.
3. Make sure all player sign the seating chart. Take bus attendance once everyone is seated.

During the Game:

1. Keep stats, the book, and do the libero tracking according to coaches' assignments
2. Encourage teammates whenever possible.
3. No phone use allowed on the bench

Post-Game:

1. Have a parent sign you out if you are not riding the bus home!

If you ever have any questions please ASK!!!