

# Alberta Basketball

## 2024 YP Venue Coordinator Job Description

This is a contract position for the Alberta Basketball Youth Provincials held at the Saville Community Sports Centre on March 7th - 9th, 2024.

### Venue Coordinator General Responsibilities

- All venue coordinators must wear the Event Staff t-shirts throughout the tournament.
- Set up and take down all necessary equipment.
- Management of tournament venues in conjunction with respective facility staff.
- Track score sheets with notable items in the Sanctions/Remarks section. Separate these score sheets from others and submit them to the Program Director.
- Update Bracket Team with scores from game score sheets
- Presentation of medals and awards.
- Daily social media updates.
- Assist with setup & teardown of the ABA Pop Up Store.
- Assist in the sales of the event merchandise
- Set-up and take-down merchandise display and inventory
- Record sales and monitor stock
- Hand out Coaches packages at Venue
- Event staff should maintain a list of Recruiters at their venue (if any).
- Positive representation of Alberta Basketball

### Facility Set-up

- Courts should be set-up prior to your arrival - court packages and game balls will need to be placed out on the courts
- Each court should receive:
  - Size 7, 6 & 5 ball
  - Court Packages - Score sheets, score sheet procedure, technical package, rule modifications, schedule QR code and pens
  - Flip scorecard (if not supplied by facility)
- Post the following items:
  - Schedule QR Code
  - Website URL
  - Spectator conduct sheet

### Roster Verification Procedures

- On the first event day, prior to competing in a match the head coach of the team will be required to check in at headquarters

### Social Media

- Send Content (photos, videos-short ideally no more than 90 seconds, boomerangs etc.) with a description (team, venue, age). Content should be sent multiple times throughout the day. On Sundays please make sure to get photos of the medal winning teams after the presentation of medals.
- Working with the ABA Communications and Media Coordinator

### Time Management

- All teams and referees are aware of the **minimum five (5) minutes** of on court warm-up time.

- If courts start running behind schedule, a reminder may be necessary for the teams and referees that the **five (5) minute period** is to start as soon as the court is available to the teams.

#### Event Management

- If you are courtside at the end of a game, remind the coaches that they are responsible for cleaning their benches prior to departing.
- Regular trips throughout the facility will be required to ensure that teams and spectators are being respectful of the facility space.
- The following items are not permissible at Alberta Basketball events:
  - Warming up in hallways.
  - Posting of personal sponsorship banners or items.
  - Bringing coolers, cookware, large containers or boxes of food into facilities.
  - Speakers playing music in venues.
  - Congregating and congesting the main hallways.
  - Bouncing of basketball in hallways

#### Posting of Results

- Collect completed score sheets at the end of each game.
- Make initial recordings into the tournament binder.
- Make secondary recordings onto the Bracket Team schedule.
- In the event of a tie between two or more teams, follow the instructions for tie-breaking procedures (see technical package).
  - Prior to tie breaks becoming official one other staff member must verify the tie
- File all score sheets after results are correctly recorded.
- At the end of the event, ensure that all information is accurately recorded in the tournament binder, so Alberta Basketball has a complete record of results.

#### End of Day Responsibilities

- Collect the basketballs, score sheets, etc. from the courts.
- Ensure all results are accurately posted.
- Flag score sheets with comments in notes to give to Referee Program Director
- General facility tidying. May be required to pick up larger pieces of refuse and recycling.
- Gather all lost and found items (water bottles are not considered lost and found).
- Return all items to Alberta Basketball (at conclusion of Sunday competition).

#### Medals, Prizing and Presentations

- For gold, silver and bronze medal games, have the teams line up on their respective lines at the end of the game.
- Congratulate both teams on a great tournament.
- Recognize the team name and the corresponding medal won by that team
- 12 medals are provided per team - athletes only. Please return any extras medals.

#### Referees

- All referees will be informed of tournament specific rules.
- During the initial set-up at the start of the day, introduce yourself so the referees know who's responsible for coordinating the venue.
- Most large venues will have a Referee Evaluator on site - Saville. This individual will be available to assist with all matters relating to refereeing (exchange cell phone number for communication)

- Please fill out the referees tracking form for any unusual occurrences (E.g. late referees, missing referees, etc.)and/or advise the Referee Evaluator.
- Referees are expected to be on site for an event 30 minutes prior to the scheduled start time of the games.

#### Protests

- A formal protest is to be dealt with on site, at the time of the occurrence and prior to the resumption of the game.
- Procedures for management of a protest are included in the Rule Modifications.
- Members of the technical committee include:
  - Alberta Basketball Association (ABA) – Reagan Wood/Dave Drabiuk
  - Calgary Minor Basketball Association (CMBA) – Ken King
  - Edmonton Youth Basketball Association (EYBA) – Jay Ouellette

#### Forfeits and Defaults

- **FIBA rules will** be applied with regards to forfeits and defaults.
- All games shall start on time as scheduled.
  - Teams will be given 5 minutes from their scheduled start time to have registered players ready to play. If a team does not have five registered players (four for 11U divisions, three for 18U Girls) within those 5 minutes, they will forfeit the game.
  - Any team that forfeits a game may not be allowed to continue playing in the tournament. Forfeiture and all other division schedule impact and modifications will be determined at the discretion of the Technical Committee.
  - Please contact Alberta Basketball staff prior to defaulting a team, as there may be extenuating circumstances to be considered.
- Teams are not allowed to withdraw/drop out of an event without a valid reason.

#### Spectator Matters

- All spectators at ABA events are expected to comply with the terms of Spectator Code of Conduct posted at the event.
- In the event of minor behavioral issues, with support from the ABA staff, a warning will be provided to the spectator(s). This warning will address the behavior in question and serve notice that if continuing behaviors are observed or exhibited, the individual(s) will be asked to leave the venue for the duration of the event.
- Any verbal abuse directed towards a player, coach, official, other spectators, tournament staff or facility staff will not be tolerated. The individual will be asked to leave for the duration of the event.
- If a spectator refuses to vacate the venue, notify facility staff to contact
- Security or Management to facilitate the removal of the individual(s).

#### Emergency Protocols

- In the event of an injury/emergency, Venue Coordinator will likely be the first to arrive onsite.
- In the case of a significant injury, request the assistance of ABA staff and/or facility staff.
  - Facility staff will be responsible for implementing their established emergency protocols (contacting of ambulance, etc.).
- In the case of a venue emergency (fire, etc.) the facility staff will be responsible for executing their emergency evacuation procedures.
- Should the emergency/injury require play to be delayed or canceled, please contact Alberta Basketball at the earliest possible opportunity.

Please complete the [Venue Coordinator Application](#) if you are interested in this position