

GAME ADMINISTRATOR'S PROCESSES

- Game Manager is responsible for picking up the cash bag and tickets on the day of the event before 5:30 pm (Mon-Thurs) and before Noon (Fri).
- Game Manager is responsible for ticket sales, counting the money, and returning the cash bag along with signed ticket reconciliation form and left-over tickets to the Bursar's office on the next business day after the Athletic Event.
- Cash bags and tickets should be kept in a safe until the Game Manager or alternate can return them to the Bursar's Office.
- Arrive 30 minutes before event. Check sport specific game day information.
- Once you commit to an event, you are responsible for arranging your own substitute. Make sure you notify the Athletic Director or someone in the Division Office of the change.
- Meet visiting teams and greet coach. Introduce yourselves as game administrator. Point out locker rooms, rest rooms, etc.
- Meet and greet game officials, referees, umpires, etc. Open locker room for officials both prior to event and at halftime. Check locker rooms after visiting team leaves to ensure no damage occurs or is reported.
- Make sure facility is ready for play.
- Insure CCCAA Good Sportsman Statement is read before each contest.
- Keep an eye on ticket gate and concession stands. Help collect cash boxes.
- Keep copy of sport supplement and decorum violation forms on your person in case of questions. Write up any decorum violation that occurs and bring to the Athletic Director the next morning. Write up any other situation that would require the attention of the Athletic Director. Supervise the protest committee in playoff situations.
- Facilitate the playing of the contest in any way necessary. Know the phone numbers and contact names of facilities/grounds in case of problems. Know proper procedure for getting campus security called if needed.
- Walk the visiting team to the bus or vans based on the situation at hand. Make sure the facility is secured after the contest.
- Game Manager and another person will count all money and write down the amount on the Ticket Sales Reconciliation Report.
- Complete the Ticket Sales Reconciliation Report
- Game Manager and second person counting the money should sign and date the ticket reconciliation form.
- Drop the cash bag and tickets in the safe in the Athletic Department until it can be taken to the Bursar's office the next business day.
- Game Manager or alternate must return and sign in the cash bag, left over ticket rolls, and Ticket Sales Reconciliation Report to the Bursar's Office.