

Sports Chaperone Duties



Thank you for your work as a chaperone for our sports activities. To help you in understanding the job of sports chaperone, please see the expectations listed below. If you have any questions or concerns, they should be directed to Jeff Augustine, Athletic Director. Thank you.

Name of Chaperone _____

Event/Date/Time _____

Assignment checked below:

CLOCK PERSON (must have knowledge of mechanics of game and experience/training on clock operation)

1. Be present 30 minutes before the game.
2. Pick up score clock control panel and be sure it is hooked up.
3. Pick up microphone and prepare for announcements, introductions, lineups, sportsmanship, etc.
4. Return the score clock control panel to supply room cage or field house after the game.

CHAPERONE 1 (Ticket Taker):

1. Pick up the tickets and cash box from the Business Office on the day of the game (or on Friday for a Saturday game or on the last school day before a holiday game). Verify the amount of cash in the box.
2. Pick up a radio from the main office prior to the event and keep it with you at all times.
3. Verify the beginning ticket number on both student and adult tickets.
4. Be present 45 minutes before an indoor game and 90 minutes before an outdoor game.
5. Stay 15 minutes after the game to help clear hallways, restrooms, field area, etc.
6. Collect money as people arrive and direct them toward the gym or field.
7. Do not allow any spectator into the game if his/her name appears on the "persona non grata" list.
8. Keep students, parents, guests, community members out of the hallways. No one is allowed upstairs. Attendees are only authorized to be in the lobby, gym, and first floor restrooms. Children must be supervised by their parent/guardian at all times.
9. If a Newfield student leaves the building, he/she may NOT return.
10. Count the money at the end of the night, fill out the deposit slip, and place both in the drop box.
11. Stop selling tickets and assist the other chaperone after half-time of the varsity game. Do not sit in the stands.
12. Everyone must have a ticket except:
 - a. Faculty or staff and his/her spouse and children (if arriving with faculty/staff member)
 - b. Board of Education members and his/her spouse and children (if arriving with BOE member)
 - c. IAC passes – free for bearer and one other person only
 - d. Senior Citizens (over 65)
 - e. National Honor Society members – must show card
 - f. Those with a Section IV pass
13. Family Pass Newfield Athletics – The ticket taker must hole punch the pass for one game used. If all the games are punched, the person will need to pay.

CHAPERONE 2:

1. Pick up a radio from the main office prior to the event and keep it with you at all times.
2. Arrive 30 minutes before the game. Stay 15 minutes after the game to help clear hallways, restrooms, field area, etc.
3. Do not allow any food or drink (except water) into the gym (indoor games)
4. Allow people to enter the gym only during times when the ball is not in play (indoor games)
5. Monitor the attendees in the stands and those in the lobby (if indoor game) to make sure everyone is behaving in an appropriate manner. All school rules and IAC rules must be followed at every game. Do not sit in the stands.
6. Speak up and remind attendees of appropriate behavior as necessary: "Be loud. Be proud. Be positive."
7. Remove attendees who are not able to behave appropriately. An administrator may be available to assist you, but you are the primary enforcer. Law enforcement may be called if attendees are uncooperative.
8. If a Newfield student leaves the building, he/she may NOT return.
9. Remind people to pick up after themselves and not leave any garbage behind.
10. Report any major offenses or situations to the high school principal no later than the day after the event (even if on a weekend or holiday).