

Gym Manager - Instructions

A gym manager for basketball game days ensures a safe and orderly environment for players, coaches, officials, and spectators. They also make sure the game runs smoothly and that emergency procedures are in place.

Everett Hoop Club duties of the Gym Manager for the Wesco Boys Tournament:

- Be available and visible on site throughout your shift.
- Clean up any spills and keep the gym tidy, especially between games.
- Ensure exit doors remain clear and are not blocked.
- Know the location of the first aid kit and training/ice room and be ready to bring it to coaches/parents as needed.
- For Everett High School, assist spectators needing to use the elevator (requires a key to operate).
- Oversee money counts between shifts for those working at admissions/concessions.
- Opening Gym Manager – Ensure the following is done at the beginning of the day:
 - Meet custodian - make sure front doors are unlocked (upstairs only at EHS), all lights are on, bleachers are pulled out, and both parking lot gates are open (NMS).
 - Verify access to tables/chairs, equipment room (scoreboard controllers), and training/ice room.
 - Assist the coaches in setting up the court(s) for games (i.e. lower the basketball hoops, set out chairs for teams, etc.) if needed.
- Closing Gym Manager - Ensure that the following is done at the end of the day:
 - Equipment/chairs/tables are put away at the end of each night for Everett HS or at the end of Sunday night at North MS.
 - Make sure to either meet with custodian (EHS) or that the front doors are locked (NMS) before leaving the premises.
- Reach out with any issues and/or questions via the Volunteer GroupMe, or via text (Stacy) at 701-587-1174.

*Wesco Hoops Boys Tournament
March 6-8, 2026
Hosted by Everett Hoop Club and Snohomish Basketball*

GroupMe

