



# DOUGHERTY VALLEY HIGH SCHOOL

*Home of the Wildcats and Traditions in Excellence!*

## THE ATHLETIC ADVISOR

### Day to Day Operations

Daily:

#### Supervision

- Make sure your student athletes are supervised before, during, and after practices.
- Locker room supervision is **REQUIRED** before and after practices and games. A coach must supervise student athletes at all times in the locker rooms. If you don't plan on using the locker rooms prior to or after practices and games you must provide a safe place for your student athletes items.
- Custodians and the athletic trainer are not allowed to open the locker rooms for student athletes who have left items in the locker room.

#### Facilities/Equipment:

- All equipment that is used by student athletes must be in proper working order and safe to use.
- Report any damaged or missing items to the Athletic Director immediately.

#### Game Days:

- Game day staff should be confirmed 1 day prior to the game
- Score books, score keepers, clock operators, ticket takers should be provided by each program with the exception of the following:
  - Football - JV and Varsity - required gate by the league
  - Basketball - JV and Varsity men's and women's- required gate by the league

If you are unable to get volunteers please contact the Athletic Director immediately.

**IMPORTANT:** If you are planning on collecting a gate for pre-season games or tournaments, you **must** complete a "Event Fundraiser Form" and get approval from the Athletic Department.

Once approved, you need to meet with Peggy Thomas to obtain a cash box and number tickets, and go over the required protocol.