



September 2011

To: All Basketball Parents & Families

From: Victoria Oligino, School Office

We anticipate that our annual basketball tournament will begin on January 15<sup>th</sup>, and possibly run through mid-February, depending on the number of teams we get. It is the obligation of basketball player families to give a minimum of 6 hours of service to the tournament – regardless of the fact that we no longer have a volunteer points program. This is a very labor intensive event that requires “all hands on.” Please plan on giving as much time as you can. This is a prolonged event that requires a great deal of manpower and your children are the main beneficiaries of the sports program we sponsor. The proceeds of this event also help to keep tuition costs down. We will also put out request for help from the general parent population.

In January, as soon as it is available, we will be releasing the final tournament schedule. In the interim, please make room on your calendars for the tournament. For planning purposes, you can expect the tournament to run on Friday nights, all day Saturday and possibility during the week if games so require

Please keep in mind that if you are over 18 years of age, in order to volunteer at this event you will need to have all your Virtus training completed and forms filled-out. If you have not yet completed the Protecting God’s Children course, you need to do so soon. A full set of directions is available on our website (<http://www.stjamesstratford.org/parents-2/volunteering-virtus-training>.) or you may register directly by following the “Registration” links on the main website at [www.virtus.org](http://www.virtus.org)

Below is a listing of the tournament “jobs”. All willing family members should fill out the slip below and let us know their areas of interest and general availability so that we may begin planning:

All family members who are interested in volunteering and who are or expect to be Virtus trained,

<b>VOLUNTEER POSITIONS:</b> (CHECK ANY AREAS OF INTEREST TO YOU UNDER YOUR NAME)	<b>Name</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>
Score Keeper				
Time Keeper				
Kitchen Crew				
Set-up/Close-up Crew				
Volunteer Coordinator				
Raffle Coordinator				
Admissions				
Ad Book Support				
<b>TIME RESTRICTIONS (when not available)</b>				

- Clock or Score Keepers (training provided) – working the official time-clock at the games and/or keeping the official score of the games.
- Team Liaison - Help coordinate team schedules, contact teams to let them know when their games are and to escort teams to their designated “locker rooms” and make sure they are properly attended to.
- Kitchen Crew – Help sell items at concession stand or to cook burgers, etc.
- Set-up/Close-up Crew -- Make sure chairs and tables are set and to maintain the floor before and between (must be kept clean for proper and safe play), to collect garbage and straighten up at the end of the night.
- Volunteer Coordinator --- To help schedule families volunteer time to assure adequate coverage.
- Raffle – Folks needed to collect prizes and/or to help sell raffle tickets and run a 50/50 raffle during each game
- Admissions – To sell admissions tickets and promotional items at door.