



# **Basketball Building Host Responsibilities:** Facilities, Equipment, and Priesthood Supervision

1. The Building Host is responsible for the care and safety of the building and grounds including set-up and clean up.
2. **A Priesthood Leader should be in attendance at all games.** He should remain in the building at all times. If necessary, he is to take charge/control of injury, disciplinary or facility issues. He should remain until the building is locked and everyone has left the building.
3. Have the building open and READY to use **30 minutes** prior to first game.
  - **Sweep the game floor** before the first game and thereafter when necessary.
  - Locate and provide access to a working phone.
  - Set heating / cooling system at a comfortable level.
  - Prominently post the “Area Sports Posters” (YM/men/YW/women as appropriate.)
  - Set-up tables and chairs for scorekeepers and team check-in.
  - Set-up chairs for team benches (on the same side of the court as the scorer’s table) and where possible, set up an area for spectators on the opposite side of the court.
  - Monitor the building and hallways carefully throughout the games to prevent problems.
4. The following equipment must be on hand for each game:
  - Scorekeepers equipment including: Scoreboard/working clock, flip cards, possession arrow, stopwatch for supervising time outs
  - First aid kit (available in member closet), including ice or ice packs
  - Tape: place an “X” on the floor out of bounds directly in front of the scorer to help the substitutes locate the scorer to request a substitution.
5. The GAME HOST will be on hand to oversee the check-in of teams, provide personnel for the scorer’s table and officials, when assigned. We encourage you to work together and assist each other as needed.
6. A region representative will be available to oversee the tournament, and assist you in any way that you may need.