

CHANT SERVICE HOURS ADDENDUM



Section 1: Service Hour Requirements

All parents, including both parents in each family, if applicable, are required to serve during home football games as outlined below:

1. All Middle School parents:

- A. Required to set up the football game area upon dropping off their players for warm-up.
 - i. This includes but is not limited to the setup of banners, concessions, tickets, football and cheer equipment, food and beverage coolers, and any other signs or materials used.
 - ii. You must check in with the SHC (Service Hour Coordinator) upon arrival to be directed to an area for setup.
 - iii. Your arrival must be no later than one (1) hour before game kickoff.
- B. All Middle School parents are required to serve one (1) half game. Middle School parents volunteer at the Varsity game to watch their Athlete. If you have Athletes participating in both Middle School and Varsity games, one parent must serve one half of the Middle School game, and one parent must serve one half of the Varsity game. You may choose to set up or tear down.

2. All Varsity and Cheer parents:

- A. Required to tear down the football game area at the end of the Varsity game.
 - i. This includes but is not limited to the teardown of banners, concessions, tickets, football and cheer equipment, food and beverage coolers, and any other signs or materials used.

- ii. You must check in with the SHC upon arrival to be directed to your area for teardown.
 - iii. Tear down will start 15 minutes after the game to allow parents to thank and see off family members and friends who have come to support the game, as well as take care of any last-minute concession sales for CHANT members, refs, opposing team, etc.
- B. Required to serve one (1) half of a game. Varsity parents and Cheer parents serve at the Middle School game to watch their Athlete. If you have Athletes participating in both Middle School and Varsity games, one parent must serve one half of the Middle School games, and one parent must serve one half of the Varsity games. You may choose to set up or tear down.
- C. Required to serve home playoff games. Those games will have a separate sign-up that will be sent out closer to the end of the regular season.
- 3. The Service Hour Coordinator will determine how and when parents sign up for their service. This will be communicated via Stack.**

Section 2: Options for Unique Circumstances

We need every family serving to make our home games successful. We strongly encourage all parents to participate, as it helps foster fellowship and camaraderie among families. However, for those who are unable to serve, families may discuss their unique circumstances with the Service Hour Coordinator.

1. Parents are responsible for finding their own replacement if they are unable to fulfill their service hours. They must notify the SHC of the change at least 48 hours before game day if

possible. This includes having another adult family member fill in for you, or asking another parent to do so if it does not affect their service.

2. If you cannot find a replacement, you will be charged a \$50 fee, which will cover the cost to find one for you and pay them to work in your spot. Please be sure to communicate your unique circumstances to the Service Hour Coordinator as soon as possible so you can work together to make sure your service hours are covered.
3. If either parent fails to meet the minimum required service hours, the Athlete may be assigned a position by the Service Hour Coordinator with approval of the Coach and AD. Service hours are essential for hosting home games; therefore, we require parents to sign up to serve before their Athletes can participate

I understand that, as a participant in CHANT, I am required to complete my service hours for each home-game week. I understand that I can speak with the Service Hour Coordinator about my unique circumstances, and we can work together to make sure our family participates in serving the team. I acknowledge the options and consequences related to service hours as outlined in this addendum. I also acknowledge that if I do not sign up to serve, a service hour will be assigned to me upon my registration with the team.

Athlete Signature: _____ **Date:** _____

Parent 1 Signature: _____ **Date:** _____

Parent 2 Signature: _____ **Date:** _____

Section 3: Service Hour Positions

Service hours are on a first-come, first-served basis. The later you wait, the fewer options available. If you do not sign up for a service hour, you will be assigned one. Some positions have certain criteria or qualifications that must be met and verified for you to serve in that area. Some positions require serving during both games. We also have some positions available that are outside of game day service. Please look for a way to serve that coincides with your God-given gifts and talents.

We need the following for each Middle School game and Varsity game. (Reminder: Middle School parents serve the Varsity game, while Varsity and Cheer parents will serve the Middle School game):

1. Concessions Logistics Coordinator: The Concessions Logistics Coordinator is responsible for managing all concession-related food items for each football game. This position requires you to be available for both games as outlined below. This position is for transporting food items and ice chests to and from the game and ensuring everything is unloaded and ready at the concessions area before game time. (Note: this role does not include transporting tables, awnings, tablecloths, or other equipment.) The organization will cover all costs for concession food supplies.

A. (1 slot) Must be at the football field 1 hour before the Middle School game, as well as 15 minutes post Varsity game, to load supplies and ice chests and take home.

B. Responsibilities:

- i. Transport all food supplies, including five team-provided ice chests, to and from each game.

- ii. Ensure all coolers are filled with ice and drinks before arrival at the game site.
- iii. Unload all food supplies at the designated concessions area before the start of each game.
- iv. Store and maintain the team-provided ice chests and food supplies throughout the season, including refilling them with ice weekly.
- v. Coordinate with the concessions team to ensure all items are fully stocked and ready for sale before kickoff, as well as find out which items need to be purchased for the next game. BOTH MIDDLE SCHOOL AND VARSITY

C. Requirements:

- i. You must have access to a reliable vehicle large enough to transport all food supplies and ice chests each week. (Note: all equipment for this job will fill an entire minivan with seats folded down.)
- ii. Must be able to lift and carry coolers and food supply containers to and from the vehicle and concessions stand. (Note: you will have help unloading and loading your vehicle.)
- iii. Strong organizational skills and ability to plan for weekly food supply needs.
- iv. Availability on all home game days and flexibility for prep time beforehand.

2. Concessions: As a concessions worker, you will be responsible for preparing and selling food, beverages, and snacks to fans while providing excellent customer service in a fast-paced environment.

A. (3 slots Middle School) First half of the game and halftime.

- B. (3 slots Middle School) Halftime and the second half of the game.
- C. (3 slots Varsity) First half of the game and halftime.
- D. (3 slots Varsity) Halftime, second half of the game, and 15 minutes post-game.
- E. Responsibilities:
 - i. Greet customers with a friendly attitude and take food and drink orders.
 - ii. Sell snacks and beverages. If hot foods are permitted, prepare as needed, following proper food-handling practices (gloves, continuous area cleanup, etc.).
 - iii. Must be able to process orders and credit card transactions (There will be a mandatory training meeting before the first home game)
 - iv. Handle cash, credit card transactions, and provide accurate change.
 - v. Maintain cleanliness and organization of the concession stand.
 - vi. Restock food and supplies as needed during the event.
 - vii. Follow all health and safety regulations, including food handling procedures if applicable.
 - viii. Work as a team to ensure quick and efficient service during peak times.

****Children behind concessions must be approved by the Volunteer Coordinator**

**** No More than 2 children at any time**

**** No children (under 18) in the cash drawer**

3. Game Ticket Sales: In this role, you will be responsible for selling and distributing entry tickets to fans, ensuring smooth and efficient entry into the venue.

- A. (2 slots Middle School) First half of the game and halftime.
- B. (2 slots Middle School) Halftime and second half of the game.
- C. (2 slots Varsity) First half of the Varsity game only.

D. Responsibilities:

- i. Greeting guests in a friendly and professional manner.
- ii. Sell tickets at the ticket table, making sure each fan has a wristband (ticket).
- iii. May need a phone for managing prepaid ticket sales.
- iv. Handle cash, credit card transactions, and provide accurate change.
transactions (There will be a mandatory training meeting for credit card purchases before the first home game)
- v. Answer questions regarding seating, ticket prices, and stadium policies.
- vi. Work quickly and efficiently to minimize waiting times.
- vii. Maintain an organized and clean work area.
- viii. Follow all security and venue policies regarding ticket sales and entry.
- ix. At the Varsity game halftime, dismantle and pack up the ticket table and area, put in storage bins, and put the ticket table/supplies at the concession area.

4. Videographer: The football game videographer is responsible for capturing video footage of all football games throughout the season. This footage plays a crucial role in team reviews, player development, highlight reels, and promotional content. Videography equipment provided by CHANT.

A. (1 slot Middle School)

B. (1 slot Varsity)

C. Responsibilities:

- i. Film all football games from start to finish, including pre-game and post-game moments as requested.

- ii. Operate and maintain video equipment (camera, tripod, etc.) during games.
- iii. Ensure proper positioning and camera angles to capture full-field action clearly.
- iv. Communicate with coaching staff to understand specific filming needs.
- v. Possible – not definite: store and organize video files for easy access throughout the season (store on CHANT shared storage drive).

D. Requirements:

- i. Experience using video equipment (camera, tripod, etc.) Preferred but not necessary; training will be provided; familiarity with sports filming is a plus.
- ii. Must be available for all scheduled home games.
- iii. Ability to maintain focus and operate the camera for extended periods outdoors, and can handle hot weather. (Note: must remain quiet while recording. No commenting on players or plays. Cheering is allowed, but focus should stay on recording the video.)

5. Photographer: We are looking for a skilled and passionate photographer to capture the excitement and spirit of our Middle/high School football games. The ideal candidate will capture high-quality action shots, be able to multitask, and photograph the football team, cheer team, fans, and band. This role requires strong photography and editing skills, attention to detail, and the ability to work in a fast-paced sports environment. Ability to run and walk up and down the field is required, as is the ability to endure high outdoor temperatures. Experience in sports photography or event photography is preferred.

A. (1 slot Middle School)

B. (1 slot Varsity)

C. Responsibilities:

- i. Take pictures of the game from the sideline.
- ii. Experience in sports photography or event photography would be great, but is not required.
- iii. Ability to shoot clear and high-quality images in fast-paced conditions in daylight and evening.
- iv. Owns or has access to professional photography equipment or something close to it.
- v. Uploading and editing skills.
- vi. Strong understanding of lighting, framing, and composition.
- vii. Ability to work evenings, weekends, as well as availability for all scheduled games, including travel to away games.
- viii. Strong communication and coordination skills, especially when working with the Varsity photographer and School staff.
- ix. All photos must be uploaded to STACK under the “gallery” section

6. Special Events Photographer: We are looking for a skilled and passionate photographer to capture the excitement and spirit during our Special Events. The ideal candidate will take individual and team photos and will also cover special events throughout the season. This role requires strong photography and editing skills, attention to detail, and the ability to be at our Special Events (outlined below).

A. Responsibilities:

- i. Take player portraits and team picture.

- ii. Take pictures for the following events: after-game fellowship dinner, Homecoming, Senior Night, and the end-of-year Banquet.
- iii. Owns or has access to professional photography equipment or something close to it.
- iv. Uploading and editing skills.
- v. Strong understanding of lighting, framing, and composition.
- vi. Ability to work evenings and weekends for Special Events as well as coordinate with Coaches and AD for the best time/place for Team and Individual Photos.
- vii. Strong communication and coordination skills, especially when working with the game day photographers, Coaches and Special Events Coordinator.
- viii. All photos must be uploaded to STACK under the “gallery” section

7. Chain Crew Member: As a chain crew member, you will play a critical role in assisting game officials by accurately marking the down and distance on the sidelines. Must be able to stand and walk for long periods.

- A. (3 slots Middle School) First half of the game and halftime.
- B. (3 slots Middle School) Halftime and second half of the game. MUST ARRIVE 5 MINUTES BEFORE THE END OF HALF TIME
- C. (3 slots Varsity) First half of the game and halftime.
- D. (3 slots Varsity) Halftime and second half of the game- MUST ARRIVE 5 MINUTES BEFORE THE END OF HALF TIME
- E. Responsibilities:

- i. Hold and move the down marker and chains to indicate the line of scrimmage and distance to the next first down.
- ii. Pay close attention to the game and respond quickly to referee signals.
- iii. Stand on the sidelines and adjust the chains as the ball moves up and down the field.
- iv. Ensure accuracy in marking downs and yardage to assist officials in making calls.
- v. Maintain focus and professionalism throughout the game.
- vi. Follow all safety guidelines and remain alert to avoid contact with players.

8. Inflatable Tunnel Operations Crew: The inflatable tunnel operations assistant is responsible for the setup, breakdown, and secure storage of the Varsity football run-through tunnel on game days. Duties include transporting the tunnel from storage to the field, inflating and securing the structure before team entry, and ensuring it is safely deflated, packed, and returned to its designated storage area (typically near the concession stand) after use. This role requires punctuality, the physical ability to handle equipment, and attention to detail to maintain the tunnel's condition and functionality.

A. (4 slots) Performs right before the Varsity kick-off.

B. Responsibilities:

- i. Set up the inflatable tunnel 20 minutes before kick off by inflating the tunnel and ensuring it's securely in place for team entrance.
- ii. Coordinate with coaching staff or event organizers for timing.
- iii. After use, deflate, pack, and roll the tunnel back to the storage cart.
- iv. Transport and store the tunnel safely and efficiently.

- v. Report any damage or maintenance needs.

9. Social Media Content Creator: (Appointed by interview with the Board) We're looking for a creative, football-savvy individual for this position. In this role, you'll be the digital voice of our team across all platforms, working hand in hand with our photographer and videographer to capture, create, and post engaging content that excites our fan base and builds our brand. From game day hype to behind-the-scenes action, you'll bring our story to life one post at a time.

A. (1 slot) Remote position.

B. Responsibilities:

- i. Collaborate with the team photographer and videographer to plan, capture, and curate high-quality photo and video content.
- ii. Create engaging social media posts including captions, commentary, graphics, and short-form video (e.g., Reels, TikTok videos).
- iii. Maintain a consistent posting schedule across all platforms (Instagram, twitter/x, X, Facebook, TikTok, YouTube, etc.).
- iv. Cover game days, practices, team travel, and special events, delivering real-time updates and behind-the-scenes content.
- v. Monitor trends in sports social media and adapt strategies to keep content fresh and relevant.
- vi. Engage with fans by responding to comments, messages, and mentions.
- vii. Track performance of posts and campaigns using analytics tools; adjust strategy based on data insights.

- viii. Uphold and strengthen the team's brand voice and visual identity across all content.

C. Qualifications preferred:

- i. Proven experience managing social media for a brand or sports team (portfolio or samples required).
- ii. Deep understanding of football culture, terminology, and storytelling.
- iii. Strong writing skills, with a knack for crafting captions and commentary that are fun, on-brand, and fan-friendly.
- iv. Proficiency with social media platforms and scheduling tools (e.g., Later, Hootsuite, Sprout Social).
- v. Basic photo/video editing skills (Adobe Creative Suite, Canva, CapCut, etc.)

D. Bonus skills or willing to learn them:

- i. Experience with live streaming or real-time content delivery.
- ii. Familiarity with NIL content strategy or Athlete branding.
- iii. Design or motion graphics capabilities.

10. Security Personnel: (Appointed by interview with the Board) This role is crucial in ensuring a safe and enjoyable environment for players, families, and fans. The ideal candidate will monitor entry points, oversee spectator areas, and handle any potential conflicts with patience and professionalism.

- A. (2 slots, one male, one female) first half of Middle School
- B. (2 slots, one male, one female) second half of Middle School
- C. (2 slots, one male, one female) first half of Varsity
- D. (2 slots, one male, one female) second half of Varsity

E. Responsibilities:

- i. Ensure no one enters the game without a valid ticket by monitoring all entry points, including the back gate.
- ii. Monitor restrooms to ensure child safety and prevent misconduct.
- iii. Observe crowds and report any suspicious activity to the CHANT Board.
- iv. Maintain a calm and approachable demeanor while enforcing rules and addressing concerns.
- v. Assist in de-escalating conflicts and resolving disputes when necessary.
- vi. Work closely with other service hour people to ensure smooth game-day operations.
- vii. Follow all safety protocols and guidelines set by CHANT.
- viii. The female will be positioned at the rear gate near the bathrooms
- ix. Male will be positioned near the ticket and game field gate

11. Game Day Ceremony & Operations Coordinator: (Appointed by interview with the

Board) The Game Day Ceremony & Operations Coordinator is responsible for planning and coordinating all ceremonial and operational elements for all home games throughout the season. This position ensures every game begins with professionalism, respect, and smooth communication among all parties involved. The coordinator will also act as the primary point of contact for all individuals and organizations involved in these pre-game and halftime elements.

- A. (1 slot) Must be at the game field 45 minutes before the Middle School game and available until the completion of the Varsity game to ensure all tasks are completed at their appropriate times.

B. Responsibilities:

- i. Schedule a pastor or spiritual leader to attend each home game and deliver a pre-game prayer. (Coordinate with Johnny)
- ii. Coordinate with the VFW color guard, caps officers, or other approved community groups to perform the flag presentation before the game or at halftime.
- iii. Ensure a United States flag is present and ready for display and salute before the game begins.
- iv. Confirm the national anthem is played at the appropriate time before kickoff.
- v. Schedule all ceremonial elements well in advance of each home game and follow up with participants to confirm their attendance.

C. Liaison & communication duties:

- i. Share the game day plan with Coaches, officials, and any ceremonial participants ahead of time to ensure everyone is aligned.

D. Operational support:

- i. Confirm the call box is unlocked and functional before each game, as well as ensure air conditioning is turned on and operating.
- ii. Be available to assist with any additional responsibilities assigned by the Board, even remotely, and help coordinate last-minute needs.

E. Game day scheduling recap:

- i. Create a detailed game day schedule for each home game, including time slots for:

- a. Arrival and setup of all ceremonial guests
- b. Flag presentation
- c. National anthem
- d. Pre-game prayer
- e. Band arrival, set up, and half-time performance.
- ii. Distribute this schedule to all parties involved in advance of each home game.

F. Requirements:

- i. Excellent communication, planning, and follow-up skills.
- ii. Ability to manage logistics and coordinate with multiple external groups remotely.
- iii. Must be highly organized and comfortable creating detailed game day schedules.
- iv. Must serve as the primary point of contact for all ceremonial and operational coordination for each home game.
- v. Availability to respond to messages or calls on game days as needed.
- vi. Proficiency with scheduling tools and communication platforms (e.g., Google Docs, Sheets, email, phone).
- vii. Familiarity with youth or community sports events.
- viii. Professional and calm under pressure with strong problem-solving skills.

12. Scoreboard Operator: As the scoreboard operator, you will be responsible for updating the game clock, scores, and other relevant information in real time, ensuring accurate, smooth communication for players, Coaches, officials, and fans.

A. 1 for each Middle School and Varsity game; can work half a game or the full game.

B. Responsibilities:

- i. Operate the electronic scoreboard and game clock during live football games.
- ii. Communicate with referees and game officials to ensure accurate timekeeping and scoring.
- iii. Update team scores, game time, down and distance, and other in-game information as needed.
- iv. Stay focused and attentive throughout the game to ensure real-time updates.
- v. Troubleshoot minor technical issues with the scoreboard equipment.

13. Announcer: The Announcer will announce from the press box.

A. Ideally, we would like one Middle School and one Varsity Announcer, but we require an announcer for Varsity.

B. This position could be half a game or the full game.

C. Responsibilities:

- i. Announce players before the game.
- ii. Call the fans to attention for the National Anthem.
- iii. Announce plays and referee calls during the game.
- iv. Speak to fans about our game day experiences (highlighting concessions, band, cheer, sponsors, special events, guests, visiting team, etc.)
- v. Publicly thank fans, sponsors, and Allen ISD.

* More information and guidance will be given upon request.

D. Requirements:

- i. Have an understanding of the rules and flow of the game with knowledge of 6-man football to report as the game is happening accurately.
- ii. Must also look over rosters ahead of time to be sure you can accurately pronounce names.
- iii. Must work with Coaches and AD to get rosters and information to be shared.
- iv. Must be able to work with the Game Day Ceremony and Operations Coordinator for information regarding the National Anthem, special groups or events, and considerations of the band.

14. Special Events Coordinator (Jessica has helpful information for this position):

- A. Coordinate and schedule the after-game dinner fellowship (for all home AND away games) by contacting restaurants to reserve adequate seating and get information about their closing time (we often need to eat late) and put the fellowship events on the stack calendar (email Jessica for STACK additions).
- B. Plan Homecoming décor for the game. Work with volunteers to set up photo ops, posters, and other materials.
- C. Plan HOCO event for the Saturday after Homecoming game (typically). Middle School, Varsity, Cheer, and Band are invited.
- D. Plan Senior Night. Work with volunteers to set up phot op, posters, etc. You are also charged with gathering information from Seniors (including band) to be announced at halftime, working with Senior parents ahead of time so they know what to expect, coordinating the halftime presentation of Seniors and their families, and planning and executing gifts for Seniors.