

# **Blue Springs High School Football Video Crew**

## **Job Description/ Handbook**

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**Table of Contents**

Job Description..... 3

- Roles & Responsibilities

Knowledge, Skills, Experience and Requirements..... 3

- Essential
- Desired

Video Crew Benefits..... 4

Schedule..... 5

- Summer (Off-season)
- In-Season

Game Day Responsibilities (Sophomore/Junior Varsity Games) ..... 6

Friday Night Expectations (Varsity Games) ..... 6

- Home Games
- Away Games

What We Have Learned: Tips from Past Video Crew Members..... 7

Contacts..... 7

Application Process ..... 8

### **Job Description**

Video Crew Members have an extremely important role in our football program. Regardless of the team you are working with, your managing responsibilities and duties are similar. The Video Crew's duties include a variety of different tasks which all contribute to the success of our program.

A generic job description for a Video Crew member including a checklist of duties and responsibilities for consideration has been provided.

### ***Roles & Responsibilities:***

A BSHS Football Video Crew member is responsible for the administration and management of the team which includes but is not limited to:

- Being available for dates throughout the summer
- Attending all pre-season and regular season practices beginning on August 7
- Taking player attendance daily at practice
- Running the clock during practice to keep team on schedule
- Filming certain session of practice from the press box and/or end zone scaffolding
- Uploading film to Hudl prior to the end of practice
- Aiding in the setup of video equipment at the site of each away game
- Travelling to ALL varsity games
- Filming the entire game from the press box/sideline/end zone no matter the circumstances (ie. if weather doesn't stop the game, it doesn't stop you from doing your job)
- Tearing down video equipment after home games and returning it all to the press box office
- Tearing down and packing equipment after away games; making sure NOTHING gets left behind
- Travelling to & filming select away games with sophomore & junior varsity teams

All BS Football Video Crew members will be responsible to the entire coaching staff. Get to know the coaches' personalities and don't be scared to ask questions. It is important to know that you DO NOT work for the players...you work for **THE TEAM!**

### **Knowledge, Skills, Experience and Requirements**

#### ***Essential***

- Strong interpersonal and oral communication skills including the ability to effectively communicate with athletes, coaches, team trainers and other members of the Video Crew.
- Strong organizational skills
- Ability to work individually and as a team to accomplish a task
- Parent support and permission

#### ***Desirable (but not required):***

- Basic understanding of technology & audio/video equipment
- Basic understanding of the rules and regulations of the game of football
- Previous management of a team sport

### Video Crew Benefits

- All crew members will receive BSHS football apparel
- All crew members will receive free transportation and admittance to all games worked (including away and playoff games)
- All crew members are invited to any team functions, including camps, team meals and the end of the year awards presentation.
- All crew members are put on the team e-mail & texting list for up-to-date info and coverage.
- All crew members in good standing at the end of the year are eligible for a Varsity Football Letter.
- All managers work closely with players and coaches to get valuable interpersonal communication and problem-solving experience.
- All crew members get the chance to develop good relationships and networks with peers, coaches, teachers, and community members.
- Managers are included in the team picture, game programs and team website, as well as any post-season honors (ie. state championship trips)
- Coaches/staff will make college\*/work recommendations for crew members who are considered to represent the Blue Springs Football Program as a responsible and trustworthy person.

\*Many colleges and universities offer scholarships or job opportunities to students who serve as team managers at the next level.

## Schedule

### *Summer Schedule:*

We understand that time off in the summer is important. While there are some events that we need all crew members to attend, there are some situations where individual crew members can cover an activity and rotate on the schedule with each other.

- All video crew members are required to attend camp days in the summer. These dates will be announced as soon as they are set (but are subject to change).
- We require a rotation of video crew members to ensure that at least 2 are present at each summer CONTACT workout. If we are only running and lifting on certain days, we will not need anyone to be present. These dates will be announced as soon as they are set (but are subject to change).

### *In-Season Schedule:*

The official start to our season is August 7<sup>th</sup>. While practices early in the season could begin as early as 5:00am, once school is in session, practices begin around 2:30pm and end by 6:00pm (5:30pm as we get later into the season). We schedule our video crew to be at different events throughout the week (such as underclassmen games & varsity practices) but we expect all members of the video crew to be at all varsity games (usually held on Friday nights). Once set, we will share a digital calendar with as many details as we know.

## **Game Day Responsibilities**

It is important that you are on time and where you need to be on game days (whether underclassmen games or varsity games). If an issue arises on a game day, discuss it with the other crew members and see if you can come up with a solution. If not, find the nearest coach and report the problem to him.

We need a minimum of 1 crew member to attend each sophomore and JV game. This schedule will be divided up during the preseason and you will be allowed to pick dates that work for you. However, once you have been assigned an underclassmen game, it is your responsibility to find a crew member to take your place if you cannot attend the game. The best way to be prepared is to work these situations out well in advance if possible.

Make sure you are staying focused before, during and after the game. You are to be on the field (out of the way) or in the press box while teams are warming up and preparations are being made. During the game, you need to stay in your assigned area and complete your job as instructed. You are not to take quarters off to sit in the stands with your friends or leave the facility for any reason. We do our best to put several crew members at each station and this allows you to trade shifts, but you are to remain with your partner while he/she is running the equipment. All crew members will be assigned a specific role for the season. It is very important to understand your game day responsibilities and to be aware how critical your job is even though it may seem small. Game day is what we all have been working so hard for and have been looking forward to. We want you to enjoy the experience as much as our players and coaches do.

### **Friday Night Expectations:**

#### *Home Games*

- Be on campus by 5:45pm
- From 5:45pm – 6:50pm you should be either on the field (out of the way) or in the press box
- You need to report to your designated assignment no less than 10 minutes prior to kickoff.
- During halftime, you can visit the restrooms, concession stand or press box, however you must be back at your station prior to the 2<sup>nd</sup> half kickoff
- As we near the end of the game, you must continue to do your job regardless of the score or the situations. Whether it's a blowout or a close game, don't let your emotions get the best of you. We need EVERY PLAY filmed for numerous reasons.
- After the game is over, you need to make sure the equipment from your station is packed up and returned to the press box for storage. Once you have cleaned up your area, check to see if any other crew members need assistance. No one's night is over until every piece of equipment is put away, so helping others gets everyone out earlier.
- Once everything has been packed and returned to the press box, you are free to leave.

#### *Away Games*

- Be on campus by 4:00pm. You can choose to eat the team meal, or you can bring your own food. Buses normally leave between 4:15 & 4:45pm. You cannot drive to away games and CANNOT miss the bus.
- Once we arrive at the game site, help the coaches get any equipment to where it needs to be. Once everything has been unloaded, report to your station to see if the coaches setting up the video equipment need any assistance.

- Once setup is complete and everything is working properly, you should be either on the field (out of the way) or in the press box until 6:50pm.
- You need to report to your designated assignment no less than 10 minutes prior to kickoff.
- During halftime, you may visit the restroom, concession stand or press box, however you must be back at your station prior to the 2<sup>nd</sup> half kickoff
- As we near the end of the game, you must continue to do your job regardless of the score or the situations. Whether it's a blowout or a close game, don't let your emotions get the best of you. We need EVERY PLAY filmed for numerous reasons. Also, you will never get in trouble for filming TOO MUCH. Sometimes filming the reactions/emotions following a huge play are just as valuable as filming the play itself. If something big happens and the emotions are high, let the camera roll.
- After the game is over, you need to make sure the equipment from your station is packed up and returned to the truck. Once you have cleaned up your area, check to see if any other crew members need assistance. None of us can leave until we are sure everything has been cleaned up and packed away. Be willing to help anyone who is still working.
- You must return to school on the bus. The team always travels together.
- Once the buses arrive back at the school and everything has been unloaded and returned to the coaches' office/press box, you are free to leave.

**What We Have Learned: Tips from Past Video Crew Members:**

- Don't be afraid to ask questions.
- Always pack sunscreen, umbrella and warm clothes (later in the season).
- Bring something to drink and snack on at practice after school.
- If you are working on the field, don't let players intimidate you.
- Sometimes practices go long, it's 95°F out, coaches get mad, and people start yelling...don't take it personally. It all gets wiped off after practice and we move on.
- Being a part of the football program is way more rewarding at the end of the game than just being a part of the crowd.

**Contacts:**

If you or your parents have any questions or concerns, please contact Coach Hochgrebe or Coach Paulsen.

Coach Hochgrebe  
 Running Backs Coach/Technology Coordinator  
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Coach Jed Paulsen  
 Head Football Coach  
 Building – Blue Springs High School  
[jpaulsen@bssd.net](mailto:jpaulsen@bssd.net)

We value the work you do for us and want to make sure that you are enjoying (and learning from) being a part of our program.

### **Application Process**

Thank you for being interested in becoming part of the BSHS Football Video Crew for the upcoming season. Below are the steps you will need to follow to apply for the position. Links to each form can be found at the web page listed below. After we have received all of your application materials, we will contact you to set up an interview date. We look forward to building a team from a group of hard-working and passionate student-managers.

### **Application Website**

<http://www.bshsfootball.com/video-crew.html>

#### **Step 1:**

Click the link to access the BSHS Football Video Crew “Student Job Description/Handbook”. Be sure to read through the entire handbook before submitting an application.

#### **Step 2:**

Click on the link to fill out the “Student Application”.

#### **Step 3:**

Have a parent click on the “Parent Consent” link and fill out the information. They will digitally sign off that they have read the information and understand the importance of your role to the football program and are willing to support you in that role.

#### **Step 4:**

Have each school official that you have requested a recommendation from click on the “Faculty Recommendation” link. You will need a minimum of 4 recommendations in order to be considered.