

INTRODUCTION

All of these responsibilities were once totally performed by the Moderators, and on slower nights Ops may simply assist in the Moderators' activities rather than perform them independently. However, when staff service is required, the Moderators put great faith in that the necessary tasks are performed. All staff positions are voluntary but require dedicated, responsible people.

INTERIM

Over the month, Ops is responsible for little more than background relations. *Monitoring the MGL listserv* for new members, off-topic posts, and poll creation, Ops isn't so much a "list Nazi" as a means to insure the integrity and promptness of the list's actions.

While all MGL players are asked to advertise, Ops is expected to *promote the MGL* whenever the opportunity arises. Ops is not expected to have the necessary skills to create effective fliers and other promotional materials, but should be mindful if the opportunity arises to utilize such resources.

PRE-GAME

The *initial walk-through* of any available buildings will be completed as soon as possible to insure timely notification of Macon State College security to have the building ready for the night's event. While the Moderators typically interact with security, Ops should be prepared to follow through with the evening's preparations.

Ops is expected to keep a *running head-count* of players so that fair teams may be established and maintained. If possible, Ops should keep an ear to the ground for other activities that may prevent players from attending (prom, various parties, etc).

Ops is responsible to *pass out waivers* for all players. This should be done before the player has their equipment, and in fact a completed waiver must be collected by the Quartermaster (QM) before any equipment is issued.

New players will be greeted and given an orientation on the MGL's standard operating procedures. The Quartermaster will be included in this *new player orientation*, but Ops will initiate and run the activity. When the games begin, each player should have a good under-

standing of what to expect and who is likely to have the answers for any questions that may arise.

DURING THE GAME

Ops will *keep an eye out for stray equipment* and inform the Quartermaster if any equipment was found unattended. Additionally, Ops should be prepared to *answer questions* if approached by new players, but is otherwise free to enjoy the night's activities.

POST-GAME

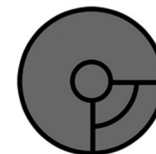
Ops will follow-up on new players to *gather feedback* and remind them of the MGL website, listserv, and appropriate email addresses.

The *final walk-through* of any available buildings will be completed once all players have vacated the building. The purpose of the walk-through is to be sure all trash (beverage containers, stray paper, etc.) are put in their proper place and all doors are closed, and generally to make sure nothing happened during the night that the Moderators should be aware of.

Once Ops is satisfied with the new player discussions and the final walk-through, a quick *report to the Moderators* will complete Ops's duties. Ops is requested to assist in the collection and accounting of equipment, but is otherwise free to leave for the night.

FINAL WORD

The Operations Manager is a valuable member of the MGL staff and has the most independence of the available staff positions. While the title infers aiding the Moderators, high player attendance and low Moderator availability may dictate that Ops will make calls independently throughout the night. When all is said and done, the MGL does not pack up without both Ops's and Quartermaster's report, which the Moderators do not take lightly.



MAGNUS GLADIUS LUMINIS