

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

Gym Monitor Duties

(Updated Nov 12, 2011)

Job Description

The role of the gym monitor is to make sure that games are run properly and that any problems are recorded. You are responsible for making sure that emergency procedures are followed, should need arise, and generally do your best to ensure a safe environment.

Details

Responsibilities:

Open and Close the Egan and Blach gyms (*see Gym Opening and Closing Responsibilities* section below).

1. Ensure that all home gyms are set up properly before the first game and cleaned up properly, if you have the last game (*see Gym Opening and Closing Responsibilities* section below).
2. Make sure all information on the gym game day ledger is filled out accurately.
3. Make sure referees and scorekeepers sign the gym game day ledger upon completing their shift. Please indicate arrival times. The game day ledger acts as a “time card” document to help facilitate payment of our Foothill staff.
4. Document any exceptional incidents on the incident report
5. Stay at the scorekeeper table for the entirety of your shift. You will need to sit at the scorer’s desk; typically we have a chair put on the side of the desk. Each Game has a laminated Gym Monitor sign that you should put out on the desk in front where you are sitting. This lets the referees and coaches know that you are the gym monitor in case they have any questions.
6. Do not let spectators sit on the same side as the scorekeepers and teams
7. Keep the gym clean, towel up any spillage (towel in gym bag), pick up litter
8. ***Don’t leave*** until you’ve met your replacement (meet at the score keeper table). If for some reason the next schedule gym monitor does not show up, take the gym monitor sign and put it on the chair. Then please talk to the Foothill Coach of the team playing next and ask them to recruit a parent from their team to be the gym monitor for the next game. This is important because our Chapter is responsible for having a gym monitor for each game we host. We have asked the Coaches to support our Gym Monitor Program by asking a parent to substitute for a missing Gym Monitor during their games. Thanks for helping us make sure the gym monitor assignment is covered in the case where then next gym monitor fails to show up. After you have talked to the Coach, please call Vince Coli (NJB Foothill-SLAM Gym Monitor Coordinator) at 650-793-5892 to notify of the situation.

Gym Game Day Ledger:

1. Gym Monitor owns this document and how it is completed during their shift

2. Has gym monitor shift, scorekeeper shift assignments and spaces for referees to write their names
3. Make sure to clearly document the names of the referees, scorekeepers, and the coaches.
 - a. Must be updated through out the day to reflect any schedule changes specifically that impacts pay.
 - b. The gym monitor closing the gym at the end of their shift needs to call Vince Coli, gym monitor coordinator at 650-793-5892 to review the “actual vs. schedule” assignments that took place during the day. The gym monitor should call from the gym, with the ledger in front of them to give a recap. Ideally you will have a live phone conversation with Vince (or a board designate)
 - c. The purpose of this phone conversation is to ensure we pay our Foothill staff correctly
4. In the event there is a ref no show in the gym, gym monitors need to call these sections referee folks in this order:
 - a. Johnny Head - (408) 903-0584
 - b. Mel Robertson – (408) 489-5133
5. If there is a Referee exception (no show, ref show late , ref works an extra game, etc.), the gym monitor will need to text Robbyn Denzel, Chapter Director at 408-836-0787 so she can notify the section of any changes that need to be made to the referee's pay.
6. Document the ACTUAL start time of each game and the final official score on the game day ledger. Have each coach sign off to “verify” the correct final score at the completion of the game.
7. Leave your game day ledger sheet in the Game Day Binder in the tab for game day ledgers. Put the binder in the gym bag at the end of the day.

Gym monitor hand-offs:

1. Don't leave until your replacement or a Foothill-SLAM NJB Board Member arrives
2. Meet at the scorekeeper table
3. Notify replacement of any important issues; discuss what schedule issues have been communicated already to appropriate Foothill-SLAM Board Member. When in doubt over communicate!

Gym Opening and Closing Responsibilities

Gym Opening responsibilities

1. Print out the game day ledger and bring it to the gym on game day. The game day ledger will be posted to our shared google site by Saturday night.
<https://sites.google.com/site/njbslamgymmonitorschd/home>
2. Gyms open 45 minutes before their first scheduled game.

3. Custodians open gyms at King's Academy, Los Altos High School, and Sunnyvale Middle School. Gym Monitors will open the Egan Large, Egan Small, and Blach Large gyms. The game day gym bags will be stored in these gyms so you do not have to worry about picking up the game day gym bag. The game day gym bag has all of the supplies for the game day scorer's desk. Occasionally, other gyms such as Foothill Community Collge, Columbia Middle School or Terman Middle School may be utilized. In these instances, the Chapter's Equipment Coordinator will be responsible for getting the gym bags to these gyms. Gym monitors will set up the Egan Large, Egan Small, and Blach Large gyms prior to the first game. Gym monitors will find instructions in the Game Day Binder as well as on the web page (www.njbslam.org).
4. Restrooms are open
 - a. Note the location of the restrooms and be sure to tell the next gym monitor
 - b. Blach restrooms have a key and the key is in the pencil bag that is in the game day gym bag.
 - c. Egan restrooms now have a code on the door for entry and that code is 3344#.
5. Bleachers pulled out
 - a. 3 middle sections across from scorekeeper table
 - b. 1 middle section behind scorekeeper table (where applicable)
6. Chairs for teams on either side of scorekeeper table (should be 12 or 13) in gyms where we have to set it up.
7. The clock is set up and working (test it)
8. Post HOME and VISITOR signs in front of the scorekeeper's table. In gyms where the scoreboard is on the wall, the HOME team sits to the left of the scorer's desk when facing the court. In gyms where the scoreboard is in front of the scorer's desk, please have the HOME team sit on the right side of the scorer's desk when facing the court. It is easier for the audience when the scoreboard is sitting in front of scorer's desk based upon where HOME shows up on the scoreboard.
9. Please tell the coaches that their team warms up on the opposite basket from where they are sitting for the first half because they change baskets at half time. This allows each team to be shooting at the basket nearest their bench in the second half.
10. PLEASE NOTE: The Game Day binder in the game day gym bag has detailed set-up and clean-up instructions for each gym. Please look over these instructions to ensure these duties are done properly.

Gym closing responsibilities

1. The chairs are put away
2. The scorekeeper table is put away
3. The bleachers are retracted
4. The scoreboard controller is returned
5. Call Vince Coli, gym monitor coordinator at 650-793-5892 to review the "actual vs. schedule" assignments that took place during the day.

6. Send text message to Robbyn Denzel, Chapter Director at 408-836-0787 regarding any referee exceptions to schedule
7. The table below indicates what to do with the Gym Monitor Binder and Gym bag:

Gym	Gym Bag At End of Day
Egan Large and Small Gyms	Gym bag is stored in the Egan large gym storage room in our NJB storage container
Blach Large Gym	Gym bag is stored in the Blach large gym storage room in our NJB storage container
King’s Academy	Gym bag is stored in the Coach’s office and needs to be left on the ball cages in the southwest corner of the gym
Los Altos High School	Gym bag is stored in the Coaches room in the lobby of the gym (to the right when enter lobby).
Sunnyvale Middle School	Gym bag is stored by the school custodian and will put it away when he arrives to put the scoreboard controller away and close the gym
Columbia Middle School, Mountain View High School, Foothill Junior College, and Terman Middle School. (gyms occasionally used only)	These bags are returned to home of pre-determined SLAM Board member, to be communicated prior to game. Directions from the gym are part of the gym clean-up instructions and can be found in the game day binder.

**REFER TO THE SET-UP OR CLEAN-UP DOCUMENT
 FOR YOUR SPECIFIC GYM**

Pre-Game and Game-Time Responsibilities

Pre-Game responsibilities

1. Direct spectators to sit on bleachers across from scorekeeper table
2. Gyms with scoreboards mounted on the wall the Home team sits on the scorekeeper's left side when facing the court and warms up on the right side of the court. Gyms where the scoreboard in sits in from of the scorer’s desk, the Home

- team sits on the right when facing the court and warms up on the left side of the court.
3. The referees and the scorekeepers are present and ready
 4. If a relieving referee does not arrive on time, please ask the departing referee to stay; Call the referee coordinator (*see Handling Problems and Contacts*)
 5. Coaches should meet with officials to review unique rules for that division
 6. Make sure the game starts on time – start Division 3 free throws 5 minutes prior to the official game start time
 7. Gym monitor stays at scorekeeper table
 8. Take the correct sized official composite NJB game ball from the gym bag; ball sizes. Pay careful attention when level of play change during day:
 - a. 27.5” – Division 3
 - b. 28.5” – Division 2, Division 1 Girls, All Net Girls, and 5th & 6th Grade All-Net Boys
 - c. 29.5” – Division 1, Boys, 7th, and 8th Grade All Net Boys; and High School Boys
 9. There is a basketball air pump in the game day gym bag if you need to add air to the game ball or let some air out. The referees know how to gauge the air pressure.
 10. Mark the court with the blue painters tape that will be in the gym bag for:
 - a. Division 3 - Free throw line: 10ft from face of backboard (5ft in front of regular free throw line)
 - b. Division 2 - Free throw line: 12ft from face of backboard (3ft in front of regular free throw line)
 11. All Net teams should review and sign the other team's certification binder

Game-time responsibilities

1. Coaches remain seated on their team bench during the contest. Coaches are permitted to stand temporarily to cheer a play or instruct players but must then return to their seat." (NJB Rule for ALL division games)
2. Take a few minutes at the start of the game to read the unique rules for the division
3. Referees have complete authority in regards to the actual “calling” of the game. If an issue cannot be resolved between a coach and the officials, the decision of the official will prevail. A coach is free to submit an Incident Report into the section after the game. For Division games, the only rule that is able to be protested is the “Player Participation Rule.”
4. Resolve issues with spectators, referees, coaches, etc. The Gym Monitor is the adult supervision for the gym. It is the Gym Monitor who must speak to an unruly parent/spectator. The referee will identify the offender and the Gym Monitor must ask them to behave or even leave the gym.
5. Keep the gym clean and protected from spillage. Remind and enforce the NO food or drink includes *Gatorade*- rule in the gym. We have been told we could lose the gym. There should be a towel in the gym bag for cleaning up spills.

Handling Problems and Contacts

When things go wrong/people don't show:

1. Make sure that any exceptional incidents are reported on the official report forms. Forms should not be left in binder but submitted as instructed on the form. This includes but is not limited to:
 - a. Player, coach, or fan ejections – have the referee fill out an **Ejection Report** form
 - b. Delayed games due to gym opening late – report on the **Incident Report** form.
 - c. Player injuries requiring the removal of the player from the game – report on the **Incident Report** form.
 - d. If one of or both referees do not show up within 10 minutes of the start of a game **CALL THE REFEREE COORDINATOR** (see contacts) and fill out the **Referee Rating Report** form and send it to the Chapter Director.
 - e. If a coach complains about referee performance, hand them **Referee Rating** form and instruct to send it to the Chapter Director.
 - f. All forms can be found on-line in word format at <http://siliconvalleynjb.com/>
2. Call the appropriate person from the contact list AND call a board member. Call until you actually connect with someone
3. Make do with resources at available
 - a. *Be creative!*
 - b. Make every effort to have games start and finish on time
 - i. **Note:** game day schedules are very tight – **this is critical!**
 - ii. **Start Division 3 Free Throws 5 minutes prior to the official start of the game.**
 - c. If a scorekeeper does not show up call the Scorekeeper Coordinator
 - d. If the scoreboard breaks, there is a time watch in the game day gym bag for tracking the time for the referees or scorekeeper depending on what the referees want to do.

Contacts:

Foothill-SLAM NJB Board members

Chapter Director Robbyn Denzel 408-836-0787 (cell)
President Jen Bernauer 408-219-8499 (cell)
Equipment Coordinator George Taylor 650-823-7435 (cell)
Gyms Coordinator Michiel Ligthart 408-813-4904 (cell)
Scorekeeper Coordinator Deepa Nagpal 650-269-3263 (cell)
Gym Monitor Coordinator Vince Coli (cell) 650-793-5892
Treasurer Arundhati Shukla 408-313-2746 (cell)

Section's Referee Coordinator

Johnny Head 408-903-0584 (cell)
Mel Robertson 408 489-5133 (cell)

Gyms

Blach Intermediate 650-947-2770 (Los Altos Police)
Egan Intermediate 650-947-2770 (Los Altos Police)
Fremont High School 408-730-7100 (Sunnyvale Police)
The King's Academy 408-730-7100 (Sunnyvale Police)
Mountain View High School 650-903-6395 (Mountain View Police)
Sunnyvale Middle School 408-730-7100 (Sunnyvale Police)
Terman Middle School 650-329-2413 (Palo Alto Police)

APPENDIX A – Gym Bag Contents

Gym bag contents

- 1) Game Day Binder with a copy of this document, detailed gym set-up gym instructions, detailed gym clean-up instructions, and tab for filing the game day ledger. Plus the following
 - a) Ejection Report form – make available to referee officials
 - b) Incident Report form
 - c) Referee Rating form – make available to coaches
 - d) NJB and NFHS Rulebooks
- 2) List of contacts for our chapter and for the section
- 3) Restroom key (only for Blach Large gym)
- 4) First aid kit
- 5) Score book with enough blank pages for the day
 - a) **Note:** All-Net and Division score-books are different
- 6) Official composite NJB game balls – 3 sizes (29.5”, 28.5”, 27.5”)
- 7) Pens, Pencils and Pencil Sharpener (Electric)
- 8) Ball Pump (needle is normally stored in the handle of the pump)
- 9) Blue painter's tape – to make Division 2 and 3 free throw lines
- 10) Towel(s) to clean up spillage
- 11) Optional: portable score-clock

APPENDIX D – Referee Rating Report



SILICON VALLEY

REFEREE RATING FORM

9/25/2010 rev g

Date: _____ Gym /Location: _____ Time: _____

Division: D1 D2 D3 All-Net/High School: A5 A6 A7 A8 HS

League (check one): Boys Girls

Referee Name: _____

Referee Name: _____

<u>Items:</u>	<u>Rating</u>
Professional Uniform	
Attitude	
Hustle	
Whistle	
Communication	
Rules Knowledge	
Pre-Game	
Blue Card	

<u>Items:</u>	<u>Rating</u>
Professional Uniform	
Attitude	
Hustle	
Whistle	
Communication	
Rules Knowledge	
Pre-Game	
Blue Card	

Rating Values

1 - Outstanding 2 - Good 3 - Average 4 - Fair 5 - Poor

Comments:

Rater's Name: _____ Email Address: _____

Chapter: _____ Phone #: (_____) _____

Critical issues should be communicated immediately by email to:

- Johnny Head**, Sectional Referee Coordinator - jhead.ref@gmail.com
 - Michael Fields**, Sectional Referee Observer - referee-train-observe@siliconvalleynjb.com
 - Mel Robertson**, Sectional Director - melrobertson@sbcglobal.net
 - Andre Hunt**, Deputy Sectional Director - AKH5@sbcglobal.net
 - Sally LaPierre**, Sectional Admin - svadmin@comcast.net
- or email to request a Fax # if needed

Foothill-SLAM NJB
 Gym Monitor Duties – 2011-2012 Season

APPENDIX E – Game Day Ledger

		DATE: 1/2/11			Gym: Blach Large												
Please make sure ALL fields are filled in below!																	
Open 11:30am Scheduled Start Time	Actual Tip-Off Time	Game Info			Referee 1		Referee 2		Score keeper 1			Score keeper 2			Gym Monitor		
		Away Team / Coach	Away Score	Home Team / Coach	Home Score	Name	Name	Name / Initials	Time of Arrival	To Be Paid	Name / Initials	Time of Arrival	To Be Paid	Name / Initials	Time of Arrival	To Be Paid	
12:00pm		SQD2B02		FHD2B07				Troy Whitford		\$12	Alison Silver		\$12	Vince C			
1:15pm		RED2B04		FHD2B08				Troy Whitford		\$12	Alison Silver		\$12	Vince C			
2:30pm		PAD2G01		FHD2G05				Troy Whitford		\$12	Alison Silver		\$12	Vince C		64.00	
3:45pm		PAD2B09		FHD2B04				Brandon Farrell		\$12	Austin Silver		\$12	David A			
5:00pm		RED2B03		FHD2B12				Brandon Farrell		\$12	Austin Silver		\$12	David A			
6:15pm		SQD2B03		FHD2B03				Brandon Farrell		\$12	Austin Silver		\$12	David A		64.00	
7:30 PM		Clean-up								\$0	\$72		\$0	\$72	\$0	128.00	
Close 8pm																272.00	
Referee Contact: Johnny Head (408) 903-0584 Gym Monitor Contact: Vince Coli (650) 793-5892 Scorekeeper Contact Deepa Nagpal (650) 269-3263																	