

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

Gym Monitor Duties

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:

1. Open and/or Close the gym has been delegated to our scorekeeper crew. However, you will need to ensure the gym is set up properly before the first game if you have the first game or 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
3. Make sure officials and scorekeepers sign the gym game day ledger upon receiving their payment at the END of their shift.
4. Document any exceptional incidents on the incident report
5. Stay at the scorekeeper table for the entirety of you shift
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. You will need to sit at the scorer's desk, typically we have a chair put on the side of the desk. Each Gym Monitor Binder has a laminated Gym Monitor sign that you should put out on the desk next to where you are sitting. This lets the referees and coaches know that you are the gym monitor in case they have any questions.
9. ***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.

Gym Game Day Ledger:

1. Has scorekeeper and referee pay rates
2. Has each gym monitor shift and contact number
3. Make sure to document the names of the referee officials, score and timekeepers, and the coaches.
4. Must be updated through-out the day anytime money changes hands between
 - a. Gym monitors or as payment to officials or scorekeepers at the end of their shift. Make sure they sign the game day ledger when they receive their payment.
 - b. Leave your game day ledger sheet in the Gym Monitor Binder in the tab for game day ledgers. Put the binder in the gym bag at the end of the day.
5. Document the ACTUAL start time of each game and the final official score on the game day ledger.

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. Count the remaining money, document it on and sign the gym game day ledger
4. Notify of any important issues
5. ***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.

Gym Opening and Closing Responsibilities

Gym Opening responsibilities

1. Pick up ledger , money, gym key (Blach and Egan) and gym bag at the Egan Small Gym **NO LATER THAN 9:00am** prior to gym opening.
2. Gyms open 45 minutes before their first scheduled game.
3. Custodians opens gyms at Columbia Middle School, King’s Academy, Sunnyvale Middle School and Terman Middle School. Board members will open the Egan Large, Egan Small, and Blach Large gyms. The game day gym bag has all of the supplies for the game day scorer’s desk. You must not forget to take the game day bag to Columbia Middle School, King’s Academy, Sunnyvale Middle School, or Terman Middle School gyms if you are the first gym monitor for those gyms. These game day gym bags are stored at Egan, so you can pick the bag up when you pick up the money. The only exception is the Blach gym game day gym bag is stored at Blach. Scorekeepers will set up the Egan Large, Egan Small, and Blach Large gyms. You will need to ensure they do it properly and that the gym is ready for its first game. You will find the instructions in the Gym Monitor Binder.
4. Restrooms are open
 - a. Note the location of the restrooms and be sure to tell the next gym monitor
 - b. Blach restrooms now have a code on the door for entry and that code is 4454#
 - 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 and in the second half they change baskets. This allows each team to be shooting at the basket nearest their bench in the second half.
10. **PLEASE NOTE: The gym monitor 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. 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 bags are stored in the Egan large gym storage room in our NJB storage container
Blach Large Gym	Gym bags are stored in the Blach large gym storage room in our NJB storage container
Columbia MS, King’s Academy, Mountain View HS, Sunnyvale MS, and Terman MS Gyms	These bags are returned to Martin Silver’s home in Mountain View on 2692 Yorkton Drive. Directions from the gym are part of the gym clean-up instructions and can be found in the gym monitor binder
Sunnyvale Middle Scoreboard	Until the new scoreboard gets installed at Sunnyvale Middle School, you also need to bring the portable scoreboard back to Martin Silver’s home in Mountain View at 2692 Yorkton Drive.

**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 is in front 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 official does not arrive on time, please ask the departing official 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:
 - a. 27.5” – Division 3
 - b. 28.5” – Division 2, Division 1 Girls, All Net Girls, and 5th Grade All-Net Boys
 - c. 29.5” – Division 1, Boys, 6th, 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. If an issue cannot be resolved between a coach and the officials, have the coach note a protest in the official scorebook. The official and the coach should sign the protest
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 the report forms. This includes but is not limited to:
 - a. Player, coach, or fan ejections – have the referee official 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.
2. Call the appropriate person from the contact list AND call a board member
 - a. 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
 - o **Note:** game day schedules are very tight – **this is critical!**
 - o **Start Division 3 Free Throws 5 minutes prior to the official start of the game.**
 - c. 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).
 - d. If a scorekeeper or timekeeper does not show up call the Scorekeeper Coordinator
 - e. 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	Martin Silver	415-706-6580 (cell)
President	Scott Pinkner	650-468-7500 (cell)
Gyms Coordinator	Stuart Waugh	408-718-7249 (cell)
Scorekeeper Coordinator	Sally Prout	408-221-8085 (cell)
Gym Monitor Coordinator	Jennifer Huang	408-505-0221 (cell)

Section's Referee Coordinator

Dave Newman	408-661-2560 (cell)
	408-294-2831 (home)

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

1. Gym Monitor Binder with a copy of this document, detailed gym set-up gym instructions, detailed gym clean-up instructions, copy of NJB rules, complete Silicon Valley game schedule by week, and tab for filing the game day ledger
2. Money, after it has been picked up at the Egan Large Gym in the morning by the first scheduled gym monitor
3. First aid kit
4. Scorer's Desk Game Day Binder that includes:
 - Ejection Report form – make available to referee officials
 - Incident Report form
 - Referee Rating form – make available to coaches
 - NJB and NFHS Rulebooks
 - Complete Silicon Valley game schedule
 - List of contacts for our chapter and for the section
 - Section wide calendar
 - Foothill game schedule sorted by team
5. Score book with enough blank pages for the day
 - **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