

CYC - LEAGUE DIRECTOR CHECKLIST

2023-24 CYC Commissioner: Toby Hiromoto

2023-24 Organization Rep: _____

! Call/Text your Organization Rep and/or the CYC Commissioner that your gym is OPEN, Scorekeeper and Referees are there and the first game is starting.

BEFORE THE FIRST GAME BEGINS:

- Arrive at least 15 minutes before the first scheduled game
- Depending on the gym, the gate/gym may not open until right before the first scheduled game
 - If the gym still isn't open 10-15 minutes after the first scheduled game is supposed to start – Call your Organization Rep and/or the CYC Commissioner
- Post the following signs at the entrance of the gyms with the blue tape: Yellow Code of Conduct Poster and "Water Only" sign
- DO NOT pull out bleachers OR let parents pull out bleachers. Only certain gyms allow the use of the bleachers. Ask Civic Services person if you are unsure.
- If the gym is excessively dirty, take pictures. Send to your Organization Rep and/or the CYC Commissioner at the end of the day. Clean if able and/or ask for help if necessary.
- Introduce yourself to Scorekeeper(s) and Referee(s) – let them know you are the League Director
 - If Scorekeeper and/or Referees don't show up – Call the CYC Commissioner. It's OK to start the game with only one of each.
 - Ask the Referees how games they are going to ref (pay them after their last game)
 - Scorekeepers should be there all day (pay them after their last game)
- You should sit behind/near the scorekeeper table. May need to bring a chair (optional), it depends on the gym.
- The team representatives or coaches should bring their own scoresheets and hand to scorekeepers prior to each game starting.
 - Check to ensure that they are "typed" and NOT "handwritten".
 - Handwritten scoresheets – considered a violation, penalties will be incurred

1 st violation	Game played, Warning + forfeit
2 nd violation	Game played, \$400 fine + forfeit
3 rd violation	Game played, \$1000 fine + forfeit
NO scoresheet	No game played, \$400 fine + forfeit

- NO scoresheet – No Game played, \$400 fine + Forfeit
- Uniforms – If able, check teams for uniform violations. If any, notify coach to rectify prior to start of game

ONCE THE GAME BEGINS:

- Watch game, pay attention
- Head Injury: If a head injury occurs at any time during the game and Referee stops the game. Complete a "CYC Incident Report" with as much detail as you recall. Also ANY head injury will require a PARENT or Guardian to sign the incident report to release a player to continue to play. Other minor injuries, player can go back in if deemed OK to play without a parent signature. Let your Organization Rep and/or the CYC Commissioner know ASAP.
- Technicals: If a decorum technical is called, complete a "CYC Incident Report" with as much detail as you recall. Note only what you saw and/or heard, NOT what you heard someone say or if you heard second-hand.

HALF TIME / TIMEOUTS:

- CYC doesn't want any one other than the teams playing to be shooting around at half-time / timeouts. Ask them to stop if you see this happening. Refs may enforce as well.

ONCE THE GAME ENDS:

- Collect the scoresheets
- Pay the Referees and Scorekeepers after their last game
 - Have them sign a "Weekly Report for Scorekeeper and Referees" form
 - Make sure it is legible
 - Make sure all the information is completed on the form, incl. cell phone number
 - SSN: If they have already provided before, they don't need to write again. If you don't recognize them, you should have them complete.

AFTER THE LAST GAME OF THE DAY:

- Make sure you have all the scoresheets and other forms (if necessary)
- Take down the Yellow Code of Conduct Poster and "Water Only" sign.
- Ensure everyone leaves the gym
- Ensure the gym is clean
- If you notice something left behind, collect it and hold onto it. Someone may ask the following week if it was found.
- Notify Civic Services person that all games have been completed and you are done for the day

- **DELIVER ALL SCORESHEETS and PAYMENT FORMS (incl. incident forms) on Sunday to: Christy Moc (per her instructions)**

Additional Notes:

- 6-min Rule Violation: Inform the CYC Commissioner and make a note on scoresheet for review
 - o Penalty: Forfeit of game, \$200 fine (possible 1 game suspension for coach)
- If you have any questions or need clarification at any time, Call your Organization Rep and/or the CYC Commissioner
- **If you know that you won't be able to fulfill your duties on a particular Sunday, let Christy and/or your designated Organization Rep know as soon as possible so they can assign a backup.** If the League Director doesn't show up, the games can't be played.
- Go through the 2023-24 CYC Guidelines and League Director Duties and use for reference.
- You must remain at the gym at all times during your time period. Bring lunch with you if you need to eat something in between games.
- Check the CYC Website on Saturday evening, in case there are any last minute changes to your schedule. www.cycbasketball.org
- Have your phone available at all times on Sunday (just in case someone is trying to get a hold of you).