

CYC - LEAGUE DIRECTOR CHECKLIST

2026-27 CYC Commissioner: _____ Cell: _____

2026-27 Organization Rep: _____ Cell: _____

! Call/Text your Organization Rep and/or the CYC Commissioner that your gym is OPEN, Scorekeeper(s) and Referee(s) 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 approx. 5-10 minutes after the first scheduled game is supposed to start – Call/Text 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 Scorekeepers and/or Referees don't show up – Call/Text 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 prior to their last game)
 - Scorekeepers should be there all day (pay them prior to 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 "current", "typed/printed" 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 – Check teams for uniform violations. If any, notify coach to rectify prior to start of game
- PW1 and PW2 divisions –
 - Place a piece of “blue” tape to mark designated Free Throw line
 - Inform/Remind refs and coaches of designated line that players cannot guard above (PW1 – 3-point arc line; PW2 – designated above the top of key dependent on gym).

ONCE THE GAME BEGINS:

- Watch game, pay attention!
 - NO LAPTOPS, BOOKS or other things that might be a distraction
 - CELL PHONES – limited use only, use only when needed
- Any injury/incident: Fill out an incident report with as much info as possible
- 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.
- PW1 and PW2 divisions –
 - Scorekeeper/Ref will stop the clock every five (5) minutes, or close to it, for required substitutions. LD should assist Scorekeeper to ensure that this happens.
 - Score WILL NOT be shown on scoreboard – remind Scorekeeper.

HALF TIME / TIMEOUTS:

- CYC doesn’t want anyone 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. Insurance reasons.
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ONCE THE GAME ENDS:

- Collect the scoresheets
- Pay the Referees and Scorekeepers prior to 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
 - Cell: 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
 - **LD should be the LAST one out of the gym**
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- **DELIVER ALL SCORESHEETS and PAYMENT FORMS (incl. incident forms) by end of day on Sunday to: Christy Moc (per her instructions) or Org Rep (per their instructions).**

Additional Notes:

- 6-min playing time rule – understand this rule as new coaches may ask for explanation
- If you have any questions or need clarification at any time, Call/Text 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 latest CYC Guidelines and League Director Duties and use for reference.
- You must remain at the gym at all times during your assigned time period.
- NO Food Allowed inside gym
- NO Pets Allowed inside Gym or on Campus (unless service animal); NO Smoking inside Gym or on Campus
- 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).

READ AND UNDERSTAND THE MOST CURRENT CYC GUIDELINES FOR THE DIVISION THAT YOU ARE MONITORING – ASK YOUR ORGANIZATION REP IF YOU NEED CLARIFICATION.