

Division Notebook Checklist for _____

Item	Quantity	Remarks
GYM DIRECTOR INSTRUCTIONS	1	
TOURNAMENT PHONE LIST	1	List of gym directors and cell phones
GYM ADDRESS AND MAP	1	
GYM PERMIT		
TEAM ROSTERS		These are copies of final tournament rosters for division
RULES	1	
SCHEDULES –GAMES	1	
SCORER INSTRUCTIONS	1	
TIMER INSTRUCTIONS	1	
SCORESHEETS		3 for each team and blanks
CHART FOR 4-TEAM & 6-TEAM DIVISIONS	1	
WAIVERS		Completed forms and blanks
REFEREES/SCORERS/TIMERS FEES		Cash – be careful
REFEREE FEE INSTRUCTIONS	1	
DIVISION SUMMARY	1	Ask scorer to update
TALLY SHEET for PROGRAM BOOKS	1	- Complete and turn in with money
DIVISION SCHEDULE FOR POSTING	1	Post on gym door and ask scorer to update
Jets/Jetts Community Service forms		Blank forms

GAME SUMMARY SHEET

DIVISION _____

Date _____

Game	Team 1	Points	Team 2	Points
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Placement	Team Name
Champions	
Runner-Up	
3 rd place	
4 th Place	
Consolation or 5 th Place	
6 th Place	
7 th Place	
8 th Place	

PLEASE COMPLETE THIS FORM BEFORE TURNING IN YOUR GYM KIT

DIVISION/GYM DIRECTOR SUMMARY

- READ/KNOW TOURNAMENT RULES
- READ/KNOW SCORER/TIMER INSTRUCTIONS
 - SET CLOCKS
- PREPARE SCORE SHEETS
- BRING COOLER WITH ICE and bottled water for referees and scorer/timer
- CHECK GYM AND BATHROOMS ON FIRST GAME
- TAPE SIGNS AND SCHEDULE ON GYM DOOR
- MEET WITH OFFICIALS – REFS, TIMERS, SCORERS
- DISTRIBUTE T-SHIRTS, TOURNAMENT BOOK, SOUVENIR
- MONITOR GAMES, OFFICIALS, AND SPECTATORS
- PAY REFS, SCORERS, TIMERS and/or sign Jets/Jetts Community Service forms
- ARBITRATE ALL PROBLEMS
- REMOVE SCHEDULES FROM GYM DOORS, CLOSE GYM AT END OF DAY
- TURN IN GYM KIT at MPCC on last day of tournament

Division/Gym Director Detailed Instructions

PRIOR TO TOURNAMENT

- Review all tournament documentation including this memo, Division Notebook, schedules, facilities coordinator, **PLAYING RULES**, etc..
- Inventory the Gym Kit and correct any deficiencies.
- Pre-fill the score sheets as best as possible if not already completed by division coordinator.
- Set Clocks:
 - Timer1 to 20 minutes (halves)
 - Timer2 to 4 minutes (half time break)
 - Clock to local time
- Use tally sheet to keep track of book sales.
- Organize the Division Notebook to accommodate your personal approach to managing the division.
- Obtain ice cooler and ice to keep on hand in case of injury during tournament. Put ice in Zip lock bags and give to injured players.

AT THE TOURNAMENT

- Meet the “gym person” in the morning and determine how to contact him/her if you need them during the day. Be at the gym 30 minutes before the first game. Contact Gym committee person if gym unavailable.
- Check the restrooms immediately after opening of gym to insure that they are in working order and clean. Record any graffiti or unusual damage. Record with photograph if possible, and notify custodian or “gym person”.

- Tape sign and schedules at entrance of gym. Remove at end of day and place in gym kit.
 - Game Schedule Chart, No Smoking sign
 - No Eating or Drinking in Gym sign
- Meet the refs, scorers, timers and go over rules every time there is a change of refs!
- Be sure to get the waiver from each team prior to their playing the first game.
- Distribute “goodies” to teams.
 - T-shirts
 - 1 tournament book to team coach
 - 1 souvenir for each team member
- After last game of day, enlist Jets/Jetts to clean up before closing gym.
- FIRST AID. **Offer First Aid only, not treatment.** Provide directions to nearest medical facility.
- Periodically police the gyms, restroom and outside. Suggest to teams to police area after they have used it for refreshment. Absolutely, **NO FOOD OR DRINKS INSIDE THE GYMS EXCEPT WATER.**
- On SUNDAY after the last game, meet at MPCC to turn in gym kit, Division note book, completed results, money from tournament book sales.

DIVISION/GYM DIRECTOR

GAME INSTRUCTIONS

1. **Playing Rules:** Ensure that the referees read the tournament playing rules. Division specific rules are highlighted or printed on separate sheets.
2. **Game Ball:** The supplied Tournament Ball shall be used for Novice. For all other divisions, the referees shall select the appropriate game ball from the opposing teams. In case of ball size for different leagues (eg., CYC versus SEYO or JAO versus SEYO), if the opposing teams cannot agree, CYC (boys) and JAO (girls) ball sizes shall prevail.
3. **Start Each Game on Schedule:** Follow the printed tournament schedule. If time must be made up, advise referees and coaches; shorten warm-up time and half time. Inform the coaches of the next game so that they can initiate their warm up where appropriate and suitable.
4. **Disputes:** Referee and Gym Director shall resolve games disputes per tournament rules. Their decision is final.
5. **Post Game:** After each game, review the scoresheets, ensure that the scorer has recorded the results on the **Game Summary Sheet** in the Director's. Post results on the **Game Schedule Chart** on the gym doors.
6. **Roster Changes:** Additions are **NOT** generally accepted. The roster on the prepared scoresheets are **official and should match the final tournament roster in the notebook**. If the team insists on changes, contact appropriate Division Coordinator listed on the phone list. If there is not sufficient time before the start of the game, the team shall play **only** with players listed on the **official score sheet**.
7. **Spectator Control:** Attempt to control unruly spectators before referee intervention becomes necessary. If it necessary to call an **Official Timeout** to discuss the situation with the teams and their supporters, **Do It!**. Remind the spectators or whoever, that sportsmanship is a key tenet of our tournament.
8. **Mismatched Games:** When it becomes obvious that a team is totally dominating a less competitive team, at the next opportunity, suggest to the dominating team that they demonstrate more sportsmanship and allow the other team more opportunity to play.
9. **Tight Games:** Provide extra support to the Score Keepers and Timers on really tight games. Watch them closely because they sometimes get caught up in the excitement of the game and forget what they are doing. Remind them, that as officials, *they are not to coach or cheer any team*.

GAME INSTRUCTIONS (cont.)

10. **Award Presentation:** Team awards are to be presented by the Gym Director at the end of the appropriate games. Trophies are presented to Champions, Runner-ups, Third Place, and Consolation winners depending upon the number of teams in the specific division. The trophies will be distributed to you by the committee chairman of Awards and Presentations before the conclusion of the affected games.

At the conclusion of the appropriate game, line up the team(s) and make the trophy presentation. Suggest saying some such as:

On behalf of the Montebello Jets/Jetts, we are delighted to present this award to you for your outstanding performance during this tournament. We are delighted that you have participated this year, and we hope to see you again next year.

Shake hands with each participant and congratulate them.

Trophies are presented to Champions, Runner-Ups, Third place, and Consolation Winners depending upon the number of teams in the division. See schedule below.

<u>Division</u>	<u>Trophies/Awards</u>
4-Team Divisions	Champions, Runner-up
6-Team Divisions	Champions, Runner-up, and Consolation (Winner of Game 8)
8-Team Divisions	Champions, Runner-up, 3 rd Place and Consolation

OFFICIALS PAY ENVELOPES

There are 4 (four) envelopes for each GAME containing the pay for the officials, except for the Novice Divisions which has no scorer, there are 3 (three) envelopes. The envelopes are ordered by game number.

Scorer (none for Novice Division since no official score) --	\$7.00 (\$5, two \$1 bills)
Timer -----	\$7.00 (\$5, two \$1 bills)
Referee # 1 (Novice, 1 st Grade, 2 nd Grade) -----	\$15.00 (\$10, \$5 bills)
Referee # 2 (Novice, 1 st Grade, 2 nd Grade) -----	\$15.00 (\$10, \$5 bills)
Referee # 1 (3 rd Grade) -----	\$18.00 (\$10, \$5, three \$1 bills)
Referee # 2 (3 rd Grade) -----	\$18.00 (\$10, \$5, three \$1 bills)
Referee # 1 (4 th Grade thru 12 th Grade, COED) -----	\$24.00 (\$20, four \$1 bills)
Referee # 2 (4 th Grade thru 12 th Grade, COED) -----	\$24.00 (\$20, four \$1 bills)
Referee # 1 (Men and Women) -----	\$28.00 (\$20, \$5, three \$1 bills)
Referee # 2 (Men and Women) -----	\$28.00 (\$20, \$5, three \$1 bills)

When game is scheduled for only 1 referee

Referee envelope contains \$36 (\$20, \$10, \$5, \$1 bills)

Check for the correct amount and seal each envelope. If there are any over payments, please be sure to return the bills to the tournament treasurer at the end of the tournament. **BE RESPONSIBLE for the control of the money at all times.**

Pay the officials at the end of their session. Some ref may only be there for 2 games, others 3 games, and some 4 games.

If a ref does not show up and the other ref does the **entire** game by him/her self, give the single ref both envelopes. If the late ref comes any time during the game and refs the remainder of the game, give the envelopes to both refs and let them figure out what they want to do!

Except in the Novice Division which does not have a scorer, if there is only one person keeping score and time for a game, give that person both envelopes for scorer and timer.

Note for Jets/Jetts players: Earn Jets/Jetts community service hours in lieu of pay (1 community hour per \$7). Have Gym Director sign your Jets/Jetts Community Service form.

Tournament Books

Give each team one book for the coach.

The Gym Box contains up to 10 books for sale at \$3.00 each. Do your best to get them sold – we need the money to reduce the cost of printing.

Scorer & Timer Summary

Read/Know Tournament Rules

Start Games on Time

Time-outs

Regular Period	(2) 1-minute
Regular Period	(2) 30-second
Extra period	(1) 30-second

Timer Callouts

Time remaining	~ 5-minute intervals
Last 2 Minutes	~ 15-second intervals
Last 10 seconds	~ 1-second intervals
Remaining timeouts	
Team & personal Fouls at the time of infraction	

Complete Game Summary Sheet at end of each game.

SCORERS & TIMERS

PURPOSE: To ensure accurate scores and time for all scheduled games of the Jets/Jetts tournament. **You are Officials** of the games and are expected to conduct yourself as such - no coaching or cheering teams.

1. **Tournament Rules:** Read tournament rules ahead of time and be familiar with them. Be especially aware of the **Possession Arrow** rules.
2. **Score Sheets:** The score sheets are pre-printed with the team name, players, and numbers. If the player's numbers are missing, obtain the numbers from the team and write them onto the pre-printed sheets. **Added players are not allowed.** Do **not** accept a team's score sheet. If the team is attempting to add players, contact the Gym Director. The players listed on the pre-printed score sheets are the only legal players unless the Gym Director tells you otherwise. If an **ineligible player** plays, the Division director will tell the coach that the **team will forfeit the game.** Show the coach this statement.
3. **Start Each Game on Schedule:** If time must be made up, have the Gym Director advise referees and coaches: shorten warm-up time and half time. Inform the Gym Director that the coaches of the next games should be informed that warm-up time will be abbreviated and that they should initiate their team's warm-up where appropriate and suitable.
4. **Game Ball:** Division Directors and Referees responsibility.
5. **Timer Callouts:** The Timer shall call out and advise the coaches of the following:
 - Time Remaining at **5 minute** intervals
 - Count down ~ last 2 minutes in **15 second** intervals
 - Last 10 seconds in **1 second** intervals
 - Time Remaining at Team Time-outs
6. **Team Fouls Callouts:** The Scorer shall call out the number of **Team** and **Personal** fouls at the point of the infraction.

SCORERS & TIMERS

7. Completion of Game:

- Record game results on the Game Summary Sheet in Division/Gym Director's Notebook
- Record game results on the Game Schedule Sheet posted on Gym Doors
- Obtain Referees' and Coaches signatures on back of score sheets
- Return Score Sheets to Scorer's Notebook
- Prepare Score Sheets for the next game
- Offer Referees and Yourself water supplied at each gym. **NO FOOD and NO DRINKS other than water are allowed in the gym.**

Time Keeping and Scoring Reminders

8. **Running Totals:** The Running Totals portion of the score sheet is the **official game score** - so be sure to record points onto the **running totals first** before recording the points for the player. The **TIMER** shall act as **SPOTTER** for the **SCORER**.
9. **Official Time-Out:** As an official, you can take an official time-out if a problem arises and you need to discuss the problem with the Referee and Gym Director. Advise the Gym Director to wait for the next **dead ball** situation to take the official time-out. Discuss the problem and take appropriate action.
10. **Flip Chart Scoreboards:** The TIMER is responsible for ensuring that the Flip Chart Scoreboard indicates the same score as the scorer's Running Totals. The public sometimes disagree with your score, and you may call an official time-out and attempt to correct the problem. You should involve the Referee and Gym Director in this discussion.

There is always some confusion as to who is HOME and who is VISITOR. Suggest that the score on the right side of the Flip Chart Scoreboard reflects the team on your right, and the left side reflects the team on your left. It makes it easy to keep score and the spectators accommodates quickly.

12. Time-Outs:

Record the Number of the Player requesting the Time-out for each team.
Advise Referee if a team calls an illegal time-out (does not have any left)
1-minute, blow horn at **45 seconds**
30-second, blow horn at **20 seconds**

TIMER OPERATION INSTRUCTIONS

Timer1		Timer2		Clock
H	M	S	Clear	Start Stop

DESCRIPTION: A digital timer mounted in a wood case to provide ease of operation (pictured above will be in most gym kits), simplicity in reading, and reduction of accidental resetting. The START/STOP memory button is easily accessible for stop and starting the timing operation. Setting the initial time periods (ex. 20 minutes) require the use of the wood dowel.

MODES OF OPERATION

CLOCK: The timer should already been set to local time.

TIMER: There are two timers (Timer1 and Timer2) which are identical in operation. The timers runs DOWN showing time remaining. When the timers reach zero, a buzzer sounds and the timer starts to run UP.

SETTING THE TIMER(S)

Select TIMER1 or TIMER2 by using the dowel to depress the button

Depress START MEMORY/STOP button if display is changing

Depress CLEAR button

Depress and hold the M button until the display reads 0:20:00

(If you exceeded the 20:00 minutes, depress CLEAR to reset and repeat the operation above.)

The timer is now set at 20:00 minutes.

TIMING OPERATION

Depressing the START MEMORY/STOP button alternately Starts and Stops the timer. The time remaining will continue from the time at which is was stopped. When the time reaches zero, a buzzer will sound and the timer will continue to run UP. Depress the START MEMORY/STOP button twice and the timer will reset back to the original 20:00 minutes.

NOTE: Some gym kits will have a handheld timer instead of the above. Also, there may be electronic scoreboards available at some gyms.