

GYM SUPERVISOR DUTIES

Supervise and aid in the administration of contests played in his or her gym.

Always call the police if someone is ordered to leave the facility, gym, or field and **refuses** to do so.

Email PLKC at monachino@diocesksj.org or call (816) 714-2349 if you require further assistance (call police first if violence related then call PLKC). Make sure Gym Supervisor substitutes that are not familiar with this information have it on hand if they have any questions.

Gym supervisors are to complete the top section of the scoresheets, not the volunteers. Please refer to the schedule and complete the scoresheet information prior to the start of any games. I am attaching a sample score sheet and instructions for your reference. Please leave a copy of the sample scoresheet at the score table for reference for staff and volunteers.

The running score is the official score, and it must be completed.

The First and last Name of the Player and jersey number must be included on the scoresheet for all players.

Scoresheets need to be filled out completely and a copy is given to each team's head coach at the end of the game.

Gyms will provide each team with 3 warm up balls which can also be used as the game ball.

Volleyball:

3rd – 6th grade – **Volley lite**

7th – 8th grade – **Regulation**

Basketball:

Girls 3rd – 4th and Boys 3rd grade - **27.5**

Girls 5th – 8th and Boys 4th – 8th grade - **28.5**

The supervisor will not operate the scoreboard, keep score, work concessions or take money at the gate unless the gate is such that the entire playing floor is clearly visible.

Ensure the clock and scoreboard are working properly and scorekeepers have all necessary forms and equipment needed.

Ensure that the scores are visible to both teams.

Must be familiar with the current year PLKC Rules of Competition.

If a forfeit occurs, the scoresheet must clearly indicate which team forfeited.

If a team wants to protest a game, they need to do so during the event, not at the conclusion and

notify the referee that they are protesting. The coach must note, in writing, on the back of the score sheet the reason for the protest and the coach and official must sign the score sheet. A copy of the scoresheet with protest and signatures can be scanned and emailed to PLKC after completed.

Volleyball/Basketball uniform violations need to be reported through email.

If any person is ejected from a game, the gym supervisor needs to ensure that person has left the facility. The ejection must be noted on the scoresheet and communicated by email directly to the PLKC office indicating the name of the individual and the team they are associated with.

The Officials are only responsible for ejections on the field of play. Only a Gym Supervisor can demand an individual to be removed from a facility. Officials are not responsible for ensuring the safety of a facility; gym supervisors have this authority only.

Any player, manager, coach, or spectator ejected from any contest sponsored by the PLKC for any reason will be automatically suspended. The suspended individual must appear before an appropriate committee of the Executive Board to seek reinstatement. Please email the name of the ejected individual and their school to PLKC.