**COACH’S RESONSIBILITIES AS GYM MONITOR**

EBYAL games held at SACBC require a gym monitor. The gym monitor needs to be a coach, board member, or church member. Typically several games will be held on one day. If multiple SACBC teams are playing on a given day, the gym monitor shall be shared by both playing coaches.

Duties:

* Open gym
  + Set up bleachers, set up scorers table and chairs for teams
  + Turn on 100% of lights for games
  + Make sure there is a garbage can available
* During the games
  + Do not allow other teams to enter the gym until 30 minutes before game time
  + Make sure games are moving on pace (no excessive time for timeouts, between games, half time, etc.). If you need help, use the referee to keep the games moving. Report any issues to the EBYAL rep.
    - Games should start exactly on time. Set the clock to complete at game time. If the games are running behind schedule, allow only for a 5 minute warm up for the next teams.
  + Make sure the scorekeepers know the rules on running vs stop time and the minutes allocated for timeouts, between quarters, and halftime
  + Make sure that teams are throwing away garbage in their appropriate locations
* Close Up
  + Sweep the gym and lobby, particularly under the bleachers
  + Spot mop up any spills
  + Put away bleachers, scorers table, and chairs
  + Put away the scoreboard controller
  + Turn off 50% of the gym lights (back to “practice” mode)
  + Make sure the bathrooms are not egregiously dirty (normal use is ok)
  + Throw out trash can bags into the dumpster
  + Clean up garbage in the lobby and front of Sangha Hall
  + Make sure all exterior doors are closed and locked (including back of gym, next to restrooms, all front doors).
  + Lock the interior doors into the gym
  + Turn off all lights in the gym, lobby, and reception room