

## Coach Assignment Responsibilities

### Setup

1. Arrive @ gym 15 minutes before first game of the night.
2. Take nets out of storage room and set up (get the referee for that night to help you).
3. Make sure Basketball backboards are in the upright position (ask someone in the office to raise them or ask for the keys).
4. Get Scoreboard **control panel** and **game ball** from the office.
5. Scoreboard control panel is setup at the far end of the gym at the top corner of the bleachers. There is an outlet there to plug in the power cord. Then connect the cable to the panel and then on the wall next to the outlet there is a cable connection.
6. The directions for working the scoreboard are on the panel. If you have trouble the referee knows how to work the scoreboard. When you first plug it in, it asks you if you want to use the same setting from the previous use, hit "YES". Basically, to set the time, you hit "SET", "TIME", 2 2 : 0 0 then "YES". To set Scores, you hit "SET", "HOME SCORE" 0, "SET", "GUEST SCORE" 0
7. The switch at the top left turns the clock on and off. It is a running clock. Only turn the clock off in the case of severe injury (coaches run out on the court and child is down for what could be a significant time, a judgment call) or if a coach calls a "time out". Each coach gets one time out per game. Time outs are one minute in duration.
8. **Guest** scores are kept for teams sitting on the right side of the gym. To add a score hit guest or home and "1". Always hit "1" the scoreboard adds the scores.
9. Halftime is 4:00 minutes.
10. Make sure the games run on time. Events usually follow at 9:00pm.
11. Set your team up at the far end that night so you are close to the scoreboard. Try to find an older child or someone

to do the clock during your game (many kids love to work the clock).

### **Breakdown**

1. Take nets down and put back on the hooks in storage room.
2. On Mondays and Tuesdays basketball usually follows use, if so, unplug the scoreboard panel and give to the basketball people. They plug it in on the other side of the gym. If not, return the scoreboard panel and game ball to the office. You don't have to do anything about the basketball backboards.

Remember you represent the soccer club that night. You are the Official. You make judgment calls in disputes and keep parents in line if they are abusive to our referees. Also, make sure the gym is left in a clean state, throw out water bottles, etc. in the stands and on the boards.

Thank you,

I'm sure thing will run smoothly.

If you need to contact me call: 215-379-3964

Bill Beck

Indoor Director

Or

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Lou Vessels

Indoor Commissioner