

Game Days

- *Gym Set-up:* Teams playing in the first game of the day are responsible for setting-up the gym. Likewise, teams playing in the last game of the day are responsible for cleaning-up (picking-up and throwing away all trash) and putting away all furniture used for the day's games.
- *Game Day Coordinator:* Wherever possible, a volunteer Game Day Coordinator has been assigned to supervise the opening and closing at the school gyms that we use on the days of games. Each coordinator will be responsible for:
 - ◇ getting the game equipment (basketballs, scorebooks, etc.) delivered from his/her home to the game site
 - ◇ performing the gym monitor's pre-use inspection
 - ◇ setting-up the game clock
 - ◇ collecting all equipment and supplies at the end of the day
 - ◇ performing the gym monitor's end-of-use inspection (including signing the form and getting custodian's signature)
 - ◇ returning the equipment and supplies to his/her home at the end of the day

Should a Game Day Coordinator contact a coach (playing in either the opening or the ending game of the day) to perform these duties, that coach must comply if at all possible. If the game equipment has not arrived at the gym 10 minutes prior to the scheduled start time of the opening game, one of the game coaches should immediately contact the appropriate Game Day Coordinator. And, the coaches playing in the last game of the day should not leave the gym until the Game Day Coordinator (or his/her designee) has arrived to pick-up the equipment. If, after a reasonable amount of time, no one arrives to pick-up the equipment, then one of the coaches should take the equipment home with him/her and immediately contact the Game Day Coordinator.

- *Home Team:* The home team is listed first on the game schedule (if the game schedule reads 3-4, then team #3 is the home team) and wears the white side of the reversible jerseys.
- *Scorekeeping:* Each team must supply a scorekeeper or a timekeeper for every game. In addition to keeping score during the game, scorekeepers need to be aware of as well as monitor player participation requirements. Scorekeepers must be sure the correct score has been written in the scorebook at the conclusion of the game. Scorekeepers must also enter the final score on the game day scoresheet at the game's conclusion. This step enables us to quickly and accurately post league standings.
- *Gym Monitoring on Game Days:* Each team must have a parent serve as volunteer gym monitor during a game. The parent should carry his/her Volunteer Building Director ID badge or certificate with him/her, sit near the entrance to the gym, and perform gym monitor responsibilities. It is the responsibility of both coaches involved in each game to ensure there is a designated gym monitor. Game play may be delayed (with a reduction in number of minutes played) or cancelled if a gym monitor is not present prior to the scheduled start time.
- *Inclement Weather:* If schools are closed due to inclement weather, our basketball program will also be canceled. If schools close early on a weekday, then there will be no practice that day. If schools have delayed opening, then practice will go on as scheduled. If schools are closed on a Friday, school facilities may still be open on Saturday. If school facilities are closed on Saturday, they may still be open on Sunday. If you're in doubt regarding the possible cancellation of Turnpike activities, watch Cox Cable channel 21 or call the Fairfax County Recreation Department weather cancellation hotline: 324-5264 (hotline updated by 6:00 am on Saturdays and 7:00 am on Sundays).

Gym Monitoring:

- *Certification:* All adult coaches are expected to become a “Volunteer Building Director” by watching a video and taking a short test on line. Altogether, it takes about 30-45 minutes. There is a link on the Turnpike web site that will take you directly to the County recreation department web site for the VBD exam.
- *Using School Gyms: Using school gyms is our privilege, not our right.* No game or practice should occur without a certified Fairfax County Building Monitor in attendance. Adult coaches can serve this function during practices, but not during games. Nor can timekeepers or scorekeepers serve this function during games. During games there must be a dedicated VBD. High School students who are coaching will need a parent to serve as VBD also during practices. Some important reminders:
 - ◇ Advise your players and their families/friends to respect the property of the school. We are guests of the school. NO ONE is permitted to use or play with school equipment (e.g., tumbling mats, bars, ropes).
 - ◇ ALL children must be supervised at ALL times. Children who are spectators must be restrained from running or rough play in school gyms during games and practices.
 - ◇ At no time shall the following be permitted on school property (including the grounds and parking area): alcohol, tobacco products, illegal drugs, or weapons.
 - ◇ NO FOOD OR DRINK IS PERMITTED IN ANY GYM THAT WE USE. THIS IS TRUE FOR PLAYERS, COACHES AND SPECTATORS. AT SOME GYMS, IT MAY BE POSSIBLE FOR PLAYERS TO HAVE WATER ONLY IN THE GYM. YOU WILL NEED TO CHECK THE POLICY AT EACH GYM. AT CAMELOT, NO LIQUIDS OF ANY KIND, INCLUDING WATER, ARE PERMITTED IN THE GYM. A good solution for all gyms is to have your players put their water bottles just at the gym entrance, where they can retrieve them easily during time outs.
 - ◇ If you know in advance that you will not be using your practice time during a week, please communicate that information to your Commissioner or the Schedule Coordinator. Perhaps someone else can benefit from that practice opportunity.
- *Gym Monitor Responsibilities:* All coaches have gym monitoring related responsibilities at every practice session:
 - ◇ Wherever possible, a gym usage form will be posted on the wall of the gym where we practice. Each evening, the first coach to arrive at practice must perform a gym inspection and record the status on the usage form. The last coach to leave for the evening must make sure all participants have left the gym, perform the evening’s final inspection, complete and sign the usage form (including making an estimate of the number of gym participants that evening), and secure the custodian’s signature.
 - ◇ At any gym where no gym usage form is posted, coaches must complete their own usage form and return the completed form and bring it to their game on Saturday or Sunday.
 - ◇ Anticipate random surveys by Fairfax County Recreation Department personnel. They will be seeking the name and VBD badge number of the volunteer gym monitor in attendance. You must bring your identification and VBD badge/certificate with you to games and practices. Failure to do so may result in the loss of your practice privileges.
 - ◇ All coaches should also carry a copy of Turnpike's gym permit with them.
- *Reporting Gym Damage:* Complete a Gym Damage Report should any damage occur during your practice session. Contact the Game Day Coordinator as soon as possible.
- *Reporting Injuries:* Complete an Injury Report should a significant injury occur during your practice session. Contact the Game Day Coordinator as soon as possible.
- *Emergency telephone calls:* Each school makes a telephone available should the need arise to make an emergency telephone call. However, the telephone is more likely than not in a locked room. See the custodian if you need to make an emergency call.
- *Unable to gain entry into a school:* Contact the Recreation Department at (703) 324-5515 if you are unable to gain access to a school or if there is another, non-Turnpike club using the gym. The Recreation Department is staffed to take such telephone calls on week nights (4:30-9:00), Saturdays (7:00-7:00), and Sundays (11:00-3:00).

Special Notes for Game Day Gym Monitors:

- *Make yourself accessible:* Sit near the entrance to the gym. Have your VBD badge or certificate accessible should a Fairfax County Recreation Department employee perform a gym check. If an employee does stop by, he/she will look for the person who is the VBD and ask for badge/certificate number and some form of personal identification.
- *No food and drink:* Remind anyone attempting to bring food or drink into the gym that doing so is not permitted. Periodically check the gym for compliance; people often bring bottles in bags, purses, etc.
- *Children spectators:* Do not allow spectators (or players) to play on the school physical education equipment (e.g., tumbling mats). Do not allow children to play at the perimeter of the court in a manner that places themselves, others, or school property in danger of injury/damage. Do not allow children to color on gym floors, to roller skate on gym or school floors or to pursue any other activity that might harm school property. You may need to instruct parents to supervise their children more closely.
- *Check the Access Route to the Gym:* Periodically, VBDs should check hallways and other parts of schools that may be open when we have access to the gyms. Children spectators especially like to play in the halls, bounce balls against the wall, etc. Do not allow any activity that will damage school property anywhere and prevent access to other parts of the school except the gym.
- *Problems:* In the event that players/spectators continue objectionable behavior, notify coaches and referees, school custodians, Turnpike commissioners or other authorities on site. There are provisions for the removal of anyone damaging school property or not complying with school rules. You should not attempt this yourself, but should alert competent authorities.
- *Paperwork:* You do not need to complete any of the paperwork requirements normally performed by volunteer building coordinators.

Post-Season:

- *End-of-Season Tournament:* Every team from each gender/age grouping will participate in an end-of-season tournament.
- *Turnpike Invitational Tournament:* The Turnpike Basketball Club hosts a post-season all star tournament for Northern Virginia house league basketball clubs. Participating gender/age groups are:

Boys	10 and under	Girls	10 and under
	12 and under		12 and under
	14 and under		14 and under

The Boys and Girls Commissioners, using the input of league coaches, will determine the coaches and player participants. No County League or High School players may participate in this tournament.

- *House League All Star Tournament:* All star games are also held for age/gender groupings in which there were at least eight teams participating (six in groupings where no invitational tournament is formed). The Boys and Girls Commissioners, using the input of league coaches, will determine the coaches and player participants. No County League or High School players may participate in these games.
- *Trophies:* Teams finishing in first place (regular season or tournament) receive individual player trophies. If the same team finishes first in the regular season and wins the post-season tournament, then the team finishing in second place during the regular season will receive individual player trophies. Players in the league who do not win a trophy will receive a gift for participation.
- *Coaches Meeting:* Following the end-of-season tournament, coaches and league directors will meet to discuss the season and make suggestions for improvement. Coaches will turn-in their players' uniforms and pick-up trophies/participation gifts.

Don't forget on Game Day:

- **Make sure you have your VBD badge/certificate and a copy of the gym permit with you**
- **Enter your line-up in the scorebook as soon as possible following the preceding game.**
- **Arrange to have a scorekeeper or scoreboard operator at the scorer's table as soon as possible following the preceding game.**
- **Make sure your volunteer building monitor is at the game and sitting near an entrance to the gym.**
- **Make sure your players, parents, and friends do not bring food or beverages into the gym (water is not allowed at Camelot or WFES). In all gyms, it is best to leave water bottles just outside the gym entrance for easy access for players.**
- **Be kind to the referees.**
- **Enter your final score on the game day scoresheet.**
- **Like it or not, you are a role model. Try and be a good one!**
- **If you're playing in the first game of the day:**
 - **help set-up the gym**
- **If you're playing in the last game of the day:**
 - **help clean-up the gym and put away chairs, tables, etc.**
 - **make sure the Game Day Coordinator picks-up the equipment. If not, take it with you (NOTE: The scoreboard controllers at Wakefield Forest and Camelot belong to the school. The Frost controllers belong to us. The tub of equipment at Wakefield Forest is stored in the locked closet adjacent to the gym.)**
- **Have fun.**