

Gym Supervisor Duties & Responsibilities

BETHEL RECREATION ASSOCIATION

1. Be at your facility no later than an hour prior to the start of games to set up gyms for play. More time may be required to set up depending on the facility. Saturday games usually begin at 9:00am and weeknight games at 5:30pm.

2. Make sure you bring all the supplies needed for each program. The following is a list of supplies:

Volleyballs/Basketballs	Flipcharts (volleyball)	Table Clocks (basketball)
Pinnies (basketball)	Officials Schedule	First Aid kits
Score sheets	Master schedules	Officials Contact List
Rule books	Injury/Accident forms	Whistles

3. Ensure that all the officials that are assigned to games are on the proper court and prepared to officiate. Ensure that all officials have the proper supplies and equipment. Make adjustments to official assignments to ensure quality officiating for all games. Inform the Recreation Director of any changes made and why those changes were made to help with future schedules. Evaluate official's performance and make recommendations on official assignments.

4. **Monitor your courts/gyms** – move and be visible. Check to see that fans are sitting out of the playing area and are following facility rules, no food or drink in gyms. Lend assistance in a friendly way with rowdy fans or coaches. Be sure to introduce yourself as the gym supervisor. Make sure you wear your supervisor shirt and make it visible for coaches and parents to see. Keep Bethel Recreation informed of unresolved/solved situations.

5. Move from court to court and monitor the officials to ensure that they are making the appropriate calls and following the league rules. **Watch the officials and give hints to help if possible (take them aside and do this at half time or time outs, do not verbally criticize them in front of players, coaches or parents).** Give as many positive comments as possible.

6. Ensure that all teams/coaches are following the league rules. No jewelry (includes earrings). All teams must also wear their Bethel Recreation issued t-shirts for their games.

7. Treat injuries- Supervisors will have first aid kits with ice packs, band aids etc. Make sure there is an Injury/Accident form filled out on every injury incident. Those that require medical attention should be noted by you and reported to the director. Keep all forms in a notebook. All supervisors are to be certified in CPR/First Aid and must have a current card available in case of an emergency.

8. Remember you are representing Bethel Recreation and are there to serve our public. It is very important that you be as calm, positive and objective as possible. Don't become part of an argument. Be there to prevent them. If the situation escalates, don't hesitate to call 911 or other Bethel Recreation personnel. Submit written description of incidents to the Bethel Recreation Director as soon as possible.

9. Keep accurate timesheets to turn in at the end of the month. Make sure you sign all officials' timesheets at the end of the day. Timesheets are to be turned in to the Bethel Recreation office no later than the 2nd of each month to be paid on time. Failure in doing so will result in a delay in payment (for the next month).

10. Help officials make a smooth transition from game to game. Games should start as close as possible to the assigned start time.

11. Make sure all of your officials are dressed in the appropriate attire (Official shirt, tennis shoes, no saggy pants/shorts or hats).

12. Please make sure all parents, coaches, and spectators are following Bethel Rec. and BSD rules and guidelines (**NO food or drinks, except water, in gyms, no smoking, no drinking alcohol, and no animals**). If you do witness violations to the rules, you are to follow the appropriate steps:

-Remind the person that the action is not allowed in or on District property.

-Ask them to stop. If they continue, you can ask them to leave the facility.

-If they still proceed, you can call 911 and have them removed. LAST RESORT

13. At the end of the day all game balls and equipment should come back to you. Make sure the game results sheet is filled in (except for K-2 no score is kept) and returned to the Bethel Recreation Director (district mail or dropped off).

14. Have gyms cleaned before you leave making sure all garbage and lost and found is picked up and all equipment is properly put away. For K-2nd ensure hoops are put back to their original height. Locate the custodian to let them know you are leaving so they can lock the doors. If there is no custodian close up and lock all doors and set alarm. Do not exceed more than 45 minutes after the last game has ended for cleaning and locking up the facility.

15. In case you cannot make it to work you are required to notify the Bethel Recreation Director in a timely manner to ensure we can find a replacement supervisor.

16. At the end of the season the supervisor is responsible for collecting team equipment from each team at their last game and returning it to the equipment shed.

As a supervisor for the Bethel Recreation Association, I will provide a clean and safe environment for all employees, coaches, parents, players, spectators and staff. I will follow the duties and responsibilities of the supervisor. I understand that I will periodically be evaluated on my performance and by not meeting the required standards my employment could be terminated.

Employee Name _____

Employee Signature _____ Date _____

Bethel Recreation Director Signature _____ Date _____