

**OLD COLONY GIRLS BASKETBALL LEAGUE
PLAYOFF HOST RESPONSIBILITIES AND ORGANIZATION**

1. Each gym must have a site coordinator from the host town who is in charge of the overall operation for the day. These operations include the management of the game schedule, ensuring that all facilities such as bathrooms are open and available (locker rooms if possible). This person should be identified to all teams participating in that site prior the day of the game.
2. A large poster board with the brackets showing all games for that site should be posted on the wall at the door when entering the gym. The brackets should have game times and the final score should be listed after each game played. This poster should go to Whitman for Sunday. It would be nice to present the winning coach in each division with the poster of the brackets.
3. The team designated as the home team will always be the higher seeded team in a game. The designated home team must provide the scorekeeper, the person who keeps the official book. The visiting team must provide the timekeeper, the person who operates the scoreboard. These individuals need to be experienced at having done this before in a game. It is important that the scorekeepers and timekeepers be adults who understand their role. These individuals need to understand that they are not allowed to becoming active rooting participants in the game or to have any critical remarks for any coach or game official. The host site needs to train the timekeeper in using their scoreboard and equipment.
4. The Old Colony Rules should be posted on the table next to scorekeepers. Officials and head coaches should review rules prior to start of each game so that all individuals are familiar with the rules for that particular division.
5. There should be an area for officials to go between games. All teams need to remember that once an official declares the game over, that they need to be given some space for themselves between games. At no time should any parents, for any reason, approach an official before, during or after the game unless it is only to thank them. This rule has been discussed at board meetings and should be enforced by site coordinators and coaches.
6. All sites should have ample amounts of ice packs and a first aid kit available.
7. It would be helpful if the host team could have information available as to local restaurants in the area of each site.
8. Host team needs to ensure that floor is swept after each game.
9. Scores for Friday night games should be called in to league president by site coordinator on Friday night after the completion of all games at each site. Scores can be e-mailed in if done immediately after the games on Friday night. This needs to happen ASAP after 10:00 p.m. so that brackets can be set up for Saturday and posted on website along with game times. Brackets and game times without winners, just listing game numbers, will be listed on the website.