

## Acting Commissioner Guidance

The Acting Commissioner (AC) is one of the most important people at a game. The AC can set the tone among the coaches, the players and the families for the entire game. If you are welcoming and friendly to the coaches and get them talking to each other before the game it will set the tone for collegiality. If you point out the Crucifix in the gym and **ask spectators to stand before beginning prayer** you encourage reverence and set the tone for the entire game. Setting that tone within the context of our being role models in this tool of Christian formation may pay immediate dividends if it is necessary in situations of questionable safety or behavior to intervene. If the AC fails to fulfill the role, behavior can get out of hand, facilities can be abused, and most important, the formation and safety of youth, coaches, and spectators can be put at risk. If you are the AC for a game, be friendly, be fair and impartial, try to see both sides of an issue, be firm and pay attention at all times. **Above all, the AC must ensure that all actions within the venue are in keeping with the principle of bringing the participants involved closer to Christ in word and action.**

A few quick tips for the season:

- **Start games on time**—or even early if the teams and officials are ready. The last game of the day may have to be cancelled if we can't keep things on time. Some things you can do to make that happen:
  - Talk to the coaches while the previous game is going on (assuming you are not coaching the previous game). Ask them for their clock and book person.
  - Talk to the spectators while the teams are warming up
  - Have the warm-up clock set to elapse 2 minutes or so prior to game start time so you can get players out to center court, complete the prayer and have the players lined up and ready to go.
- Keep a copy of the rules in your coaching bag so you have with you at all games.
- **Read attached script OR hit every bullet point if you know the script.**
- Sit where you can see and hear the coaches and the spectators (e.g., midcourt)...move around if you must.
- Remind coaches before the game (and if necessary during) that they should remain seated except for momentary coaching (e.g., 10 seconds)
- The league is placing great emphasis on fulfilling AC responsibilities. Please be sure you are present (mentally and physically) from the prayer/script to the congrats at the end. Failure to fulfill AC duties will result in the coach's suspension. Coaches of both teams for a game in which the Acting Commissioner does not fulfill duties **MUST** report the absence to the Commissioner. Failure to do so will result in suspension.
- Please be sure to report any incidents to the Commissioner ASAP—and be sure to fill out the Incident Report Form as soon as you get home. (Found on website.)
- The officiating crew runs the game. If you have concerns about the officiating crew or feel that a game is getting out of hand let the officiating crew know and contact the Grade Commissioner. You are not there to question the judgment of the officials. If there is a rule that needs clarification you may show them the rules.



Youth, Campus &  
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### Acting Commissioner Checklist

- Prepare remarks
- Notify commissioner immediately if officiating crew not present
- Check gym/hall/bathrooms for hazards/damage, notify commish immediately
- Clock works, scorers book and copy of rules available, rim height appropriate
- Introduce yourself to refs/coaches
- Remind coaches: seated during game, no public questioning of refs, no drinks on the bench, COACHES are responsible for their parents/spectators...if there's an issue that permits, speak first with the team's Christian Sportsmanship Liaison and then with the team's coach\*.
- Make certain there is someone responsible for the book and clock and all players names/numbers are in the book
- Personalize/Read script to spectators while teams are warming up
- Gather teams at midcourt and get everyone in the gym's attention—ask spectators to please stand—and point out the Crucifix for prayer**
- Personalize/Read script to teams
- Sit where you can see/hear coaches and spectators
- Make sure no issues with score at end/ensure referee signs the scorebook
- Encourage teams/spectators to clear the gym quickly after game
- Check hallways/bathrooms/facilities for any damage after game
- Report any technical fouls or ejections as well as any inappropriate behavior to the commissioner immediately. Include teams and names.

\* Remind coaches that if there are any behavioral issues from spectators and the spectators are not listening to you that you will ask the ref to stop the game and the coach will need to address before the game can continue.

## AC Bulleted “Must-Mentions” (or choose script):

### To Spectators (before or while teams are lining up):

- **Welcome**, thanks to [parish] for hosting—we are their guests.
- Please, **no food or drink**
- Allow **players** to find their own **voices**
- **Respect** the coaches—**only the coaches should coach**
- **Respect officials**—**never approach or question calls.**
- **Children by your side**-not on **stage, playground** unsupervised or **roaming.**
- At the **last buzzer**—**please exit quickly** so next teams can play
- At **prayer, please stand**, gents remove **hats**, and **face the Crucifix.**

### To Coaches and Players:

- **Welcome**, coaches and players.
- **Honor each other** in how you play and with **Christ-inspired sportsmanship**
- Choose today to **bring out the best in your teammates and the other team**
- **Invite spectators to stand**, invite players and all to **face the Crucifix...**

### OR use Script: For spectators while teams are warming up

Thank you all for coming today. Please respect players by letting them find their own voices and please respect the coaches by allowing them—and them alone—to coach these players. Also, please respect these officials at all times and never openly question their calls.

I would like to thank \_\_\_\_\_ parish for hosting us today. We are their guests and have committed to abide by league rules regarding sportsmanship, safety, and respect for the facilities. As such, please remember no food or drinks, including water bottles, in the gym. Finally, families with young children, please keep them at your side at all times so they are not on the stage or in the hallway or out on the playground unsupervised. When we gather for prayer, please stand and gentlemen please remove your hats. At the end of the game please exit the gym quickly so the next teams can enter. Thank you, enjoy the game!

### For teams at center court and spectators:

Coaches and players, welcome! Please honor each other in how you play with Christ-inspired sportsmanship and how you encourage your opponents to bring out the best in you. Let's join together in prayer and face the Crucifix as a player from \_\_\_\_\_ leads us in prayer... (Invite player to speak loudly in prayer... **Ask or motion to spectators to stand if they are not already.**)