

Standard Operating Procedure (SOP) for Using GameChanger

Purpose

This SOP outlines the process for effectively using GameChanger to track and manage basketball games, ensuring accurate statistics, smooth communication, and efficient game management.

Responsibilities

- **Head Coach:** Oversees GameChanger usage, ensures stats accuracy, and communicates with staff.
 - **Assistant Coach/Team Manager:** Operates GameChanger during games, enters live stats, and ensures data integrity.
 - **Stat Keeper:** If assigned, tracks stats manually as a backup and verifies GameChanger data.
 - **Parents & Players:** Can follow live game updates and review post-game stats.
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1. Setting Up GameChanger

1. **Create or Access Team**
 - Log in to GameChanger (<https://gc.com/>)
 - Create a team or join an existing one.
 - Add team details (roster, schedule, season settings).
 2. **Invite Team Members**
 - Send invites to coaches, players, and parents.
 - Set appropriate permissions (Admins can edit rosters and stats, while Parents can only view updates).
 3. **Configure Settings**
 - Enable live game updates.
 - Set up stat-tracking preferences.
 - Ensure team privacy settings align with organization policies.
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2. Pre-Game Preparation

1. **Confirm Roster & Lineups**
 - Ensure the GameChanger roster matches the actual team.
 - Set starting lineup before the game.
 2. **Test Connectivity**
 - Ensure a stable internet connection for live updates.
 - Have a backup device or a written method for tracking stats.
 3. **Review Scorekeeping Basics**
 - Ensure the designated stat keeper understands how to log plays accurately.
 - Review common stat entries (assists, turnovers, rebounds, etc.).
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3. In-Game Operations

1. **Start the Game**
 - Begin scorekeeping at tip-off.
 - Confirm period lengths, possession rules, and other game settings.
 2. **Enter Stats Live**
 - Track key stats such as points, assists, rebounds, and fouls.
 - Update the score immediately after each play.
 3. **Handle Adjustments**
 - If a mistake occurs, correct it as soon as possible.
 - Use a backup manual stat sheet if necessary.
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4. Post-Game Procedures

1. **Review & Finalize Stats**
 - Compare GameChanger stats with any manual records.
 - Make necessary corrections before finalizing the game.
 2. **Share Game Summary**
 - Publish game results for players and parents to view.
 - Provide feedback to players using GameChanger's post-game reports.
 3. **Export & Archive Data**
 - Save a copy of the game data for future analysis.
 - Use GameChanger reports to track season progress.
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5. Troubleshooting & Best Practices

1. Common Issues & Fixes

- **App Freezing or Crashing:** Restart the app or device.
- **Incorrect Stats:** Edit stats immediately or review post-game.
- **Connectivity Issues:** Use offline mode and sync later.

2. Best Practices

- Assign a backup stat tracker to verify entries.
 - Regularly update rosters and schedules.
 - Train volunteers or assistant coaches on GameChanger usage.
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6. Security & Compliance

- Ensure only authorized personnel have admin access.
 - Follow league guidelines for data privacy and sharing.
 - Regularly update passwords and app permissions.
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Revision History

Date	Description of Change	Author
4-1-2025	Initial SOP Draft	Jermaine Mack

This SOP ensures the efficient and accurate use of GameChanger for basketball game management. Adjustments should be made based on team-specific needs and league regulations.