

OLL Athletics Program Guidelines for parent- volunteers and coaches -- In the Gym

Overview:

Our gym is a multipurpose facility. Our athletics programs share the facility with other groups and organizations at OLL, including the aftercare program, the youth ministry program, and the physical education program -- to name a few. As a result, some standard operating procedures will be difficult to define as some things may not be exactly in the same place all the time. As a result, the following is a guideline about what is needed from the OLL Athletics Program to ensure a safe, effective, and fun environment is available to all who visit our gym -- including our players, coaches, parents, officials, as well as those joining us from the visiting team(s). Everything outlined herein is designed to ensure that all players and spectators enjoy the time at Lake as well as ensuring we run the best program we can. The program's success depends greatly on full participation from all participating families. Good sportsmanship is expected by all coaches, players, & fans.



Safety:

The safety and well-being of all players (Lake's and and visiting players) and students is our number one priority. Game outcomes, et cetera, at all levels, are secondary.

Gym Prep (games):

Prior to any home game, coaches and at least one parent-volunteer must arrive at the gym at least thirty (40) minutes before the scheduled game time. Ideally, the parent volunteers working the door and snack bar should arrive at this time to ensure we are ready for spectators to arrive and get settled. Remember, most teams tell their players to be at the gym 30 minutes before game time. As a result, we need to be ready when they arrive - just as we expect when we are the visiting team.

Lights & Electricity:

All lights and outlets are controlled by the electrical service panel just to the right of the double doors leading into the main school building (the west side of the gym). The head coach, assistant coach, or team parent -- AN ADULT -- should turn on all circuits by flipping the circuit breakers towards the middle (the left side breakers go from left to right -- the right side of the panel goes from right to left). At the end of the night all but the bottom right hand circuit should be turned off -- flip them all to the "outside". The bottom right circuit governs the one ceiling light that has a switch by the gym exit. Leaving that circuit on gives you some light in the gym until you leave. Please be sure to flip the light switch on your way out -- no lights should be left on at the end of the day or night.

Reminder -- no children are to touch the service panel. --

Volleyball only:

For volleyball games, the coaches, with the help of parent volunteers need to ensure the net is setup. Extra care is needed when moving the net's supports to ensure no players, kids, fans, et cetera, are in the way and to ensure we don't damage our gym floor. For warming up, volleyballs from the bag should be released to our players and the visiting players. Siblings and other non-playing kids should not interfere with warmups.

Basketball only:

Starting with the 2012 - 2013 season, we will not allow outside basketballs in our gym. Visiting teams may bring in warmup basketballs but they will need to be in a bag and the visiting coach will be responsible for that equipment. No spectators will be permitted in the gym with a basketball.

Practice basketball crate, with the appropriate size basketballs, should be pulled from the boys locker room and positioned in the corner near the back stairs. Only players from Lake and the visiting team should use those basketballs to warm up.

There are four (4) game basketballs in the upstairs equipment closet -- two 28.5s and two regular size. One game ball of the appropriate size should be brought down and placed at the scorer's table. Please ask the scorer or referee to keep the ball at the table. Referees will usually check to make sure the ball has the appropriate amount of air. If not, there is an air pump behind the double doors. With that pump, you can add air or remove air as needed.

Volleyball & Basketball:

A representative (preferably a coach) from the visiting team should be greeted and directed to their bench (which is on the north west side of the gym - boys locker room

side farthest from the scoreboard). Visiting teams should be offered the use of the girls locker room located closest to the main entrance. Please keep chairs clear of that door.

A Lake coach or adult volunteer should go to the upstairs equipment closet and retrieve the scoreboard ~ clock console, along with the kitchen keys which are attached to the console's bag, the cash boxes (one for gate / door and one for snack bar), the first aid kit, the 50/50 bowl and 50/50 tickets. *** Please note *** to remain compliant with Protecting God's Children protocols, no children should be allowed to go upstairs to the equipment closet.

During the game:

Selling 50/50s:

As a portion of our income, 50/50s should be sold actively. While we like to get kids involved, and it's a great way to teach them about volunteering, kids should not handle money but can help sell tickets. Since spectators come and go during the game, volunteers selling 50/50s should continue to "walk the crowd" ensuring we get as much participation as we can.

Scoreboard & "the book":

We always need volunteers to help with the scoreboard and book. The level of accuracy of each function needed is commensurate to the level of play. Since our 3 / 4 program is not a competitive league, while it should be done well, there is less pressure with the scoreboard and book for those games.

For the JV and Varsity levels, since the home book is the official book, it is important that it is accurate; same for the clock. Please make sure whoever is doing your clock and book is comfortable doing it. If needed, I will be happy to review it and train anyone interested in learning how to do it. Just reach out to me and I will coordinate a session (LakeAthletics@OLLVerona.org).

After the game:

When the game is over, our goal is to get the gym back to the regular setup; hopefully how we found it. After the last game, the following is needed:

The cash boxes need to be closed out:

- **The Snack Bar cashbox:**

- The Snack Bar cashbox proceeds (after leaving \$20.00 in "**small bills**" -- at least ten (10) singles) should be given to the person covering the gate cashbox

- The snack bar cashbox should be put in the upstairs equipment closet
- **The Gate cashbox and the deposit:**
 - The parent volunteer working the gate / door cash box should collect the gate money (after leaving \$20.00 in "**small bills**" -- at least ten (10) singles) should be counted and entered on the receipt as gate income
 - The 50/50 proceeds are then added (please be sure to include it on the receipt)
 - That cashbox is closed
 - Wait for the Snack bar proceeds - record that amount on the sheet
 - Unless there is an unplanned game and a referee envelope does not exist, referees no longer get paid out of the cash box. Referee fees are covered via the coaching staff and / or the team parent and is done in advance of games
 - All cash should be put in a plastic bag (bags are in the cashbox), with the receipt and put in the mail slot in the door to Sister's office (door to the left of the main office door -- only one with a mail slot)
 - New for 2013 - we will use sealed envelopes versus plastic bags - stay tuned.

After basketball games, a Lake coach or team parent needs to get the game ball from the referee to make sure it gets secured in the upstairs equipment closet. All warm-up basketballs should be returned to the crate, the crate secured, and returned to the boys locker room. An assistant coach must get the game ball immediately after each game ends.

Cleaning Up / Closing Up:

Gym:

After the last game of the day / night, the chairs should be pulled away from the wall / radiator covers and the floor should be swept (using the large floor mop). The chairs should be pushed back and the rest of the floor swept with all debris being pushed into a single pile and then picked up and thrown out.

All water bottles / trash from the spectators area, as well as players' benches, should be picked up and thrown out. Floor mop should be put back in the utility area in front of slop sink.

Kitchen / Snack Bar Supplies:

After the last game, any left over perishable food (pizza, hot dogs, et cetera) can be given away to Lake family members helping. All other non-perishable items should be put back in the storage closet.

All kitchen trash and trash in the eating area should be put in a lined trashcan. All Pizza boxes should be gathered. If possible, the trash bags can go to the dumpster, along with pizza boxes et cetera. If not, the trash should be sealed and left in the hallway outside the entrance to the auditorium.

***** Please check and make sure the oven is turned off *****

Securing the Facility:

The Head Coach, or the coach's designee, should be the last to leave the gym or handover the gym to the next coach or administrator, and before leaving should ensure:

- All lights are off in the gym (including locker rooms, bathrooms, and storage area)
- All spectators and players have left the gym -- check the restrooms and auditorium area
- The water in the bathrooms (faucets, toilets, and urinals) is not running

Snack Bar team needs to ensure:

- The kitchen is clean and all trash is out or ready for pickup
- The oven is off
- All non-perishable items are stored in the closet
- Refrigerator is aligned to the Athletics / Youth Ministry space requirements
- The kitchen door and window louvers are closed and secured
- The storage closet is closed and secured
- Everyone is out of the auditorium
- The auditorium lights are all off
- Auditorium door is shut
- The outside gym door is closed and secured.