

HOUSEKEEPING RULES FOR GYMS, EQUIPMENT, FACILITIES, ETC...

1. For the 2004-05 Athletic Year...I am requesting that all coaches and athletes enter and exit the gym/building through the school/church lobby.

The reasons for this request are the following:

- Safety of the students/athletes. It is much safer for the kids to enter and exit through the more-well-lit lobby. Also, while waiting for their parents, the kids can stay inside and look out through the glass doors.
- Less snow and rain will be tracked through the gym
- Less disruption for the teams practicing throughout the evenings...teams often congregate and are slow to leave the gyms before and after practices. Once practices end the players can leave at once and put on their coats and shoes in the lobby area.
- In the past we have had numerous instances of the doors have not been left locked after practices...this should remedy any security problems that have existed in the past
- If the lobby is locked prior to your practice, the coaches should enter the gym from the west-side door and then make sure players can enter and exit via the lobby

2. Be Mindful Of The Gym Schedule Time Limitations:

- Do not have your teams loiter in the gym prior to the beginning or end of your assigned gym scheduled times. Once your gym time has ended, please leave the gym promptly as assigned. If you require more discussion with your teams after practice, take the meeting downstairs or into the lobby so that the next team may begin promptly as assigned.
- **Volleyball coaches** should remove the volleyball posts and nets and remove them from the court within your assigned gym time/schedule.

3. Ask your teams to leave their coats, hats, shoes, etc. outside the gym in the lobby/steps area. Preferably together in a corner area outside of the gym.

4. If you open any gym windows...close them before you leave. This is a reoccurring security issue for the church and school.

5. Do not allow players to roam the hallways, school, etc. during practice time:

- If players need to use the restrooms, allow them to go one at a time and return at once. In the past we have had a few instances of horseplay and vandalism in the restrooms...please supervise your athletes accordingly

6. No siblings of players may be dropped-off at practices. If the coaches must have to bring a son or daughter, they need to remain in the gym with the parent/coach.

7. Report any damage or hazards to myself or Brian Amor at once.

- We can then access immediately what needs to be remedied if there is a safety issue...or arrange for damage to be fixed.

8. USE OF OUTSIDE GYMS

- **BE EXTREMELY COURTEOUS AND TREAT THE STAFF AND FACILITIES AS IF THEY ARE YOUR OWN FAMILY AND HOME. IF WE LOSE THE PRIVILEGE OF ACCESSING THESE OUTSIDE SCHOOLS AND FACILITIES....WE ARE OUT OF OPTIONS. THE SAME IS SAID FOR THE ST. JUDE FACILITIES.**

9. If school is canceled due to weather related reasons, practices and games are canceled as well. The same is true for early dismissal due to the weather. This is not only an ICCL rule...it is a South Bend/Fort Wayne Diocesan rule.

10. Do not leave bottles, wrappers, trash in the gym for the next group to clean.

11. Please, no bouncing, passing, bumping, throwing balls in the lobby:

- Coaches should keep the team equipment in the equipment-bag before and after practices. We have a multi-use facility and should be respectful of others...and prohibit damage to glass cases, fixtures, injuries, etc.

12. Coaches should not leave the building until every athlete has been picked up by a parent or guardian.

- If you must leave, make sure an assistant coach or another parent stays with the kids until they are all picked-up.
- Make sure the parents know (whether in writing or via a parents meeting) that they are to pick up their children promptly after practice...working together with the parents will ensure that there is less time allowed for problems to occur in the building after practices and games.