

Gym Procedures – St. Andrew For Coaches

OPENING THE GYM

Scheduling and Keys

- At the time of the scheduling, a “person in charge” must be designated. It is assumed that, at sports games and practices, the “person in charge” is the coach whose team is on the floor.
- No games are scheduled before 1:00 on Sunday.
- When the parish office is open, pick up the keys at the office. When the office is closed, pick up the keys from the locked box on the side of the parish office. The code to the locked box will be given to you at the coaches meeting.
- Keys must be returned to the locked box. When putting the key back in the lock box, be sure the “front of the lock” is on the outside.

Broken and Bruised

- When entering the building, if you see something broken, damaged or in need of repair, notify the parish office, so that we know that it was the event before you that may have caused the damage.

Lights

- The fuse box is located on the wall immediately to your left when you enter the gym from the lobby.

Restrooms

- The coach who opens the gym for the day is responsible for checking both restrooms to ensure that they are clean and that the supplies, such as toilet paper, paper towels and soap are fully stocked and that there are extra supplies in each restroom.
- Extra supplies are kept in the janitor’s closet located in the gym lobby across from the women’s restroom. The key interior door key on the key ring will open this closet.

Concessions

- The key labeled kitchen will unlock the door to the concession area.

Storage Area

- Locked cages are designated for Men’s Holy Name, Ladies Women, Boosters, School and Bingo.
- Some open floor space is marked for specific carts, which are to be returned to that space.
- Volleyball equipment is to be returned to the designated space.
- The storage area is not a place for play of any kind. Children shall not be allowed in the storage area unsupervised.

Emergencies

- In case of fire or medical emergencies, call 911. Phone is inside the kitchen by the walk-in refrigerator.
- In case of other emergencies that cannot be handled by the “person in charge,” call the parish business manager first, Shirley Soellner, on her cell phone, 833-1894; or secondly, Jim Wallace, on his cell phone, 276-5745; maintenance supervisor, Bob Whalen, on his cell phone: 600-1090. If no one can be reached – As a last resort – call the parish office, 831-3353, and follow the procedure for “if this is a hospital emergency or a sick call.”

CLOSING THE GYM- ST. ANDREW

Lost and Found and Left Unattended

- Items left behind or not put back in place will be discarded or put into the lost and found barrel in the storage area. The barrel will be emptied at the end of each month or when it becomes full.

Clean up

- Leave the place cleaner than you found it.
- If you got it out, put it away; if you changed it, put it back; if you put it up, take it down; if it got spilled, mop it up.
- If there are items left behind, take them with you or put them into the “lost and found” barrel in the storage area.
- When using the gym, remove your trash and place it in the dumpsters, which are gray/blue and located near the school. Do not leave full garbage bags on the floor. (Garbage bags are in the kitchen under the serving counter.)

Concessions

- If you brought it in, take it out with you. What is left behind will be disposed of.
- Do not leave anything in the freezer, refrigerator or cupboard. Do not leave any dishes or utensils. (Bingo and Boosters can leave their concessions items, if they are clearly marked.)
- If the beer tap is used, be sure that it gets turned off from inside the refrigerator.
- Make sure that the door of the walk-in refrigerator is locked and the light inside refrigerator is turned off, when leaving.

Broken and Bruised

- During your time in the building, if something gets broken or damaged, notify the parish office the next work day, so that we can address the issue.

Lights and Locks

- **Turn off the lights in all areas**, whether you used them or not

Emergency “night lights” – a single ceiling light – will **remain on in the** storage behind the stage, inside kitchen, kitchen door (outside kitchen), lobby, meeting room, boys restroom and girls restroom
Note: There are six switches in the main gym area on the same wall – four near the lobby door, two near the outside door. All six of the switches must be turned off. **No** overhead lights should remain on the main gym area.

Lock all doors, whether you unlocked them or not. They include: outside door by kitchen, kitchen door, stage door (should be locked from the stage side), behind the stage storage room, meeting room doors, lobby doors, dark metal door near the lobby doors that leads from gym.