

## **Gym Procedures – Seton For Coaches**

### **OPENING THE GYM**

**Keys** – Keys for the front doors and all interior doors are stored in the locked box on the pole outside the main entrance to the gym. All coaches are responsible for keeping the lock box code confidential from the athletes and other parish members who do not require the authorization for the code. If coaches know that athletes have the code, it should be reported to the business manager so that the code can be changed.

### **Broken and Bruised**

- When entering the building, if you see something broken, damaged or in need of repair, please note the damage and notify the parish office and Booster president.
- During your time in the building, if something gets broken or damaged, notify the parish office and Booster president the next work day, so that we can address the issue.

**Lights** – Two fuse boxes are on the wall immediately to your right as you enter the gym from the lobby. As you face the two fuse boxes, all lighting controls are located in the switch box on the left. Instructions on specific switches to be turned on are on the front cover & inside the box. Switches that need to be turned on have a black cover, those to be left alone are silver.

### **Concessions**

**NOTE: CONCESSION STORAGE ROOM DOOR CANNOT BE UNLOCKED WITHOUT KEY. DO NOT LEAVE THE KEYS IN THE STOREROOM**

- All concessions items and separate cash boxes for admissions and concessions are located in the locked storeroom at the back of the concession.
- Unlock drink cooler.

**Sweep the gym floor** – Push broom located in equipment room in the gym. Do not use this broom on the lobby floor.

**Raise/lower baskets** – Electric drill with appropriate bit to operate the lift motors is on the shelf immediately to the right when entering the equipment room in the gym.

### **Bleachers**

- For games only, pull bleacher sections out from wall, making sure they lock in place.
- Install the middle handrails located on the wall on the right hand side immediately on entering the equipment room. This will prevent the bleachers from accidentally closing during use.

**Other equipment** – Scorer's table, scoreboard operator's board and padded chairs for team benches are all located in the equipment room in the gym. (Scoreboard operators will set up equipment).

### **Emergencies**

- In case of fire or medical emergencies, call 911. Phone is inside the concession stand.
- In case of facilities emergencies that cannot be handled by the "person in charge," call Arnold Brewer, maintenance supervisor 513.207.0224. If he is unavailable, contact Valerie Hofmann, Business Manager, 513.403.4334. If no one can be reached – as a last resort – call the parish office 513.575.0119, and follow the procedure for "if this is a hospital emergency or a sick call."

**Cleaning supplies** – Work to keep the gym, lobby & restrooms in good order during & after games. A mop & bucket can be found in the gym equipment room, if needed for clean ups. Extra bathroom supplies are located on the shelves in the concession stand.

### **Equipment Area**

- The storage area is not a place for play of any kind. Children shall not be allowed in the storage area unsupervised.

## **CLOSING THE GYM**

### **Bleachers**

- Clean all garbage from bleachers at the completion of the final game/practice.
- Bleachers need to be returned to their “in” position prior to securing the gym.
  - Remove end rails from the middle of the bleachers. Hang them on the wall immediately to the right when you enter the equipment room.
  - Unlock bleacher sections by pushing in the two release buttons located on the front of the bottom (floor level) section & then pushing the section to the wall.

### **Clean up**

- Clean up all garbage from floors, bleachers, equipment room, concession area and lobby.
- Empty large roll around garbage cans and throw all bags in dumpsters.
- Sweep the gym floor using the large push broom located in the equipment room. **DO NOT** use this broom on the lobby floor.
- Sweep lobby area. Mop, if necessary (winter/rain/spills) with mop & bucket from gym equipment room.

### **Locks**

- Ensure side doors to the gym, door to gym equipment room and the door to the school are all secured and locked

### **Concessions**

**NOTE: CONCESSION STORAGE ROOM DOOR CANNOT BE UNLOCKED WITHOUT KEY. DO NOT LEAVE THE KEYS IN THE STOREROOM**

- Ensure concession area is free of garbage, floor is swept/mopped and the counter is wiped clean.
- Return all concession items to the storage room
- Lock drink cooler.
- Follow the instructions inside concessions & admissions cash boxes & place cash envelopes in the locked mailbox on the shelf in the storage room. (Note: Concessions & admissions cash needs to go in separate, envelopes with each marked per the instructions in the box)
- Store both cash boxes on the shelf in the storage room

### **Broken and Bruised**

- Before leaving the building, if you see something broken, damaged or in need of repair, please note the damage and notify the parish office the next work day.

**Turn off gym lights** – Two fuse boxes are on the wall immediately to your right as you enter the gym from the lobby. As you face the two fuse boxes, all lighting controls are located in the switch box on the left. Instructions on specific switches to be turned on are on the front cover & inside the box. Switches that need to be turned on have a black cover, those to be left alone are silver. If done correctly, there will be two overhead lights remaining on in the gym.

**ENSURE ALL OF THE FRONT DOORS ARE SECURED & LOCKED (PUSH BARS HAVE BEEN “POPPED OUT”).**

**RETURN KEYS TO THE LOCKED KEY BOX ON THE POLE OUTSIDE THE LOBBY DOORS.**