

MEMO: WBBL-West Bearden Basketball League Practice Facilities Standard Operating Procedure (SOP)

To: WBBL Coaches
From: Robert Hewgley
November 15, 2017

Use of gyms for practice with WBBL 2017-18; Opening/Closing Procedure(s)

General guidelines for all gyms: Be sure to mark "dead days" on practice schedule when gym(s) are NOT available.

- Leave the gym cleaner than when you arrived.
- Use the restrooms closest to Gym.
- Enter ONLY through the assigned/outside door (**Uncertain? Please contact Robert Hewgley @ 865.258.3786**)
- Put goal(s) height at 10' at the end of the night.
- Small children should not "roam" the building or play on stage areas (where applicable) during practice.
- Do not prop doors open unless unavoidable.
- Do not arrive more than 5 minutes before your practice time if you are 1st on schedule.
- Arrive early? Be courteous of teams who are practicing. Stay off courts.
- **DO NOT stay in gym after practice times. I.e. Practice ends @ 9:30pm - gym vacant @ 9:40pm.**
- No unattended siblings.
- Head coach or assistant must be with players at all times. If not possible, call Robert to "deputize" another responsible adult.
- Do not put someone in charge of practice NOT cleared by Robert, as this will put you in precarious legal situation.

KAEC Procedures:

- Follow all listed above guidelines.
- Rear entrance must be used ONLY.
- Be aware that night school meets @ KAEC Monday-Thursday.

Northshore Elementary: Follow all listed above guidelines. Restrooms are in Gym

Northwest Middle School: Follow all listed above guidelines. Front door (1) might have to be propped open.

Bluegrass Elementary:

- Follow all listed above guidelines.
- Do not enter through main entrance in front, use side door(s). Park in side lot area (left side if facing main building).
- Gym entrance on left side, use door directly by the gym in the center of "C" shape building area.
- **Stay off of Stage area!** Small children should not "roam" the building or play on stage area during practice.
- No practicing in hallways of main building, players should not be in hallways unless going to restroom with quick return to gym.
- ALL gym items (balls/equipment/etc.) belonging to teacher is OFF LIMITS.

CAK Middle School Gym:

- Follow all listed above guidelines.
- All goals returned to 10' at the end of night.
- Check both restrooms.
- Lights switches are on far side of gym, please turn off.
- All vehicles **MUST** be off parking lot before 9:40 pm; security gate will be closed **AND** locked.

Knoxville Christian School (KCS) Gym:

- Follow all listed above guidelines.
- Pick up, throw away trash items (lost & found clothes gather and leave in one place).
- Inspect all three (3) restrooms. Notify Robert Hewgley of issues needing attention.
- Turn off gym lights. (breaker box in area first door to right of gym) breaker box on left side. All gym lights are marked.
- Lock and secure front doors with key. Uncertain about key usage? Contact R. Hewgley.

The Episcopal School of Knoxville (ESK) Gym:

- Make sure all chairs are returned to racks.
- Pick up, clean up, throw away loose items (lost & found items in a pile).
- Walk all restrooms. Making sure paper towels are thrown away properly, flush toilets.
- Light switches are on the wall (on right side as leaving court), Turn off gym lights.
- Take strap (Velcro type to keep doors open) off of door, and make sure doors lock properly (i.e. pull on them)

Bearden Middle School (BMS): Follow all listed above guidelines.

- Everyone **MUST** use entrance from parking lot that feeds from Middlebrook Pike. **Do Not** enter prior to 7:25; Exit by 9:45.
- Parents/siblings should mostly stay in gym.

First Presbyterian Church (downtown) Gym: Contact Robert for procedures.

Hardin Valley Elementary: Follow all listed above guidelines.

- Entrance doors are on far left of building as you face front.
- Stay off stage area; Do Not go into main building.
- Rest rooms are in gym area. Check/Inspect at end of evening/practice.