**Krumpe Activity Center (KAC) Policies and Procedures**

**Schedule**

**The SBAA has invested nearly $70,000 of new improvements to the KAC. It is imperative that security, maintenance of the new floor and cleanliness of the facility are maintained as the high priorities among our Coaches, Parents and Student Athletes.**

Practices may be conducted only when the Commissioner of the Sport has approved and scheduled the team for that particular date and time. Coaches may switch times with another Coach, but should inform the Commission prior to the switch.

**Access to the KAC**

Access to the KAC shall be gained as follows:

1. **PRACTICE AFTER SCHOOL**: The keys to open the gym are located at the parish office, across the parking lot on the left side of the church (if you are looking from the school). The black/silver key opens the side door near the concession area. Teams can enter and exit through this door. If there is a practice after the team who received the keys, then the coach who received the keys from the parish office will leave them with the coach in charge of the next practice. The keys now become their responsibility. If there is no other practice after the team who received the keys (i.e. last practice of the night), the coach will complete the “Shut Down KAC” instructions in the supply room and drop the keys off in the mail slot of the Parish Office.
2. **PRACTICE ON WEEKENDS**: The parish office will be closed and will not have keys available. Arrangements should be made with the commissioner of the sport in question to determine how access is to be gained. If the coach obtains a set of keys from a SBAA board member to open the KAC, arrangements should be made prior to the KAC usage to return the keys as soon as possible to the board member. THESE KEYS ARE NOT TO BE TRANSFERRED TO ANOTHER COACH UNLESS ALREADY APPROVED BY THE BOARD MEMBER LENDING THE KEYS. It is the responsibility of each individual coach to arrange for the KAC to be opened for their practice.
3. **EMERGENCY ACCESS**: If emergency access to the KAC is necessary, arrangements should be made with the commissioner of the sport in question to determine how access is to be gained. If the coordinator cannot be reached, please contact one of the following individuals:

Jerry Yox (513) 615-0461 or (513) 742-8269

Mike Hinnenkamp (513) 771-7323

AJ Johnson (513) 578-1252

**Coaches Responsibilities**

After gaining access to the KAC, coaches shall be responsible for the following during their practice:

1. Enter from side door – near the concession area. (This door is down the driveway ending at the SE corner of the KAC)
2. Turn on gym lights located in the storage room to the left of the stage (when facing stage). The light switches are on the right hand side. Be sure to turn on the switches in the proper order – turn on switch marked “first” then the one marked “second”.
3. Check the gym to assess for cleanliness, damage or things out of the ordinary. If anything is noticed, contact and report the issue(s) to the Commissioner immediately. Determine if you are the final practice of the day and confirm with the other coach, if you are sharing the gym, to ensure the proper procedures are followed for passing the keys or closing the KAC.
4. Ensure that your players have brought only water to drink at practice. No sports drinks or food should be brought into a practice. (The dye in the drinks, especially red colored drinks, will stain the gym floor)
5. During games, water and cups will be provided for both benches.
6. During other games, inform your players not to go onto the floor during time outs, quarter breaks, halftime or between games. During your game, politely ask the referees to enforce this rule during your game and the other games they are refereeing at the KAC.
7. If your players use the changing rooms or stage area to change, check the rooms or area to ensure they are empty of belongings, clean and not damaged in any way.
8. Keep all your players out of all of the storage and equipment rooms. Only coaches and volunteers should enter these areas.
9. Do not let your players bounce balls of the walls, shoot on baskets that are not down or put their feet on the wall matts.
10. If no other team is following your practice, ensure that all trash is picked up and the KAC is left as you found it.
11. Check the bathrooms and clean/sweep the floor.
12. Take down any equipment used for the practice and return to the proper storage area.
13. Shut off the lights in the reverse order as they were turned on – turn the ‘”second” switch off first and the “first” switch last.
14. Lock all doors (make sure they catch their locking devices securely) and return keys to the appropriate place or person as describe above.