

St. Alphonsus Gym Policies & Procedures **July 4, 2008**

This document describes gym allocation, usage, and reservation policies and procedures as defined by the St. Alphonsus Athletic Association (SAAA) and as approved by St. Alphonsus Church and School. It covers both the Ryan Center and the small gym located under the Church.

I. Court Time Allocation Policies and Fees

Court reservations and schedules are available on-line at www.StAlsGym.org. There are plans to provide additional information, including a copy of these policies as well as rules and regulations, on the site, as well.

1. St. Alphonsus Church and School Activities, and events deemed to be church or school-related have scheduling preference over all other events: SAAA activities or non-SAAA activities. However, the SAAA respectfully requests that such reservations be made as far in advance as possible, especially during sports seasons.
2. SAAA activities have scheduling preference over non-SAAA activities subject to a new reservation system, which is described below.

That system gives the SAAA reservation preferences up to one week prior to the date in question with the clear understanding that the SAAA encourages use of the facilities by others and will attempt to accommodate them. Therefore, when it is possible and in the spirit of cooperation and community the SAAA will attempt to provide Non-SAAA activities with a relatively high degree of certainty regarding advanced scheduling of either repeating or important events.

In addition, this policy describes how court time will be allocated within SAAA activities, e.g., preferences for Murphy Court time.

3. Non-SAAA Children's activities.
 - a. Open Children's Activities: No gym usage fee is charged for activities if each session is open to all St. Alphonsus boys or girls in the relevant age(s) or grade(s).

Gym fees are charged for all other uses per the rectory, school, and SAAA policies, except the occasional emergency use by other Pittsburgh Diocesan entities. These uses are approved by either the rectory – Father Murphy – or

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school principal's office – Sister Mariella – and are considered church- or school-related activities, respectively.

Please note that there is no per-session fee for SAAA activities, as the organization provides for annual gym maintenance, including floor refinishing, and makes a substantial donation to the building fund each year.

Also note that all usage is subject to the approval of appropriate church or school authorities, e.g., Father Murphy or Sister Mariella, respectively.

- b. Closed Activities for St. Alphonsus Children: there is a \$3 fee per child per session for activities comprised only of children from St. Alphonsus but not open to all relevant St. Alphonsus children. This relates primarily, but not exclusively, to summer league sports teams.
- c. Closed Activities Involving Outside Children: there is a \$50 per hour fee (\$75 for 1.5 hours) for usage of the Ryan Center for activities that involve children outside the parish and school, regardless of the involvement of children from St. Alphonsus. Outside team or mixed teams must pay this fee. The fee for the small gym is \$25 per hour. This relates primarily, but not exclusively, to AAU teams.
4. Adult Activities: These activities are billed at \$50 per hour (or \$5 per adult) for Ryan Center court time and \$25 per hour for small gym time. If school-age children are included, the fee is \$3 per child.
5. Payment: All payments will be arranged through the gym coordinator, with verification of permissibility given through the parish rectory or school office.
6. Indemnity Releases: All outside groups, e.g. AAU teams, men's teams, will be asked to sign diocese release forms prior to usage of the facilities. A copy of individual releases and group contracts will be kept in the possession of the gym coordinator. A new release should be signed each year.

II. Court Usage Rules:

On any dimension, the Ryan Center is the premier elementary school sports court in the Diocese. This is due partly to its newness and design, and also due to the care in which the facility is maintained and protected. A separate set of rules is attached; however, the SAAA wishes to highlight the following ones, which tend to be the most violated as well as the most harmful to the facilities:

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1. No food or drink is permitted on the Murphy Court in the Ryan Center, with the exception that clear drinks are permitted on the bench during games. They must be stored in the containers that are provided behind each bench.
2. Shoes worn to the court may not be used for playing on the court.
3. Coaches and responsible parties must clean the gym floor before or after their session, especially if they are the last to use the facilities that day.
4. If no other group is using the facility afterwards, then where applicable:
 - a. Check the bathrooms for problems; remove any trash; and shut-off the lights in those rooms and the facilities in general. Follow the same procedure if the locker rooms were used in the Ryan Center.
 - b. After games, clean the team seating area and remove trash from the bleachers.
 - c. Clean and lock the concession area, and make certain all heating elements – cookies, pretzels, cheese, hotdogs – are turned off.
 - d. If food was served, clean the tables and sweep floor in the lobby.
 - e. Make certain that gym it is locked and secure before exiting. If the front doors will not lock, and the rectory is open, please retrieve a key to lock them. Otherwise, please immediately contact the gym coordinator, Andy Spero at 724.940.0255 or 412.779.9028.
5. Any problems that are discovered during gym usage should be reported immediately or within the 24 hours following to the gym coordinator. e.g., broken locks, damage, lack of cleaning supplies.
6. Only authorized personnel may expand or contract the bleachers. Unauthorized persons should contact the school's maintenance personnel or the gym coordinator for assistance. Please note that it is quite easy to damage the bleachers and hardwood floor without proper training.
7. If the tarpaulins are covering the court, please contact the gym coordinator or school maintenance: Andy Spero at 724.940.0255 or 412.779.9028 or Paul Denk at 412.719.1686, respectively. Do not remove them without permission.
8. Key fobs for entry into the Ryan Center are loaned to coaches and others for routine use. They must be returned to the gym coordinator immediately upon request.

III. **SAAA Court Allocation Policies:**

1. **Seasonal Court-time Preferences:** In-season sports have preferences over out-of-season sports. With two indoor sports, this means that volleyball teams have preference over basketball teams from approximately August 1 through October 31, and basketball has preference over volleyball from November 1 through March 31.

During certain seasons, particularly basketball season, demand for court time in the Ryan Center exceeds the available supply; this is primarily related to the fact that the SAAA supports 15 - 16 teams per year, and hosts games on Friday evenings and much of the weekend. Therefore, practices are generally between 3:30 pm - 9:30 pm, Monday - Thursday; there are four practice sessions per evening, each running 90 minutes.

2. **In-Season Practice Allocation:** In allocating time on the Murphy Court time, the school and SAAA give priority to varsity teams over junior varsity teams and junior varsity teams over fourth-grade teams.

This is a new policy designed to provide equal practice time in the Ryan Center over the course of each student's career, regardless of his or her ability level. It also considers the fact that, on average, varsity players are larger, faster, and stronger than younger students and require – and benefit from – a larger court. The SAAA includes safety as one of the benefits of this policy.

With this policy the SAAA notes the following encouragements, constraints, and caveats.

- a. Given the prioritization above, the SAAA's goal is to provide practice time in the Ryan Center, our premier facility, to all of our teams. Therefore, the SAAA strongly encourages joint usage of the Ryan Center either through integrated practices on the large Peter Murphy Court or separate, simultaneous practices on each of the two side courts.
- b. Many coaches are constrained by work schedules and other obligations; however, if the coach's or assistant coaches' schedules permit it, the SAAA strongly encourages usage in the afternoon or early evening when demand is lower, particularly for younger teams.
- c. Excluding weekly game time, which can be used for practice when a game has not been scheduled, every attempt will be made to schedule at least two practices per week for varsity and junior varsity teams. Fourth-grade teams will be allocated at least one practice per week. Additional

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practices will depend upon court availability, which will depend upon willingness to share court time or use the small, church gym. Coaches' flexibility and availability will factor into scheduling practice slots as well.

- d. A version of the new reservation system, which is described below, will be used to allocate court time. The key feature is that grade-level preferences expire a week prior to the date in question.
 - e. Within grade levels, when it is necessary, preferences will be given to teams that compete in official Diocesan leagues over those who do not.
3. Out-of-Season Practice Allocation: SAAA coaches or representatives may reserve two 90-minute open gym sessions per week. By definition, open gyms are available to all St. Alphonsus children within the relevant grades. Coaches may request additional time, but those sessions will only be confirmed and reserved if no other requests by either SAAA or non-SAAA parties are made for that time one week prior to the date in question.
 4. Reservations: Within seasons, the SAAA encourages routine weekly practice times. However, for weather or personal reasons, schedules may change. Coaches should inform the gym coordinator immediately upon canceling games or practices. Likewise, if two coaches exchange practices times, they should immediately inform the gym coordinator so that the published schedule can be updated.

Contact the gym coordinator if you have any questions or if you prefer that they arrange a possible exchange of time with another coach. In that regard, if it is necessary to change a reservation, the gym coordinator will contact each coach directly. As such and to eliminate any appearance of favoritism, no coach will act on behalf of the SAAA or gym coordinator when attempting to exchange practice or game reservations. While the SAAA strongly encourages cooperation among the coaches and teams, no coach may speak on behalf of the SAAA or the gym coordinator when requesting that another coach switch times or courts.

When a team is scheduled to compete in an away game or tournament at the same time it has a routine practice time scheduled, the SAAA expects coaches to inform the gym coordinator and cancel the practice at the first opportunity. In that regard, the SAAA requires that coaches send updated schedules of all remaining games to the gym coordinator when changes occur.

IV. (New) Reservation System:

As described in Section I, this gym usage policy gives preferences in the following order: (1) church and school activities or related activities; (2) SAAA activities, which have their own intra-SAAA prioritization depending upon the season and grade-level, and (3) non-SAAA activities.

However, these priorities are not all-encompassing and exhaustive. For the benefit of parish and community, the SAAA encourages usage of facilities and cooperation to the degree possible. As such, within a week of any date, SAAA activities have no preference over non-SAAA activities; so, scheduling reverts to a first-come, first-serve basis. Moreover, the SAAA and gym coordinator will make every reasonable effort to ensure that existing, long-term, non-SAAA reservations are not canceled or moved. When it is necessary to do so, non-SAAA parties will be notified as soon as possible, with the understanding that published gym schedules are updated as soon as new priority requests are received.

Gym schedules are published at www.StAlsGym.org. To give some indication of their priority, brief descriptions exist and activities are color-coded as follows: (1) green for church and school, (2) red for SAAA, (3) blue for non-SAAA, and (4) gray background for unconfirmed requests.

The current software does not permit a secure way for coaches or others to request reservations. The SAAA is investigating calendar software with that feature and hopes to be able to adopt it in the near future. Such software would automatically send a notification e-mail to the gym coordinator. Until that time, please e-mail reservation requests to Andy Spero at Andy@AESpero.com. He can be reached by phone at either 724.940.0255 or 412.779.9028.

The St. Alphonsus Athletic Association Board, July 2008.