

HFP Gym Supervisor Responsibilities

Responsibility	Target Timeframe
If you're the Gym Supervisor for the first session of the weekend, secure keys from volunteer coordinator. If you're the subsequent Gym Supervisor of the weekend work key transfer with the Gym Supervisor the day prior.	1 or two days prior
Open Gym: unlock doors by main gym entrance (Door 4). The hex key is needed for this door (the hex key is located in the wood box in the concession stand)	45 minutes before 1st match/game of the day
<u>Doorbell</u> : Turn off doorbell by the stage door at beginning of the day and turn it back on at the end of the day.	
<u>Keys</u> : <ul style="list-style-type: none"> • Red key: opens the outside door into the gym (by the stage) and the concession stand • Green key: opens the metal storage cabinet in concession stand (game balls, cash boxes) • Blue key: opens wood cabinet on the wall in the concession stand. Inside the wood cabinet are several other keys (score board, dumpster keys, and an extra set of keys). The wood cabinet also holds a hex key that opens Door 4 (the public entrance into the gym) from the inside. • Orange: opens the storage closet in gym (volleyball nets and balls) • Key labeled "janitor's closet": opens closet across from concession stand that has cleaning supplies and garbage bags 	
Phone (inside wood box in concession stand): Dial 9 for an outside line	When needed
Automatic Defibulator: Outside school office on second level	
Ensure assigned parents (Concession Committee makes assignments) show-up for their Door and Concession Stand dates - see Concession Stand Bulletin Board for copy of list - call them if they don't show, then find help until they do!	No later than 30 minutes prior to first match/game
Ensure the scorers (2) arrive per the schedule and are paid (\$8.00 per Match and one free bottle of water) - see Concession Stand Bulletin Board for copy of list -- call them if they don't show, then find help until they do! <ul style="list-style-type: none"> • Scorers are entitled to one bottle of water per shift • Scorers are paid \$8.00 per match/game – from Concessions Stand proceeds – payable at end of shift 	No later than 15 minutes prior to first match/game
Garbage bins (stored in the concession stand): <ul style="list-style-type: none"> • Put out one by the concession stand, two or three by the entrance to the gym (both inside and out), and one by the stage. • Garbage bags are in the janitors closet 	
Making coaches and referees feel welcome (introduce yourself, let them know that you're the gym supervisor, ask if they need anything, etc.)	Prior to first match and throughout the day or evening

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<p>Provide game ball(s) to Scorers/Referee. Game balls are located in the gray cabinet in the concession stand. Secure game ball(s) after final match of the day (back to the gray cabinet). There are several types for each sport:</p> <ul style="list-style-type: none"> • Vollelytes for 5th & 6th girls only • L2 Volleyballs are used by 7th & 8th girls and 5-8th boys. • 28.5" BB balls are used by 5-8th girls and 5th boys • Normal BB are used by 6-8th boys 	<p>15 minutes before 1st match/game of the day</p>
<p>Ensuring balls are available for teams to warm-up (usually located in the Concession Stand, look for the bin with the respective balls)</p>	<p>30 minutes before 1st match/game of the day</p>
<p>Monitoring spectators and coaches for proper sportsmanship (and supporting the referees during games)</p>	<p>During assigned shift</p>
<p>Assisting with player injury situations (ice, call 911 if needed, etc.)</p>	<p>During assigned shift</p>
<p>Enjoy the matches/games being played or read a good book,</p>	<p>During assigned shift</p>
<p>Money:</p> <ul style="list-style-type: none"> • At the end of the night/day, if cash in either box exceeds \$150, place cash in a clear plastic bag located in the concession stand, mark how much is in the bag, whether it is door or concession money, and put the date and your name on the bag. Deposit the envelope in the drop safe located in the concession stand. • Please keep concession and door proceeds separate. • At the end of the day/night, there should be \$150 left in the cash boxes. Place the cash boxes in the metal cabinet in the concession stand and lock it. • When removing cash from the cash boxes, be sure to keep enough small change in the cash boxes. Once money is placed in the safe, only limited people have access to it so it may not be able to be retrieved on short notice. 	
<p>Clean-up at the conclusion of the day, with the support of concession and door volunteers (see large check list in the concession stand);</p> <ul style="list-style-type: none"> • Put chairs, tables, and bleachers away • Vacuum rugs in hallway between Concession Stand and Gym • Vacuum rugs in Gym • Sweep hallway between Concession Stand and Gym • Sweep in Gym, including stage and area around • Sweep out the bathrooms at the end of the weekend • Takeout food trash to the garbage dumpster • Takeout Recyclables to blue containers near the rectory garage – empty contents in the recyclable containers – throw bags in garbage dumpsters 	<p>Begin at the end of the 1st VB game of the last match or after half time for a bb game.</p>

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<ul style="list-style-type: none"> • Take out card to the cardboard dumpster • Put the extra garbage and recycling buckets back in the concession stand and make sure only the ones that are normally out during school are left out. • Check stage for garbage left by students. <p>Notes: on Friday evenings and Saturdays leave Chairs, Stands and Net up (for VB, but loosen) for Saturday and/or Sunday; just clean under and around them.(During the VB season on Sundays leave the net up for practices)</p> <p>AB members please stop in to help.</p>	
<p>Reporting game scores to the respective leagues - just leave score sheets on the peninsula counter in the concession stand- Coordinators or AD will report to the respective league</p>	<p>End of evening 's or day's games</p>
<p>Ensure the gray cabinet, the concession stand and the facility are locked up (and all lights are out) at the end of the day/evening</p>	<p>Prior to leaving</p>
<p>Forward keys to next Gym Supervisor or return to source (e.g. AD or AAD)</p>	<p>On the way home</p>
<p>Wheelchair access to the gym:</p> <p>In the event that a wheelchair user wants to attend a game, they should enter through the door between the school and the church. There is a ramp that leads to the school cafeteria. They gym supervisor will need to unlock the doors between the cafeteria and the gym hallway. There is a key for these doors in the wood box in the concession stand.</p> <p>Please make sure to re-lock these doors as they should not be left open.</p>	