

GBA COACHES MUST ADHERE TO THE FOLLOWING

- 1) **USE OF SCHOOL FACILITIES:** GBA Leadership, Coaches and school Custodians are responsible for ensuring GBA use of school buildings complies with the policies and general operating procedures of the Board of Education. Coaches should take the time to go over the school rules and regulations with their players and also give a copy to each Parent/Guardian.
- 2) **FACILITY SUPERVISORS:** Parks & Recreation hires Facility Supervisors to help monitor and enforce building rules. Please be advised there will not be a facility supervisor available for every shift at every school. **GBA Coaches are responsible for the conduct of the players/guests associated with all GBA activity.** Facility Supervisors are instructed to seek assistance from Coaches as needed whenever players and/or guests are violating school use rules & regulations. Be ready and available to help!
- 3) **COACHES RESPONSIBILITIES:** Coaches are responsible for their players. **Do not leave the building until each player on your team has been picked up by a Parent/Guardian.** Facility Supervisors and Custodians have reported to have found kids left in the building after GBA Coaches have gone. This not the responsibility of either the Custodian or Facility Supervisor!

Instruct parents to have players **BRING, NOT WEAR THEIR SNEAKERS** and change into them before entering the gym. This will help keep the snow, ice, water, dirt etc. from being tracked onto the court.

Remind players **WATER ONLY – NO SPORTS DRINKS** are allowed in the gyms.

Enforce the **NO BOUNCING BALLS IN HALLWAYS, DOORWAYS,** and **NO SHOOTING BASKETS DURING TIMEOUTS** rules. Stop it when you see it.....don't wait for a Referee to do it!

Garbage should be picked up and thrown away before you leave the gym. **DO NOT ASSUME THE CUSTODIAN, OR THE FACILITY SUPERVISOR WILL BE IN CHARGE OF CLEANING UP THE GYM.** This is the responsibility of the coaches and players.

- 4) **ACCESS TO THE GYMS:** Instruct your players that they may not enter the gym until a Coach is present!
- 5) **START GAMES ON TIME:** Games need to start **promptly** as scheduled. Coaches should advise players to arrive in time for warm-ups to ensure games start on time! When the first game starts late, it affects the start of following games, and the flow of people in and out of the gyms which can be a problem at places with limited seating.
- 6) **SCOREKEEPERS:** GBA is responsible for providing scorekeepers. Facility Supervisors are not allowed to run the scoreboard! That is not what they have been hired to do. Coaches should be trained by League Directors in the operation of the scoreboard panel. It is important each Coach train and assign a responsible person to operate the scoreboard. This will help minimize misuse and the need for repairs. In most instances the scoreboard panel must be sent to the manufacturer or a representative must come here to repair it. This never happens quickly and the league is often left without the use one.
- 7) **FIRST AID IS THE RESPONSIBILITY OF THE GBA AND COACHES SHOULD HAVE THEIR OWN FIRST AID SUPPLIES!**

When a Parks & Recreation Department Facility Supervisor is present, they will work with the Custodian to make sure the First Aid kit is out and on the score table for all practices/games. When a Facility Supervisor is not present, it is the Coaches responsibility to check with the Custodian to make sure it is put out.

Facility Supervisors will notify the Parks & Recreation Department when supplies need to be replenished. Parks and Recreation will notify the appropriate league director that first aid kit needs to be refilled. Since a Facility Supervisor will not be available for every shift at every school, Coaches are responsible for notifying their league director if they see supplies are low.

PRECAUTIONS SHOULD BE OBSERVED TO PREVENT CONTACT WITH BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS. BLOOD AND ANY BODILY FLUIDS SHOULD BE CONSIDERED POTENTIALLY INFECTIOUS.

Advise any Coach/Official etc. administering first aid that rubber gloves are available in the Parks & Recreation First Aid kit. A Custodian should be contacted to dispose of any bloody band-aids, gauze, gloves etc.

In the event a player/official bleeds on the floor, bench, ball etc., play should be stopped immediately and the Custodian notified so that it can be properly cleaned and disinfected.

Coaches should notify the Facility Supervisor to get a Custodian. In the event a Facility Supervisor is not present, the Coach is responsible for getting a Custodian.

8) **BAD WEATHER & CANCELLATIONS:**

When school is canceled or dismissed early due to bad weather, **GBA IS CANCELED.**

When GBA is canceled, it will be announced on the Parks & Recreation Department daily activity recording at **(860-652-7689).**

Coaches must instruct Parents/Players to call the recording, not the Parks & Recreation office.

Please review the weather cancellation document for more information.

9) **GYM/BUILDING LOCKOUTS:** School Custodians are responsible for opening the facility at the **reserved time.**

In the event a Coach comes for a **scheduled activity** and the school facility and/or gym is locked, the following procedure **must** be followed.

- If the building is open, but the gym is locked, **find the Custodian.**
- If the building is locked, contact your League Director.
- If a League Director cannot be reached, contact GBA President Shaun Etheridge **(860-508-1312)** for Rec Leagues, or Travel League Director Kim Seymour **(860-906-6487)** for Travel Leagues.
- If none of the above can be reached, you as Coach should call Police Dispatch **(860-633-8301)**. Let them know the school you are calling from, a brief overview of the problem, your name and phone number. They will initiate a call to the Board of Education Facilities Department on-call number.

The Police Dispatch number should only be called by a Coach if the League Director and GBA President and/or Travel Director cannot be reached!

IMPORTANT REMINDERS

Most lockouts are the result of the League Director and/or individual Coach canceling without notification.

Always plan to notify your League Director if for any reason you do not plan to use your scheduled time. Custodians are given a detailed weekend schedule of GBA activity at each school. If GBA does not show up for scheduled activity and the building is not being used by another group, the Custodian is not required to stay and will not be called back after they have left.

Do not expect the building to be open before our scheduled starting times outlined above. In some cases, GBA will be the only thing going on in the building and a Custodian may be arriving at the same time. Do not call the Police Dispatch number prior to our scheduled starting time!

**GLASTONBURY BASKETBALL ASSOCIATION (GBA)
GLASTONBURY PARKS AND RECREATION DEPARTMENT**

GBA Parent/Guardian:

It is the job of the GBA Board of Directors, Coaches, Facility Supervisors and School Custodians to ensure that our use of buildings complies with the policies and general operating procedures of the Board of Education and Parks and Recreation Department.

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| <p>THE GBA IS RESPONSIBLE FOR THE CONDUCT OF ALL PARTICIPANTS AND/OR SPECTATORS ASSOCIATED WITH OUR ACTIVITY.</p> |
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As a parent, we are asking you to take the responsibility to discuss and review the following regulations with your child (those who are players and/or spectator during GBA activity):

- Players are allowed to bring **WATER ONLY** into the gym. **NO SPORTS DRINKS ETC.**
- **EATING and DRINKING is NOT PERMITTED** in school gyms.
- **SMOKING is PROHIBITED** in school buildings and on school grounds.
- **ALCOHOLIC BEVERAGES** are **PROHIBITED** in school buildings and on school grounds.
- Bouncing/passing/throwing basketballs in the hallways, doorways **is not** permitted.
- Shooting around at baskets during timeouts etc. is not allowed.
- Climbing on gym equipment is not permitted.
- Running in the hallways is not permitted.
- **PLAYERS/SPECTATORS MUST STAY IN THE GYM AREA ONLY.** Walking through the school building, going to your lockers etc. is not permitted.
- Vandalism or mistreatment of equipment and/or school facilities will result not only in suspension from league play by the individuals involved, but also lead to loss of league fees and financial liability for any damages.
- **DO NOT PARK IN DESIGNATED NON-PARKING AREAS. THE POLICE WILL TICKET!**
- **PLAYERS WILL NOT BE ALLOWED IN THE GYM UNTIL THEIR COACH IS PRESENT.** Gyms are not available until the designated starting time and players should not plan to arrive any earlier. Parents should drop off & pick up children at the designated times.
- Players/spectators must **WIPE FEET BEFORE ENTERING THE GYM!**
- Players should **BRING, NOT WEAR THEIR GAME SNEAKERS AND CHANGE INTO THEM BEFORE ENTERING THE GYM.** This will help keep the snow, ice, water, dirt etc. from being tracked onto the court. Your cooperation is appreciated.

We look forward to providing an enjoyable and positive atmosphere for all participants. Your cooperation in speaking with your child about the above rules and regulations regarding the use of school facilities is appreciated. Thank you for your anticipated cooperation.

Shaun Etheridge
GBA President

Geordie Emmanuel
Program Coordinator



GLASTONBURY PARKS & RECREATION DEPARTMENT

GBA – WEATHER CANCELLATIONS

Decisions to cancel GBA activities will be made sufficiently in advance to provide adequate notice and to ensure we do not end up with unreasonable custodial expenses due to late cancellations/no shows. In order to notify custodial staff, parks crew, personnel/officials and visiting teams, decisions to cancel will be made as follows:

MONDAY - FRIDAY

If the Glastonbury Public Schools are cancelled, GBA is cancelled

If the Glastonbury Public Schools dismiss early, GBA is cancelled.

SATURDAY & SUNDAY

The decision to cancel will be made based on weather conditions, confirmation with out of town teams and communication with referees.

Cancellations will be announced on the **Parks & Recreation Activity Line (860-652-7689)** as follows:

Morning/Early Afternoon Games

By 7:30 a.m. for all games with start times before 2:00 p.m.

Afternoon/Evening Games

By 12:30 p.m. for all games with start times of 2:00 p.m. or later.