

2.0 Game Day - Opening

Opening the gym is the first step toward game time. There are a number of tasks which must be accomplished and if time permits, there are several tasks which if accomplished will help tremendously.

2.1 Opening The Gym

The first step is to get the keys. See Section 1.4.1 for more information. The keys to the gym are kept in the parish office (the convent). Typically, key set #1 (athletics key set) is assigned to the coach requesting them. You will be asked to sign for them and return them when you are finished. You may also pass the keys to the next coach should they have a game or practice directly following you. That coach would then be responsible to return them.

Coaches Note : Most often on game days, the key set is kept in the concessions cash tray and returned to the parish office after the last game.

There are 4 keys to the set. With these keys, you will be able to open the glass doors, the northwest gym door (by the creek), the players locker rooms (home team and visitors), the coaches room, the kitchen and the concessions area.

Coaches Note : If the parish office is closed when you go to return the keys, simply put them through the mail slot in the door. **Do not take them home.**

Coaches Note : It is good idea to delay opening of the glass entry doors to the gym until a person is available to “work the door” and collect entry fees.

2.1.1 Power and Lights

The circuit breaker box to access power for the gym, is located behind the stage / gym wall on the right hand side (facing the stage).

To turn on the lights, activate the outlets throughout the gym area (for floor fans and scorers table etc.) and energize the scoreboard the following circuits / switches must be turned on / activated:

Turn on Circuit Breakers 1,3,5,7,9,11,13,15 and 17 for the gym lights. These are the ones with yellow tape just to the left of them.

Circuit breaker number 34 is for the tunnel storage area.

Breakers number 2 and 35 are normally always left on.

There is a light switch for scoreboard power - located directly above the circuit breaker panel.



Caution : Do not let young children or persons inexperienced with circuit breaker operation operate the circuit breakers. This is live voltage and can be very dangerous if proper precautions are not taken.

Coaches Note : If the ceiling lights in the gym are inadvertently turned off, the lights must cool down to reset before they can illuminate again. This will take several minutes.

2.1.2 Exhaust Fans and Floor Fans

During the summer months and at the beginning of the school year it is often desirable to operate the exhaust fans located at the ceiling level of the northwest and northeast sides of the gym wall. The switches for the fans are located about 6 feet above the floor level within close proximity to each exhaust fan unit. There is an additional exhaust fan inside the kitchen on the west wall above and to the right of the sink.

Floor fans can also be spaced throughout the gym sideline area if necessary. Power to operate the fans (120vac) can be located at the pillars around the gym floor as well as an outlet by the tunnel area.

2.1.3 Benches, Bleachers, Scorers Table and Chairs

The benches for the players are located on the stage, on the back wall behind the gold curtain. There are two benches - one for each team. In addition to the benches you must also set out at least two folding chairs for each teams coaches, four (4) folding chairs for the scorers table and one 6 foot folding table to be used as the scorers table.

The table and folding chairs are located in the tunnel entrance by the fire exit stairs in the northeast corner of the gym (to the left of the stage). Circuit breaker number 34 is required to be in the "on" position for lighting.

The scorers table is to be covered by the red St. Chris Cougars table cover stored in the cabinet in the coaches locker room. On the scorers table you should place the scoreboard keypad, the first aid kit and for basketball, the possession arrow. All of which are also kept in the cabinet.

The fans / spectators are required to sit on the bleachers.

2.1.4 Microphone

There is a microphone located in gray cabinet inside the coaches room. It can be used at any time. To connect it into the P.A. system, simply plug it into the outlet located about 2 feet below and to the right the circuit breaker box behind the stage or in the middle of the north wall. Turn the amplifier on. If the microphone does not work check the following:

- Make sure the plug is in the socket tightly.
- Make sure the switch on the microphone is in the "on" position.
- Check the amplifier is turned on (in the back left corner of the stage - southwest corner). To turn on the amplifier, press the button in the lower left corner of the beige plastic box.

2.1.5 First Aid Kit

There is a first aid kit (a gray plastic tool box) located in the cabinet inside the coaches room. It should be brought out to the scorers table for every game. Inside is an assortment of bandages and several ice packs. Should ice be required, get it from the concessions stand or the ice machine inside the kitchen.

Prior to the game quickly look to see that bandages and ice packs are there. If not, replacements are also located in the cabinet in the coaches room. If supplies are low, notify the athletic coordinator or any board member.

2.2 Opening Concessions

Either key set #1 or the overnight key set is required to unlock the concessions / canteen area and the kitchen. There is a latch on the upper left side door that must be opened to open the door. The following tasks are to be performed as part of opening the canteen:

- Wheel the display unit out and "set it up" with sugar, creamer and stirrers for coffee. Have a supply of napkins available nearby.
- Make coffee. This is usually done in the kitchen and coffee is then brought out to the canteen.
- Bag Gummi fish. 25 fish per bag in a plastic baggie and twist tie.
- We are currently selling a variety of candies, hot dogs, nachos, pizza, water, and Gatorade

Directions for the operation and maintenance of the various machines are posted in the canteen. The directions for operating the popcorn machine are posted on the popcorn machine.

2.2.1 Ice Machine

In the kitchen (on the west wall) is a commercial ice machine. A scoop is located on the side of the machine. A large white plastic container is used as the ice supply in the concession area. After filling the container, put the scoop back on the outside of the machine (do not leave it inside the machine - it will become buried in ice). Be sure to close the ice machine door.

2.2.2 Ice Bags / Injuries

In case of injury, there are a variety of ziplock-type bags in the canteen. You may be asked to fill one with ice. Please make sure these are sealed closed to prevent water on the gym floor.

2.2.3 Concessions Money

Concessions money for the beginning of the days games / matches is located in the cabinet in the coaches room. It is a covered cash drawer that must be brought over to the concession area for use for the day's games. It will have the minimum amount of money for making change and operating the concessions. (\$ 30.00 in bills and varying amounts of change).

2.3 Working The Door

Set up the "Door Desk" and a chair. The door desk is simply a desk usually kept up on the stage. Admission prices are posted on a wooden board permanently mounted by the entrance.

Do not allow anyone into the gym until someone is present at the desk to collect admissions. Keep the glass doors locked until ready.

2.3.1 Who Pays and How Much

As we wish to promote family participation, **admission is free to the immediate families of the St. Chris players.** Opposing coaches and players are also free. All other visitors pay at the door as outlined below:

Current Prices... \$1.50 for adults, \$3.00 for families and still \$0.50 for students.

All visitors entering through the creek side door should :

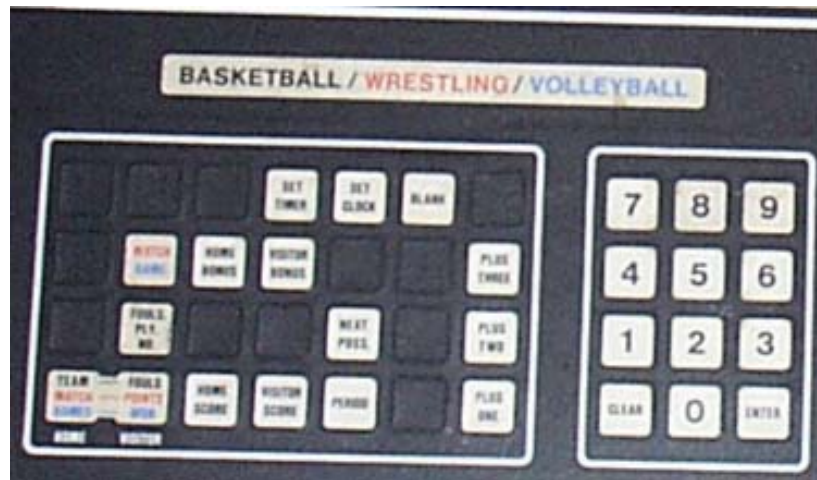
- Be sent over to the admissions desk to pay or
- Be refuse admission and sent around to the glass doors or
- Pay the security representative who should bring it to the admission desk.

2.3.2 Security

Security consists of limiting spectators access to the following areas:

- Cafeteria and kitchen areas
- On, or in front of the stage. This also includes behind the stage curtain.
- The storage tunnel to the left of the stage.
- The stairs in the lobby area by the glass entrance doors.
- Entrance to the gym through the "creek door" in the northwest corner of the gym.
- The stairs leading to the emergency exit above the storage tunnel.

Additionally, the security person should keep unauthorized individuals from shooting baskets or running out on to the gym floor during time-outs, between quarters and between games. This should be considered an unnecessary insurance / liability risk.



Setting the Score - Add Points

Press the "HOME SCORE" or "VISTOR SCORE" keypad followed by "PLUS ONE", "PLUS TWO" or "PLUS THREE" as applicable. To manually set the score, press the "HOME SCORE" or "VISTORS SCORE" keypad, followed by the score entered on the numeric keypad, followed by

"ENTER".

Setting the Period

Press the "PERIOD" keypad, followed by the period number entered on the numeric keypad, followed by "ENTER". Or press "PERIOD" followed by "PLUS ONE".

Bonus Light

When a team commits too many fouls (usually 7 or more), it is referred to as a "Bonus Situation". Light the bonus light by pressing the "HOME BONUS" or "VISITOR BONUS" as applicable. Refer to the league specifics (section 1.2 below) for the number of fouls required for the bonus to apply.

2.4.2 Basketball League Specifics

League rules vary based upon the league involved and the grade level of the participants. As each league may be different, it is important to ask the officials prior to the game to make sure you understand the specifics of the league. You should ask about...

- Running clock?
- How many minutes per quarter for this grade
- Bonus at 7 fouls?
- Are you playing "Super Bonus"?

The following are some of these answers. When in doubt... ask!

2.4.2.1 South Suburban Basketball

Commonly referred to as "Cal's League". It is run by Cal Williams and Frank Garcia. It uses a running clock (except for whistles during the last minute of the half or otherwise directed, the clock stops only for timeouts and shooting fouls). The game consists of 5 minute quarters for 4th and 5th grade and 6 minute quarters for 6th grade and 7 minute quarters for 7th and 8th.

2.4.2.2 South Suburban Catholic Basketball

Commonly referred to as "Jurek's League". It is run by Frank Jurek. It uses a clock which stops for all whistles. The game consists of 5 minute quarters for 4th and 5th grade and 6 minute quarters for 6th, 7th and 8th.

2.4.2.3 C.C.P.L.

2.5 Working The Possession Arrow

The possession arrow is stored in the cabinet inside the coaches' room. It should be brought out to the scorers' table for every game.

The possession arrow is used to indicate the team which will take possession of the basketball following the next "jump ball" situation or at the beginning of the next quarter / half.

The arrow is reversed / changed to point to the opposite team after every "jump ball" situation and at the beginning of each quarter.

2.6 Volleyball League Specifics

The time is usually kept by the officials. The scoreboard operators responsibility will consist of keeping score and indicating the number of the game in progress.

2.7 Scorebook

2.7.1 Basketball

2.7.2 Volleyball

2.8 Security

2.9 Volleyball Net Setup

3.0 Game Day - Closing

3.1 Closing The Gym

3.1.1 Exhaust Fans and Floor Fans

Unplug the floor fans. Return the fan cords to the base(s) of the fan(s). Simply turn off the switches for the exhaust fans. The switches for the fans are located about 6 feet above the floor level within close proximity to each exhaust fan unit. There is an additional exhaust fan inside the kitchen on the west wall above and to the right of the sink.

3.1.2 Bleachers, Benches, Scorers Table and Chairs

Return the benches for the players to the stage, on the back wall behind the gold curtain. In addition to the benches you must return the folding chairs and the 6 foot folding table (used as the scorers table) to the tunnel.

The tunnel entrance is by the fire exit stairs in the northeast corner of the gym (to the left of the stage). Circuit breaker number 34 is required to be in the "on" position for lighting.

The red St. Chris Cougars table cover should be folded and stored in the cabinet in the coaches locker room. The scoreboard keypad, the first aid kit and the possession arrow (for basketball) are also kept in the cabinet.

3.1.3 Microphone

- Carefully unplug the microphone.
- Make sure the switch on the microphone is in the "off" position.
- Check the amplifier is turned off (in the back left corner of the stage - southwest corner). To turn off the amplifier, press the button in the lower left corner of the beige plastic box.

Return the microphone to the plastic box and to the gray cabinet inside the coaches room

3.1.4 Cleaning

There are pushbroom type floor dusters in the janitors room. These are to be used for the gym floor only. Please use regular brooms and pushbrooms for the remaining areas as these may have spills and excessive water and / or dirt and salt from the outside.

The following areas are to be swept and cleaned:

- Gym Floor
- Under Bleachers
- Hallway Areas (gray area around the gym floor)
- Vestibule Area (up by the glass doors)
- Bathrooms

3.1.5 Power and Lights

2.1.2 Power and Lights

The circuit breaker box to access power for the gym, is located behind the stage / gym wall on the right hand side (facing the stage).

To turn off the lights, and the outlets throughout the gym area (for floor fans and scorers table etc.) and turn off the scoreboard, the following circuits / switches must be turned off:

Turn off only Circuit Breakers 1,3,5,7,9,11,13,15 and 17 for the gym lights. These are the ones with yellow tape just to the left of them.

Circuit breaker number 34 is for the tunnel storage area.

There is a light switch for scoreboard power - located directly above the circuit breaker panel.

Breakers number 2 and 35 are normally always left **on**.



Caution : Do not let young children or persons inexperienced with circuit breaker operation operate the circuit breakers. This is live voltage and can be very dangerous if proper precautions are not taken.

3.2 Closing Concessions

3.2.6.1 Cleaning The Concessions Area

3.2.6.2 Concessions Money

To prepare for the next home games / matches, please following the following steps to provide the minimum amount of money for making change and operating the concessions. (\$ 30.00 in bills and varying amounts of change).

The following steps are also posted in the coaches' room:

CONCESSION MONEY INSTRUCTIONS

1. Leave all coin and \$30 (1- \$10, 2 - \$5's and 10 - \$1's) in the concession cash drawer. Replace drawer cover.
2. Count the remaining concession money and put in an envelope marked "CONCESSION".
3. Put "Amount", "Date" and your full name on the front of the envelope.
4. Seal the envelope and drop in slot of locked metal box in the cabinet. (Use more than one envelope if necessary)

3.3 Door Money

With the exception of volleyball, which requires the down ref be paid from the door receipts (currently \$8.00 per match), the following is what to do with the door money at the end of the days games:

DOOR MONEY INSTRUCTIONS

1. Take \$30.00 (, 1 - \$5, 25 - \$1's and all coins) from the total and place in the "DOOR" zipper pouch for the next game.
2. Leave the zipper pouch on the shelf in the cabinet.
3. Count the remaining door money and put in an envelope marked "DOOR".
4. Put "Amount", "Date" and your full name on the front of the envelope.
5. Seal the envelope and drop in slot of locked metal box in the cabinet. (Use more than one envelope if necessary)

3.3.1 Paying the Volleyball Down Ref

The down referee is paid directly from the door receipts. Upon conclusion of all the nights matches, remove the money for the referee and note it on the envelope. Then proceed as outlined above.

The current wages for the down referee are \$ 8.00 per match.

3.4 Volleyball Net

12.0 Gym Locations

<p>Annunciata 3750 E 112th Street Chicago (773) 734-9297</p>	<p>Hayes Park Chicago Park District 2936 W. 85th Ave. Chicago</p>	<p>Holy Ghost 700 East 170th St. (Cottage Grove) South Holland (708) 333-7011</p>	<p>Incarnation 5757 W. 127th Street Palos Heights (708) 385-9845</p>	<p>Infant Jesus of Prague (IJP) Flossmoor Rd & Douglas Flossmoor (708) 798-9786</p>
<p>Memorial Park - Calumet City Park Distr. 612 Wentworth Ave. Calumet City (708) 862-6443</p>	<p>Most Holy Redeemer 9536 Millard Evergreen Park</p>	<p>Oak Forest H.S. 151st & Central Oak Forest</p>	<p>Oak Lawn H.S. 95th & Southwest Highway Oak Lawn</p>	<p>Our Lady of Loretto Hometown School 8870 Duffy Enter 88th & Kostner Hometown</p>
<p>Our Lady of the Ridge Frontier Park 9807 S. Sayer (2 blks east of Harlem) Chicago Ridge (708) 488-2800</p>	<p>Queen of Apostle 14400 Atlantic Riverdale (708) 849-9896</p>	<p>Queen of Martyrs 3550 W. 103rd St. Evergreen (708) 422-9541</p>	<p>Stagg H.S. 111th & Roberts Rd. Palos Hills</p>	
<p>St. Agnes Chicago Heights Rec Center Route 30 & Chicago Rd. Chicago Heights</p>	<p>St. Alexander 126th & 71st Ave Palos Heights (708) 361-2626</p>	<p>St. Anne -Hazlecrest Hillcrest High School 175th Crawford Ave. Country Club Hills (708) 799-8000</p>	<p>St. Barnabas 10121 S. Longwood Dr. Chicago</p>	<p>St. Bede 8200 S. Kostner Ave. Chicago</p>
<p>St. Benedict Gregory & New Street (1 block east of Western) Blue Island (708) 388-9725</p>	<p>St. Cajetan 11200 S. Campbell Chicago</p>	<p>St. Catherine 10621 Kedvale Oak Lawn (708) 499-4966</p>	<p>Cardinal Bernadine 167th and 92nd Ave Tinley Park (sign also says Seton)</p>	<p>St. Damian 5300 W. 155th St. Oak Forest</p>
<p>St. Dennis (Scottsdale Park) 4637 W. 83rd Pl. Chicago</p>	<p>St. Emeric Hillcrest High School 175th Crawford Ave. Country Club Hills (708) 799-8000</p>	<p>St. Florian 131st & Houston Chicago (773) 646-9731 (6 blks east of Torrance)</p>	<p>St. Gerald Oak Lawn High School Oak Lawn</p>	<p>St. George 6707 W. 175th St. Tinley Park</p>
<p>St. Germaine 9735 Kolin Chicago</p>	<p>St. John Fisher 10234 S. Washtenaw Chicago</p>	<p>St. Joseph Homewood Civic Center 2020 Chestnut Homewood</p>	<p>St. Joseph James Hart Jr. High 18211 Aberdeen Homewood 2 Blocks West of Halstead</p>	<p>St. Jude 900 East 154th St. South Holland (708) 331-9667</p>
<p>St. Kieran 724 W. 195th St. Chicago Heights (708) 754-9515</p>	<p>St. Lawrence O'toole 4101 St. Lawrence Ave (708) 748-4090</p>	<p>St. Liborius 1192 King Road Crete (708) 672-3093</p>	<p>St. Linus 10400 S. Lawler (5 blocks west of Cicero) Oak Lawn (708) 857-9093</p>	<p>St. Mary's Forest Trail Jr. High 215 Wilson Park Forest (708) 481-2920</p>
<p>St. Mary - Star of the Sea 4626 W. 63rd St. (2 blocks east of Cicero) Chicago</p>	<p>St. Michael 14355 Highland Ave. (1 mile west of LaGrange) Orland Park (708) 349-9869</p>	<p>St. Patricia 9000 W. 86th Ave Hickory Hills</p>	<p>St. Stanislaus 14416 McKinley Posen (708) 385-9861</p>	<p>St. Symphorosa 5940 W. 62nd St. Chicago</p>