



# ROANOKE CITY PUBLIC SCHOOLS GYM USE RULES AND POLICIES

For Office Use Only:

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

1. All youth coaches (head and assistants) must have an approved City of Roanoke coach's badge to enter the gym for practice.
2. It is mandatory that each recreation club have a volunteer at each practice to serve as a door monitor. This volunteer's responsibility is to sit by the locked door during the entire practice to monitor everyone entering and leaving the gym and to make sure no food or drink is brought into the facility. **Note:** Doors to each gym will be locked and a coach needs to arrive 5 minutes prior to his/her practice in order to let players into the gymnasium. If the coach arrives late to the gym the doors will be locked and coaches may not be allowed back into the gym. **Do not prop open doors.**
3. No food, drinks or chewing gum are permitted in the gymnasium during practice or games. Athletic Directors must notify Parks & Recreation (in writing) 24 hours prior to any teams trading/switching or dropping practice times.
4. Children must be **supervised at all times** while on Roanoke City Public School's (RCPS) property. Parents may **not** drop children off until a coach (head or assistant) is verified to accept supervision responsibility. **Note:** Team water and bathroom breaks are suggested for teams with only one (1) coach. If there is an assistant coach available he or she may supervisor individual trips to the bathroom and/or water fountain.
5. Respect school property - Do not remove, deface or damage any items belonging to Roanoke City Public Schools. These items include, but are not limited to: artwork, class work, bathrooms, toilets, etc.
6. Enter and exit the gym through the designated door made available by RCPS.
7. Do not bounce basketballs in the hallways - only use them in the gym.
8. Do not wander the hallways - Parks and Recreation only has permission to use the gymnasium, water fountains, and bathrooms.
9. Be sure to clean up/pick up trash and remove all personal items after your team's practice or game session has ended.
10. No dunking or hanging on the rims.
11. Only rubber soled shoes (i.e. tennis shoes) are permitted on the gymnasium floor.
12. It is mandatory that each recreation club provide parks and recreation with a detailed practice schedule (Parks and Recreation will provide a gym schedule template) outlining each team's head coach contact information, practice times, and team name by the Monday before practices begin.
13. Grandin Court Elementary, Preston Park Elementary, and RAMS practices are limited to Instructional and Biddy League only.
14. RCPS is a tobacco-free zone and therefore tobacco products (i.e. cigarettes, chew, snuff, etc.) are **not** permitted anywhere on the property.
15. The gym must be cleared of all coaches and players 5 minutes prior the scheduled end of the last practice.
16. If you notice a problem (i.e. damage to the facility) upon your arrival to the gym please notify your athletic director immediately. Your athletic director then needs to contact Parks and Recreation's Athletics Coordinator at 853.1253 or [athletics@roanokeva.gov](mailto:athletics@roanokeva.gov), so that RCPS may be notified.

**Penalty for failure to comply with gym usage rules and policies:**

1<sup>st</sup> Time - Warning from Parks and Recreation

2<sup>nd</sup> Time - Practice slot pulled from team for the remainder of the season

Authorized Signatures

Head Coach Printed Name: \_\_\_\_\_ Team Name: \_\_\_\_\_

Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Club:  Star City

Williamson Road

South City

Greater Southwest