

OLP GYM SUPERVISION DUTIES – PLEASE READ!!

Preparation

1. Game Day Contacts:
 - a. Volunteer Coordinator – Jodi Renshaw (614) 795-6612
 - b. Concession Coordinator – Sarah Rabold (614) 560-3340
 - c. Scorekeeper Coordinator – Nicole D’Orazio (614) 323-4192
2. Morning supervisor must contact Jodi Renshaw, 614-795-6612, to coordinate pick-up of the gym keys by Thursday.
3. Jodi Renshaw will contact the board supervisor and the gym volunteers several days prior to the event date. Supervisors are responsible for ensuring that there is at least one other adult volunteer in the gym at all times during their shift.

Game Day – Morning OLPA Board Supervisor

1. **Purchase 12 Krispy Kreme doughnuts and a newspaper.** Reimburse yourself for this purchase from the cash box, and leave the receipt in the cash box.
2. The gym opens to players and spectators one-half hour before the first game begins. Teams and/or fans are not to enter the gym before this time. Typically, both volleyball and basketball games begin at 8:30am. **The OLPA Board Member should arrive at the gym at 7:40 am, your key opens the North gym door to the building; close it behind you.** There will also be a key to unlock the concession stand door on the key chain given to you. In the concession room there is a lanyard that will have all of the other keys needed for the day
 - a. Everyone else is to enter the building through the back door to the school (by the 7th and 8th grade classrooms). **There is an Allen Wrench on the lanyard for “locking” these doors in an open position. Place the magnetic Gym Entrance Signs (that are on the refrigerator in the concession room) on these doors so that they are easily visible from the parking lot.**
3. Please turn on the entrance lights in the stairway and the hall. Turn on the gym lights using the 5 switches above the circuit box in the gym. **Turn on the scoreboard switch that is located in the ball room** (it is labeled).
4. If the gym is hot and/or stuffy, the gym fan should be turned on. The switch for the fan is also located above the circuit box.
5. Pull the long blue floor mats from the gym into the hallway between the 7th and 8th grade classrooms. Position the two smaller mats: one under the drinking fountain in the hall, the other just inside the gym door from the hallway entrance. Place a desk/chair in the hallway by the window to be used by the volunteer taking admission money.
6. There are two scorekeepers for both volleyball and basketball. It is their responsibility to set up the scorers’ table, plug in the scoreboard and dust mop floor at halves and in between games. Please remind the scorekeepers to dust mop the floor.

7. **Turn on Keurig (coffee pot). Place all of the food that is needing to be sold out on the desk by the concession room. Plug in crock pot and turn on low. Place a small amount of water and about 16 hot dogs in to start.** Use the microwave to prepare popcorn bags, one at a time, as ordered. Just give the customer the entire bag of popcorn. Wipe up spills as they occur and please try to keep concession room floor and shelves clean and free of trash.
8. Water is available in the teacher's lounge (3 key) if you need extra or for cleaning purposes. If you need to use the wet mop, it is stored in the mop closet across from 6th grade classroom (3Key).
9. First aid supplies are located in the first aid kit hanging on the wall of the ball room. If an ice pack is needed, use the ziplock bags in the concession room and ice in the freezer or you can get ice from the teachers' lounge. **Note: we are not permitted to distribute aspirin or any other drug.**
10. The morning scorekeepers leave at approximately 11:30am for both volleyball and basketball. They are to be paid \$7.00 per hour from the concession cash box. Round up payment to nearest half-hour. Make sure that the scorekeepers filled out the sign in sheet correctly and report how much they have been paid. (White folder)

Morning Supervisor – Return the gym keys (NOT the lanyard, that stays in the concession room) back to Jodi Renshaw 's mailbox at 210 E Royal Forest Blvd. Please text her when you return them for confirmation.

Elevator Access and Operation

Three keys are involved in the access to and operation of the elevator, all of which can be found on the key ring in the cash box:

1. The "Hiltech Lock & Safe" key will open the door to the (small) room, inside the school building, through which the elevator is accessed. This door is in the hallway between the 7th grade classroom and the parking lot entrance to the building.
2. A rather larger key marked "HTOLP" with the letter "G" at the top opens the outside equipment room door from the parking lot. This door is located to the west of the parking lot entrance to the school. It is through this door those persons in wheelchairs or otherwise handicapped person can enter the building.
3. The "Hillman" key, which is a small silver key with# "061" marked on its face, opens the elevator door from both the outside and inside entrances. Please note that the elevator door will not open unless the elevator is on the same level as the door you are trying to access. Follow instructions posted on elevator doors to operate and move elevator to the desired level.

Access To Automatic Defibrillator Device

There is available in the school an Automatic Defibrillator Device that may be used by trained personnel only. Do not make the device available to anyone unless you are assured that they have been trained in its use.

The device is located on the South wall behind the bleachers.

IMPORTANT: THIS DEVICE MAY BE USED BY TRAINED PERSONNEL ONLY!!

Game Day – Afternoon OLPA Supervisor

1. Jodi Renshaw will contact the board supervisor and gym volunteers several days prior to their date. Supervisors are responsible for ensuring that there is at least one other adult volunteer in the gym at all times during their shift.
2. Scorekeepers are to straighten up the gym, stack chairs and scoring table neatly in athletic closet and move bleachers (see separate sheet on Scorekeepers), but you should supervise and make sure all duties are completed before you pay them. They are to be paid \$7.00 per hour from the concessions cash box. Round up payment to nearest half-hour. Make sure that the scorekeepers have filled out the sign in sheet correctly and mark how much they have been paid. (white folder).
3. **Be sure to unplug Keurig, crock pot and microwave.** These are to be cleaned and stored in the concession room. Empty coffee pod left in the Keurig. Wipe out inside of microwave. Use paper towels and spray cleaner to wipe up any spills on shelves, floor, etc, and wipe off all outside surfaces of machines, shelves, cooler and cart.
4. Cooked but unsold hot dogs and buns and any leftover doughnuts should be disposed of (given to workers or taken home with you). Opened packages of uncooked hot dogs must be sealed in a zip lock bag and stored in the refrigerator. The cart and long food table should be put back in the concession room.
5. Sweep the gym floor with the large dust mop and dispose of dirt in the trash can.
6. If necessary, wet mop the hallway floor, the perimeter of gym floor and the floor of the concession room. The bucket and mop are stored in a closet, accessed through the door across from the 6th grade classroom (3Key). The key to this closet door is on a hook in the concession room. After mopping, return the bucket and mop to the closet and be sure the door is locked. Return the key to the hook in the concession room.
7. **Empty all trash cans, including those in both bathrooms.** Take bags of trash to the dumpster. Replace trashcan liners (large black plastic liners).

8. Make sure scorekeepers move scorers' table and all folding chairs (and during volleyball season, take down net and poles) and store them neatly in the athletic closet. **Remember to turn off the scoreboard switch in the ball room and place the scoreboard back in the concession room and plug it in to charge.**
9. Remove the gym entrance signs from the entry doors and place them on the refrigerator in the concession room.
10. Check both bathrooms. They should be clean and free of litter. Turn off lights.
11. If needed, vacuum the mats using the vacuum stored in the athletic closet.
12. Turn out gym lights, and lights in entry hall. If gym fan has been turned on, turn it off. **Be sure to lock outside door to entry hall with the Allen Wrench in the cash box. Also lock entrances to bathrooms from school hallway (3 key), using key hanging on the hook in the concession room. Do not lock entrances to bathrooms from gym. Lastly, lock the gym door leading to the school hallway.**

Make sure the concession room door handle is locked before closing the door. Place the lanyard on the hook in the concession room and leave both cash boxes on the shelf and close the door. Please make sure the door is locked before walking away.

Jenny Bryant (614/314-2582) or Jodi Renshaw (614/795-6612) with any questions.

SCOREKEEPERS

1. For volleyball, two score keepers will work from 7:45 to 11:30 am for the morning games, and two will work from 11:30am until the afternoon games are complete. For basketball, two scorekeepers will work from 7:45 to 11:30am for the morning games, and two scorekeepers will work from 11:30am until the afternoon games are complete.
2. The scorekeepers will be scheduled by Nicole D'Orazio, (614) 323-4192.
3. The scorekeepers are each paid \$7.00 per hour. Round up to the nearest one-half hour. They are paid by the OLPAA morning and afternoon gym supervisors with cash from the cash box. The gym supervisors should complete an expense voucher summarizing the payments for each scorekeeper and the vouchers should be left in the cash box.
 - a. The morning crew sets up the scorers' table and the scoreboard controls. The scorekeeping machine, possession arrow (for basketball), game ball, blank score sheets and information packet with the game schedules and league rules are all kept in the concession room. These items, in addition to the Styrofoam cup to collect referee fees from each team, should be set up on the scorer's table. Plug in the scorekeeping machine. Make sure that the scorekeepers are not using their phone, texting or listening to their music while games are going on.
4. The scorekeepers are to dust mop the gym floor at half-time of each game and between the games.
5. After completion of the games, the duties of the afternoon scorekeepers include:
 - a. Store the scorers' materials neatly in the concession room.
 - b. Store the volleyball net and poles neatly in athletic closet.
 - c. Hang folding chairs on hooks and store scorers' table neatly in athletic closet.
 - d. Flip bleachers up on their wheels and roll to far west end of gym.
 - e. Pick up all trash off floor.
 - f. Store lost items in the concession closet.
 - g. Take the trash to the dumpster on their way out.
6. Scorekeepers are entitled to one free hot dog, one doughnut, one candy bar, and one soft drink, per session worked. Any additional concession items are to be purchased at their own expense.