

## **Practice Gym Information for Waconia Basketball Association**

**Please review these policies for our rental agreements regarding the use of gym spaces. We rent gym space and it is important that you only utilize the gym space during your scheduled practice time. Parents/Coaches - please review all of these items with your players prior to practice.**

### **All Facilities:**

- Do not just drop your player off and leave. Please wait to make sure they get into the building after the prior team has left.
- No parents/spectators inside the building. Wait in your vehicle.
- Stay on your court, do not go to other courts.
- Water fountains may be unavailable at some facilities. Bring your own water bottle. Water only. No food, Gatorade or PowerAde.
- Each player will need to bring his/her own basketball.
- Clean up after yourself! Water bottles, garbage, etc. Leave the gyms cleaner than when you arrived.
- When the snow arrives, make sure your players leave their wet or snowy shoes/boots outside the gym. Please do not allow players to create unsafe wet courts by walking in the gym with wet shoes/boots.
- Coaches are to stay with all players until they have been picked up. We do not want to leave players alone in a building ever! Coaches are responsible for players until they are picked up.
- Coaches/Team Managers should ensure the RSVP feature in SportsEngine is updated for every practice.
- Coaches/Parents - Please do not drop your player off prior to 15 minutes before the start of practice time. While players are waiting to enter the gym, get their shoes and equipment on and start stretching. There should be no messing around in the hallways or gathering areas prior to entering or after leaving the gyms.
- If for some reason, a building is not open and it should be, the head coach should call Stephanie 952-452-1686 for assistance.

### **Cologne Community Center (1211 Village Parkway, Cologne, MN 55322):**

- Use the main entrance (south side of building).
- Doors will open automatically before your practice session.
- Lights are inside the breaker box. If you are the last team scheduled - turn the lights off.
  - Keys for the backboards and half court curtain also located in breaker box
- There is only one gym, which means one team at a time is practicing.
- At the end of each practice:
  - Coaches will check bleachers and coat racks for left items (ie- hats, coats, shirts, water bottles, etc.)
  - Coaches will need to check the bathrooms to ensure all toilets/urinals have been flushed.
  - Broom and dustpan will be left out if floor needs to be swept between groups
  - Coaches will turn the gym lights off.

### **Trinity Lutheran Church & School Gym (601 E 2nd St, Waconia, MN 55387):**

- Use the school entrance on the north side of the building (Door C) and proceed directly to the gym down the hallway to the right. (Do not walk around the school, the rest of the building is off limits!)
- The entrance doors will be set to unlock electronically 15 minutes prior to your session.
- Groups should bring their own balls. Balls and equipment will not be available unless your program is Trinity-sponsored and special arrangements have been made.
- There are two gyms that we will be utilizing. If you are waiting for the gym, please wait together with your team. Get your equipment on (shoes, etc). For teams that are ending practices, please go to the hallway to remove your equipment, so your coach can clean and the next team can get in the gym to practice.
- The gym curtain and basketball hoops can be lowered and raised – the key is on the long lanyard and stays in the wall. Please do **not** permit players to operate the curtain and hoops, only coaches should be doing this. If the key is held in the up or down position after it has completed its cycle, damage to the switch can result. A second key hangs behind the door in the coaches' office should the first one be missing.
- In the case of a heart-related emergency, the closest Automated External Defibrillator (AED) is located out the south gym hallway, toward the southeast corner.
- After every practice, please clean up after your group. The gym does not have a cleaning crew between groups. Please run the large dust-broom located in the gym across the floor.
- To clean up spills, only use the cleaning agents provided in the coaches' office window. The use of other products may damage the floor's finish. Notify Trinity if a special clean-up is needed. A basket containing cleaning supplies will be in the coaches' office.
- Please be sure all lights get turned off. The outside entrance will be set to lock electronically after your practice is done.
- Please assure that all your participants have left the campus before you leave the building.

### **Mayer Lutheran Field House (306 NE Seventh Street, Mayer, MN 55360):**

- Use the north entrance for easy drop off and pick up.
- There are multiple gyms, and multiple teams practicing. As you enter, wait in the commons area, away from the gym area, and with your team, until the previous team has left the gym. Do not enter the gym until the team practicing on the court prior to you has left.
- While you are waiting to practice - get your practice equipment on (shoes, etc). When you are done with your practice, take your bags and go out into the commons area to remove your practice equipment. This will free up the gym quicker.
- Use restrooms adjacent to the concession stand.
- All lights will turn on/off automatically.
- The exterior doors and field house doors will be unlocked. There will be other activities throughout the day, so locking up will not be necessary.
- All athletes need to stay in the commons area and field house only. Do not walk around the school!
- Coaches - if you need to raise/lower hoops or curtains - below are the instructions (not for players):
  - For hoops:
    - Enter code: 4820
    - Click on "Backstops"
    - Click the # of the backstop (note: use the map which will show the number corresponding to each hoop)
    - Click down or up
  - For curtains:

- Enter code: 4820
- Click on “Curtains”
- Click the # of the backstop
- Click down or up

- **St. John’s School (109 1st St NW, Young America, MN 55397):**

- Use the gym door entrance. DO NOT ENTER THE MAIN BUILDING
  - Do not prop the door open.
  - There is only one gym, which means one team at a time is practicing.
  - Do not wander the building. Go from outside directly to the gym.
  - Coaches need to turn lights off when you are done practicing and ensure that you have locked the door when leaving.
  - If something happens to be set up in the gym, please put it back the way it was found.

**Safari Island Gym (1600 Community Dr, Waconia, MN 55387):**

- Enter the building through the front door of Safari Island.
- Do not wander the building.
- There are four gyms that we will be utilizing.
- Do not enter the building prior to 15 minutes before your practice start time.

**Cologne Academy (1221 Village Parkway, Cologne, MN 55322):**

- **Doors** will be open to enter at the rental start time. If doors are locked, please text or call Stephanie. Do not call if rental time has not started.
- **Gym Lobby**: Do not dribble, pass, or play basketball in any way. Leave materials as they are.
- **Bathroom Check**: Rental parties are responsible to check bathrooms (toilets/sinks) for misuse or clothing, as well as the gym for water bottles, etc.
- **Lights**: Gym lights need to be turned off manually. Grey panel is on the east side of the gym. Press the red lights to turn off/on. Gym lobby lights automatically turn off.
- **Backstops**: Do not lower the height of the rim unless required for playing level.
- **P.E. Whiteboards**: Leave the PE whiteboards as they are---no marking up.
- **West Gym Doors**: No one is allowed through the west gym doors up the ramp into the school area. This area is off limits.
- **Bleachers**: NO sitting on top of bleachers unless they are pulled out for spectators. Due to the framework, any weight on them bends the frame and they won’t pull out. The cost to fix this is huge!
- **Stage**: Please do not sit on the stage ledge as it bends the stage door.

**Southwest Christian High School (1981 Bavaria Rd, Chaska, MN 55318):**

- Enter through the athletic entrance
- Do not wander around the school, head straight to your court when your practice time begins
- Please look around and make sure you pick up your own things, do not leave any trash
- Stay off all bleachers and concession stand area
- Lights and locks are automatic, if you need some help look for the site supervisor or staff on duty.

**Victoria Recreation Center (8475 Kochia Ln, Victoria, MN 55386):**

- Enter through the main entrance doors and head toward the gym when your practice time begins
- Do not wander around the school, head straight to your court when your practice time begins
- Please look around and make sure you pick up your own things, do not leave any trash
- If you have need anything, please ask the staff person at the front desk