



The Children's House Extra-Curricular Sports – Coach's Packet

Thank you for volunteering to coach one of the sports teams at TCH. We appreciate your time and efforts. The extra-curricular sports program is not officially a school sponsored event. It is organized and run by parent volunteers. TCH provides support to the coaches by establishing general guidelines for building use and by communicating information to TCH parents in the Compass. We hope you find this packet helpful.

Contents:

- I. How Do I Begin
- II. Contact information (leagues, TCH admin)
- III. Building Use - Directions and Responsibilities (including practices & games)
- IV. How to Get Notices in the Compass
- V. How to Reserve Gym Time
- VI. Jersey Sign Out Procedures
- VII. History of Teams and Coaches
- VIII. Sample Rental Agreement

I. How Do I Begin

- Be clear about the age group you are coaching and the league you are playing in.
- Contact the league at least a month in advance for scheduling details, mandatory coaches meeting date, etc.
- Attend the mandatory coaches meeting.
- Establish a practice and game schedule according to the league rules.
- Communicate your decisions with the Athletic Coordinator and TCH admin so parents and players can be recruited / notified.
- Review list of past coaches and contact them for guidance.
- Coordinate a system for collection and payment of fees with the Athletic Coordinator.
- Read through this packet for specific information.

II. CONTACT INFORMATION

TCAPS L.E.A.P. (Learning, Enrichment, Athletic Program) offers programs for children in the second through sixth grades.

LEAP Director

Janna Deering

deeringja@tcaps.net

231.933.1722

Elementary LEAP Liaison

Cindy Elliott

elliottci@tcaps.net

231.735.3917

A complete description about programs can be found on the website:

<http://www.tcaps.net/StudentPrograms/LEAPAthleticsProgram/tabid/2840/Default.aspx>

G.T.A.Y.A.L. (Grand Traverse Area Youth Athletic League) offers programs for children in the second through sixth grades.

COORDINATOR

Reggie Horning

GTAYAL Coordinator

231-935-3840 (H)

horningr@northcentralacademy.net

https://www.facebook.com/permalink.php?id=246752258794640&story_fbid=320141351455730

TCH ADMINISTRATIVE SUPPORT

Julie Boss – Extra-Curricular Athletic Coordinator

boss.julie@icloud.com

Kim Schrader – gym scheduling

kim@traversechildrenshouse.org

Kim Schrader – building use procedures

kim@traversechildrenshouse.org

Liz Ammond – Compass notes and calendar for extra-curricular page

liz@traversechildrenshouse.org

III. BUILDING USE – Directions and Responsibilities

PLAN AHEAD:

- Reserve use of the gym with Kim Schrader (details on next page). Be sure your time is added to the *Outlook Calendar*.
- Complete a **Building Use Request** form (copy included with this packet).
 - Fees are waived for TCH teams.
 - TCH liability policy covers the use of the building.
- Complete required forms for a background check. See Kim Schrader for forms and information.

LIGHTS, CAMERA, ACTION!

- **Before you begin:**
 - Sweep the gym floor if it has not been done. Brooms are located backstage by the entrance door. Be sure to put the dirt in the wastebasket.
 - Lower the BB hoops if needed. (A key is located on a nail to the right of the stage. The control for the north hoop is located behind the climbing wall mat.)
- **During practice:**
 - Coaches should supervise team members (and younger siblings who are watching) at all times.
 - Children should not be back stage or in the equipment and storage rooms for any reason.
- **After you're finished:**
 - Sweep the gym floor.
 - Turn out all of the lights (overheads, wall sconces, trophy case, backstage, and stage)
 - Turn out bathroom lights.
 - Turn off the overhead fan.
 - Return the light key to the hook by the door.
 - Lock the gym door.
 - Check to be sure the double exit doors are locked to the outdoors.
- **Safety and Security:**
 - Coaches are responsible for (and should stay with) players until they are picked up by a parent or approved parent representative.
 - Coaches should ask parents to notify them about car pooling details.

HOSTING GAMES:

Coaches are expected to:

- Set up and return chairs to the storage closet. (Students should not be in the closet unsupervised.)
- Direct people to park in the parking lot and not along the curb.
- Direct all foot traffic through the door from the elementary hallway. The doors directly to the parking lot should not be used for entering or exiting the gym.
- If spectators are allowed to have food and drink (coaches choice), coaches must ensure that all garbage is thrown out, the stage swept, and spills washed up before leaving.
- Stay in the building until all spectators and players are gone.

IV. HOW TO GET NOTICES IN THE COMPASS

- The Compass is intended to be the sole means of up-to-date communication to parents.
- Email Liz Ammond (liz@traversechildrenshouse.org) with information that you want to communicate to parents in the Compass.
 - The information should be submitted no later than 8:00 Wednesday morning to be in the Friday Compass of the same week. More advanced notice is preferred.
- Communicate any changes **immediately** so the Compass can be updated.

V. HOW TO RESERVE GYM TIME

- Call or email Kim Schrader at: kim@traversechildrenshouse.org and ask her to check the **Outlook Calendar** for availability and sign up for the times you want.
- The gym is rented to outside groups (and is often unavailable) M-TH from 5:30-9:00, Fridays from 4:30-7:00, Saturdays from 11:00-1:00 and Sunday mornings.

VI. HOW TO GET JERSEYS

- TCH owns reversible, numbered jerseys.
- Coaches must sign out jerseys with the Athletic Coordinator. Records with corresponding numbers are kept in Kim Schrader's office.
- Coaches should record the number each player has and be sure to collect all jerseys at the end of the season.
- Coaches are ultimately responsible for lost jerseys. The liability could be passed on to the player at the coach's discretion.
- There is a \$20 fee for unreturned jerseys.

VII. HISTORY OF TEAMS, LEAGUES, AND COACHES

Cross Country (GTAYAL): fall

Past coaches: Julie Boss, Nicole Klau

Girls' Basketball: fall

2nd-3rd Grade (LEAP): Tom Menzel, Vic D'Ercole

4th-6th Grade (GTAYAL): Kristy McGregor

Boys' Basketball: fall and winter

Fall:

5th-6th Grade (LEAP): Dusty Christensen

Winter:

2-3rd Grade (LEAP): Dusty Christensen, Cortney Danbrook

4th Grade (GTAYAL): Eric Breithaupt

5th-6th Grade (GTAYAL): Eric Breithaupt

Volleyball (GTAYAL): winter

Past coaches: Kristina Weidenfeller

Track (GTAYAL): spring

Past Coaches: Jack Lee, Jack Lee, Susan Ruoff

Contact information for the above coaches is available from TCH admin offices.



THE CHILDREN'S HOUSE

Building Use Request

Organization

Name: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Cell Phone: _____

Representative: _____ Phone: _____

Cell Phone: _____ Email: _____

Alt. Representative: _____ Phone : _____

Cell Phone: _____ Email: _____

Activity/nature of use: _____

Expected number of participants: _____

Date Needed: _____

Time Start: _____ Time End: _____

The Children's House
5363 North Long Lake Road
Traverse City, MI 49685

Phone: 231-929-9325 Fax: 231-929-9384 Email: learn@traversechildrenshouse.org

Reservations

- Reservations are taken on a first paid, first served basis.
- Reservations must be made at least seven (7) days prior to rental date.
- You must be 18 years of age to rent any facility.
- MCH accepts cash, money orders and credit cards as forms of payment.
- Reservations are not confirmed until the deposit is paid.
- Deposits must be paid within 48 hours from the date and time the reservation is made.
- Deposit and rental must be paid separately.
- Arrangements for a key (if needed) must be made at least two days prior to rental.
- Rental must be paid no less than 24 hours from the time of the event if the event is scheduled Tuesday through Saturday and by Friday at noon for events held Sunday and Monday.

Deposit

In addition to the rental fees, all rental groups will be charged a Security Deposit for each rental. The deposit may be applied toward any damage to and clean up of the facility. Deposit payments must be made separately from the rental payment. Deposits must be made within 48 hours of the initial reservations.

Automatic forfeiture of deposit will occur under the following conditions:

- Building is left unsecured (unlocked)
- Smoking in the building
- Setting off fire alarms (setting off a false alarm is illegal and criminal charges may be filed).
- Disturbance of the peace
- Damage to the facility itself, equipment, furnishings or decorations including damage from the attachment of banners, posters, streamers, signs etc.
- Excess trash left in the building or property.
- The required summoning of the police department due to activities of the participants.
- Failure to clean up the facility by the designated time for the facility.
- Failure to return key.

General

Tobacco use is prohibited on school property.

Alcohol is prohibited on school property without prior approval from the school.

No food or drinking allowed in the facility without specific permission.

Rental Responsibilities

1) Groups using school facilities shall provide on-site supervision of the program participants by a competent adult(s). This representative, throughout the occupancy, will:

- make himself/herself known to the school staff member on duty in the building;
- enforce all regulations which are identified by the agent or School Staff;
- be responsible for the orderly behavior of program participants and protection of the school property for damage;
- supervise entrances and adjacent areas to prevent unauthorized persons from entering the building;
- limit activities to the area assigned to your rental group and restrict participants to these areas;
- ensure that the specified time is adhered to, and all program participants vacate the building by the end time identified on this rental agreement.

2) It is imperative that rental group representative and a school staff member walk through The Barn before and after the booking to inspect the premises.

- 3) All participants must use approved indoor equipment for their activity.
- 4) In the event of damages, the rental group responsible will be required to pay the cost of repairs within thirty (30) days of receipt of an invoice. Failure to do so will result in the immediate cancellation of future bookings. The rental group will be invoiced for the repairs. Checks shall be made payable and submitted directly to the school, within thirty (30) days of receipt of an invoice. The rental group shall also be responsible for all costs incurred by the school (including reasonable attorney's fees and collection costs) in recovering the cost of any repairs.
- 5) The Children's House reserves the right to cancel any activity at any time in the following manner if the conduct of those using the facility is unsatisfactory.
 - The booking agent is to be advised by the school custodian on duty of any unacceptable conduct and/or damage, at which time the appropriate action will be taken;
 - School staff members on duty may cancel any activity for one occasion if the conduct of the group is deemed unacceptable and if the conduct will endanger the user and/or school property.
- 6) The school reserves the right to cancel all or a portion of a rental, subject to the current cancellation procedures, with or without cause. The rental group shall have no right to reimbursement on account of any loss, damage or expense unless stipulated in the cancellation procedure.

Liability

1. The rental group agrees to indemnify and save harmless the school from any and liabilities, damages, costs, claims, suits or actions resulting from or out of any occurrence in, upon or at the premises, the halls, rooms, sidewalks, and yards adjacent thereto, or the occupancy or use by the applicant and any of its licensees, members, permittees, servants, contractors, or employees, or by anyone permitted by the rental group to be on the premises. Such indemnification shall extend to cover any damage to property, which may occur, or any injury to a person or persons which may result at any time during any rental period.
2. The rental group expressly covenants and agrees that all chattels, furniture or fixtures of whatever nature or kind brought on to the premises by it during the term of this agreement shall be brought on the said premises at the sole and exclusive risk of the rental group. The school has made and makes no representations or warranties to the rental group concerning liability or loss or damage resulting there from.
3. The rental group agrees to provide a certificate of liability coverage.
4. The school shall not be responsible for loss or theft of personal property.

I have read and understand the terms of the rental guideline.

Signature of rental group representative

Date