

NYBA GYM TIP SHEET

Hi Coaches:

Thanks for volunteering your time to be a coach. I developed some tips which I hope you find useful as you use the gyms in the Northshore School District.

Practice Gym Assignments:

To view your assignment, go to www.NYBAhoops.com

- Click on "Teams" from the menu on the top of the screen
- Click on "Practice Locations" from the submenu
- The screen will default to Boys 3rd grade. From the drop down menu, select your Division (eg Boys 6th grade, Girls Junior High, etc.)
- You will see a summary of your Team's practices, by Location, Day and Time

The Practice Assignment change / makeup Policy is on the web site, and is shown below:

What if you don't like or can not possibly practice per the schedule you receive tonite?

1. Please send an email, describing the problem, to Don.Nordby@frontier.com . Prefer no phone calls, unless absolutely necessary. The email helps me to properly queue your request and maintain tracking for the resolution of the issue.
2. Before sending the email, look over the available practice times on the web (shown in **GREEN "open"**), and provide up to 3 choices which work for you.
3. Things will settle out over the first 2-3 weeks. Check the website daily for new possibilities. If you see something you like, send me an email.

MAKEUP POLICY

To be eligible for a makeup, you must either...

- 1) Be scheduled for only one practice per week, and it was cancelled.
- 2) Be scheduled for two practices per week, and both are cancelled. Exceptions will be considered as long as there is available gym space.

***Makeups for closures due to School Holidays are generally not provided.

Process for requesting a makeup practice:

- a. Coach sends email to Don Nordby. Email address: Don.Nordby@frontier.com
- b. Include League, team name, school & date that is cancelled. (e.g. B6 Suns, Frank Love cancelled on Nov 3)
- c. Look at possible open gym times, list (3) choices for makeup
- d. Guaranteed response in less than 24 hours.

Additional Notes :

Gyms are **CLOSED** on "Non Student Days"

Gym Cancellations:

Gyms can be cancelled by NSD without notice. All cancellations will be posted to the website as they are received. Daily cancellations will also be listed under the "Special Attention" box on the home page. Coaches must check this up to and including the day of your practice, up to 3:30pm.

If the gym is in use when you arrive, please be polite. Confirm that the permit is valid for that day. If you can not reach a peaceful resolution, or if the custodian asks you to leave, you **MUST** do so. Be polite, and report the situation to Don Nordby (via email). Emergency phone number: (425) 483-8260 (Don's home)

Gym use & responsibilities

You are responsible for EVERYONE in the gym while you are practicing. Here are some basic rules:

1. Conduct a walk thru of the gym before and after your practice. Do this with the other coach. Check the restrooms also. Report any problems.
2. If you do not know everyone in the gym, please ask them to leave.
3. Please discourage parents from bringing other children to the gym. Do NOT allow them to play on any of the equipment or in the bathrooms.
4. No food or drink is allowed in the gym, at any time, under any circumstances. **Team water bottles are allowed.**
5. No shoes which leave black marks. No tape or marking on the floor.
6. Please stay off the stage area. **NO EXCEPTIONS**

PLEASE NOTE THAT IF WE DO NOT FOLLOW THESE GUIDELINES, NSD CAN REVOKE OUR PERMIT.

Thanks for your time:

Sincerely,

Don Nordby

NYBA Board - Gym Coordination and Officials Program