

# Coach's Checklist for Coldbrook School

- Please inform Erin ([erinleighbeaudin@gmail.com](mailto:erinleighbeaudin@gmail.com)) or Leanne ([keddykid1@live.com](mailto:keddykid1@live.com)) by Friday mornings at the latest, via email, if you are **NOT** using your weekend time slot. This is so we can ensure the school is not left open with no one in there, and to let us know when to ask the custodian to go in to clean. If the school is locked when you arrive, call or text Leanne Keddy (902)670-6163 or Jeff Trask (902)679-5027.
- Whoever is the first to use the gym on weekends, please sign 'KMBA IN' on the scribbler by the door. Whoever is last out, sign 'KMBA OUT'. One of the key-holders (Leanne or Jeff or Erin) will unlock the school and lock up and disarm/set the code.
- Whoever is first in, please set up the doorbell (FYI for new coaches- the front door must be kept closed at all times, so we have a doorbell system in place), close the hallway doors in the main hallways along the cafeteria and office, and put up the signs on the doors and in the lobby. (There are signs for **no admittance past the doors, no outdoor footwear in the gym, and a reminder to not leave children unattended in the foyer**). The last coach to leave, please put all of these away in the cupboard. It's something extra to remember, but we had a huge issue last season with kids going through the school, and running in the halls and climbing on the furniture, etc. We either use signs or ask for parent volunteers to be hall monitors...
- For new coaches: The doorbell is located in the cupboard on the stage. The doorbell itself is to be taped or tied to the outside door handle, and the chime box is to be put on the table by the office or just inside the gym. The doors to the school must be kept closed as we mentioned, so the doorbell is in place so people know there is someone outside waiting to get in.
- The signs for the lobby and hallway doors will also be in the cupboard. Please use them, unless you would like to appoint a hall monitor. It's your choice, but we DO need one or the other.
- The nets will need to be lowered and raised depending on which team is using them at the time. Quickstart is the first in on weekends, so Jason will lower the nets for his 'team'. The next team in will have to adjust them to their

required height. There is a button on the wall in the Phys Ed teacher's office. Whoever unlocks the school, will also unlock this office for the day. The two end nets can be raised and lowered by this button. The rest of the nets will need to be manually lowered/raised with the poles in the corner on the stage. Through the week, the Custodian will happily unlock the Phys Ed office and lower the nets.

- Please ensure during games, that the visiting teams are only using the front washrooms. This is as simple as communicating with the visiting coach prior to game time.
- Due to the revised AVRSB school policy to keep the main doors to the school locked, we must strictly monitor who enters the building while we are using the school. The doors will be locked as of 9:00pm on practice nights and cannot be propped open by any means. School doors must also remain locked on weekends. **We are to leave the building BY 9:00**, so please finish your practices by 8:45.
- No peanut products can be brought into Coldbrook School for snacks, including on weekends.
- The rock wall is off limits for KMBA players, siblings or friends, as are the chin/pull-up bars and ladder wall, just inside the doors to the gym.
- Kids can play on the stage but must be supervised at all times by an adult. All equipment on the stage is the property of the school and must be treated with respect. The "we break it, we bought it" rule applies, so if equipment is broken, higher future registration costs can be expected.
- Whoever is last out on Sunday, must ensure that the **chairs, score table**, and the **score clock** are put away. The clock goes in the cupboard on the stage, the chairs go in the room across from the stage end/cafeteria side door to the gym, and the table is usually taken from the cafeteria. Please pick up all **garbage and/or coffee cups** that may have made their way into the gym, and ensure that the **hallway doors have been propped back open**. One of the key-holders will be checking the school on Sunday nights to ensure everything has been put away before school goes back in on Monday.

We know there is a lot to remember with using this school.  
Your cooperation is greatly appreciated! Have a great season!

**Go Gators!!**