



## Coaches Guide

### Responsibilities

- TeamSnap
  - o The HTSAA registrar will send student athletic registrations to you. He/she will also create your TeamSnap teams and assign you as the team manager.
  - o It is your responsibility to manage the rosters from registrations, practice / game schedules and collecting signed medical waivers
  - o For reference, the TeamSnap registration site can be found [here](#). The medical release form can be found [here](#).
- Work with your sport's coordinator on game changes and cancellations
- Before each home game, thank the other team for attending and recite the Diocesan athletic prayer with your team. This can be found [here](#).

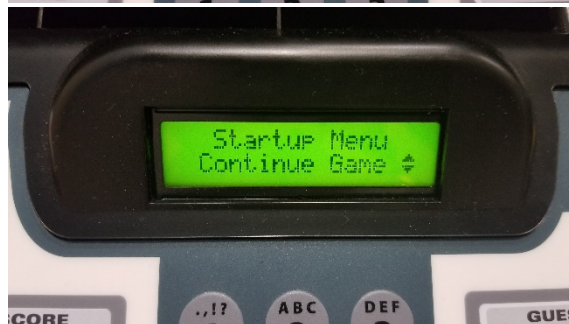
### Gym

- Requesting gym time.
  - o Send any gym time requests to [rmic2@yahoo.com](mailto:rmic2@yahoo.com)
  - o For reference, the gym calendar can be found [here](#).
- Getting a key card to open doors
  - o If you need to access the gym outside of or before reserved hours, please contact the HTSAA president for attaining one.
  - o This key will open both the doors to/from the outside and the door into the gym
- Code for lock box containing gym keys
  - o The gym keys are required for opening the cabinets under the stage, concessions cabinet and refrigerator lock. They are located in the lock box on the back wall of the concessions area.
  - o Please contact the HTSAA president or vice president to attain the code for the lock box.
- Turning on/off lights
  - o The tool for turning the lights on and off is located in the fire extinguisher cabinet (located in the left side of the gym doors). There should also be a tool on the set of keys as well.

- Take the key and insert it into the slots on the panel (located on the right side of the gym door) and either flip the inner switch up or down
- Raising/lowering basketball hoops
  - The key for raising and lowering the hoops is located in the fire extinguisher cabinet (located in the left side of the gym doors).
  - The controls are located to the right of the light switches (one for each of the 6 baskets). Simply insert the key and turn it right or left for raising or lowering.
- Thermostat
  - Located to the left of the stage. We should leave the setting as-is unless otherwise directed.
  - This is in progress of being password protected
- Concessions
  - The key to both the refrigerator and snacks are located in the lock box
  - The snacks are located in the gray cabinet that is inside the stairway to the left of the main entrance to the gym.
  - The money box is typically locked up inside of the freezer or refrigerator
  - Please take extra care with this
  - Please count the money and leave 40 \$1-dollar bills and 4 \$5 dollar bills and then put the rest in an envelope after half time of the last game of the day.
  - Leave all the coins as is
  - TODO: We need to find a way to lock the storage cabinets in the lobby and then leave the money and concessions in the drawers for easier setup/shutdown.
- Scoring table, scoreboard and controller
  - Scoring table
    - When being used, the table should be positioned below the stage
    - When not being used, the table should be placed in the open corner to the right of the bleachers
  - Scoreboards
    - To enable power to the scoreboards, go into the closet (far right corner of the gym) and locate the circuit breaker on the back wall. Flip the switch to ON for #11. There's an asterisks next to this switch to easily locate it.
  - Controller
    - Plug in the controller once the table is in positioned below the stage
    - Below is an image of the controller. Many of the basic functions are self-explanatory but you can ask any of the athletic board members (or some coaches) for a quick overview.



- 
- The red power button turns on the controller and connects to the scoreboards
- Once the controller connects to the scoreboards, you'll be presented with either "Home Menu" or "Continue Game". If you want to start a new game, choose "Home Menu". If you want to continue an existing game, select "Continue Game" and hit the Enter button on the lower right.



- 
- Hit enter again on the "Play Game" screen



- 
- Hit enter again on the “Select Network Basketball” screen



- 
- First aid kits
  - Located in the 2<sup>nd</sup> cabinet under the stage
- Bleacher operations
  - The control switch is in the plastic bin in the 2nd storage area under the stage
  - Please make sure no one is in-front of the bleachers when putting it out
  - Please make sure no one is ON the bleachers when moving them IN or OUT
  - Please put up the bottom hand rails before putting them OUT
  - Please take bottom hand rails down before putting the bleacher IN
- Balls and equipment
  - Basketballs are located in 1st (girls) and 3rd (boys) storage areas underneath the stage (starting from the right)
  - Volleyballs, poles, nets and other miscellaneous items can be found in the storage room located to the left of the stage (and the 5<sup>th</sup> storage area under the stage)
- PA system
  - Located in the far left storage area underneath the stage
  - On the control panel, turn main switch to ON. Turn microphone on as well.

### **Volunteer hours**

- Send the sport(s) you are coaching to the HTSAA secretary. You will be credited 15 hours for each sport coached.