

## **Norris GYM / CAFE Basketball Reservation Policy / Procedure**

Please remain flexible throughout the season as I anticipate the Gym and Cafe will be under heavy use.

- Please email all Gym / Cafe requests to me via email, laurensoa@charter.net
- Please include, at least to start, your name and the grade you're coaching
- 4-6 Boys, 4-6 Girls, All Suburban Teams = Norris Gym
- 2-3 Boys / 1-3 Girls / 1st Grade Boys = Norris Cafe
- Please check the calendars, available on SYAA home page, prior to requesting time

## **Norris Gym Time Slots: All times to accommodate two REC practices or one Suburban practice, Suburban = Full Gym, unless otherwise noted.**

M, W, F: 3:15-5:00PM / 5:00-6:30PM / 6:30-8:00PM / 8:00-9:30PM

Tuesday: 3:15-4:30PM / 4:30-6:00PM / 6:00-7:15PM / 7:15-8:45PM

Thursday: 3:15-4:30PM / 4:30-6:00PM / 6:00-7:15PM

Saturday: Pre Season (Before Games Start), 9:00AM - 9:00PM, All Slot 1.5 hours. Once REC games Start, 6:00-7:30PM will be the only Saturday time slot.

Sunday: 9:00AM - 9:00PM, All Slots 1.5 hours.

## **Norris Cafe Time Slots: All times to accommodate two REC practices.**

Monday, Tuesday: 5:00-6:15PM / 6:15-7:30PM

Wednesday, Thursday, Friday: 6:15-7:30PM

Saturday: Pre Season (Before Games Start), 9:00AM - 9:00PM, All Slot 1.5 hours. Once REC games Start, 6:00-7:30PM will be the only Saturday time slot.

Sunday: 9:00AM - 9:00PM, All Slots 1.5 hours.

## **Some Basic Rules:**

- Please Don't send me an email requesting Wed nights at 5:00PM for the entire season. We all need to be flexible as our gym / cafe is packed this season. In the gym, if you're looking to book out a "non prime-time" spot for the season, such as 3:15pm, we can discuss.
- Please try to stay within three weeks of our current date for scheduling forward practices. At times, I may impose additional limitations.
- If your schedule permits the use of the 3:15PM slots, please consider using as it will be an enormous help.

- **A main goal is to ensure that every REC team has One Practice per week thru the entire season.**
- I will reply to your email request with a confirmation, typically within 48-hours however, **IT REMAINS EVERYONE'S RESPONSIBILITY TO CONFIRM / DOUBLE CHECK MY CALENDAR ENTRIES.**
- If you have one of first practices of the day (CAFE or GYM) you will need to pick the Key-Card up at the Southampton Police Dispatch Window. Please do not enter Norris by flagging down a teacher and subsequently propping the door open. If the key is already at Norris, Dispatch will inform as such.
- If you have the last practice of the day (CAFE or GYM) you must return the key to Southampton Police Dispatch Window.
- Key Card will, Open & Lock the exterior door at Norris School (closest to the Gym), The Main Gym, and the Hallway doors.
- When the key is at Norris it should be kept on the peg outside the boy's locker room in the main GYM.

Thanks to all for the assistance.

Tom Aldrich  
SYAA  
Director, Girls Basketball  
413-250-1674 Cell