

Capital Gymnastics Parking Patrol Instructions and Policies

Parking Patrol was formed by request and generous funding from owner Barry Neff to ensure safety and more efficient traffic flow in the parking area of the gym. This is a combined effort of all three booster clubs: girls, boys and power tumbling. Parking patrol runs from Aug 29, 2016 through June 23, 2017, Monday through Friday, from 4 to 8 pm. There are four shifts (1 hour each) per day at \$11.30 per shift.

To report to duty go into the office, sign in with Gena, and pick up a vest. The sign-in clipboard is located to the right of the leotards on the corner of Gena's desk.

Your responsibility is to assist in maintaining a safe parking lot for Capital Gymnastics customers.

- Direct people to park within the lines and to keep the traffic moving
- Maintain clear access to the recycling area (the large warehouse building) to the left of the gym so that trucks may get in and out of the recycling area
- Access to the big "garage" type doors behind the row of evergreens must be clear, please inform people that parking is not allowed in front of the garage door
- Parking is allowed in the marked spaces in the gym parking lot (upper and lower) and along the fence across the street
- CGGBC has placed orange cones in the parking lot to indicate no parking in the end spaces in the upper and lower parking lots as well. Vehicles parking in the end spot (near the dumpsters) in the upper lot pose a hazard and make entrance into the parking lot difficult therefore is not allowed
- Drop-off and pick-up is allowed near the doors but traffic needs to keep moving at a reasonable pace to prevent traffic back-up
- Ensure that drivers observe the one-way traffic entrance into the upper parking lot
- Parking/waiting/stopping in the marked handicapped spots is ONLY for vehicles with handicapped license plate or hanging tag

If you encounter a difficult person, you are to report this person to the office. Get the person's name and vehicle information if possible so that Barry may deal with the issue directly. You are not to create an altercation.

Upon completion of your shift go back to the office to sign out and return the vest or give the vest to the next person on shift.

Dress for the weather and bring a chair if you like although you may need to be walking between lots for most of your shift. Comfortable shoes are recommended. Patrol is snow, rain or shine - bring water, warm drinks in cold weather, or umbrellas as needed. If weather becomes severe (e.g. lightning) you may seek shelter inside the building until it is safe to be outdoors.

During recreational class dismissal, the parking lot may be hectic with people leaving the gym and people dropping off. Please keep calm at all times.

For the first 48 hours each family will be able to sign up for two volunteer slots during the two-week period.

If there are open slots after the first 48 hour period, the sign up will be re-released for each family to sign up for up to ten slots.

Also, know that you are making a commitment of your time when you sign up and that you are agreeing to follow CGGBC rules and regulations as outlined in pages 10-12 of the CGGBC handbook:

No Show (without previous clearance by chairperson)

1. If you sign up you must show up to work.
2. If you need to cancel, it is your responsibility to find a replacement.
3. No show – 1st offense – banned from working for the next 60 days plus a fine of \$50 to be paid to CGGBC within 7 days of offense.
4. No show – 2nd offense – banned from working for 1 year plus a fine of \$100 to be paid to CGGBC within 7 days of offense.

Other

1. All workers will be required to sign in and write down arrival time.
2. All workers will be required to sign out and write down departure time.
3. In addition to any fines and penalties stated above, the member(s) committing any given offense will be responsible for any fine or penalty assessed by the establishment for whom CGGBC is working.
4. The chairperson will notify a member in writing if a penalty is being assessed. The chairperson will include the reason for the penalty and the date of infraction. The President will be cc'd on this email.
5. A member may petition the CGGBC Board via email to the President using the CGGBC Appeal Form (see website) regarding a penalty received within 7 days of the offense. The Board will vote and respond in writing to the member's written petition within 7 days of receipt. The Board is the final authority on all penalties described herein.

6. If a penalty involves a suspension, the member will stay on the work schedule for the 7-day appeal period. If a member does not petition the CGGBC Board within 7 days of the offense, any fine (if applicable) must be paid by 7 days after the date of the offense and any suspension (if applicable) will begin 7 days after the date of the offense.

7. Letter of Misconduct – This letter will be given to a member that the Board deems necessary to rectify his/hers behavior before expulsion from CGGBC. This letter will indicate that after the 3rd written complaint, the member will be automatically removed from CGGBC with the understanding that the gymnast is the member of the club, and anybody fundraising on her behalf is jeopardizing that privilege.

The complete handbook may be found on the CGGBC website: <http://www.cggbc.com/uploads/3/9/5/1/39514299/2016-2017-handbook.pdf>

Should you have questions please email Trish Thackston, CGGBC
President: cggbc_president@yahoo.com

If you have an emergency and are not able to make your parking patrol slot please call and text me on: 703.943.9199 so I have the opportunity to find a replacement. You are welcome and encouraged to offer your slot to other booster club members that you know and may be willing to fill in. If you are able to coordinate a replacement or swap, please be sure to notify me so that everyone is credited accordingly. I can also try to find a replacement - if a replacement is found you will not be penalized.

Signing up for a parking patrol time slot indicates that you have read and agree to comply with the above instructions and volunteer guidelines.

Many thanks for your time and effort!

Maggie

703.943.9199

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