

## Capital Gymnastics Parking Patrol Instructions and Policies

Parking Patrol was formed at the request and with generous funding from owner Neil Simmons to ensure a safe and more efficient traffic flow in the parking area of the gym. Parking patrol is conducted from September to May, Monday through Friday (4:30-7:30PM). Shifts are one hour and hourly credit amount is \$12.25.

Your responsibility is to assist in maintaining a safe and efficient parking lot for Capital Gymnastics customers. Please read the following guidelines:

1. Direct people to park within marked spaces and to keep the traffic moving.
2. Halo Parking is off limits to Capital Gymnastics Parents/Visitors. Halo Parking is for Halo Members ONLY.
3. Parking is allowed in the marked spaces in the gym parking lot (upper and lower) and along the fence across the street.
4. 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.
5. 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.
6. Ensure that drivers observe the one-way traffic entrance into the upper parking lot.
7. Parking/waiting/stopping in the marked handicapped spots is ONLY for vehicles with handicapped license plate or hanging tag.
8. You may always direct people to parking in the larger lot at the bottom of the hill and taking the steps up to the gym.

To report for duty go into the office, sign in, and pick up the reflective vest. The sign-in clipboard is located to the right of the leotards on the corner of Gena's desk or in the black document holder on the wall to the left of the leotards. 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. You must sign in and out in order to receive credit for performing the duty.

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 Neil may deal with the issue directly. You are not to create an altercation – please remember you are acting as a representative of the gym and the CGGBC. It is understood that the area of coverage is a bit large and while addressing one issue another may occur in a different location. Do the best you can, remembering that safety is the top priority. You are expected to move between parking areas as needed and maintain a view of both areas to the best of your ability.

Dress appropriately for the weather, comfortable shoes are recommended. Patrol is conducted in snow, rain or shine - bring water, warm drinks, or umbrellas as needed. If weather becomes severe (e.g. lightning) you may seek shelter inside your vehicle or the building until it is safe to be outdoors. No-shows due to poor weather are not excused.

If you are unable to perform your shift and either find a replacement or notify the Parking Patrol chairperson with 24 hours notice there will be no penalty. Cancellations made within 24 hours require that the chairperson be notified and any penalties will be assessed at the discretion of the chairperson and CGGBC President as outlined in this document and the CGGBC Handbook. Members are encouraged to find replacements for their shift. No-shows will not receive credit for the shift and will receive a written warning as indicated below. Members arriving more than 10 minutes late for their shift will receive a verbal warning followed by sanctions as listed below. Members arriving more than 15 minutes late will receive half credit for their shift and are subject to sanctions as listed below. Repeated cancellations, lateness, and failure to perform duties as outlined may also result in penalties as outlined in CGGBC Handbook, Section VII Rules and Penalties for Working CGGBC Fundraiser Events.

Sign-ups will be released at approximately 4pm on Sunday the week prior to duty, covering a two week period. The first 48 hours each family will be able to sign up for two volunteer slots per gymnast (team only) 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 five additional slots. Parking patrol will generally not be needed when the gym is closed for recreational classes and during holiday breaks.

You are making a commitment of your time when you sign up and you are agreeing to follow the above listed guidelines as well as CGGBC rules and regulations.

Failure to perform duties as listed will result in the following sanctions:

1. First infraction will result in a written warning.
2. Second infraction will result in a two-week suspension from parking patrol sign-up.
3. Third infraction will result in a ban from parking patrol sign-up for the remainder of the current season.

The complete handbook may be found on the CGGBC website. **Having read this document, I understand and will abide by the duties and responsibilities for Capital Gymnastics parking patrol. Any family members (including spouses, caregivers) performing duty on my behalf also understand and will abide by the duties and responsibilities outlined above.**

#### QUESTIONS?

Should you have questions please email Parking Patrol Chairperson President:  
**[cggbc.parkingpatrol@gmail.com](mailto:cggbc.parkingpatrol@gmail.com)**

*Updated: August 2022*

**THE ONLINE ACKNOWLEDGEMENT FORM MUST BE COMPLETED PRIOR TO WORKING IN PARKING PATROL** Do not sign up until you have done so. You may find this document at [www.cggbc.com](http://www.cggbc.com)