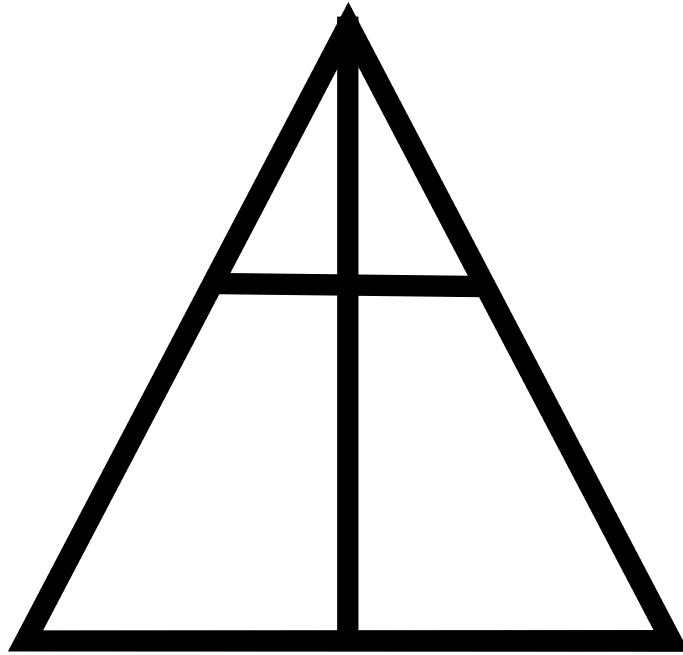


# Trinity Baptist Church Recreation Outreach Center



The recreation Outreach Center of Trinity Baptist Church exists to lead people to a saving knowledge of Jesus Christ, strengthen the church body, and glorify God through activities that complement the ministries and vision of Trinity Baptist Church.

## **Volunteer Handbook**

**ROC**

Trinity Baptist Church

**Trinity Baptist Church**  
**Recreation Outreach Center**  
**Operations Manual**

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# Trinity Baptist Church Recreation Outreach Center

## I. Policies

### A. Mission

*The Recreation Outreach Center of Trinity Baptist Church exists to lead people to a saving knowledge of Jesus Christ, strengthen the church body, and glorify God through activities that compliment the ministries and vision of Trinity Baptist Church.*

### B. Purpose

**The purpose of the Recreation Outreach Center of Trinity Baptist Church is:**

- To develop people: The ministries through the Recreation Outreach Center will help develop people physically, spiritually, socially, mentally, and emotionally. I Timothy 4:12
- For outreach: The building and it's programs will help facilitate ministries that will reach out to the community.
- To create a Christian atmosphere: While using the building, the people will exemplify Christian values and Christ-like attitudes.
  - Christ honoring
  - Building up one another
  - Safety
  - Sportsmanship

## **C. General**

### **1. CPR/FIRST AID**

Volunteers and/or paid recreation staff are strongly encouraged to take CPR training on an annual basis. It is preferred that at least one worker per shift will be certified in CPR and knowledgeable in first aid.

### **2. Equipment Safety**

Volunteer staff will be trained in the proper use of equipment so that they may train participants. Equipment will be checked out at the Control Center. Rules for equipment use may be posted in the area of usage. A sign stating the following will be posted in all exercise/walking areas:

1. Exercise participants should confer with their physician prior to beginning any exercise / walking program.
2. No direct supervision is available.
3. Exercise at your own risk.

The Minister of Recreation/Activities will assume maintenance duties for equipment. However, the volunteer staff will check equipment according to a posted schedule (as determined by the Minister). Equipment checks and maintenance will be recorded in a notebook to be kept at the monitor station. Any equipment in need of repair will be marked with a sign as “out of service”.

Written repair requests will be completed by the volunteer staff and submitted to the Minister of Recreation/Activities.

### **3. Insurance**

Liability insurance coverage for the Recreation Outreach Center, the Recreation Minister, volunteers and groups using the facility will be maintained in accordance with the current policy of Trinity Baptist Church.

### **4. Medical information**

Any individual who staffs or uses the facility must have personal medical information and emergency contact numbers on his/her registration form (see Medical History Form). Minors (under 18 years) must have on file parental permission for another adult to obtain medical treatment for the minor. All information will be kept locked in the monitoring / information station.

### **5. Reservations**

During the initial operational stages of the Recreation Outreach Center, reservation or rentals will not be available. However, after this stage, reservations will be by application and will follow the current facility reservations policy of Trinity Baptist Church.

### **6. Safety**

Participant and staff safety is very important in the use of the Recreation Outreach Center; thus adherence to the Recreation Outreach Center Operational Policies/Procedures is warranted.

The Recreation Outreach Center will adhere to the recommended regulations and guidelines of the North Carolina Building Code to establish a safe environment for the occupants.

## **D. Participation**

1. Participants in the Recreation Outreach Center include:
  - a. Members of TBC and/or anyone enrolled in a TBC program who is 6<sup>th</sup> *grade* or above. (Note: Children in the 5<sup>th</sup> *grade* and below will be referred to as “under-age children”.)
  - b. TBC staff.
  - c. Guests of TBC members.
  - d. Visitors for games and tournaments.
  - e. Community members who have registered with the Recreation Outreach Center.
2. An adult must accompany children in the fifth grade and below. Exceptions:
  - a. In special cases, a young person, age 17 and above, eligible to participate, can bring a child to the facility, but would be responsible for the child at all times.
  - b. Special functions for this age group where church adult leaders provide supervision.
3. Registration by all participants is necessary for information and safety.
4. Eligibility to participate will depend on an individual’s willingness to abide by the policies and procedures approved by the church governing the use of the facility.
5. If a participant does not abide by the policy and procedures and is asked to leave, they should leave the facility and surrounding premises immediately.

## **Guests**

1. All members of TBC and its sponsored organizations are encouraged to bring guests.
2. Guests must fill out a registration card before using the Recreation Outreach Center facilities (see Guest/Visitor Registration Form).
3. Members are responsible for the conduct of their guests.
4. Guests must sign in and out at the control center.

## **Visitors**

1. Visiting teams, spectators, or community members will be referred to as visitors.
2. The conduct of a visiting group is the responsibility of their church or group sponsor.
3. Community members wishing to use the Recreation Outreach Center facilities must complete, and keep current, a registration card (see Guest/Visitor Registration Form).
4. Visitors must sign in and out at the control center and must comply with all policies, rules and regulations.

## **E. Rules and Regulations Policy**

1. The Recreation Outreach Center is a part of our church and will be used to glorify God. "In all ways acknowledge Him" (Proverbs 3:6a).
2. In the interest of influencing others for Christ, the speech, dress and conduct of all participants will be in accordance with the highest Christian standards:
  - a. Profanity will not be allowed.
  - b. All clothing worn must promote a Christian atmosphere.
  - c. Respect for property and others shall be demonstrated at all times.
3. Building hours will be posted. The Recreation Outreach Center will be closed during any regularly scheduled worship services or discipleship activities, or at the discretion of the ministerial staff.
4. Unsafe activities must be reported to the control center immediately.
5. Liability:
  - a. The use of the Recreation Outreach Center and all its equipment will be at the risk of the participant. Trinity Baptist Church does not assume liability or responsibility for any injury to a user of the facility. Signing the registration form releases Trinity Baptist Church of responsibility.
  - b. Trinity Baptist Church does not make any expressed or implied warranty of the premises, equipment, fixtures, and furniture.
  - c. Trinity Baptist Church will not be liable for personal equipment or supplies brought into the Recreation Outreach Center.
6. Safety and First Aid: Any accident or injury must be reported immediately to the person at the control center.
7. No loitering in the parking lots or drive through entrance.
8. Any stationary equipment or furniture should not be moved.

## **F. Interpretation of Policies and Procedures**

1. The ministerial staff and/or the Church Recreation Ministry Committee will be responsible for interpretation and enforcement of the policies and rules.
2. Policies and procedures may be altered or added to with the approval of the Church Recreation Ministry Committee and the Trustees of TBC.
3. Any situation not specifically covered in this list of policies will be acted upon if and when the need arises, at the discretion of the TBC staff and the Church Recreation Ministry Committee.

# Trinity Baptist Church

## Recreation Outreach Center

### OPERATIONAL PROCEDURES

#### A. Behavior

1. All participants will be expected to follow the policies and rules that have been approved by the church for the use of the Recreation Outreach Center and conduct themselves in a manner that brings glory to God.
2. Willful violation of any policies or rules could lead to a loss of eligibility to participate in the Recreation Outreach Center.
3. A trained volunteer staff under the direction of the Minister of Recreation/Activities operates the Recreation Outreach Center. They have a right to say “NO” or “STOP”. Participants are expected to follow the directions given by any volunteer.
4. The following procedures shall apply to the violation of the rules and other inappropriate conduct:
  - a. First offense: The individual will be warned by the person(s) in charge and reminded of the rules of conduct. This warning will be documented (see Discipline Report Form).
  - b. Second offense: The adult offender will receive a written warning. If the offender is of high school age or younger, a written notice shall be given or mailed to the parents of the offender. Records of written warnings will be maintained in the office of the *Minister of Students/Activities*.
  - c. Third offense: The offender will be asked to leave the facility and required to have a conference with the *Minister of Students/Activities* before being allowed to return. Parental contact will be made for students high school age or younger. A conference between the parents and *Minister of Students/Activities* must take place before re-admittance.
  - d. Continued offenses may result in a suspension from the facility for a time recommended by the ministerial staff and the Church Recreation Ministry Committee.
  - e. Depending on the severity of the offense, the person in charge may ask the individual to leave immediately and require that the offender have a conference with the *Minister of Students/Activities* before being readmitted.

## **B. Dress Code**

1. Shirt and shoes, along with other appropriate apparel, must be worn at all times.
2. Modest attire must be worn to promote a Christian atmosphere.

## **C. Emergency Procedures**

Assess the situation. Do not move a seriously injured person. Wait for emergency assistance. Call - 911 - Emergency Medical Services if a victim is:

- unconscious or seriously confused
- having labored breathing or shortness of breath
- having persistent chest pressure or pain
- vomiting or passing blood
- having seizures, slurred speech, or severe headache
- suffering from injury to the head, neck, or back
- suffering from severe burns / severe bleeding

### **When calling 911:**

Give Location as: **Trinity Baptist Church –  
4815 Six Forks Rd.  
Recreation Outreach Center – rear of church**

### **After calling 911:**

- Notify the Minister of Students/Activities, ASAP
- Notify other church personnel, ASAP, if Minister is not available
- Notify Parents
- Provide medical release information to EMS

### **Minor injuries:**

Treat minor scrapes, cuts, and abrasions according to the “cuts and scrapes” procedures of the next section. See information below. Use first aid kit located in the monitor station. Use medical gloves when treating injuries. Notify the parents of a minor, or the emergency contact person of an adult, and let them transport the person to receive further medical attention as needed. Complete the Accident Report Form and submit to Minister of Students/Activities as soon as possible.

## **Treatment for Injuries -**

For any injury involving blood or open wounds, the individual administering care must wear medical gloves.

### **Burns**

- Minor burns –
  - Flush with cool water.
  - Cover with a clean, dry covering.
  - Keep the victim comfortable (not chilled or overheated).
  - Do **not** apply ice or ointment.
  - Do **not** break blisters.
  - Do **not** touch the burn with anything except a clean covering.

- Severe burns –
  - Assess situation. Call 911.
  - Perform rescue breathing if victim is not breathing.
  - Do **not** clean a severe burn.
  - Do **not** remove burnt clothing.
  - If area of burn is exposed, cover with cool, moist, clean bandage.

### **Breaks, Fractures, Sprains and Strains**

Assess for serious injury. Symptoms include:

- Severe pain
- Injured area is cold or numb
- Inability to use the affected part normally
- Victim felt or heard a snap or pop at the time of injury
- Significant deformity
- Bruising and swelling
- Bone fragments sticking out of wound
- Victim feels bones grating
- Cause of injury suggests severity

**For serious muscle, bone or joint injuries seek urgent medical care.**

Call emergency contact or parent. If these persons are not reachable, CALL 911.

### **Basic guidelines:**

- **Protect** an injured limb by not using it.
- **Rest** the injured limb.
- **Ice** the area (Do not apply ice pack directly on skin.)
- **Compress** the area using an elastic wrap or bandage. If necessary use the elastic wrap to hold the ice pack in place. Do not wrap tightly. This will cut off circulation.
- **Elevate** area above heart to prevent swelling.

### **Cuts and Scrapes**

- Stop the bleeding. If necessary, apply gentle pressure with a clean cloth or bandage.
- Clean the wound. Rinse with clear water. Keep soap out of the wound.
- Apply an antiseptic ointment with a cotton swab.
- Cover the wound with a bandage.

### **Bruises**

- Elevate the injured area.
- Apply ice or a cold pack ( Do not apply cold pack directly on skin.)

## **D. Equipment**

1. Equipment must be checked out and returned to the control desk.
2. All equipment must be used for its intended purpose.
3. The individual who checks out equipment is responsible for its return in good condition.

4. The individual who checks out the equipment must pay for any equipment lost or damaged through negligence. Arrangements for payment must be made with the *Minister of Students/Activities*.
5. No outside personal equipment is allowed.

## **E. Entering and Exiting**

1. The primary entrance and exit will be the Recreation Outreach Center doors located adjacent to the drop-off area. Every participant must sign in at the control center.
2. Participants must remain in the Recreation Outreach Center until they sign out. Designated emergency doors are for emergencies only; any other use may result in a suspension of participation in the facility.
3. Anyone entering the Recreation Outreach Center from the second floor must check in at the control center before using the walking track or fitness area.

## **F. Food and Refreshments**

1. Food and drink are not allowed in the gymnasium, walking track, and fitness area.
2. Food and drink will be allowed in the vending room, game area, control center, and lobby. Food and drink will be allowed in the craft room and multipurpose room with prior approval from the Minister of Recreation/Activities.
3. Vending machines will be available to participants during operating hours.
4. Participants are responsible for keeping all Recreation Outreach Center areas clean.

## **G. Items Prohibited**

These items are not allowed in or on the property of Trinity Baptist Church, including the Recreation Outreach Center:

- Tobacco in any form
- Alcoholic beverages
- Anything considered a weapon
- Controlled substances
- Pets, with the exception of service dogs.
- Anything that would detract from a Christian atmosphere

## **H. Lost and Found**

1. The Lost and Found box will be located at the control center. Lost items will be returned to the owner when requested and properly identified.
2. Participants are encouraged to put their names on all personal items.
3. Items left in the lockers after hours will be placed in the Lost and Found box.

## **I. Area Regulation-First Floor**

### **1. Control Desk**

- All persons using the facility are to sign in at the control desk. Areas included are the Game Room, Gym, Locker Rooms, Craft Rooms, Track, Multi-purpose Area and Exercise Area.
- Only authorized persons are allowed in the Control Area.
- The phone may only be used for emergencies only. No personal calls allowed.
- All equipment must be checked out and returned to the Control Area.

### **2. Gymnasium**

- Programmed activities will be given priority over free play.
- Rubber sole shoes should be worn when participating in activities on the gymnasium floor. Black sole shoes are prohibited on the gymnasium floor.
- Hanging from the rims is prohibited. Dunking is only allowed on goals with collapsible rims.
- Absolutely nothing may be thrown from the gym floor to the walking track. Violation of this rule may result in dismissal from the center.
- No improper running, pushing or horseplay will be tolerated anywhere in the facility.
- If a piece of equipment is broken or damaged, it should be reported to the supervisor/volunteer immediately.
- If equipment needs to be adjusted, set up, or moved, the volunteer at the control desk must approve the request. Authorized personnel should only perform the requested actions.

### **3. Game Room**

- There will be a one game limit when others are waiting.
- Every game has proper rules; players are expected to respect them.
- Sitting on the tables is prohibited.
- Game Room supplies and equipment should be used only in the Game Room.
- Food/Drink will be permitted in the Game Room, but should not be placed on any of the game tables. Trash should be cleaned up and placed in the proper containers.
- No running, pushing or horseplay will be tolerated in the Game Room area.
- If a piece of equipment is broken or damaged, it should be reported to the supervisor immediately.
- If game tables need to be adjusted, set up, or moved, the supervisor at the control desk prior to such actions must approve the request. Authorized personnel should only perform the requested actions.

### **4. Locker Rooms**

- Underage children should be supervised closely by a responsible adult while in the locker rooms.
- Lockers may be used daily on a first come first serve basis.
- Locks will not be provided by the Recreation Outreach Center.
- Wet, sweaty or soiled clothes should be kept out of the lockers.
- All personal belongings must be removed from the lockers when the person leaves the building.

- At the end of the day, any locks remaining on the lockers will be cut off and items placed in the Lost and Found.
- Valuables should not be left in an unsecured locker.
- No running, pushing or horseplay will be tolerated in the locker rooms.
- Report any problems, stopped up toilets, missing supplies, leaking faucets, etc. to the supervisor at the Control Desk

## J. Area Regulations-Second Floor

### 1. Walking Track

- Racing is not permitted.
- Only jogging shoes or tennis shoes will be allowed on the track.
- All walking/jogging should be in the same direction. The direction will be to the right on Monday, Wednesday, Friday and Sunday. The direction will be to the left on Tuesday, Thursday, and Saturday.
- Walkers and slow joggers should use the inside of the track to allow faster participants to pass on the outside.
- If hand weights from the Exercise Area are used while walking, they must be returned to their proper location when you are finished using them.
- Sitting and leaning on the safety rail/wall is prohibited.
- The track will not be used as an observation deck for activities in the Gymnasium.
- Absolutely nothing may be thrown from the Walking Track to the Gymnasium floor. This includes shooting basketballs. Violation of this rule could result in being dismissed from the Recreation Outreach Center.
- No improper running, pushing or horseplay will be tolerated in the Track area.

### 2. Exercise Area

- Before using the Exercise Area, a person must have an orientation session to understand the proper use and care of the equipment.
- Underage children are not allowed in the Fitness Room.
- An adult must provide supervision of anyone under the age of 16.
- This room is for developing physical fitness and should be used with that in mind.
- If others are waiting, please be considerate in your use of the equipment.
- Equipment may not be removed from the Exercise Area with the exception of the hand weights for walkers wishing to use them on the Track. They must be returned to their proper location when finished.
- No improper running, pushing or horseplay will be tolerated in the Exercise Area.

### **3. Craft Rooms**

- No material is to be taken/borrowed from the Craft Room without permission from the Minister of Students/Activities.
- Craft projects are not to be handled unless you own them.
- The instructor of the class, not the supervisor at the Control Desk, should collect any associated fees for a given craft.
  
- Each craft class is responsible for cleaning up after using a craft room. Tools, equipment, and other supplies should be returned to its proper storage area after use.
- Food/drink is allowed in the Craft Rooms only with prior approval in conjunction with an approved activity.
- No running, pushing or horseplay will be tolerated in the craft room

### **4. Multi-Purpose Room**

- Food/drink is allowed in the Multi-Purpose Area only with prior approval from the Minister of Students/Activities in conjunction with an approved activity.
- Persons using the Multi-Purpose Area for unscheduled activities must have the activity approved by the supervisor or ministerial staff.
- Persons using the Multi-Purpose Room are responsible for cleaning and straightening up when their activity is complete.
- Any equipment used during an activity should be replaced upon completion of the activities.
- No improper running, pushing or horseplay will be tolerated in the Multi-Purpose area.

Rev. 1/04

Trinity Baptist Church  
Recreation Outreach Center

Purpose of Volunteers

The purpose of the Recreation Outreach Center is ministry. As a volunteer you are taking part in a dynamic ministry that consists of fellowship, growth and outreach.

This section is a ready source for information and procedures that are critical to the operation of the Recreation Outreach Center. There is too much to remember. It is a resource that volunteers should refer to from time to time to refresh their memory.

This entire section makes us a team. A variety of volunteers working different shifts and combinations become a team if they use the same authority and guidelines. Therefore, people who serve at different times during the operating hours will find continuity and not various rules and attitudes.

This section is the instruction book to help you operate this massive tool for ministry that we call the Recreation Outreach Center! May God be glorified in all things that are done in this facility!

## Forward

The volunteer program is the key to our success! Without volunteers, this building cannot be open for people to come and enjoy! It will also keep the ministry vital to the membership as we reach out to our community.

The Recreation Ministry at Trinity Baptist Church is centered on the members of the church, not the staff. God has called everyone to be ministers. We can serve that role for our members, guests, and visitors who come into our realm of influence.

Recreation is the life-lab where we see that Christianity really works. It's an arena in which we apply the truths that we learn through worship and Bible study. Non-Christians who come into that kind of setting will see the dynamic difference!

As volunteers, we ask you to assume a servant's role; be more interested in helping others fellowship and recreate than in having a good time yourself. Smile at times, in which you want to scream or cry. Answer the same question for the thousandth time with the same eagerness as the first!

Keep in mind that Christian love is vital. As we are together in this building, and get acquainted with members, guests and visitors...the dynamic will happen. We will begin to reach those that have never set foot into a sanctuary. We will plant the seeds that will change lives and ultimately ETERNITY!

---- Spencer Good

**Trinity Baptist Church**  
**Recreation Outreach Center**  
**Volunteer Job Descriptions**

**ALL VOLUNTEERS MUST ATTEND A VOLUNTEER TRAINING CLASS.**

**Volunteers will:**

- Greet everyone with a smile.
- Instruct each person who enters to complete the appropriate forms.
- Check equipment in and out using the appropriate forms.
- Oversee the signing in and signing out process.
- Check to make sure everyone has a Medical History/Waiver form on file PRIOR to participating in any fitness/recreational activity.
- Enforce the dress code that has been specified in the Recreational Operational Guidelines.
- Enforce the No Food and Drinks Policy in the gym.
- Oversee the general activities in the Recreation Outreach Center.
- Enforce the discipline code as specified in the Recreation Outreach Center Operational Guidelines.
- Follow the Opening/Closing Procedures for Volunteers.
- Explain the Recreation Outreach Center policies and rules.
- Give a brief overview of the ministries of TBC and the Recreation Outreach Center to guests and visitors, as appropriate.
- Answer the telephone and take messages as necessary.
- Maintain the lost and found box.
- Display a Christian attitude and provide outreach as needed.

**Volunteer-in-Charge (VIC)**

The VIC will complete a training session before assuming the tasks listed below. This includes becoming familiar with the TBC- Recreation Outreach Center policies and procedures. The VIC is in charge of the facility during his/her duty time. This individual should be aware of all participants and activities in the building. He/She should have a working knowledge of all ministries of Trinity Baptist Church and be able to direct inquiries regarding various ministries to the appropriate source.

**Daily Responsibilities:**

- Maintains possession of entry key and other keys
- Arrives at least 15 minutes before assigned duty time.
- Wears the Volunteer-in-Charge nametag.
- Reviews the schedule of events for the day.
- Conducts an hourly tour of the facility (including restrooms) to check for cleanliness and crowd situation.

- Handles all emergencies according to established procedures.
- Enforces all safety and security rules.
- Completes emergency and disciplinary reports. Submits these to Minister of Recreation/Activities.
- Closes building according to closing procedure as applicable.
- If unable to provide service as scheduled, is responsible for securing a qualified replacement volunteer.

### **Volunteer Host**

The Volunteer will complete a training session before assuming the tasks listed below. This individual should have a working knowledge of all ministries of Trinity Baptist Church and be able to direct inquiries regarding various ministries to the appropriate source.

#### Daily Responsibilities:

- Maintains possession of entry key, as needed.
- Arrives at least 15 minutes before assigned duty time.
- Wears Volunteer Host nametag.
- Reviews daily schedule.
- Assumes position at the Information / Check-in Desk.
- In the absence of the VIC, assumes all necessary duties.
- If unable to provide service as scheduled, is responsible for securing a replacement volunteer from list provided.

Est. 1/4//04

**Trinity Baptist Church**  
**Recreation Outreach Center**  
**General Guidelines for Volunteers**

1. All volunteers are expected to participate in all training sessions.
2. Volunteers shall be at least 18 years of age and a High School Graduate.
3. Regular and consistent fulfillment of your service assignment is essential.  
When an absence is necessary, you are requested to notify the Volunteer in Charge as soon as possible. A substitute will be taken from the top of a list and your name added to the bottom of that list. This allows you to help someone else out of a tight situation at a later date.
4. Be familiar with all aspects of being a volunteer. If you have any questions concerning anything about being a volunteer, ask the Recreation Outreach Center Administrator.
5. Read and know the printed policies governing the operation of the Recreation Outreach Center.
6. Help keep a clean and neat facility. Maintain the Information Desk and all surrounding areas as neat as possible.
7. Use tactfulness, thoughtfulness, helpfulness, and Christ-likeness in carrying out your role as a volunteer worker. Always be friendly!
8. Take charge when necessary. Help maintain control and discipline throughout the building. Refer any problems to the Recreation Outreach Center Administrator or to any other staff member.
9. Be alert and offer suggestions of anything that would enhance the ministry of Recreation Outreach Center.
10. See that all records are kept accurately and neatly. This will be most helpful in maintaining equipment, controlling the facility, and aiding our outreach ministry.
11. View our work as a TEAM effort. We all share together in the joys, victories, triumphs and disappointments. Pray for the ministry of the Recreation Outreach Center and for the people involved.
12. You serve in a supervisory capacity. Be interested, but avoid becoming so actively involved in the activities that you forget that you are in charge!

# Trinity Baptist Church

## Recreation Outreach Center

### Opening and Closing Procedures

#### ROC Keys

Keys are located in the desk draw and should stay in the desk draw. Lost keys should be reported to the Minister of Recreation/Activities.

#### Opening procedures for Recreation Outreach Center

- Unlock main outside entrance of Recreation Outreach Center.
- Check that all other outside doors are locked.
- Unlock rooms if use is scheduled.
- Turn on necessary lights (foyer, gym, bathrooms, locker rooms). Turn on other lights according to scheduled use.
- Check toilets and flush as needed.
- Check bathroom cleanliness
- Check thermostat in each area. Do not change setting. Report to Church Office if setting needs adjusting.
- Straighten any untidy areas.
- Set out sign-in, equipment checkout and registration forms on information desk.
- Promptly report any maintenance or repair needs to the Minister of Recreation/Activities.

#### Closing procedures for Recreation Outreach Center

- Notify everyone in the Recreation Outreach Center of the closing time **10 minutes prior**.
- Organize information desk for closing by putting papers and equipment in the proper places.
- When everyone has exited, **lock the main front door (temporarily for safety)** and follow the closing procedures listed:

##### Upstairs:

- Check all rooms, hall/foyer, walking track and exercise room.
- Make sure electrical equipment in craft room is off/unplugged. Complete the Maintenance Report form if any cleaning/maintenance is needed.
- Turn off lights.
- *Lock the track doors.*

##### Downstairs:

- Check doors at the back of the gym and make sure they are closed and locked.
- Check men's and women's restrooms and locker rooms. Flush toilets as needed. Make sure all sink and shower faucets are turned off. (Report leaks). Turn off lights and prop open bathroom/locker room doors.
- Check that lights are off in maintenance/storage closets and game room.
- Place all unclaimed items in the lost and found box at the information desk.
- Complete a written report of cleaning or maintenance needed. Leave a voice mail for Minister of Recreation/Activities requesting service for the next day.
- Turn off gym lights properly.
- Sign the daily closing sheet indicating that the closing procedure was followed.
- In lobby, turn off lights.
- *Lock the gym doors.*
- Exit through and lock the main front entrance.

**Trinity Baptist Church**  
**Recreation Outreach Center**  
**Accident/Injury Report Form**

Date of accident \_\_\_\_\_ Time of accident: \_\_\_\_\_

Name of injured \_\_\_\_\_ Phone: \_\_\_\_\_

Volunteer Staff on duty \_\_\_\_\_

Area of building where accident occurred: \_\_\_\_\_

Condition of area in which accident occurred: \_\_\_\_\_

Nature of injury \_\_\_\_\_

Detailed report of accident \_\_\_\_\_

(Continue of back, if more room is needed. Write clearly.)

Specific action taken (first aid, 911, etc) \_\_\_\_\_

Further action \_\_\_\_\_

Witness to accident \_\_\_\_\_ phone # \_\_\_\_\_

Witness to accident \_\_\_\_\_ phone # \_\_\_\_\_

Person completing form \_\_\_\_\_ phone # \_\_\_\_\_

**Submit this form to Minister of Recreation/Activities as soon as possible.**

**Trinity Baptist Church  
Recreation Outreach Center  
Discipline Report**

**Participant's Name:** \_\_\_\_\_  
**Date** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parents Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

The Recreation Outreach Center should be a place where participants are given the greatest possible opportunity in deciding what activities to participate in and how to play. When this freedom of choice interferes with the interest of others, disrespects rules, or creates problems, disciplinary action is required.

Discipline is essential in all areas of activities and recreation, especially in the ROC. Participants should be clearly aware of the policies and requisitions. All discipline enforcement will follow these three basic steps:

- 1<sup>st</sup> Offense: Verbal warning by volunteer staff and documented.
- 2<sup>nd</sup> Offense: Adults - written warning and documented.  
Students & Children - written notice given or mailed to parents and documented.
- 3<sup>rd</sup>/Severe Offense: Removed from the facility and conference required before return.  
Adult – must meet with Recreation/Activities Minister before return.  
Students & Children – Meeting with parent(s) and minister prior to re-admittance.

<b>Time</b>	<b>Offense</b>	<b>Action Taken</b>	<b>Staff</b>