

Tivoli Tigers – Parent On Duty Guidelines

Session One Gymnasts 6.10pm to 6.50pm		Session Two Gymnasts 6.50pm to 7.50pm
Arrive at 6pm to set up Sign In desk		Arrive 6.45pm to take over from Session One parent as they need to be ready to leave with their gymnast
Find desk in hall and two red chairs		Locate Session Two register and TY register in folder
Set up desk by entry door of gym and put one red chair in front of each door to male and female changing rooms		At 6.50pm admit gymnasts one by one and sign in. Direct them to wait just to the left of the entry door and to take off shoes, jacket etc
Get Sign In Book, club banner and music system from TT locker in female changing room and set up on desk. Take out the DLP and Safeguarding Officer flyers from folder and place on desk so gymnasts can see them Set up Club banner by Sign In desk		During session monitor arrival door, equipment store, door to corridor of main sports centre and doors to both changing rooms – gymnasts are discouraged from using changing room for toilet during session. Alert coaches if any issues arise.
Locate Register to Session One and Register for TY students and sign in TYs and coaches straight away		At 7.45pm start to tidy up Sign In desk, put away the DPL and Safeguarding posters into front of folder. Fold up Club Banner
Just before 6.10pm admit the gymnasts one by one to desk and sign in - ask them to give their name to you – advise gymnasts to then proceed to the corner by the exit door to leave their shoes, coats etc on the bench there		Put away Sign In Folder, music system and club banner in TT locker in female changing room and lock the padlock
During session monitor arrival door, equipment store, door to corridor of main sports centre and doors to both changing rooms – gymnasts are discouraged from using changing room for toilet during session. Alert coaches if any issues arise.		7.50pm monitor departure of gymnasts from exit door
Hand over to Session Two parent at 6.45pm and proceed to exit door to assist with departure of Session One gymnasts		Check hall for items left behind