

STANDARD OPERATING PROCEDURE FOR ACTIVITIES WITHIN  
THE 505 VOLLEYBALL COURT SPACE OF THE FIELDHOUSE AT  
4104 PASEO DEL NORTE NE, ALBUQUERQUE, NM

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## I. SCOPE

This document covers the basic operations for the 505 Volleyball Academy and Elite Youth Sports as they apply to the gymnasium court space of the Fieldhouse, located at 4101 Paseo Del Norte NW. This document covers seasonal volleyball and basketball training, summer camps and clinics, and private lessons. Special events and tournaments are covered under abbreviated documents specific to that activity. **This document has been modified to include special information and requirements for activities associated with the COVID-19 New Mexico state mandates. These modifications are printed in red.**

## II. OWNERSHIP

This document is owned, maintained, and approved by the 505 Volleyball Academy Board of Directors, along with input from Elite Youth Sports and 505 Volleyball Academy working directors and administrators.

## III. ROLES AND RESPONSIBILITIES

There are several formal roles and associated responsibilities, limitations, and expectations for personnel at 505VB. All authorizations and approvals for specific roles are documented in the 505VB administrative office.

### 1. 505 Board of Directors

The 505 Volleyball Academy Board of Directors makes overall decisions as to the direction and framework for sports-based operations of the DCVA/505 Volleyball Academy club. The 505 Volleyball Academy holds the lease on the gym court space at the Fieldhouse. The 505 Volleyball Academy Board also sets financial guidelines and outlook for all related activities and conducts periodic review and auditing of revenue and spending.

### 2. 505 Volleyball Academy Executive Board

The 505 Volleyball Academy Executive Board is comprised of three individual members of the Board of Directors and/or leadership of the DCVA/505 volleyball club who are intimately involved in day-to-day business and operations of all business within the leased areas.

### 3. Facility Manager

The facility manager is designated as the person in charge of operations of the facility, when occupied. This person is typically the Landlord or their designee. The designee can be the responsible party from the Albuquerque Baseball Academy (which resides in the non-court-space area of the Fieldhouse) or someone from the 505 Volleyball Academy, or Elite Youth Sports / Duke City Basketball Academy. The facility manager is responsible for handling any emergency response and is designated to lock up and secure the facility at the end of each day. The facility manager may not always be on site.

4. Director

A Director is responsible for the day-to-day operation of the Volleyball club and/or basketball club, as well as other activities within the Fieldhouse area pertinent to the 505 Volleyball Academy lease. Directors are authorized by the 505 Volleyball Executive Board to approve specific work to be performed by coaches and administrative staff. Directors are authorized to act as the Facility Manager or designate a temporary Facility Manager in the absence of an on-site Director. Directors are authorized to designate a Person in Charge as well as assign temporary, volunteer staff/workers.

5. 505VB Person in Charge

This person is responsible for the courts, offices, and storage space occupied by the 505 Volleyball Academy during scheduled activities within the leased space. This person often serves as the Facility Manager. The 505VB Person in Charge is responsible for personnel management within the court space, general safety of staff and members, and security of all personnel within the 505VB area of management. The Person in Charge is responsible for control and organization of 505VB equipment and securing the court space area at the end of usage.

6. Staff

Anyone associated with the operations of the 505VB space within the Fieldhouse and/or anyone on contract with the 505 Volleyball Academy. This includes, but is not limited to, directors, coaches, administrators, and designated helpers.

7. Coach

Someone who has been identified as a youth sports coach by the 505 Volleyball Academy, has completed a Nationally recognized background check, and is current in all certifications required by the United States Volleyball Association (USAV) or pertinent entity governing any specific coaching activity.

IV. DEFINITIONS

1. COURT SPACE: any area tiled in Sport Court.
2. COURT AREA: the marked court space and the surrounding marked boundary separating the playing area from other courts areas or observer areas.
3. ACTIVE PARTICIPANT: an approved participant in any athletic program in the court space of the Fieldhouse gymnasium area.
4. VISITOR: A visitor to the Fieldhouse not associated with any activity or participant.
5. CASUAL: A non-participant and/or non-staff who is associated with a current activity (parent, guardian, etc.)
6. USAV: United States Association for Volleyball

V. APPROVAL AND AUTHORIZATION

AUTHORIZATION is required for any person acting in the position of Director, Person-in-Charge, Staff, or Coach and is designated by the 505 Volleyball Academy Executive Board. Requirements for this authorization are determined and provided by the Executive Board. Records of these authorizations are kept in the 505VB administrative office.

APPROVAL is given for day-to-day activities of authorized Staff, Coaches, or temporary workers and is designated by an authorized Director. Directors may also designate a Person in Charge in his/her absence.

## VI. INTRODUCTION

The Fieldhouse, located at 4101 Paseo Del Norte NE is a multi-tenant facility with the core mission to provide sports related services to youths and adults. Current tenants include, the Albuquerque Baseball Academy (ABA), the 505 Volleyball Academy (505VB), Speegle Sport and Spine, 8-Gradys Performance Center, and ASI Custom Apparel.

All businesses within the Fieldhouse are defined as “other retail” per the New Mexico State guidelines on COVID-19 definitions. At this time, this classification restricts occupancy to the volleyball/basketball space (including court space and offices) to an occupancy limit of 436 persons, approved by the City of Albuquerque.

The facility consists of a multi-story building on an approximately 50,000sf footprint, totaling about 75,000 square feet of usable space. The building consists of approximately 22,000 square feet of open court space designated for volleyball and basketball (among other activities), 15,000 square feet of indoor batting cages, as well as many other special-use areas for offices and other businesses. There are several outdoor fields to the north and east of the building that can be used for outdoor sports activities such as baseball, football, soccer, etc. There is an improved, marked, and lighted parking area accommodating approximately 250 vehicles to the west of the building. There is additional unimproved, unlit parking to the north of the building. The volleyball/basketball court area and annexes were completed and approved for use by the City of Albuquerque in December of 2017.

In the court space area, volleyball courts are marked with differing tile colors (red for court area, and blue for surrounding areas). There are lines marked around and between each court designating useable play areas. The areas outside of these lines are designated for casuals and bystanders. Separate lines are provided for basketball half/full court boundaries coincident with volleyball court designations.

Courts are designated 1-6, with court 1 located separately in the northwest corner of the court space. The remaining courts are designated 2-6 from west to east in the main court space area.

The Fieldhouse and associated property is owned by Loop Industrial Development, LLC.

The occupancy limit of the volleyball/basketball court space is set at 436 by the City of Albuquerque, based primarily on egress to the exterior and access within the space.

The primary activity of the 505 Volleyball Academy is USAV approved, Juniors Girls Club Volleyball and club basketball. These activities represent the majority of users of the court space at the Fieldhouse. However, court space can be rented for special events and other activities, including non-club volleyball and basketball leagues, training, and tournaments. As well, several summer programs are conducted in concert with, and managed by, the 505 Volleyball Academy.

All volleyball activities are insured by the USAV as part of membership with this organization. Supplemental insurance is carried by 505VB for all participants, visitors, and casuals in the court space area. This insurance is specific to the activity being conducted and is limited to the occupancy designation mentioned previously.

All active participants in the 505VB court space must have a medical release and facility waiver on file with 505VB.

All approved staff have current certification from USAV or equivalent agency to coach underage members in their respective sport. This certification includes a general coaching certificate, as well as a child safety certificate equivalent to the USAV Impact and SafeSport training. General training focusses on the methods used to coach young athletes effectively. USAV SafeSport is specifically geared towards the safety and security of young athletes and includes content on bullying, coercion, verbal abuse, and sexual abuse, among other safety topics. The 505VB Administrator has access to certification status for all Staff.

The 505VB has written and approved two handbooks: The 505VB Club Handbook, and the 505VB Coach Handbook. Each certified coach must read and acknowledge his/her understanding of these handbooks prior to being approved to coach.

All activities must be scheduled on the 505VB website calendar through the 505VB Operations Manager.

Normal hours of operation for club team training are defined as 3:30pm – 9:30pm. Any activity outside of this window must be approved through a Club Director or Operations Manager.

## VII. STAFF REQUIREMENTS

Training for normal operating procedures as well as special, COVID-based operating addenda will be required for all staff participating in any program within the 505VB purview. This training will be given to all participating staff by a 505VB Director prior to being approved for any program. Completion of this training will be documented, and the documentation located in the 505VB administrative office.

Staff are required to wear a face covering at all times. Masks may be removed for eating, drinking, and for temporary physical-related reasons.

All staff must submit for COVID-19 testing prior to initial engagement in seasonal activities within the court space. Test (or screening) results will be logged in the 505VB administrative office.

Staff must record their temperature when arriving for, and leaving from, any scheduled activity in the court space area.

Staff must wash their hands thoroughly prior to their scheduled activity, sanitize during any break, and wash their hands at the end of the scheduled activity.

Staff must report to a Director, if they have come into contact with any person known to have been infected with COVID-19 within two weeks of the start of seasonal activities, or immediately at any time during the activity season.

Staff must report to a Director or the Person in Charge if they are not feeling well or suspect that they have been infected with any viral disease.

Coaches are required to follow all procedures below and communicate these procedures to the participants under their control.

#### VIII. PROCEDURE

All entrants (participants and staff) into the court space will be required to check in with designated staff or the Person in Charge, have their temperature taken, be in possession of a face covering, and wash their hands prior to entry onto a court. If the temperature reading is above 100.4 degrees Fahrenheit, they will be interviewed for approval or denial to enter the premises. An allowed participant will be advised of the facility rules and assigned a court and coach for the current activity.

Casuals and visitors will not be allowed onto the court area and are not allowed to interact with any person other than the Person in Charge, a Director, or the participant they are responsible for.

Drop-off will be made at the main entrance near the handicap parking spaces of the facility parking lot. Ingress into the facility is through the main, double-door entrance on the north side of the building only. Participant egress is through the southwest and southeast court space doors, and participant pickup is at the loading zone area at the southwest corner of the facility parking lot.

Activities will be staged such that there is a minimum of 5 minutes between group changes on any court (for example, practices will end 5 minutes early to ensure there is no overlap between groups on any one court).

Participant-to-coach ratios will be limited based on NM-State and/or federal requirements in order minimize personnel contact during any activity. Rotating of participants between courts and coaches will be minimized within the bounds of practicality.

A waiting area for participants who develop symptoms of viral infection will be designated daily – if no specific area is designated, the participant must wait outside the facility until a parent or guardian arrives for pickup. The participant will not be allowed to re-enter the facility for ten (10) days after onset of symptoms, or they supply a doctor release, or they are approved by a Director to re-enter.

Other COVID restrictions and details:

If a person has tested positive for COVID in the previous six (6) months, has waited the required quarantine period, and then continues to receive positive COVID test results, they may be allowed into the gym.

For those with significant and/or extended (same household) contact with a COVID-positive individual, a COVID test or simultaneous quarantine is suggested but is not mandatory for entry to the gym.

Those individuals with extended, close contact with a COVID-positive individual in non-facility associated events must advise the club Director, Person in Charge, or Coach of details of this contact.

Those individuals who test positive (or develop COVID symptoms), and suspect they may have exposed others during team practices or tournament venues, must notify a club Director, coach or Person in Charge immediately.

1. Opening the Facility and Court Space

Occasionally, a 505VB member must unlock the facility grounds and building. There is a combination lock on the gate access to the facility grounds (parking lot), a building alarm on all building doors, and a combination lock on the accesses to the court space. As well, all office doors are accessed through lock and key.

In order to access any of these areas (if secured), one must be approved by a Director.

Some Club members are in possession of access combinations, keys, and alarm codes – none of these individuals are to give out this information to any Staff or casual without permission from a Club Director.

a. Prior to entry, ensure you are authorized and approved to perform work:

- Must have been tested, screened, or vaccinated by a certified entity (hospital, physician, etc.).
- Must have current contract with 505VB or Elite Youth Sports.
- Must be trained and signature documented.

- b. If a member is the first to access the building, he/she must **be in possession of a face covering.**
  - c. **Upon entry,** reset the building alarm and turn on the hall lights on the north wall of the main entrance.
  - d. **Turn on building vent fans.**
  - e. Once inside the court space of the facility, he/she must turn on the lights to the space in front of the DCVA/505 offices.
  - f. Offices and storage areas are locked, either with combination locks or keyed entry. Access to these areas must be pre-approved by a Director.
  - g. The court space lights are located in the westernmost office area, which is kept unlocked. Lights to the court space must be turned on prior to use.
  - h. Male and Female restroom facilities are located at the entrances to the court space. Lights should be turned on when the court space is in use. Contact a Director or Facility Manager for instructions.
  - i. Water fountains and vending machines are located in the vicinity of all restrooms.
2. Use of the Court Space
- a. Lights to the court space must be turned on prior to court use. Never conduct activities in the court space areas without adequate lighting.
  - b. Before use of any court equipment (volleyball nets, basketball goals, etc.), ensure that this equipment is in the proper location and equipment is ready for use (i.e., tighten volleyball nets and/or raise basketball goals). Never use the court equipment when it is not in its specific location and condition.
  - c. Inspect the equipment for stability and dangerous conditions (exposed roll pins, loose antennas, loose tensioning cords, unstable stands and supports, etc.).
  - d. Inspect ancillary equipment for proximity to useable court space to make sure there are no collision hazards near the court intended for use (referee stands, training aids, court separation nets, spectator chairs and bleachers, etc.).
  - e. Ensure all protective padding is properly affixed in place and in working order.
  - f. If there are any left-over water bottles, food wrappers, or any consumables items or trash not intended for your activity, please remove these items to a trash receptacle or onto the table located in front of the office space.
  - g. The courts should be in ready-order prior to use. However, if the court is dirty, please use the dust mops designated for each court to sweep and ready your intended court area.
  - h. **Perform a quick sanitization of common areas on your court. If you are the first to arrive at the court space, sanitize the restroom handles, office door handles, light switches, and other commonly touched items/areas.**
3. Participant Check-in
- a. **The check-in desk may not be used during regularly scheduled events.**
  - b. **As participants arrive, they should maintain social distancing – lines are marked on the entry hallway at six-foot intervals.**



- c. Participants will not be allowed into the court space until the court is cleared of any previous group or activity.
  - d. Each participant must have a completed facility waiver – these are maintained in the Administrative office. Only one form is needed upon initial entry into the gym space per season.
  - e. Verify that participants have a face covering, a clearly marked water bottle, and instruct the participant to wash their hands before entry.
  - f. All visitors and casuals must remain out of the court space area – all areas that are tiled with Sport Court material. A visitor or casual may reside in the office areas or hallways only temporarily, while awaiting administrative assistance.
  - g. All visitors and casuals must wear a face covering when inside the facility.
4. Use of a Court for an Activity
- a. Adhere to the guidelines set forth in the 505VB Coach Handbook.
  - b. The individual courts are marked with differing colors of floor tile. There are boundary lines at 8 feet from the court area on all courts. Do not conduct physical activities outside of these boundary lines.
  - c. There are boundary lines around court 1, at all court ends, and between court areas 2-5. Do not cross these lines during normal court activities.
  - d. Keep personal property, either in designated lockers, or courtside of the court you are scheduled to use. Instruct players to keep backpacks and water bottle courtside and not in the common areas or offices.
  - e. Activity equipment is occasionally left at the end of the court. If there is no equipment available for your court. If you will need equipment, check the storage closet located in the 5050VB office area or on court 1. This storage closet contains all balls, cones, and other equipment needed for court activities. If there is no available equipment, please address the issue with a Director or the Person in Charge.
  - f. Limit the number of players in any court space **to adhere to the New Mexico Social Distancing guidelines**. Staged players should remain in the area designated between the court and the marked court space boundary.
  - g. **Advise all participants to sanitize or wash hands thoroughly after breaks.**
  - h. No food is allowed in the court space area.
  - i. Only water or sports drinks are allowed in the court space area. Drinks must be contained in spill-proof bottles and should be marked with the owner name.
  - j. All other food and drink must be consumed in area that is not tiled with sport-court material (in front of the offices, hallway, front entryway or outside).
  - k. In-use drink containers should be stored in a safe place where players or balls will not present a collision concern (on the spectator chairs or bleachers, in the office area, on a referee stand, etc.).
  - l. Instruct your athletes on all rules and directions above.
  - m. At the end of your specific court use, make sure there is no trash or drink containers in the immediate court area.

- n. Any court activity must end at least 5 minutes prior to the next scheduled activity, and all participants must leave the gym in a timely manner in order to minimize cross traffic between entering and exiting groups.
  - o. If you are the last user of the court for the day, please return the equipment to its original location and state (return balls, loose nets, etc.) and dust mom your court area.
5. Closing the Courts and/or Facility
- a. Participants should be advised to wash their hands and/or sanitize at the end of activities.
  - b. Participants should gather their belongings and egress to an outside waiting area.
  - c. Participants should maintain safe separation while awaiting pickup.
  - d. Sanitize your court area, equipment, and common-touch areas.
  - e. Return the court to original state (loosen nets, return equipment to storage, etc.).
  - f. If you are the designated Person in Charge, you must stay until all court users and casuals are out of the court space area
  - g. Ensure the courts are free of debris and drink containers.
  - h. Ensure all equipment is in its proper location and state.
  - i. Check all doors in the court space area (southeast door, southwest door, and northwest door).
  - j. Check all waste cans and notify a Director of any immediate issues.
  - k. Make sure the two offices are locked and closed.
  - l. Make sure the storage areas are secured.
  - m. Gather personal items.
  - n. Turn off court area lights.
  - o. Exit through the court space gate and lock.
  - p. Ensure the adjacent restroom lights are off.
  - q. Check for any building occupants (particularly ABA residents).
  - r. If there are other occupants, ensure that they are aware of your departure, and that the court space area is secured.
  - s. If you are the last occupant in the facility, set the alarm and exit through the main doors.
  - t. Note any vehicles still in the parking lot.
  - u. Exit the facility grounds and lock the barricade gate.

#### IX. STAFF TRAINING

1. Our training program consists of several aspects:
  - a. USAV certification in Impact and Safesport (or equivalent).
  - b. Classroom training on the Club Handbook and Coach Handbook.
  - c. Classroom training on this, and other pertinent, procedures.
  - d. On-the-job training.
2. Certification records are reviewed annually and are kept in the Administrator office.
3. All Coaches and Staff should be trained in First Aid and CPR.
4. All coaches should be trained in Concussion Awareness.

X. PERSONNEL PROTECTIVE EQUIPMENT (PPE):

1. Protective latex (or equivalent) gloves are available for all staff and visitors, located on the common table at the entry to the court space.
2. Face coverings are available for all staff and visitors – the Person in Charge maintains these items.
3. Personal temperature, non-contact thermometers are available to all – the Person in Charge maintains control of these items.
4. First aid kits are available from the Person in Charge.
5. The facility is outfitted with a defibrillator, located in the hallway adjacent to the east entrance to the court space. The Person in Charge and Director are trained in its use.

XI. SAFETY, HEALTH, AND SECURITY

1. Safety and security at the Fieldhouse and in the 505VB designated area is designed in layers. There are physical safety features, signage, and administrative controls.
2. The facility grounds are locked and secured when not in use. The building is locked and alarmed when not in use. Only a limited number of individuals are privy to the alarm codes and combinations, and a very few individuals have access keys to the facility. Fewer still have keys to specific areas within the building under their control.
3. The facility parking lot is lighted through sensor-lights which turn on at dusk and turn off at dawn.
4. Throughout the facility there are informational signs designating working areas, operational areas, and safety precautions. Pay attention to all signage.
5. The facility is equipped with a state-of-the-art defibrillator, located in hallway adjacent to the east court space access. The Person in Charge and Facility Manager are trained in its use.
6. The facility is outfitted with all required fire and smoke alarms, fire extinguishers, and ingress and egress signage.
7. The 505VB court space is outfitted with remotely operated video cameras.
8. Various administrative controls are outlined in this document, as well as in the 505VB Coaching Handbook and the 505VB Club Handbook.
9. First aid kits are available in each 505VB office.
10. Locations for local hospitals and emergency health care facilities are kept in the 505VB office.

XII. EMERGENCY RESPONSE

1. Egress points are denoted with exit signs – all exit doors are crash doors and cannot be locked to egress. These doors must never be blocked.
2. Muster areas for any emergency are designated as the south end of the west parking lot and the east fields.
3. When an alarm is sounded, all personnel within the building must exit to one of the muster areas outside, and away from, the facility building.

XIII. WASTE COLLECTION AND DISPOSAL

1. There are numerous waste receptacles within the court space, the restrooms, and throughout the facility. The condition of the waste receptacles in the 505VB area are the responsibility of the 505VB Directors and Person in Charge. A facility waste receptacle and recycling area is located at the north end of the facility parking lot.

XIV. DOCUMENTATION

1. All pertinent documentation is located in the 505VB office file cabinet.
  - a. Authorization for job function.
  - b. Approval for work and certifications.
  - c. Training records.

XV. REFERENCES

1. 505VB Club Handbook
2. 505VB Coach Handbook
3. USAV SafeSport Manual
4. COVID-SAFE PRACTICES FOR YOUTH PROGRAMS (New Mexico Department of Health)
5. Guidance for Schools and Childcare Programs (Center for Disease Control)