

PHOENIX FIRE BASKETBALL CLUB LLC



OFFICIAL MEMORANDUM

DATE: August 7, 2026

TO: Parents, Coaches & Student-Athletes

FROM: Ron Phillips & Martin Rhymes, Coordinators

ORGANIZATION: Phoenix Fire Basketball Club LLC

SUBJECT: Practice Procedure Updates – Effective Immediately

Dear Phoenix Fire Basketball Parents, Coaches, and Student-Athletes:

Phoenix Fire Basketball Club LLC would like to inform everyone of several important updates regarding our practice procedures and facility-use guidelines for the upcoming fall season and beyond.

Due to the importance of maintaining **full supervision, student safety, accountability, and appropriate use of Carl Hayden Community High School facilities**, the following procedures will be implemented **effective immediately, beginning with our next scheduled practice session.**

1. CAMPUS & FACILITY ACCESS

No participants, parents, coaches, or other individuals who are not Carl Hayden staff members will be permitted to access school facilities **before 6:15 p.m.**, when Phoenix Fire practice officially begins.

Coach Ron Phillips and/or Coach Martin Rhymes MUST be present before participants are allowed to enter the designated practice facility.

Both coaches are expected to be in attendance by 6:15 p.m. If unforeseen circumstances prevent either coach from arriving, and no authorized Phoenix Fire coach is present by **6:20 p.m.**, **practice will be cancelled by Carl Hayden Security.**

Parents and participants will be asked to leave campus. Coach Phillips and/or Coach Rhymes will communicate with parents regarding the cancellation and provide any necessary updates.

2. GYM ACCESS

Carl Hayden Security and Maintenance personnel will **no longer open gym facilities for Phoenix Fire participants, parents, or other individuals unless Coach Phillips and/or Coach Rhymes is present.**

Please do not ask Security, Maintenance, or other school personnel to provide access to the gym. They have been instructed by school administration to deny entry until an authorized Phoenix Fire coordinator is present.

This procedure is being implemented strictly to ensure **appropriate supervision, safety, and accountability.**



3. OFFICIAL PRACTICE SCHEDULE

Monday–Thursday

Practice: 6:15 p.m.–7:45 p.m.

Campus Departure: No later than 8:00 p.m.

At the conclusion of practice, participants and coaches are expected to assist with ensuring that the designated areas are clean and properly secured.

All Phoenix Fire participants and personnel must exit campus by **8:00 p.m.** so that Carl Hayden Maintenance personnel can access and clean the facilities.

4. RESTROOM & CAMPUS SUPERVISION

Coach Ron Phillips and/or Coach Martin Rhymes must escort student-athletes traveling to and from restroom facilities or other approved locations on campus.

Parents may accompany their student-athlete; however, **Coach Phillips or Coach Rhymes must provide appropriate supervision when participants leave the designated Phoenix Fire practice area.**

Student-athletes should not travel throughout the Carl Hayden campus without authorization and supervision.

5. DESIGNATED PRACTICE AREAS ONLY

Phoenix Fire participants are **not permitted to enter or use any gym or school facility that has not been specifically designated for Phoenix Fire Basketball practice.**

Carl Hayden Community High School hosts multiple athletic teams, programs, activities, and organizations. It is important that Phoenix Fire Basketball respects the spaces assigned to other groups.

All participants, parents, and coaches must remain within the designated Phoenix Fire practice area.



OUR COMMITMENT

Phoenix Fire Basketball Club LLC greatly appreciates and values the continued support of our parents, coaches, student-athletes, and everyone affiliated with our program.

These changes are not intended to inconvenience our families. They are being implemented to maintain proper supervision, protect our student-athletes, ensure accountability, and preserve our **positive working partnership with Carl Hayden Community High School and the Phoenix Union High School District.**

We respectfully ask every parent, coach, and student-athlete to support and follow these procedures at all times. Your cooperation allows Phoenix Fire Basketball to continue providing a safe, structured, and positive environment for our young people.

If you have questions regarding these procedures, please contact **Coach Ron Phillips or Coach Martin Rhymes** for assistance.

Thank you again for your continued cooperation and support of **Phoenix Fire Basketball Club LLC.**

Respectfully,

Ron Phillips

Coordinator

Phoenix Fire Basketball Club LLC

Martin Rhymes

Coordinator

Phoenix Fire Basketball Club LLC