

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

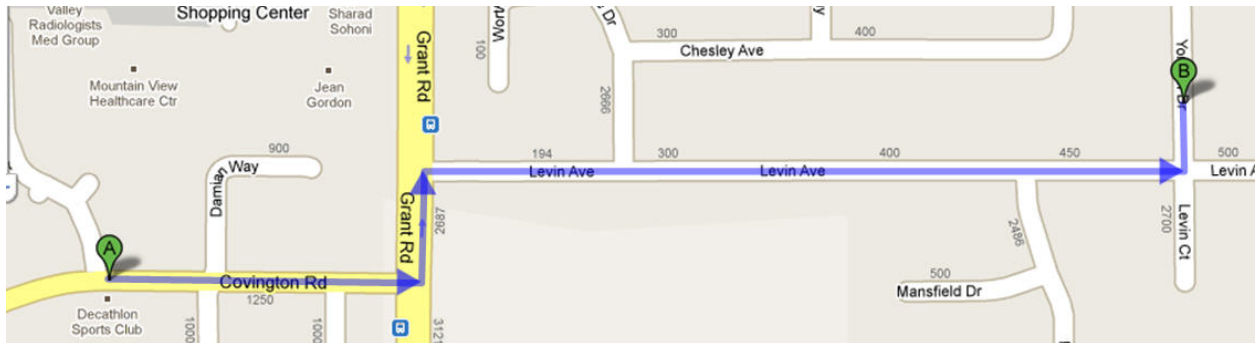
Blach Gym Set-up Instructions

(Last Updated December 16, 2009)

Check List

1. The first scheduled Gym Monitor will pick up the envelope and gym key from the Egan Large Gym Monitor at 11:15am (be on time) over at the Egan Large Gym.
2. Arrive at Blach Gym no later than 11:30am and wait for renters to leave, which is normally around 11:30am. **DO NOT ENTER THE BLACH GYM OR LET ANY TEAMS ENTER THE GYM UNTIL 11:30AM.** We have the gym at 11:30am, so you may start to set-up at 11:30am.
3. Unlock the storage room, unlock the wire gate, and unlock the NJB storage shed
4. Unload all equipment from the storage shed (table, gym bag, and extension cord)
5. Lay out the blue carpet for the scorer's desk and run the extension cord under the carpet.
6. Set up the scorer's table with scorebook, pencils, scoreboard controller, and scorer's desk gym binder.
7. Turn on scoreboards using the On-Off switches at each end of the gym on the walls near the main baskets. Set the time for the number of minutes prior to the first game start time and start the clock.
8. Pull out the folding chairs and set them up on the black rubber mats. There must be at least eight chairs for each team. You will need three chairs for the scorer's desk and two chairs behind the visitor's team for the referees. If there are enough chairs put out 13 for each team (ten players, two coaches, and one team scorebook keeper).
9. Put the tape on the floor for the free throw distances for Division 2 or Division 3 games. Check the game schedule in the game day binder to see what kinds of games are in the gym
10. Put up the signs on the scorer's desk and on the doors.
11. Move one of the trash cans from the bleacher side of the gym to the player's side for the teams to throw away their water bottles after each game.
12. Pull out the bleachers for the spectators.
13. Welcome the referees and let them know the level of the first game (Division 1, Division 2, Division 3, All-Net or High School), so they can prepare themselves for the rules.
14. Read over the gym monitor instructions.
15. If someone asks to use the restroom, they need the code to gain entry and the code for Blach is 4454#. Here are the instructions for using the code which must be followed or the lock will get messed up and will not work:

- a. enter code
 - b. enter bathroom and close door behind you
 - c. exit bathroom; the door knob must be opened, closed and then opened again to reset
16. Make sure you have a smooth transition to the next assigned gym monitor using the gym monitor instructions.
17. If for some reason the next schedule gym monitor does not show up, take the gym monitor sign and put it on the chair. Then please talk to the Foothill Coach of the team playing next and ask them to recruit a parent from their team to be the gym monitor for the next game. This is important because our Chapter is responsible for having a gym monitor for each game we host. We have asked the Coaches to support our Gym Monitor Program by asking a parent to substitute for a missing Gym Monitor during their games. Thanks for helping us make sure the gym monitor assignment is covered in the case where then next gym monitor fails to show up. After you have talked to the Coach, please call Cindy Elias (NJB Foothill-SLAM Gym Monitor Coordinator) at 650-919-3374 to notify her of the situation.
18. The first scheduled Gym Monitor needs to drop off the gym keys at Martin Silver's home (place keys in the mailbox) when his/her shift is over. Martin's address is 2692 Yorkton Drive, Mountain View.
- Head east on Covington Rd toward W Rose Cir (0.1 miles)
 - Turn left at Grant Rd (253 ft)
 - Take the 1st right onto Levin Ave (0.3 miles)
 - Take the 2nd left onto Yorkton Dr
- Destination will be on the left 151 ft



Thank you for helping our league by setting up the gym and being a gym monitor. Attached you will find detailed gym set-up instructions with pictures if you need further help.

Blach Gym Set-up Instructions

Job Responsibilities

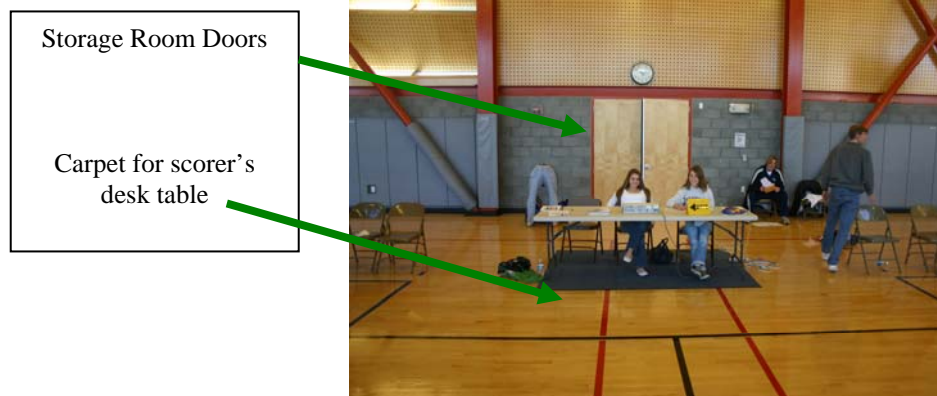
The gym set-up includes:

- Getting the gym ready for the games;
- Ensure the storage room door is closed before players and spectators arrive at the gym
- Notifying Martin Silver (415-706-6580) or Scott Pinkner (650-468-7500) of any problems with the preparation of the gym including missing equipment like game balls or chairs and equipment not working properly such as the scoreboard.

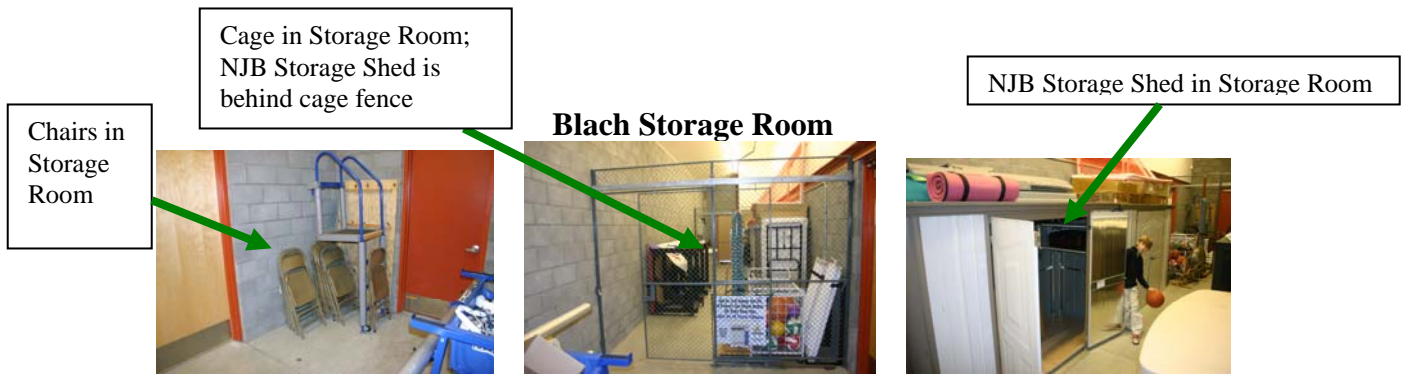
Step by Step Instructions

1. Arrive at least 45 minutes prior to the first game start time to give yourself enough time to get the gym ready. First you have to go to the Egan Large Gym at 11:15am to pick up the envelope and gym key.
2. **IMPORTANT:** The gym is rented out by a group of adults who play basketball until 11:30am. They do not want to be disturbed by NJB parents or players. Please do not let anyone enter the gym until 11:30am. You must keep the outside doors shut until 11:30am
3. Lights should be on. In case they are not, the lights are located across the gym from the main entrance on the wall near the Southwest exit.
4. First you will need to remove the equipment from the storage room. The storage room is located on the opposite from the bleachers.

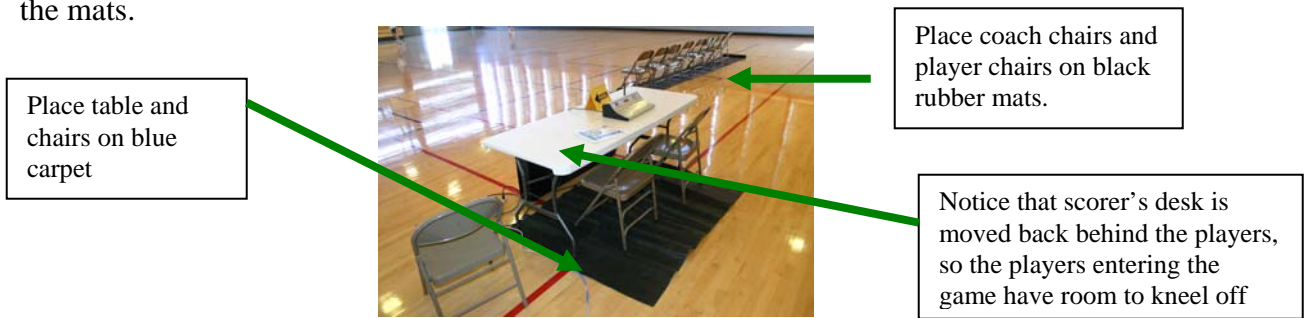
Blach Storage Room Door



5. You should remove all of the NJB equipment from the storage room. The equipment is located in back of the storage room behind the cage in the NJB shed. Be careful to only take out our equipment. We share the storage room with other organizations renting the gym. The light switch is on the left near the outside door as you enter the storage room.
6. The chairs are not in the storage shed. They are sitting against the wall outside the cage. You will also find some black rubber mats to lay down under the chairs. The table and the carpet for putting under the table come out first followed by the carpet, gym bag and scoreboard controller



- Set up the scorer's desk and the chairs for the teams. First you must roll out the black rubber mats such that the chairs for the teams are on them. Place the black metal folding chairs on the mats.



- Next you will want to run the extension cord for the scoreboard controller from where the table will be set up to the nearest power outlet on the wall. The extension cord should be located near the controller case in the storage shed or in the gym bag. The blue carpet goes down on the power extension cord. Then set up the scorer's desk table which will fit nicely on the carpet. The scorer's desk needs to be set up behind the row of chairs for the coaches.

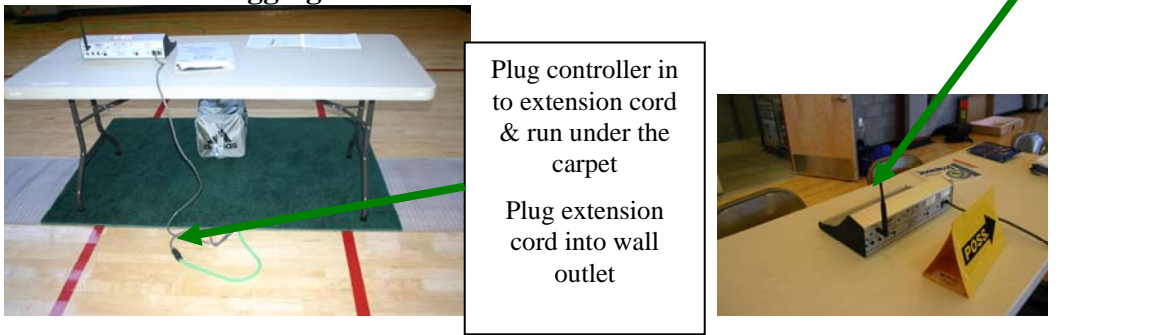


- Set up the scorer's desk with the contents of the gym bag. Take out the scorebook and place on the table. You will find pencils in the binder. Leave the binder on the desk for reference because it has the rules that the referees may need during the game. Leave the game balls in the gym bag and place the gym bag back next to the wall. You will also need to set the scoreboard controller on the table and plug it's power cord into the extension cord that you ran under the carpet (tuck the excess cord under the carpet to keep substitute players from

accidentally hitting the plug). **DO NOT TURN ON THE SCOREBOARD CONTROLLER YET – YOU SHOULD TURN ON THE SCOREBOARDS USING THE SWITCHES ON THE WALL AS SHOWN BELOW. TURN ON THE CONTROLLER AFTER THE POWER TO THE SCOREBOARD HAS BEEN TURNED ON.**



Plugging in the Scoreboard Wireless Controller



10. You need to plug in the scoreboard using the same extension cord. After the power to the scoreboard has been connected you can turn on the scoreboard controller using the power switch on the back. Hit the Enter button accepting “01” setting for basketball. Enter the time left before the first game and start the clock. Set the score to Home: 00 and Visitor: 00.
11. Pull out the bleachers. To pull out the bleachers you need to make sure the two levers are pulled out to UNLOCKED position. Once the bleachers are pulled out, you need to release and retract both locking levers to lock the bleachers in place.

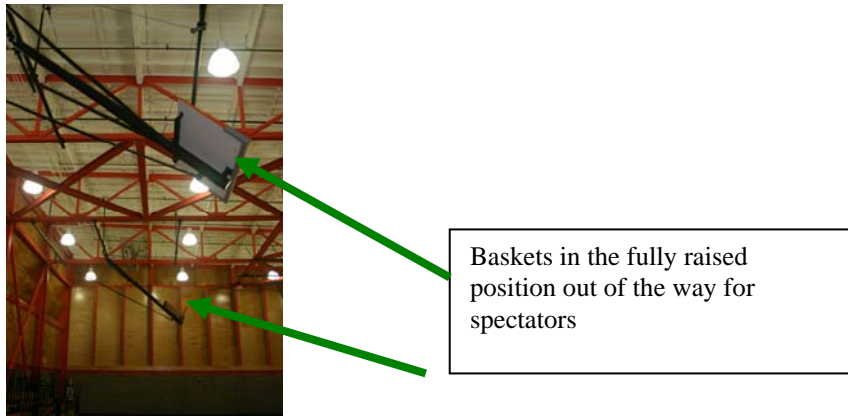
Retracted Bleachers Before Being Pulled Out



12. You will also need to install the center rail, which should be located on the top row of the bleachers. Please put the bleacher pulley handle back in the storage room. The next picture shows the bleachers pulled out and with the center rail installed.



13. If you have the key for raising the baskets, then raise the two side baskets that are located over the bleachers. Each basket has a steel cable attached to a pulley for raising and lowering the baskets. The electric winch needs a special key. Only Board members have that key.



14. You are almost done. Finally, you must put up the signs. The signs should be located in the front pocket of the scorer's desk binder. There are four signs for the scorer's desk. The blue masking tape to hang up the signs should be in the NJB gym bag. The signs show which side is HOME and which side is VISITOR.
15. You need to also use the blue masking tape to put down the free throw line for Division 2 (12' or 3' from the regular free throw line). Be sure to check the game schedule and if any Division 3 games are scheduled there, please put down the Division 3 (10' or 5' from the regular free throw line) free throw line.



Blue tape on floor for D2 and D3 free throws

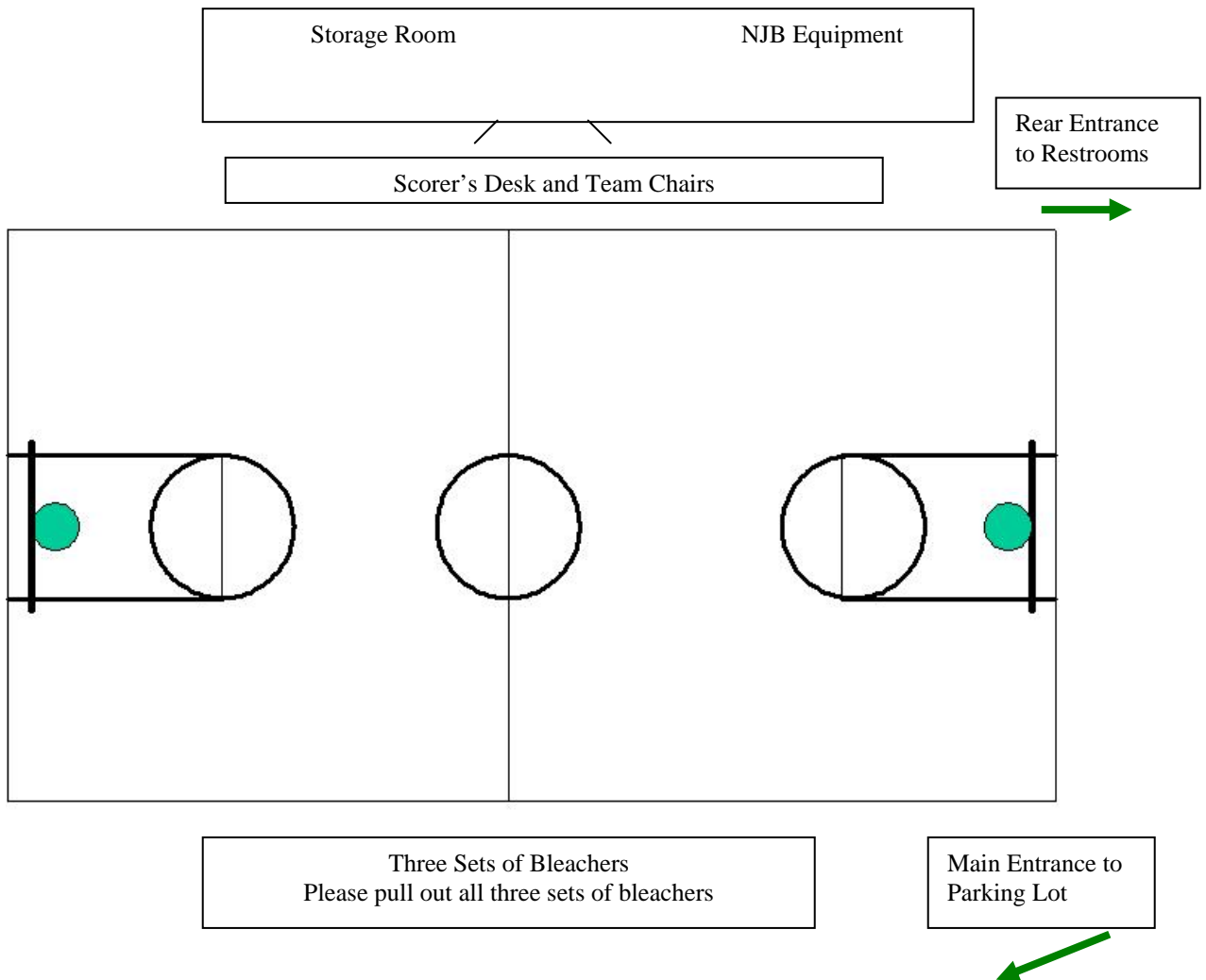
16. We also have a little table for the referees that you can put up behind the scorer's desk. It gives them a place to put their things and a place to sit between games. They really appreciate it. Then finally, there are two signs that should be taped to each side of the scorer's desk where the coaches can see them from their seats. The last two signs ask the coaches and their teams to keep the folding chairs on the rubber mat to protect the floor.

Referee Desk



17. If necessary, please use the gym dust mop to sweep the floor to get it clean. Normally, this gym's floor is in excellent condition due to the janitors.
18. The last task is to take one of the two trash cans from near the back door and put it against the wall behind the scorer's desk for the teams to use between games. If for some reason the next schedule gym monitor does not show up, take the gym monitor sign and put it on the chair. Then please talk to the Foothill Coach of the team playing next and ask them to recruit a parent from their team to be the gym monitor for the next game. This is important because our Chapter is responsible for having a gym monitor for each game we host. We have asked the Coaches to support our Gym Monitor Program by asking a parent to substitute for a missing Gym Monitor during their games. Thanks for helping us make sure the gym monitor assignment is covered in the case where then next gym monitor fails to show up. After you have talked to the Coach, please call Cindy Elias (NJB Foothill-SLAM Gym Monitor Coordinator) at 650-919-3374 to notify her of the situation.

Blach Gym Layout



- Restrooms are located in the school building outside the gym and to the right as you look at the gym from the parking lot. These restrooms have a code for entering them and the code is 4454#.
- Raise baskets located on the bleacher side of the gym. Leave the other side baskets down.
- Please turn off the lights in the storage room before you shut the door. Light switch is located outside the small door on the right side of the storage room.
- Remember the storage room door remains locked at all times. **DO NOT CLOSE** it until you are certain you have all of the equipment out of the room.
- There are normally three large trash cans in the gym. Please make sure there is one at each entrance and one behind the scorer's desk for the teams to use between games as they clean up the bench area.

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

Blach Gym Clean-up Instructions

Check List

1. Be sure to talk to the Foothill Coaches before the last game and remind them that the coaches and players are to help clean up the gym after the last game including putting all of the equipment away.
2. Take down all the signs during the last game and put them in the sleeve in the scorer's desk binder.
3. At the end of the game, unplug and turn off the scoreboard controller and put in carrying case. Turn off the power to the scoreboards using the switches under each of the main baskets.
4. Put all of the scorebooks, scorer's desk binder, pencils and basketballs in the gym bag. Please keep this neat.
5. Put scorer's carpet, desk table, scoreboard controller, gym bag, and extension cord in the NJB storage shed in the storage room. Lock the storage shed and the wire gate.
6. Put all the folding chairs inside the storage room but not inside the wire cage.
7. Roll-up the black rubber mats for the chairs for each of the teams and put the next to the folding chairs in the storage room not in the NJB storage shed.
8. Clean up any trash or bottles in the bleachers, then push in the bleachers.
9. If any of the baskets were raised, please lower them.
10. Shut the door to the storage room and lock it.
11. Pull up any blue tape on gym floor for the free throw distances for Division 2 and Division 3.
12. Move the trash can from the players side of the gym to the bleacher's side of the gym.
13. Turn off the lights and lock the doors.
14. Lock the doors to the restrooms if opened. The restrooms should not be unlocked because there is a code to open them now.
15. Please put this Gym Monitor Binder in the gym bag before storing it in the storage room.

Thank you for helping our league by cleaning up the gym and being a gym monitor. Attached you will find detailed gym set-up instructions with pictures if you need further help.

Blach Gym Clean-up Instructions

Job Responsibilities

The Gym Clean-up includes:

- Breaking down and storing all of the equipment;
- Getting the gym ready for practices;
- Tidying up and cleaning the gym so it is ready for the next user;
- Ensure the storage room is locked after all the equipment has been put away;
- Notifying Martin Silver (Cell: 415-706-6580) or Scott Pinkner (650-468-7500) of any problems with the equipment or with the gym, so they can take action to get repairs completed or notify the City of Los Altos.

Step by Step Instructions

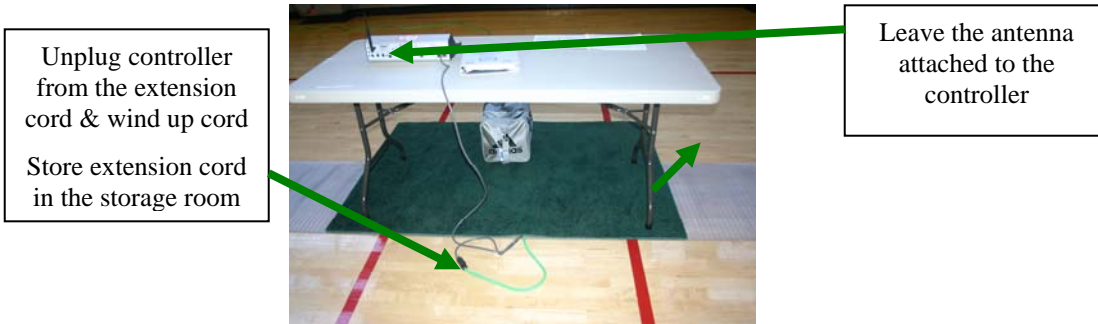
1. The last Foothill team playing in Blach is supposed to help the gym monitor with clean-up. Be sure to notify your parents in advance that the entire team including the players is responsible for clean-up.
2. The storage room door should be open and is located right behind the scorer's desk as shown in the picture below. Do not let the door shut until you are completely done cleaning up the gym, because it will lock and you will need the key to open it.

Blach Storage Room Door



3. First take down all the signs and put them in the inside front pocket of the scorer's desk binder. There may be "No Food No Drinks" signs on the front door and signs taped to the scorer's table.
4. Put all of the scorer's desk supplies and items in the NJB gym bag including the binder, (pencils, tape measure, erasers, sharpener, etc. go in the pocket bag), scorebook, and game balls. Turn off the scoreboard controller, then you will need to unplug the scoreboard controller and put it back into its black carrying case. Please be careful with the controller and you DO NOT have to take off the antenna. If stored properly in the black carrying case, you can leave the antenna on the controller. The controller cost around \$700, so please be careful with it.

Unplugging in the Scoreboard Wireless Controller

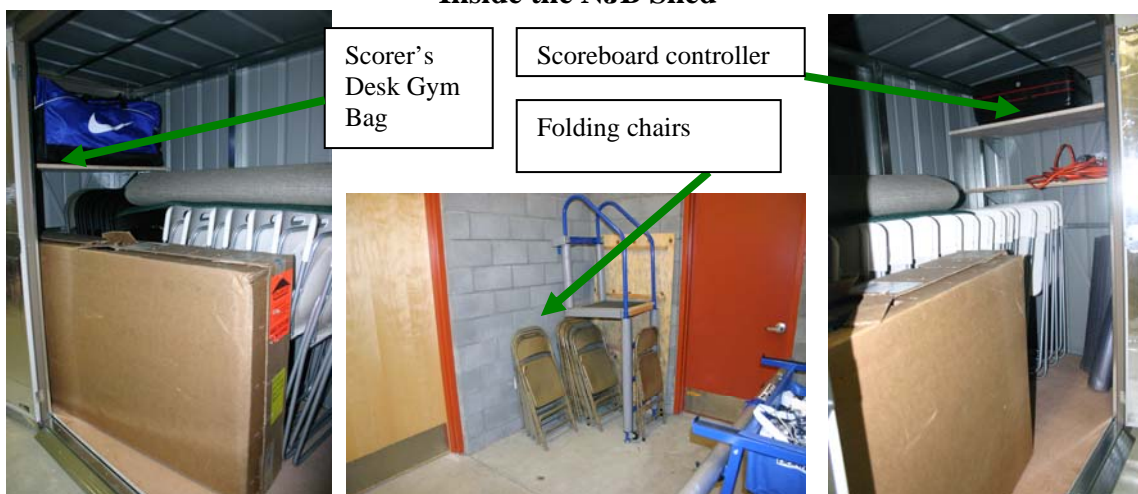


- The folding chairs need to be put back in the storage room and the rubber mat needs to be rolled up and put near the folding chairs in the storage room.



- The equipment gets stored in the back of the storage room on the left as shown in the picture below. Put all the folding chairs just inside to the left in the storage room. The scoreboard, controller, gym bag, carpet, etc. goes in the NJB Storage Shed.

NJB Equipment in Blach Storage Room Inside the NJB Shed



- Clean up any remaining trash, water bottles, paper, etc. from around the team benches, bleachers and entry way. Dispose of these items in one of the three trash cans. Take the trash can by the rear entrance and place it in the entry way near the rear entrance. All "Lost and Found" items need to be left in the gym unless it is a valuable item like a camera. Then

you can call the Chapter Director and make arrangements to drop it off at their home. The phone number is in the gym monitor instructions.

8. You will also need to pull out the lower center rail and store it on the top bleacher row. The locking levers need to be pulled out before the bleachers can be pushed back.

Bleachers Before Being Pulled Out

Unlocked position



Locked position

These bleachers need to be pushed in.



These need to be removed or turned sideways before pushing in the bleachers.

9. Lower the two side baskets that are located over the bleachers. You will need a key to lower the baskets. Each basket has a steel cable attached to a pulley for raising and lowering the baskets.

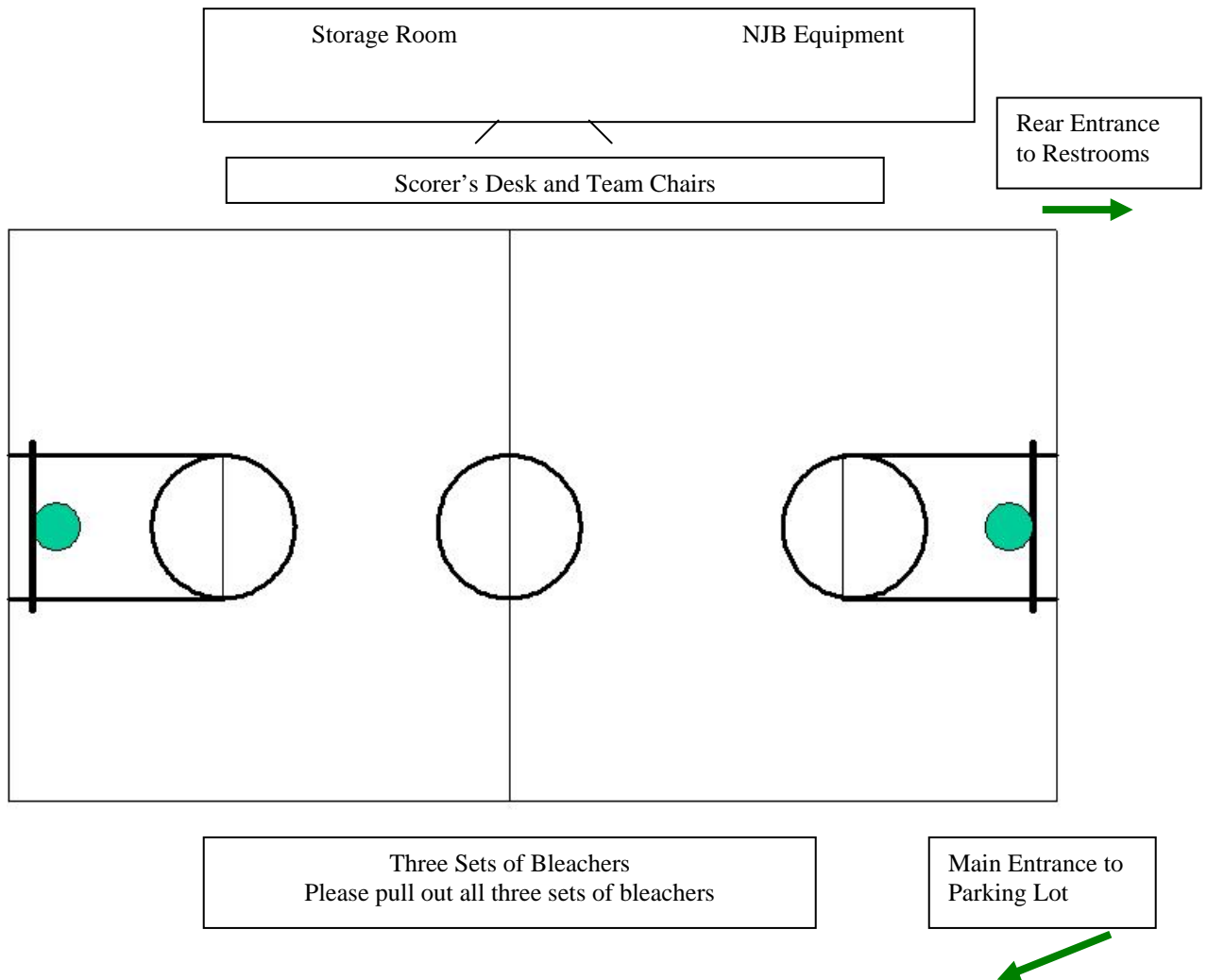


Baskets in the fully raised position out of the way for spectators need to be lowered for practices during the week

10. After you are certain all the equipment has been put away, shut the storage room door. Turn out the lights and make sure the outside doors are shut tightly. Be sure to lock the restroom doors and the gym doors.

11. Thank you for your help!

Blach Gym Layout



- Restrooms are located in the school building outside the gym and to the right as you look at the gym from the parking lot. These restrooms should not be unlocked because there is a code now for unlocking them when needed. These restrooms have a code for entering them and the code is 4454#
- Lower all baskets if you have the basket lift key. Leave the other side baskets down.
- Please turn off the lights in the storage room before you shut the door. Light switch is located just outside the storage room door that is near the southwest exit.
- Remember the storage room door remains locked at all times. **DO NOT CLOSE** it until you are certain you have all of the equipment out of the room.
- There are normally three large trash cans in the gym. Please make sure the one behind the scorer's desk is returned to the front lobby entrance area after the games.