

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

Columbia Gym Set-up Instructions

Check List

1. Get the money for scorekeepers and referees and the game day gym bag from the Chapter Treasurer or Gym Monitor Coordinator at 9:00am (be on time) over at the Egan Small Gym. It is important that you get there on time to pick up these items.
2. Normally the first game is at 10:45am, so be sure to get to the gym on time at least by 10:00am. You should check the schedule and on the gym monitor game day ledger to make sure you know the time of the first game and get there around 45 minutes prior to the first game.
3. The person at Columbia will pull out the bleachers, set up the table for the scoreboard controller, and connect the controller.
4. Set up the scorer's table using the contents from the game day gym bag. Set out the scorebook, pencils, and scorer's desk gym binder on the scorer's table. The scorekeepers can help you.
5. Check the game schedule in the binder to determine if there are any D2 or D3 games in this gym on this day. If so, please use the blue painter's tape and the tape measure in the pencil bag to make the gym floor for free throws. Measure three (3) feet from the free throw line toward the basket and put about one foot piece of tape on the floor for D2 teams. Measure five (5) feet from the free throw line toward the basket and put about one foot piece of tape on the floor for D3 games.
6. Home team sits on the left when looking at the basketball court from the scorer's desk.
7. Put three chairs at the scorer's desk (scoreboard operator, scorebook keeper & gym monitor). Put two chairs for the referees about 10 to 15 feet behind the scorer's desk. Set up thirteen chairs (two coaches, one scorebook keeper, and ten players) for each team.
8. Put up the signs on the scorer's desk and on the doors.
9. Welcome the referees and let them know the level of the first game (All-Net or Division Level), so they can prepare themselves for the rules.
10. Read over the gym monitor instructions.
11. Make sure you have a smooth transition to the next assigned gym monitor using the gym monitor instructions.
12. 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.

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.

Columbia Middle School Gym Set-up Instructions

Job Responsibilities

The gym set-up includes:

- Getting the gym ready for the games;
- Notifying Martin Silver (415-706-6580) or Bob Franceschini (650-823-7191) 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 30 minutes prior to the first game start time to give yourself enough time to get the gym ready.
2. The gym should be unlocked, we have not had a problem with it being locked.
3. The gym bag and money should be delivered to this gym. The picture below shows how the scorer's desk should be set up. The controller on one side and the scorebook on the other side along with a chair for the gym monitor.



4. You and the scorekeepers will have to pull out the chairs and set them up. Two chairs next to the bleachers for the referees, three chairs at scorekeepers desk (gym monitor, scoreboard controller operator & scorebook), and thirteen (two coaches, one team scorekeeper and ten players) for each team.



5. The bleachers should be pulled out for you. If they are not, please work with the Columbia personnel to get the bleachers pulled out.

Columbia Middle School Gym Bleachers

Notice that they have raised the side baskets

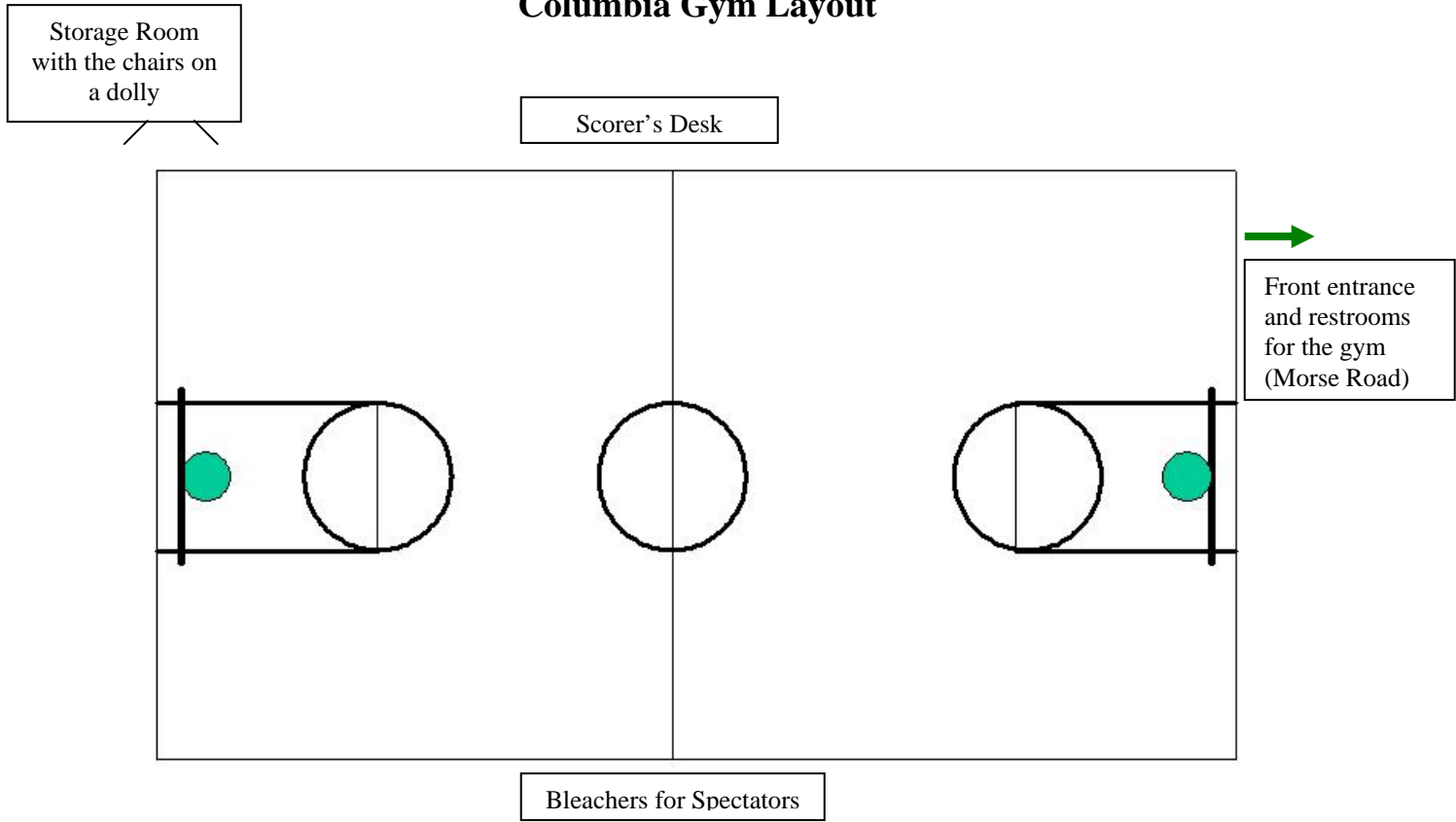


Two famous coaches from St. Simon with All-Net players as sons

6. On the scorer's desk you should put a scorebook, pencils and the scorer's desk binder (has all the rules and plenty of other information). Please put up the signs showing where the home team sits. In a gym where the scoreboard is on the wall, the Home team normally sits on the when looking at the court. The Home team should warm up on the right half of the court before the game. This method means they will be shooting at the left side of the court in the second half which is closer to their coach.
7. Wait for the referees and introduce yourself.
8. Make sure you have a smooth transition to the next assigned gym monitor using the gym monitor instructions.
9. 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. We need to have a Gym Monitor for each of the games.

Thanks for helping! Our parent volunteers make our league successful!

Columbia Gym Layout



- Restrooms are inside the located inside the gym in the lobby.
- Columbia personnel pull out the bleachers. The must be pulled out all the way.
- The main gym is located on Morse Road.
- No food or drinks are allowed in this gym. Please help us police this policy.
- There are normally large trash cans in the gym lobby.

Foothill-SLAM NJB

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Columbia Gym Clean-up Instructions

Check List

1. Be sure to talk to the Foothill Coaches and remind them that the coaches and players are to help clean up the gym after the last game including folding up the chairs, picking up all the trash and bottles on both sides of the gym.
2. After the referees and scorekeepers have been paid, put the game day ledger in the Gym Monitor Binder under the ledger tab.
3. At the end of the game, the Columbia personnel will unplug and turn off the scoreboard controller. They will also put the scoreboard controller away.
4. Put all of the Gym Monitor Binder, scorebooks, scorer's desk binder, pencils and basketballs in the gym bag.
5. Take down the scorer's desk table and put it in the storage room. **MOST IMPORTANTLY**, please take all the folding chairs, fold them up, place them on the dolly and put the dolly back in the storage room.
6. Clean up any trash or bottles on the floor or in the bleachers. Put them in the trash cans.
7. If you have the last game at Columbia Middle School, you need to take both gym bags and the small gym scoreboard to Bob Franceschini's home.

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.

Columbia Middle School Gym Clean-up Instructions

Job Responsibilities

The gym clean-up includes:

- Tidying up gym by picking up all the trash and water bottles;
- Taking the gym bag to Bob Franceschini's home;
- Notifying Martin Silver (415-706-6580) or Bob Franceschini (650-823-7191) 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. Be sure to remind the Foothill Coach that his team is responsible for helping clean-up the gym after the last game. The team and parents can help fold up the chairs and put them on the dolly for storage. The players can be really helpful picking up any trash and bottles to be put in the trash cans.
2. Place all the scorer's desk contents and game ball into the gym bag. This includes scorebooks, pencils, gym binder, possession arrow, game day binder, Gym Monitor Binder, etc. The Columbia personnel should unplug the scoreboard controller and take it away for storage. If for some reason they do not show up, please disconnect the scoreboard controller and return it to the front desk in the front lobby.



Table and scoreboard controller should be put away by Columbia personnel. If they don't take care of this, please disconnect the scoreboard and take it to the front lobby and put the table in the storage room.

3. You, the scorekeepers, and the home Foothill team are responsible for putting the chairs away and picking up all the trash.
4. Be sure all of the bottles and trash on the spectator side of the gym is also picked up. The parents and players should be helping you. Don't be afraid to ask for their help.
5. Finally, take this Gym Monitor Binder and put it in the Columbia Game Day bag to Bob Franceschini's home. Bob Franceschini's home is at 1399 Garthwick Drive. The home phone is 650-968-5990. If no one is at home, please place the items by the front door. You will find the directions on the next page.

Maps

[Get reverse directions](#)

From: 739 Morse Ave
Sunnyvale, CA 94085

Drive: 6.6 mi (about 13 mins)

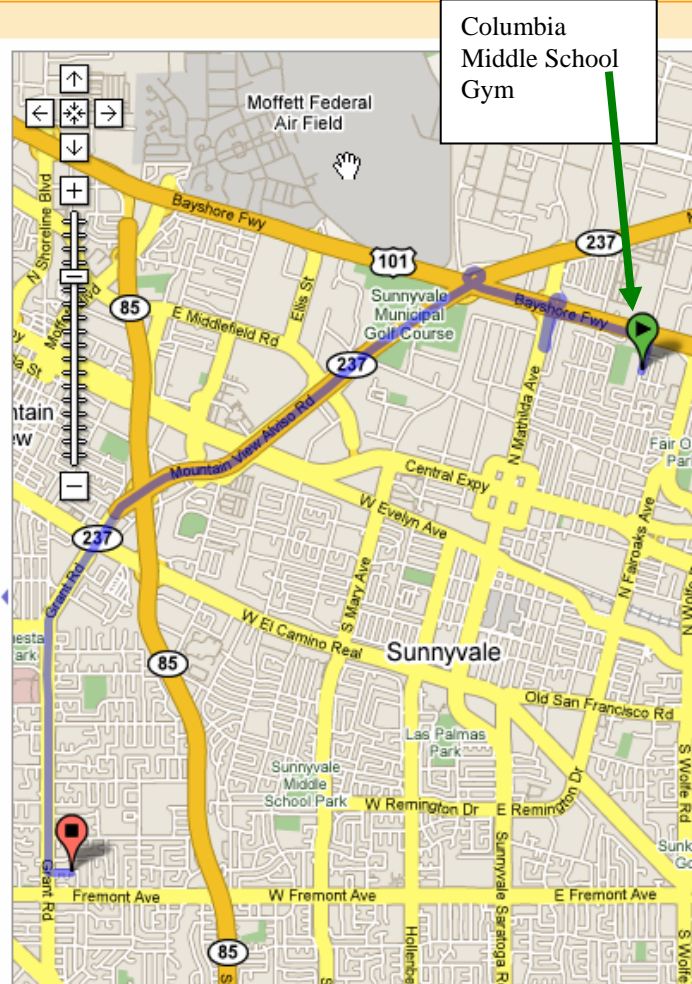
1. Head north on Morse Ave toward Glendale Ave 0.2 mi
2. Turn left at Ahwanee Ave 0.8 mi
3. Turn right at N Mathilda Ave 0.2 mi
4. Take the ramp onto US-101 N toward San Francisco 0.6 mi
5. Merge onto CA-237 W via the Mountain View Alviso Rd/CA-237 W exit 2.9 mi
6. Continue on Grant Rd 1.9 mi
7. Turn left at Garthwick Dr 0.1 mi

To: 1399 Garthwick Dr
Los Altos, CA 94024

[Add destination ...](#) New!

These directions are for planning purposes only. You may find that construction projects, traffic, or other events may cause road conditions to differ from the map results.

Map data ©2007 NAVTEQ™

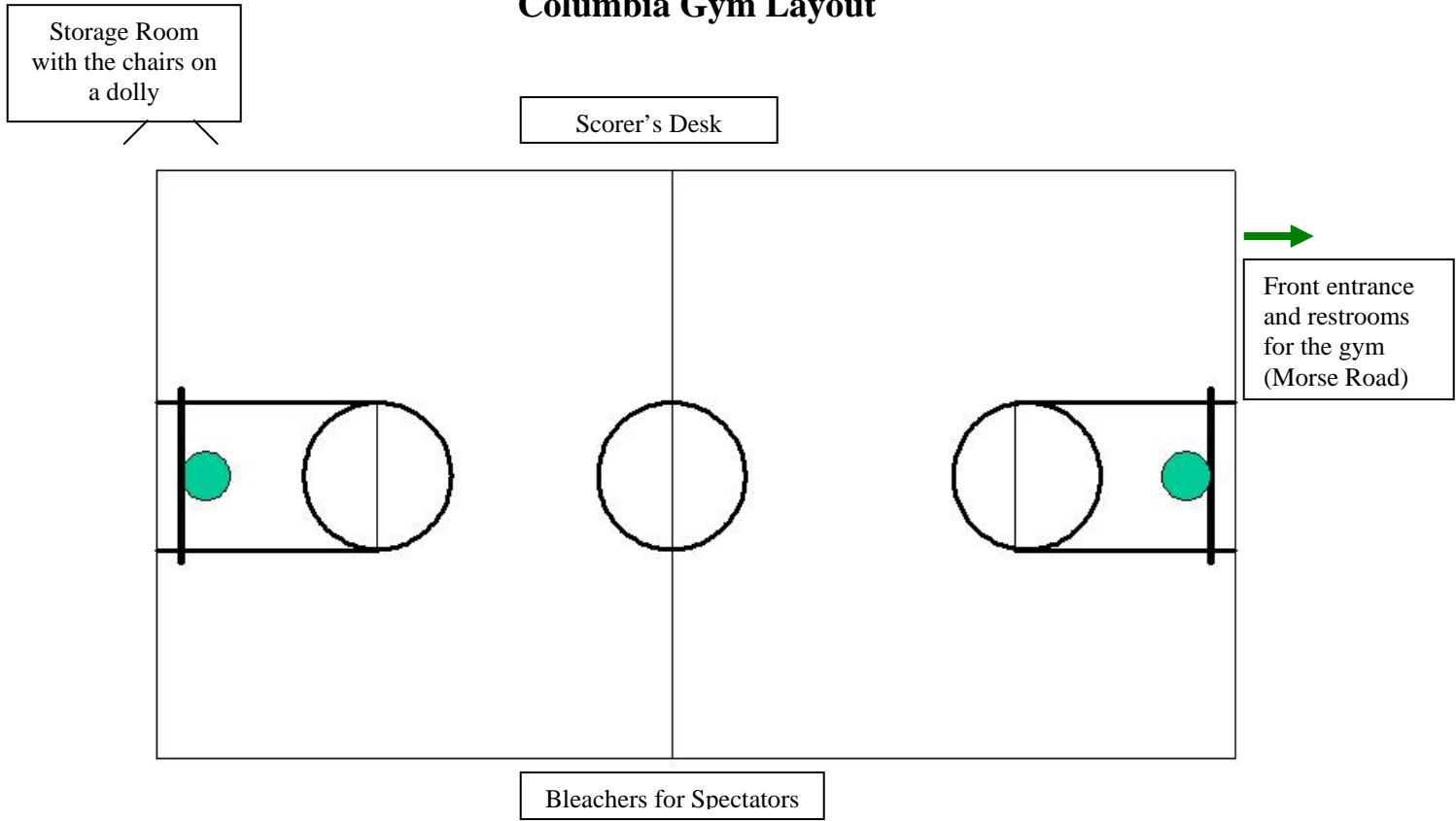


Columbia Middle School Gym

1399 Garthwick

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