

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

Egan Large Gym Set-up Instructions

(Last Updated December 16, 2009)

Check List

1. The first scheduled Gym Monitor will be pick up the money and game day ledger from the Chapter Treasurer at 8:45 am over at the Egan MS large gym.
2. The Egan Large Gym is available at 8:45 am for set-up with the first game starting at 9:30 am.
3. The storage room and the NJB storage shed in the storage room should be unlocked. You don't have to unlock the restrooms any longer because there is a code 3344# to unlock the door.
4. Unload all equipment from the storage shed (carpet, referee table, table, gym bag, and scoreboard controller). The folding chairs and the scorer's desk/table will be in the storage room but not in the storage shed.
5. Lay out the extension cord, then green carpet for the scorer's desk putting the extension cord under carpet to protect it from players checking into the game.
6. Set up the scorer's table with scorebook, pencils, scoreboard controller, gym monitor binder, and scorer's desk gym binder. Scorer's table should be behind the team chairs by a few feet, so the coaches can look back to talk to you and also can see the opposing coach.
7. Turn on the scoreboards using the switches on the walls near the winches used to raise and lower the main baskets. Turn on the scoreboard controller. Set the time for the number of minutes prior to the first game start time.
8. If both scoreboards do not respond, follow these steps to make the controller broadcast to both scoreboards:
 - Turn off controller and then turn it back on
 - When prompted for game code, hit the CLEAR button instead of ENTER
 - Enter 1 for the game code, which is for basketball
 - Then the controller will ask for the broadcast channels
 - Enter zero (0) for both answers and both scoreboards should respond
9. Get the rolling cart with the folding chairs and set them up for each team's bench. Please set up thirteen chairs for each team. This will include three folding chairs for the adult coaches and scorebook keeper for each team, as well as the ten players. You will need three chairs for the scorer's desk and two folding chairs behind the visitor's team for the referees.
10. Put up the signs on the scorer's desk.

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.
13. 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 mark 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.
14. 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.
15. Don't leave until you've met your replacement (meet at the score keeper table). 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.

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

Egan Gym Set-up Instructions

Job Responsibilities

The gym set-up includes:

1. Getting the gym ready for the games;
2. Ensure the storage room door is closed before players and spectators arrive at the gym
3. 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. The gym is available at 8:45 am.
2. Turn on the lights which are located on the left hand side as you enter the gym past the entrance lobby.
3. First you will need to remove the equipment from the storage room. The storage room is located on the left just past the bleachers as shown below. Do not let the door shut. You should use one of the hand weights to keep the door from shutting all the way. If you let the door shut, it will lock and you will need the key to open it.

Egan Large Gym Storage Room Door



4. You should remove all of the NJB equipment from the storage room. The equipment is located in back of the storage room on the left 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 right as you enter the storage room.

NJB Shed Egan Storage Room

Scorer's Table/Desk should be outside the storage shed



Gym bag with possession arrow, tape, scorebooks, etc.

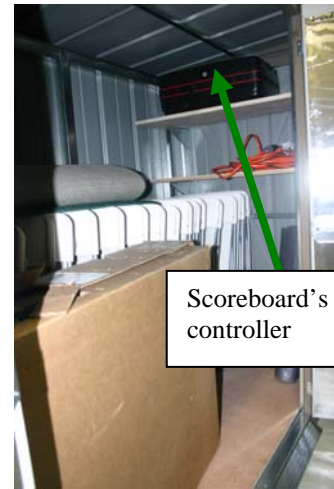
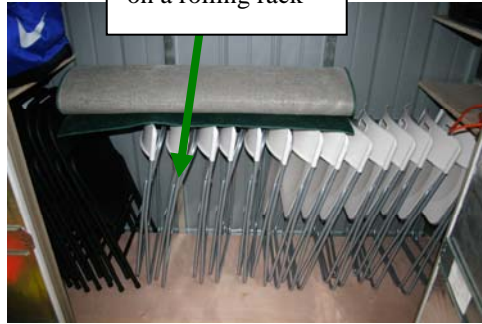
In January 2007, NJB purchased stronger folding chairs on a rolling cart.



Inside the NJB Shed



Chairs are no longer in the storage shed; The folding chairs are on a rolling rack

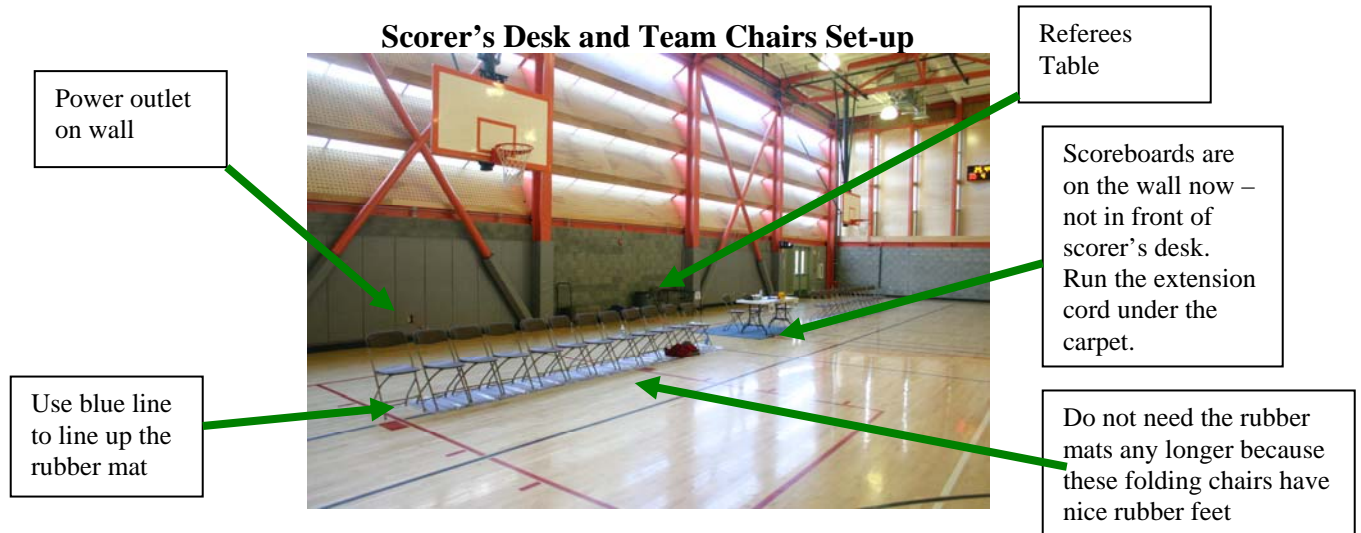


Scoreboard's controller

5. You have to pull out the game day gym bag, carpet for scorer's desk, scoreboard controller, and referee's table.
6. Set up the scorer's desk and the chairs for the teams. Use the blue line on the floor to set the team chairs as shown in the picture below.



- 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 chairs in the storage room or in the gym bag. The carpet goes down on the power extension cord and on top of the rubber mat. 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. This enables the coaches to turn back to speak with the scorekeepers but also see the opposing coach if they want to get their attention.



- 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 pencil bag. 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 on the floor next to the wall behind the scorer's desk. 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.**



- Please put the Home and Visitor signs on the front of the table using the blue painter's tape. Home should be on the left when facing the court and visitor on the right.

Plugging in the Scoreboard Wireless Controller

Attached antenna & point straight up

Referees table & chairs, also put a trash can from the lobby here for water bottles.

Plug extension cord into wall outlet

Set up a chair for the gym monitor and put out the sign;

Plug controller in to extension cord & run under the carpet

Put up visitor and home signs to help teams determine where to sit

- After the scoreboards have been turned on using the switches on the wall, you can turn on the scoreboard controller using the power switch on the back. Hit the CLEAR button then enter "1" setting for basketball. The controller will then ask you for the Broadcast channels. Again hit the CLEAR button and enter "0" for both the values to make sure the scoreboard broadcasts to both scoreboards. Enter the time left before the first game and start the clock. Set the score to Home: 00 and Visitor: 00.

Scorer's Desk and Chair Set-up



- Pull out the bleachers using the bleacher pulley handle from the storage room. To pull out the bleachers you need to make sure the two round knobbed locking levers on the bottom front are pulled out. Once the bleachers are pulled out, you need to release and retract both round knobbed 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.

Bleachers After Being Pulled Out



13. Raise the two side baskets that are located over the bleachers. You will need a key to raise these baskets now that the City put in electric winches for raising the baskets. Each basket has a steel cable attached to a pulley for raising and lowering the baskets. The key will turn on the electric winch for raising or lower basket using the pulleys.
14. 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 mark 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.



If you need an extension cord it is usually here.



Key switch for raising the baskets

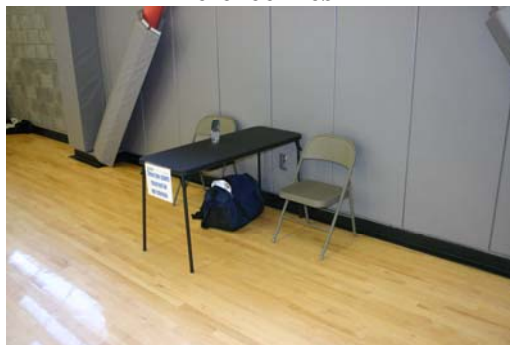


Baskets in the fully raised position out of the way for spectators

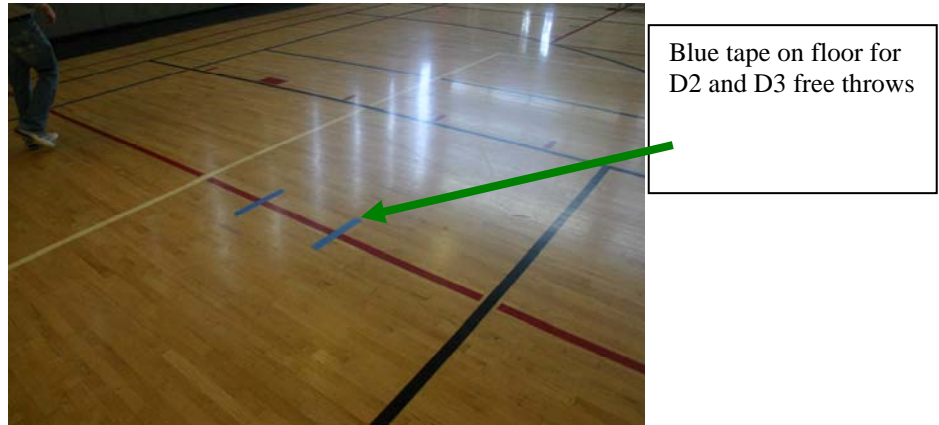
15. You are almost done. Finally, you must put up the signs. Put up home and visitor signs on the front of the scorer's desk to help our visiting teams know where to sit when they arrive. Visitors sit to the right of the scorer's desk when facing the court and warm-up on the left half court before the game starts. This way when they switch sides at half time, the visitors are shooting at the basket right in front of their bench and same for the home team.

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.

Referee Desk



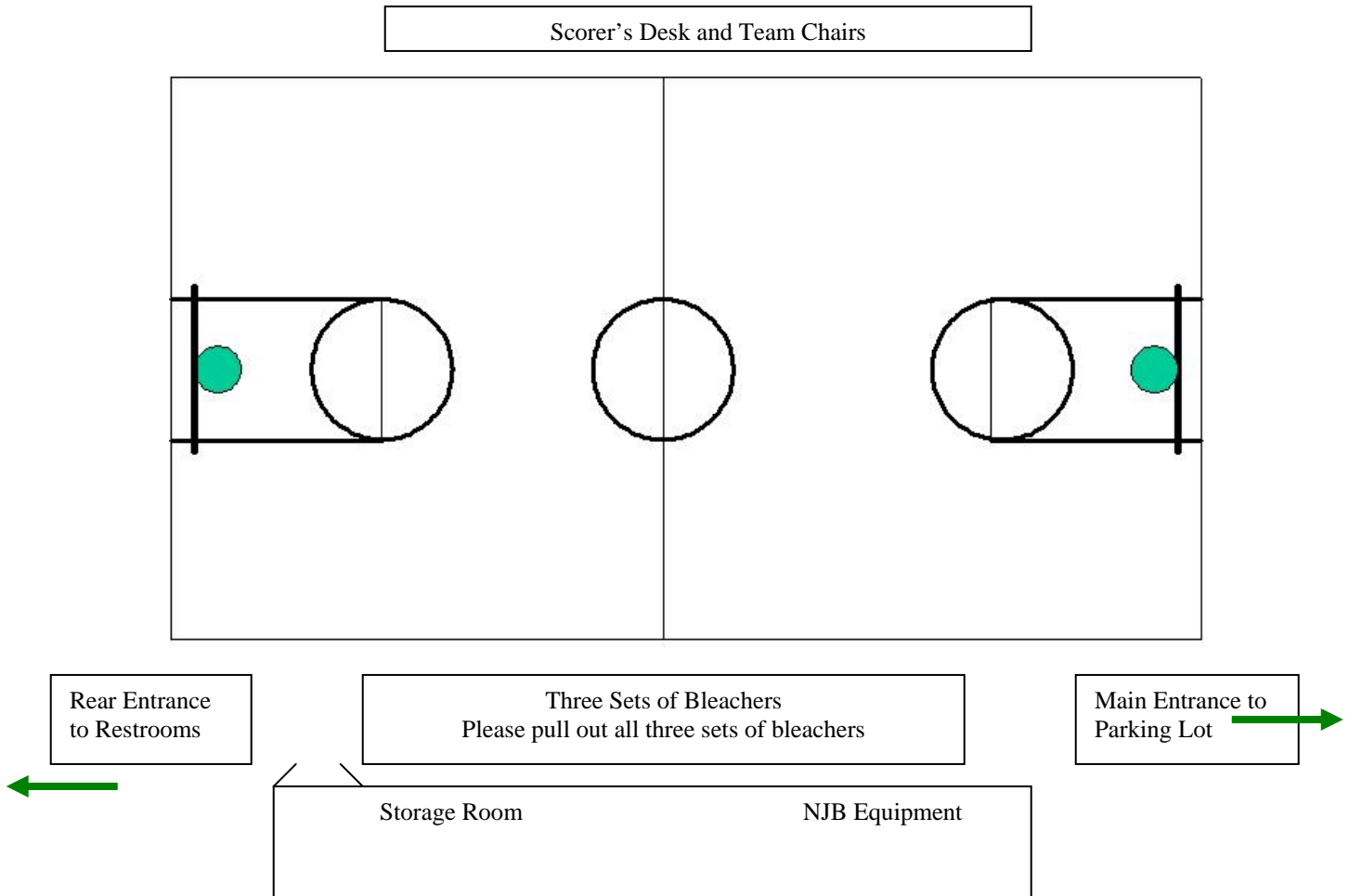
17. Don't forget to put down the blue tape on the floor for the D2 and D3 free throws.



18. 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.

19. After you have set up the gym, you can mostly shut the door to the storage room to keep spectators out. You will want to prop it open using one of the hand weights from the storage room. 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.

Egan Gym Layout



- Restrooms are located in a portable building outside the rear entrance of the gym. These restrooms have a code on them to unlock the door, the code is 3344#.
- 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 just inside the door on the left.
- Remember the storage room door needs to be mostly closed. **DO NOT CLOSE** all the way because the clean-up crew needs to put all of the equipment back in this room. You will want to prop it open using one of the hand weights from the storage 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

Egan Large 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 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 carefully put in carrying case. Be very careful with this controller. It cost \$750 and we need it to work the next week.
4. Put all of the scorebooks, scorer's desk binder, gym monitor binder, pencils and basketballs in the gym bag.
5. If the main doors to the storage shed are locked, it is likely that a Board member has unlocked the side door next to the water fountain.
6. First take all the folding chairs and store them on the rolling cart, then push the cart into the storage room. Then put scorer's desk table next to the wall across from the NJB Storage Shed. The scoreboard controller, game day gym bag, and extension cord in the NJB storage shed in the storage room.
7. Roll-up the carpet for the scorer's desk and put in the NJB storage shed. Shut the storage shed
8. Clean up any trash or bottles in the bleachers, then push in the bleachers using the pully handle from the storage room.
9. If any of the baskets were raised, please lower them. If you don't have the key, a Board member will come by to lower the baskets later.
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.
15. Make sure the Gym Monitor Binder also gets put into the gym bag.

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

Egan Large 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 lock after all the equipment has been put away;
- Notifying Martin Silver (Cell: 415-706-6580) or Scott Pinker (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

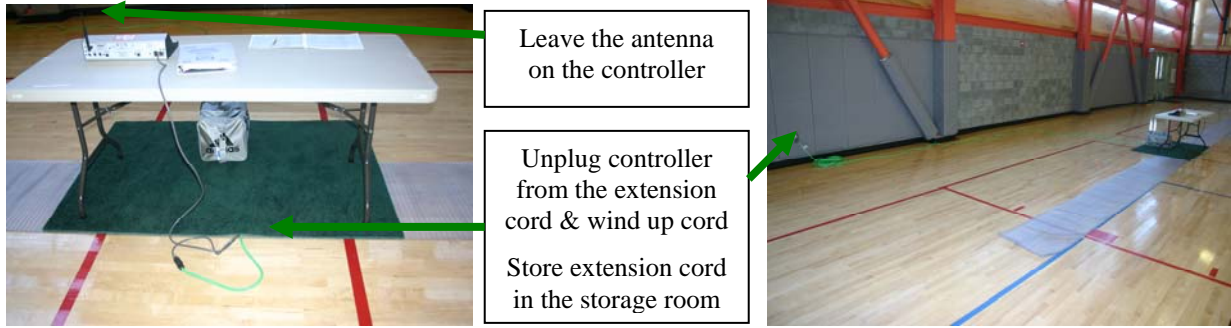
1. The last Foothill team playing in Egan is supposed to help the gym monitor with clean-up. Be sure to notify the parents in advance that the entire team including the players is responsible for clean-up.
2. First you will need to prop open the storage room door. This room is normally propped open with a hand weight. The storage room is located on the left just past the bleachers as shown 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. If the main door is locked, it is likely that the side door next to the water fountain was left unlocked by the Board member.

Egan 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 are the HOME and VISITOR 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 go in a pocket pencil case), 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. You should leave the antenna on the controller but **BE CAREFUL TO PUT IT IN THE CASE PROPERLY**. It goes in where the case shuts easily. If the case does not shut easily, you need to reposition the controller. **DO NOT FORCE THE CASE SHUT!**

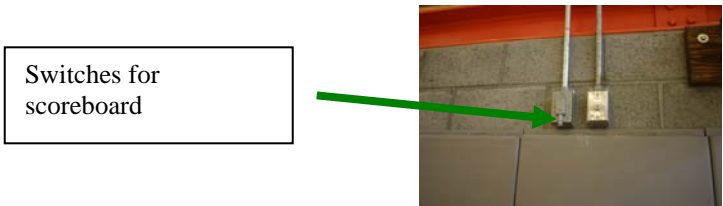
Unplugging in the Scoreboard Wireless Controller



Leave the antenna on the controller

Unplug controller from the extension cord & wind up cord
Store extension cord in the storage room

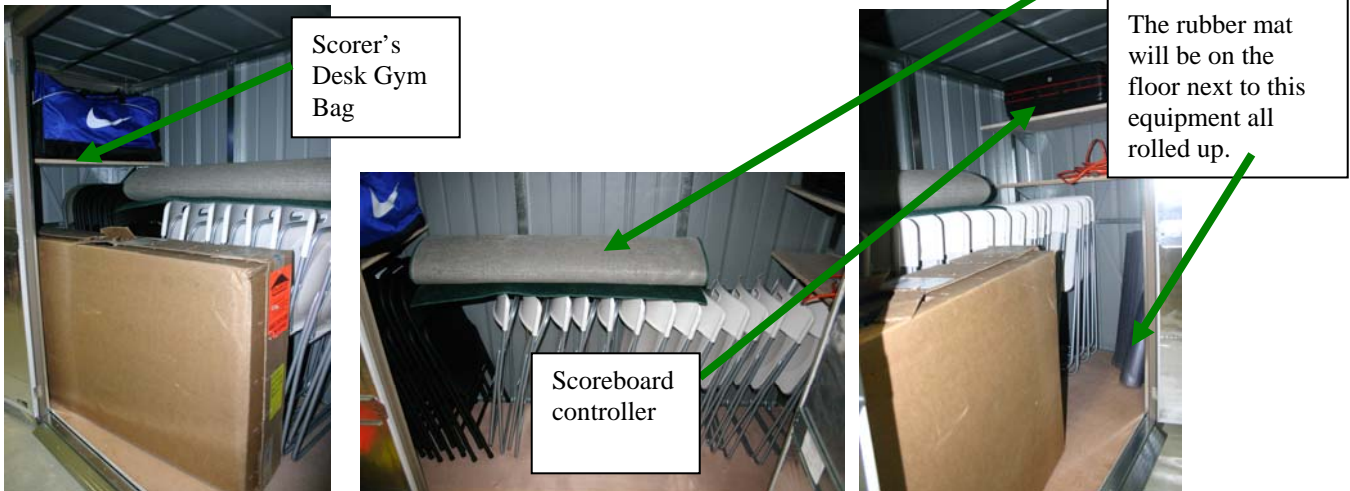
5. You will need to turn off the scoreboards using the switches on the wall near the winches that raise up the main baskets



Switches for scoreboard

6. The equipment gets stored in the back of the storage room on the left as shown in the picture below. Put all of the equipment away. The white folding chairs are gone. All the folding chairs go on the rolling cart and it gets stored in the storage room but not in the storage shed. The scorer's desk/table gets put outside the storage shed next to the wall. The rolled up carpet, rolled up rubber floor mat and the NJB gym bag, scoreboard controller case, and extension cord all get put in the storage shed.

NJB Equipment in Egan Storage Room Inside the NJB Shed



Scorer's Desk Gym Bag

Scoreboard controller

Scorer's desk carpet for under Scorer's Desk.
The rubber mat will be on the floor next to this equipment all rolled up.

7. 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 scorer's desk and place it in the front entry way. All "Lost and Found" items need to be left in the gym unless it is something valuable like a camera. Valuable items should be reported to a Board member.

- You will also need to pull out the lower center rail and store it on the top bleacher row. The two round knobbed locking levers need to be pulled out before the bleachers can be pushed back. You can use the bleacher pulley handle from the storage room or two adults can push the bleachers back.

Bleachers Before Being Pushed Back



Center Rail

Two round knobbed locking levers

Pull out to move bleachers

Retracted Bleachers After Being Pushed Back



Two round knob locking levers

Bleacher pulley handle from storage room

- Lower the two side baskets that are located over the bleachers. You will need the key to lower these baskets.



This is how the chairs are to be stacked. Folding chairs and rolling rack stored in



Do not stack the chairs like this mess. It is not safe to move the rolling cart with the chairs stacked so they are not stable. Please take your time and do a nice job.



Key switch 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



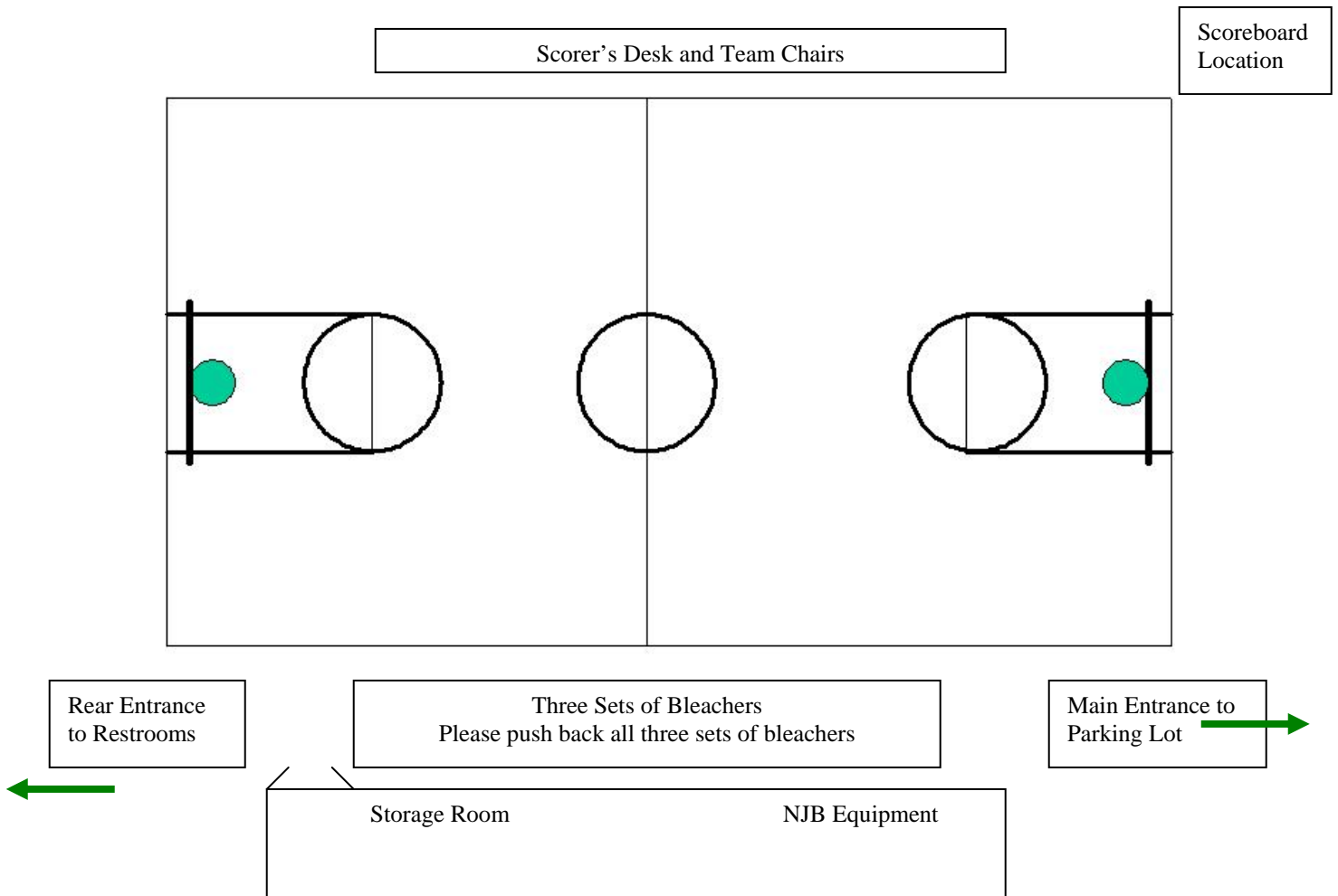
10. After you are certain all the equipment has been put away, shut the storage room door. Turn out the lights and make sure the outside doors are shut tightly. Be sure to lock the restroom doors and the gym doors.

11. Don't forget to pull up the blue tape on the floor if it was put down for any of the games.



Blue tape on floor needs to be pulled up and tossed in trash

Egan Gym Layout



- Restrooms are located in a portable building outside the rear entrance of the gym. These restrooms will be locked when the gym is locked.
- Lower baskets located on the bleacher side of the gym. The side baskets should already be down.
- 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.
- Please turn off the lights in the storage room before you shut the door. Light switch is located just inside the door on the left. **DO NOT CLOSE** it until you are certain you have all of the equipment out of the room.
- Remember to turn off the lights in the gym and be sure outside doors are shut tightly.