

# ***Foothill-SLAM NJB***

***Sunnyvale - Los Altos - Los Altos Hills - Mountain View***

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## **Egan Small Gym Set-up Instructions**

### **Check List**

1. The first scheduled Gym Monitor will be pick up the money from Chapter Treasurer at 9:00am over at the Egan Middle School large gym.
2. The Egan Small Gym is available at 9:00 am for set-up by the first crew of scorekeepers. The code is 5802#. Each renter has a unique code assigned to their organization and that code only works when facility is rented to that organization. The first game is at 9:30am.
3. Turn on the lights using the panel just inside the court area just to the right of the front entrance as you enter the court area.
4. The equipment is in the Egan Large Gym Storage Room. One of the Board members will be there to unlock storage room and unlock the NJB storage shed.
5. Unload all equipment from the storage shed (carpet, game day gym bag, and scoreboard). If you cannot find a folding table on the stage or under the stage in the Egan Small Gym, you will need to borrow a table (white plastic table) from the Egan Large Gym storage room. Take all of these things to the Egan Small Gym.
6. Lay out the extension cord (found in the game day gym bag), then put the green carpet over the extension cord, and set up the table on the green carpet for the scorer's desk.
7. Set up the scorer's table with scorebook, pencils, scoreboard controller, and scorer's desk gym binder. Scorer's table should be as far back as comfortable for the score keepers making room in front of the scorer's desk for players to check in.
8. Plug in the scoreboard and put the excess cord under the carpet. You should be able to find the piano bench in the entry way opposite the main entrance to set the scoreboard on right in front of the table. This piano bench keeps the scoreboard off the floor but low enough for the scorekeepers to see over it. Be sure it is up against the table to keep it from falling over.
9. Take out the controller from the back compartment and turn it on. The display will say Code, you then hit the CODE key followed by the numbers 2213 (model number of controller) and finally hit the ENTER key. The controller should be operational at this point. Enter the number of minutes to the start of the first game and turn on the clock, so the teams know when the game is expected to start.
10. The bleachers need to be set up. There should be three bleachers on the player's side. One should be pushed off to the side in the corner while still up on its rollers. The other two bleachers need to be lowered down and pushed up against the wall.

11. If for some reason, there are four bleachers on the floor area, one set needs to be put up on the stage. It takes about four adults to lift it up on the stage for the spectators to sit on during games.
12. There are folding chairs on the stage side of the gym and five chairs need to be brought over to the players' side. Two chairs for the scorekeepers, one for the gym monitor, and two for referees.
13. Check the game schedule in the binder to determine if there are any D2 or D3 games in this gym on this day. This gym usually has D3 and D2 games. 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. Put up the signs on the scorer's desk and on the doors.
15. There is a curtain on the entry way opposite the main entry that needs to be pulled shut to keep the sun off the players and floor area.
16. Raise the two side baskets that are located on the spectator side of the court.
17. 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.
18. Welcome the referees and let them know the level of the first game (should be only Division 2 and Division 3 in this gym), so they can prepare themselves for the rules. The game schedule is in the game day binder and in the gym monitor binder.
19. Make sure you have a smooth transition to the next assigned scorekeepers.
20. *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. 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. You will want to get the equipment from the Egan Large Gym first from 8:45am to 9:00am. This gym is available at 9:00am and normally the first game is at 9:30am.
2. You must enter the gym from the side facing the Egan school parking lot. There will be a combination lock on the door. The code is 5802#. This combination is unique to Foothill-SLAM NJB and only works at the times we have rented the gym. Please do not try to use it at any other time. The school knows when the combination is entered at the wrong time and it will NOT open the door if we have not rented the gym.



Combination lock on front door

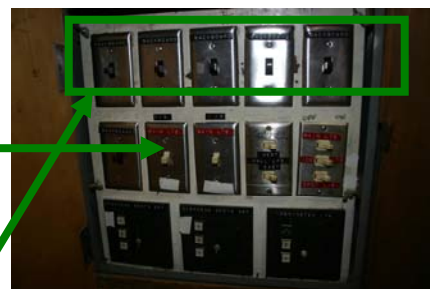
3. After you enter the gym, you will need to prop open the door with a trash can from the lobby or the door stop that should be on the floor. The door will relock if you let it close. As you enter the gym, the restrooms are on the right and the court is on the left. As you enter the basketball court area, the light switch panel will be on right just as you enter the court area. Turn on the lights which are located on the panel under the wooden door as shown below:



Panel on the wall near the water fountain

Turn on these two light switches

Use these switches to raise the baskets on the spectator side of the court. It is switch 3 and 5.



- The equipment is in the Egan New Gym. You will need to remove the equipment from the storage room. You will need the small scoreboard (has a Egan Small Gym tag on its handle), green carpet to put under the scorer's desk table, game day gym bag (also has a tag on it), and possibly a table (the table will be in the room not in the NJB Storage locker). 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 setting up the gym, because it will lock and you will need the key to open it.

### Egan Storage Room Door

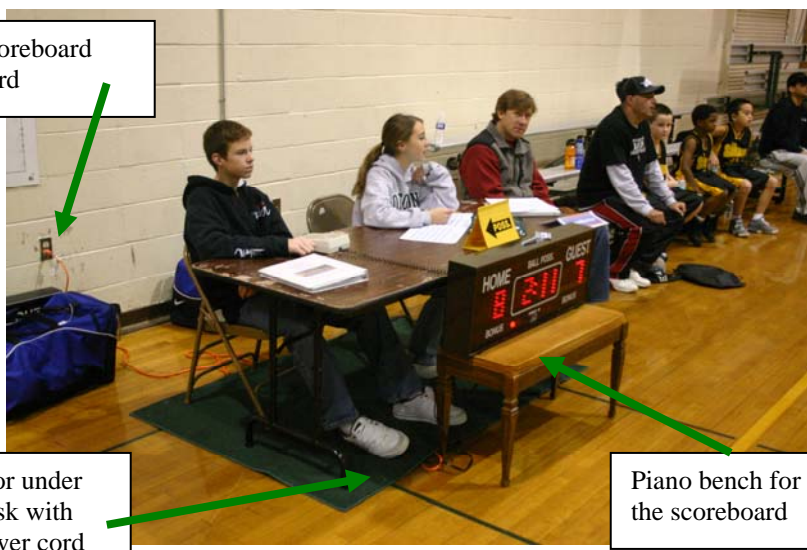


NJB storage shed is the second one in this room



- Take the equipment you need over to the Egan Small gym. The scorer's desk is set up on the opposite side from the stage.
- If there are three sets of bleachers on player's side of the gym (opposite the stage), push one set into the corner and leave it on its wheels. The other two bleachers need to be dropped down into position and push all the way back against the wall. The players will sit on these bleachers.
- There will be an extension cord in the box with the scoreboard or in the game day gym bag. Take this extension cord and plug it into the outlet near the center of the wall opposite the stage. Run the cord out toward the court and then put the green carpet on top of it.

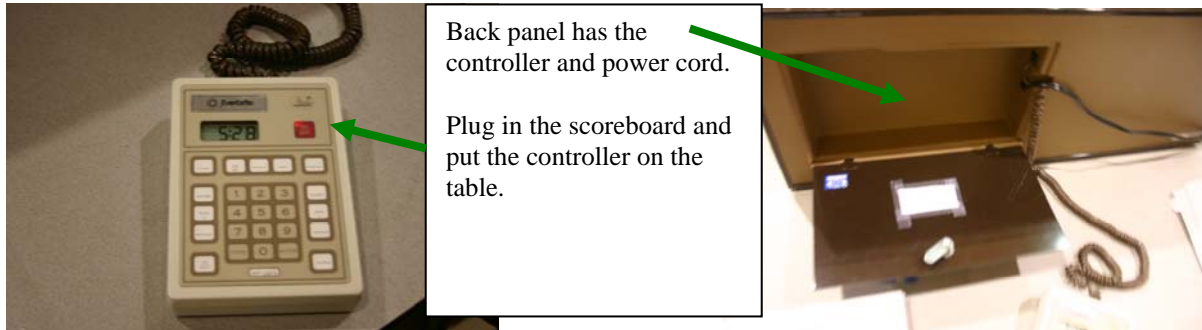
Outlet for scoreboard extension cord



Green carpet for under the scorer's desk with scoreboard power cord and extension cord

Piano bench for holding the scoreboard

8. Set up the table and put it on the carpet. If you can find it, go grab the piano bench in the lobby opposite the main entrance or on the stage. Set this piano bench in front of the scorer's desk.
9. It is time to set up the scoreboard and turn it on.

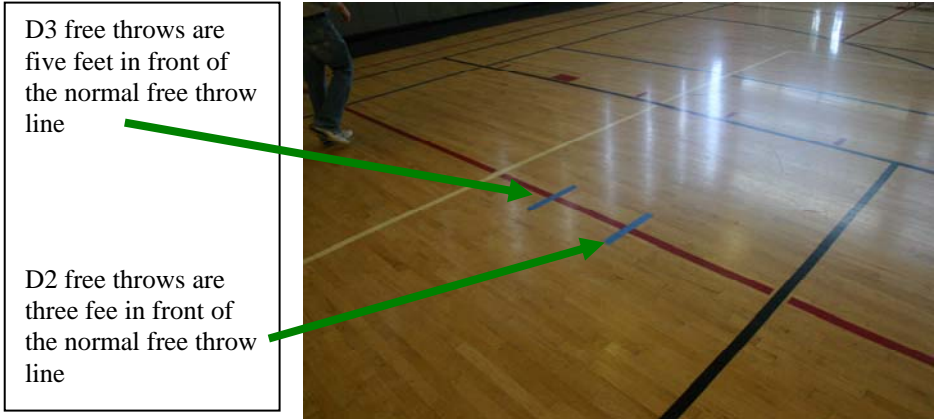


10. You should determine how many minutes until the start of the first game and enter that number into the scoreboard clock and start the timer. This information on the scoreboard will help keep everyone on schedule. The instructions for enter the code and starting the scoreboard are shown below:

#### **Instructions for entering code for the 2213 Portable Scoreboard**

1. Plug in scoreboard
  2. Turn it on using the button on the controller
  3. Controller displays "CODE"
  4. Hit the "Code" button on the controller
  5. Type "2213"
  6. Hit the "Enter" button on the controller
11. 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 behind the scorer's desk on the floor.
  12. You will need to get five folding chairs. Normally these chairs are in the front lobby or on the stage. If you cannot find five chairs, you will have to go back to the Egan New Gym storage room and get the chairs. Two chairs are at the scorer's desk for the scorekeepers, one chair is at the side of the scorer's desk for the gym monitor, and two are to the side behind the scorer's desk for the referees.
  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. This gym has primarily Division 3 games, so you may only need the D3 free throw line.



- 14. In a gym where the scoreboard is on the floor in front of the scorer's desk the Home team sits on the right (looking at the basketball court). If there are signs in the game day gym binder, please tape them on the front of the scorer's desk for the teams to know where to sit when they arrive.
- 15. Finally, you need to prepare the spectators' section, which is on the stage. Open the stage curtains and make sure the one set of bleachers is positioned in the middle of the stage. If you have enough adults and want to provide more seating, you can move the extra set of bleachers up on the stage. Four adults can lift these bleachers up on the stage.



- 16. Raise the two side baskets that are located on the stage side of the gym.. The switches for raising the baskets are located in the light switch panel just to the right of the stage when looking at the stage. It is switch 3 and 5 to raise those baskets.



Panel on the wall near the water fountain

Use switch 3 and 5 to raise the side baskets

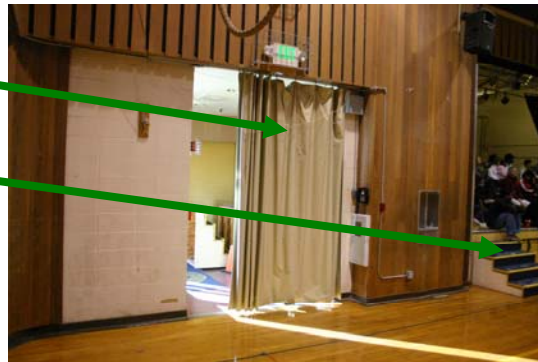


17. Close the curtain to the rear lobby or entrance to the gym to keep the sunlight from blinding the players and coaches.

**Close Rear Entrance Curtain**

Close curtain

Wooden steps to stage for spectators



18. Please use the gym dust mop to sweep the floor to get it clean. Normally, this gym's floor is very dusty and it needs to be cleaned prior to the games.

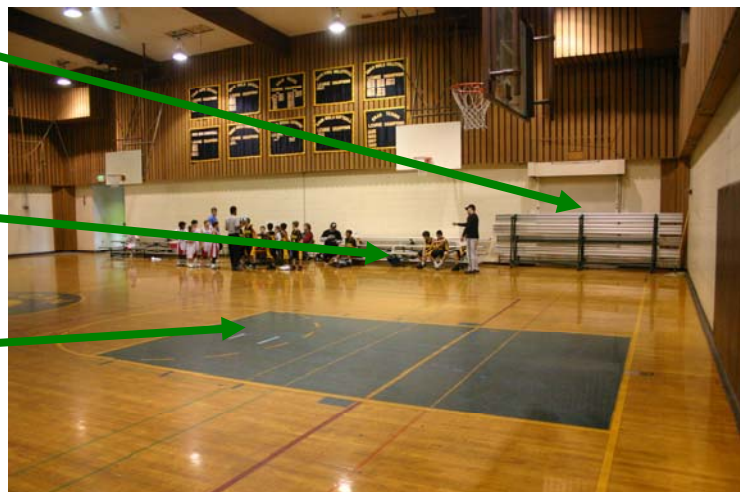
19. After you have set up the gym, you can shut the door to the storage room in the Egan New Gym to keep spectators out.

20. 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. Here is a picture of what the players side of the gym should look like for games.

One bleacher on its rollers in the corner

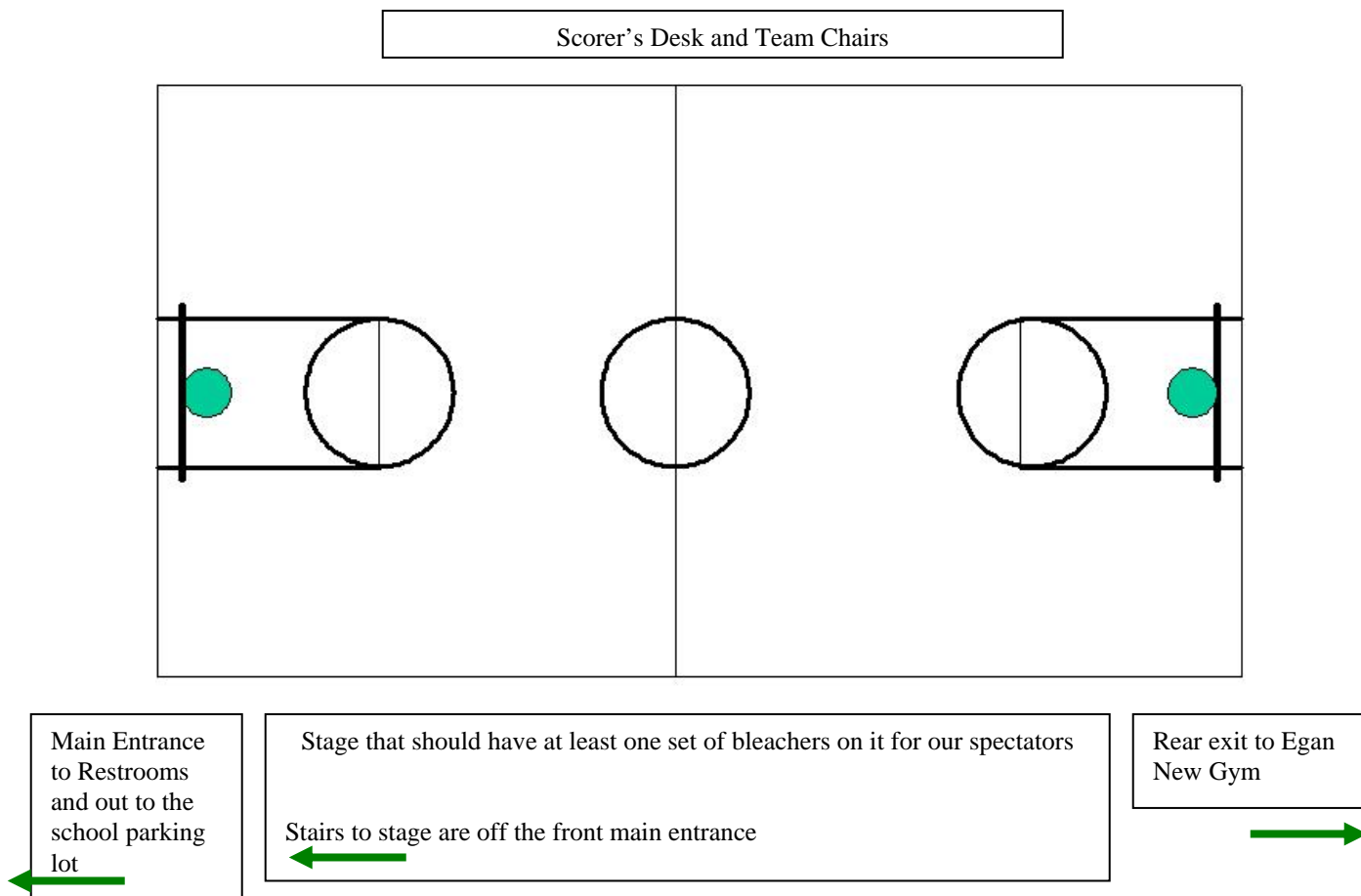
One set of bleachers for each team

Tape on the floor for free throws



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

## Egan Small Gym Layout



- Restrooms are located in the front lobby, as well as in a portable building outside the rear entrance of the gym. The restrooms in the portable building behind the gym have a code of 3344# to unlock the door. The restrooms in the small gym are open when the small gym is open.
- Raise baskets located on the stage side of the gym. Leave the other side baskets down.
- Please turn on the stage lights (switch is just inside the stairs up to the stage) before the first game and turn it off after the last game.
- Remember the Egan New Gym storage room door needs to be closed to keep spectators out. The Board member will unlock the side door to the storage room near the water fountain, so the equipment can be returned after the last game.
- There are normally three large trash cans in the lobby of this gym. Please make one has been moved to a position behind the scorer's desk to make it convenient for the teams to throw away their water bottles.



# ***Foothill-SLAM NJB***

***Sunnyvale - Los Altos - Los Altos Hills - Mountain View***

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## **Egan Small 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. Be very careful with this scoreboard. It cost over \$1,000 and we need it for future games. Please put the extension cord in the game day gym bag.
4. Put all of the scorebooks, scorer's desk binder, gym monitor binders, pencils and basketballs in the game day gym bag. Please keep this neat. You can toss all of the rosters given to you by the coaches.
5. First take the folding chairs and put them back where you got them. Normally, you will put the scorer's desk/table back on the stage in the back with the other tables. Then take the scoreboard, gym bag, and carpet back to the Egan New Gym. If you had to borrow a table from the Egan New Gym, please take the table back. The storage room door should be propped open with a hand weight. All of the items other than the table get put into the NJB storage locker. It is the second storage shed NOT the first one. If you borrowed a table from the New Gym just gets put it up against wall across from the NJB storage shed.
6. Lower the side baskets on the side of the stage.
7. Clean up any trash or bottles in the bleachers and on the stage.
8. Put the piano bench (if used) back on top of the piano in the rear entrance opposite the main entrance.
9. Pull up any blue tape on gym floor for the free throw distances for Division 2 and Division 3.
10. Move the trash can from the players side of the gym to the lobby.
11. Turn off the lights and lock the doors.
12. 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 Gym Clean-up Instructions

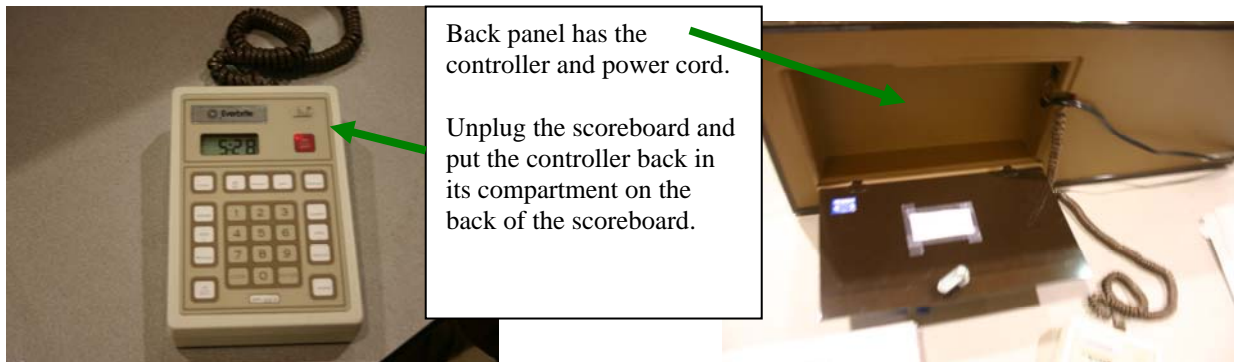
## Job Responsibilities

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 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 School districk.

## Step by Step Instructions

1. The last Foothill team playing in Egan is supposed to help the scorekeepers with clean-up. Be sure to notify the parents in advance that the entire team including players are responsible for clean-up. Have them pick up all the bottles and trash to be put in the trash cans in the front lobby. You should return the trash can from behind the scorer's desk to the front lobby.
2. First you will need to put the scoreboard away. Unplug it and put the controller and power cord into the small compartment on the back of the scoreboard. Put the extension cord in the game day gym bag.



3. Take down all the signs and put them in the inside front pocket of the scorer's desk binder. Put all of the scorer's desk supplies, game day binder, gym monitor binder, basketballs, possession arrow, etc. back into the game day gym bag.
4. Take all of the folding chairs and put them back where you got them. If you used the piano bench, please take it back to the piano and put it on top upside down. You should put the bleachers back up on their wheels.



All bleachers need to be set back up on their rollers, so the gym is available for the school's use on Monday as shown in this picture.

Pull up the blue tape on the floor

5. Pull up any blue tape left on the gym floor and dispose in the trash.
6. Turn off the stage lights and close the curtain. If you propped open the rear exit door, please make sure it is closed and locked.

Curtains need to be pulled closed; bleachers should be put up on their rollers and pushed back to the rear of the stage.



7. If the gym is clean, you can take the scoreboard, game day gym bag, and carpet out the front door, then go back to turn off all the lights using the panel shown above. Be sure all of the lights are off (including the restroom lights) and that you lowered the baskets. After the lights are off, you can exit the gym and make sure all doors are locked behind you. It is important that no one can get into this gym after we have rented it.



Panel on the wall near the water fountain

Turn off these light switches

Use these switches to lower the baskets on the spectator side of the court



8. You need to take the scoreboard, game day gym bag, and carpet back to the Egan New Gym. The double doors to the storage room should be propped open with a hand weight.

#### **Egan Storage Room Door**

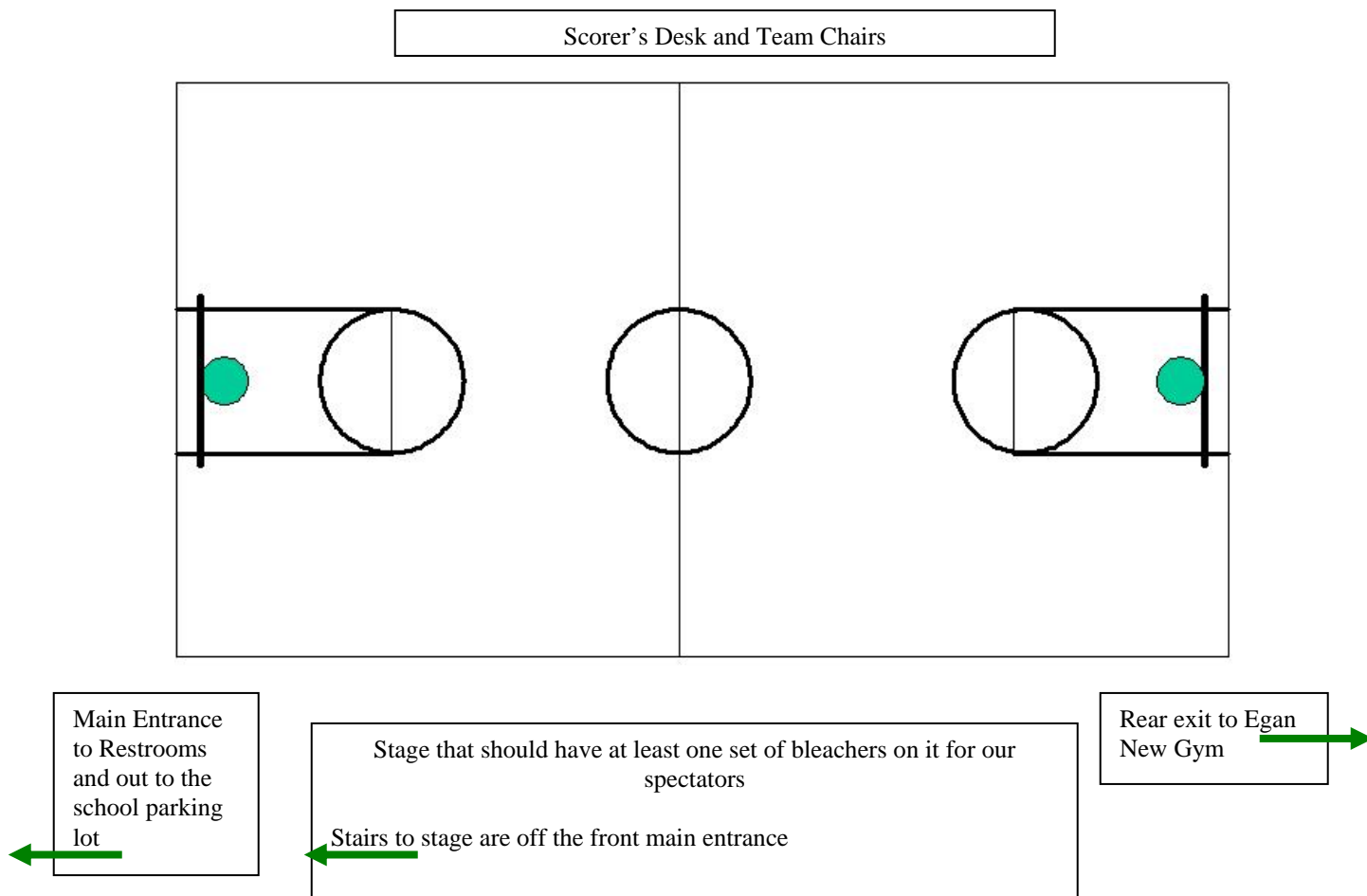


Side door to storage room is across from the outside doors

9. All “Lost and Found” items need to be left in the gym unless it is something valuable like a camera. Valuable items should be put in the NJB storage shed and call Martin Silver to let him know that a valuable item was left in the gym.

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

## Egan Small Gym Layout



- Restrooms are located in the front lobby, as well as in a portable building outside the rear entrance of the gym. The restrooms in the portable building have a code that unlocks the door. The code is 3344#.
- Lower baskets located on the stage side of the gym. Leave the other side baskets down.
- Please turn off the stage lights (switch is just inside the stairs up to the stage) before the first game and turn it off after the last game.
- Remember the Egan New Gym storage room door needs to be closed to keep spectators out. The door is held open slightly by a hand weight.
- There are normally three large trash cans in the lobby of this gym. Please make sure all has been moved back to the lobby during clean-up.