

# ***Foothill-SLAM NJB***

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

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## **Foothill Junior College Small Gym Set-up Instructions**

### **Check List**

1. Foothill JC's Small Gym is normally only used for our in-house tournament or for Super Bowl Sunday. The first scheduled Gym Monitor will be pick up the money and game day gym bag at the Egan Middle School Small Gym. The pick-up time will be 45 minutes before the first game start time.
2. The Foothill Junior College Small Gym will be set up by the facility staff at Foothill JC. This document will be provided to Foothill JC the week before the games, so it can be used by the facility staff in setting up the gym properly.
3. Be sure to get a parking permit. You must get a parking permit everyday of the week at Foothill JC.
4. The Small Gym is to be set up for one court. The pictures in the detailed instructions and the gym lay-out drawing show how the gym is to be set up.
5. The Foothill-SLAM equipment manager may need to get an extra gym bag back from one of the schools not being used for games. The Chapter only has one extra game day gym bag.
6. Be sure to take an extra extension cord in case the facility crew forgets to supply an extension cord to power the scoreboard.
7. Set up the scorer's table with scorebook, pencils, portable scoreboard, 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 wrap the excess cord around the leg of the table to keep it from getting accidently unplugged by a player kicking the cord.
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. There are no bleachers in this gym. The facilities team should have put out chairs for the spectators and teams.
11. We need five folding chairs for the scorer's desk and for the referees. Two chairs for the scorekeepers, one for the gym monitor, and two for referees.
12. 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.

13. Since we are using a portable scoreboard, do not put up the signs on the scorer's desk. These signs are for gyms where the scoreboard is mounted on the wall.
14. 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.
15. Make sure you have a smooth transition to the next assigned gym monitor.
- 16. 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.

# Foothill Junior College Small Gym Set-up Instructions

## Job Responsibilities

The gym set-up includes:

- Getting the gym ready for the games; most of the set is done by the Foothill JC facility staff
- 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 Egan Large gym least 45 minutes prior to the first game start time to give yourself enough time to get the gym ready. You will be picking up the extra game day gym bag, possibly one portable scoreboards, and the cash. The gym should be set up when you arrive by the Foothill Junior College facility staff.
2. Be sure to check the Foothill Junior College web site for the campus map to locate the gyms. The gyms are next to the pool. The large gym is building 2500 on the campus map attached to these instructions. You can drive to the top of the hill, there is parking lot 2-A near the gyms such that you don't have to walk up the hill.
3. After you enter the gym, you should find it set up properly by the Foothill Junior College facility staff. The set-up should be one scorer's desk on the opposite wall from the entry door. Scorer's desk should have three chairs. In addition there should be two chairs for the referees. On each side of the scorer's desk there should be a bench for the players to sit on while the game is going on. This is a total of five chairs, one table and two benches. Each bench can be replaced with eight chairs. The scorer's desk should have a portable scoreboard.



At least eight chairs for each team or a bench

Two chairs for the referees

One table for the scorer's desk and three chairs

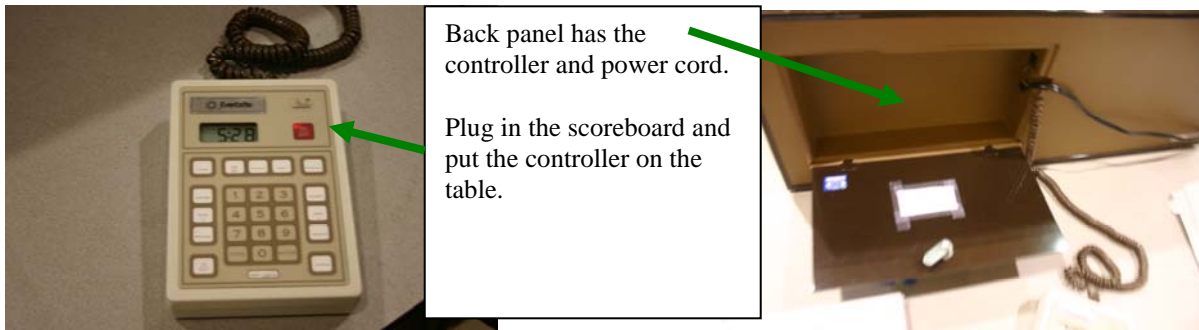
All of this is set up on the south side of the gym

## Spectator Side of the Court



Plenty of chairs for up to forty parents

4. It is time to set up the scoreboard and turn it on.



Back panel has the controller and power cord.

Plug in the scoreboard and put the controller on the table.

5. 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:

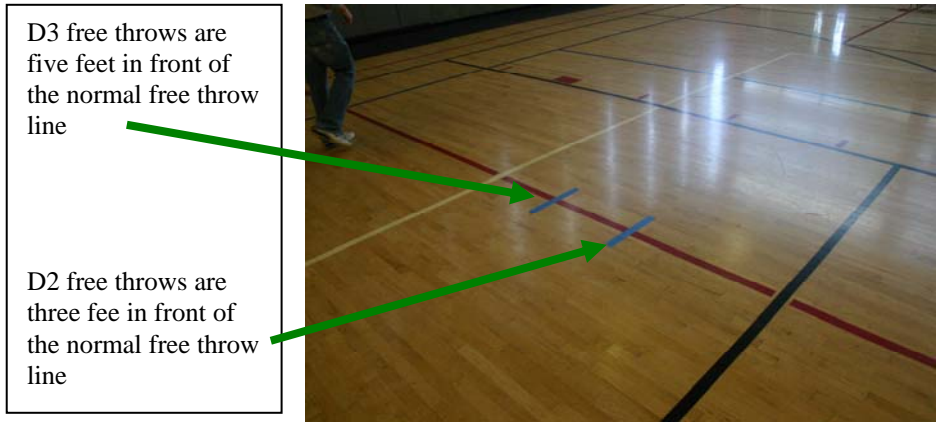
### **Instructions for entering code for the 2213 Portable Scoreboard**

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
- 
6. Don't forget to 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.

### Closer Look At the Set-up of the Scorer's Desk



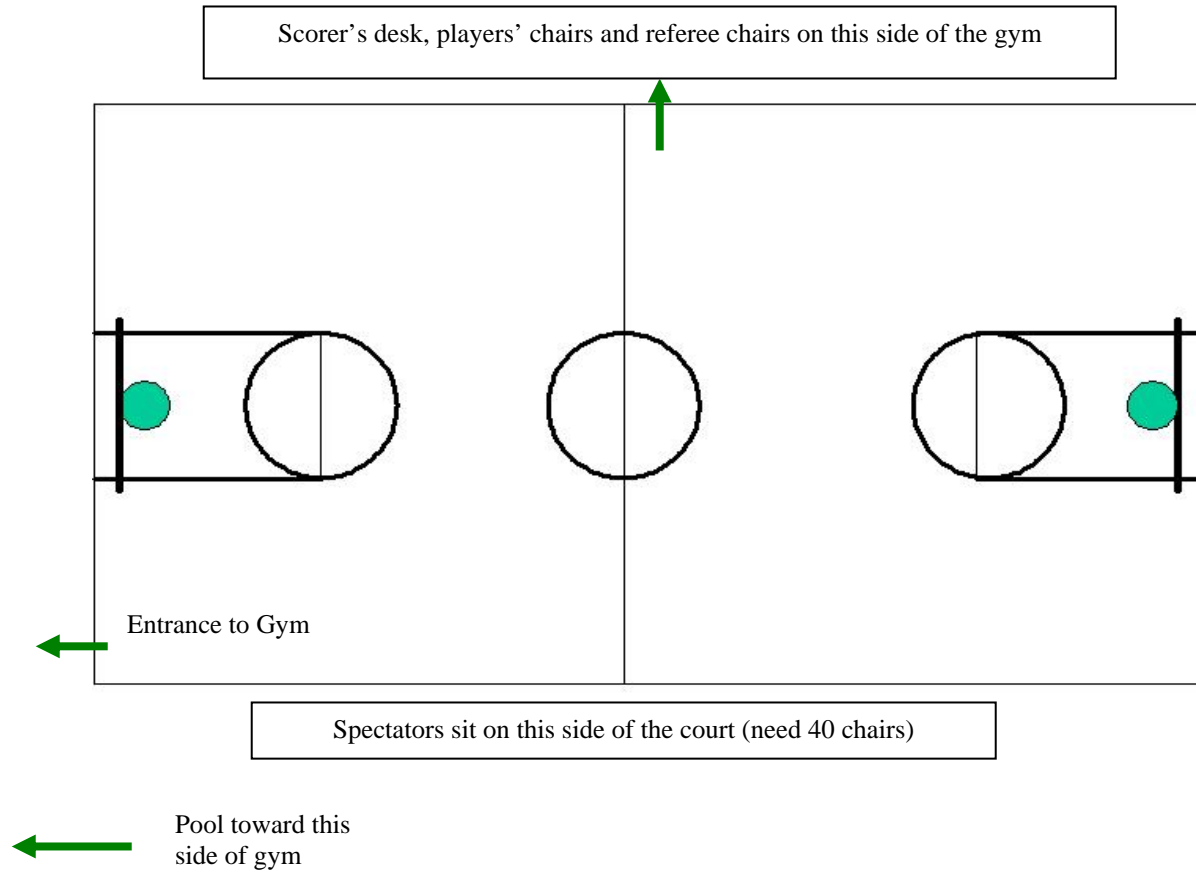
7. Check the game schedule in the binder to determine if there are any D2 or D3 games in this gym on this day. If so, please use the blue painter's tape and the tape measure in the pencil bag to mark the gym floor for free throws. Measure three (3) feet from the free throw line toward the basket and 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.



8. In a gym where the scoreboard is on the the scorer's desk the Home team sits on the right (looking at the basketball court). The signs in the game day gym binder are for gyms where the scoreboard is mounted on the wall. You should NOT use these signs in Foothill Junior College, since we don't get to use the scoreboard on the wall.
9. If you can find the gym dust mop to sweep the floor, please use it to get the floor clean for the games. This gym's floor can be dusty and it needs to be cleaned prior to the games.

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

## Foothill Junior College Small Gym Layout



- Restrooms are located in the locker rooms that are between the gyms & pool and the parking lot.



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## **Foothill Junior College 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. They don't have to put the equipment away because the Foothill Junior College facility staff will be putting the chairs, tables, benches, and bleachers away.
2. There should be no signs to take down.
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. Please check to make sure it is a Foothill-SLAM NJB scoreboard. It should have a label on it if it belongs to us.
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. Fold up all the chairs on the players' side of the gym and leave them next to the scorer's desk table. Fold up all of the chairs on the spectator's side of the gym and leave next to the entrance door just inside the gym.
6. Clean up any trash or bottles in the bleachers and around the player benches.
7. Pull up any blue tape on gym floor for the free throw distances for Division 2 and Division 3.
8. Turn off the lights and pull the doors shut.
9. Make sure the Gym Monitor Binder also gets put into the gym bag.
10. Take the gym bag and portable scoreboard to Martin Silver's home located at 2692 Yorkton Drive in Mountain View.

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.

# Foothill Junior College Small Gym Clean-up Instructions

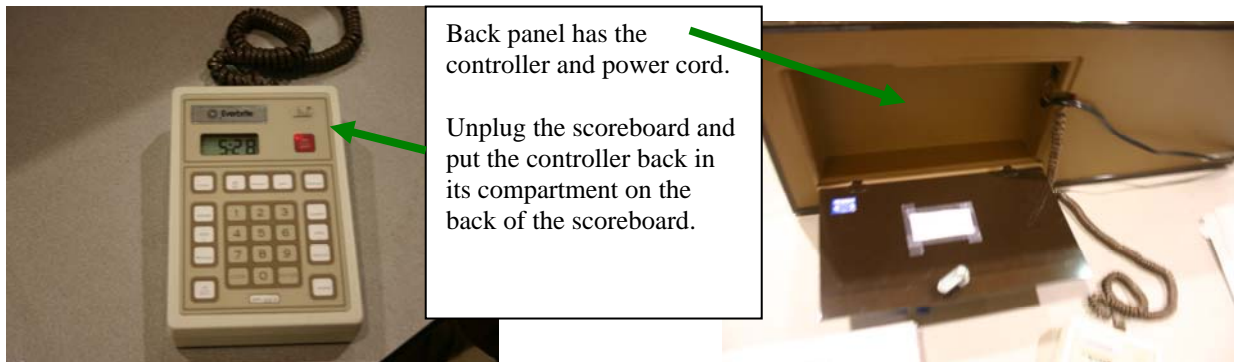
## Job Responsibilities

The Gym Clean-up includes:

- Folding up the chairs;
- Getting the scorer's desk materials back in the game day gym bag;
- Tidying up and cleaning the gym so it is ready for the next user;
- Taking the game day gym bag and scoreboard to Martin Silver's home;
- 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 Foothill Junior College.

## Step by Step Instructions

1. The last Foothill team playing in Foothill Junior College is supposed to help the gym monitor 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.
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.

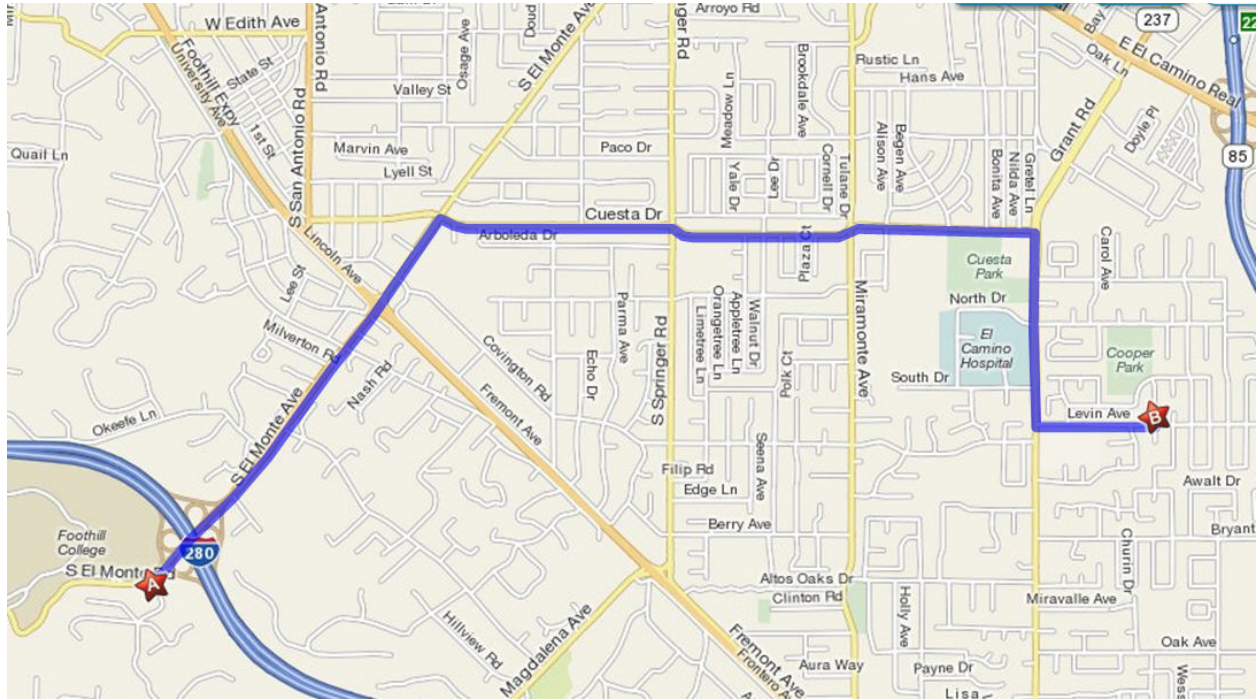


3. Put all of the scorer's desk supplies, game day binder, gym monitor binder, basketballs, possession arrow, etc. back into the game day gym bag.
4. Take all of the folding chairs and put them next to the scorer's desk.
5. Pull up any blue tape left on the gym floor and dispose in the trash.
6. After the lights are off, you can exit the gym and make sure all doors are locked behind you.
7. Please take the game day gym bag and the Foothill-SLAM NJB portable scoreboard(s) to Martin Silver's home at 2692 Yorkton Drive in Mountain View. The map is on the next page.

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



## Map From Foothill Junior College to Martin Silver's Home



### Directions from A to B:



1. Start out going **NORTHEAST** on **S EL MONTE RD** toward **STONEBROOK RD/STONEBROOK DR**.



2. Stay **STRAIGHT** to go onto **S EL MONTE AVE**.



3. Turn **RIGHT** onto **CUESTA DR**.



4. Turn **RIGHT** onto **GRANT RD**.



5. Turn **LEFT** onto **LEVIN AVE**.

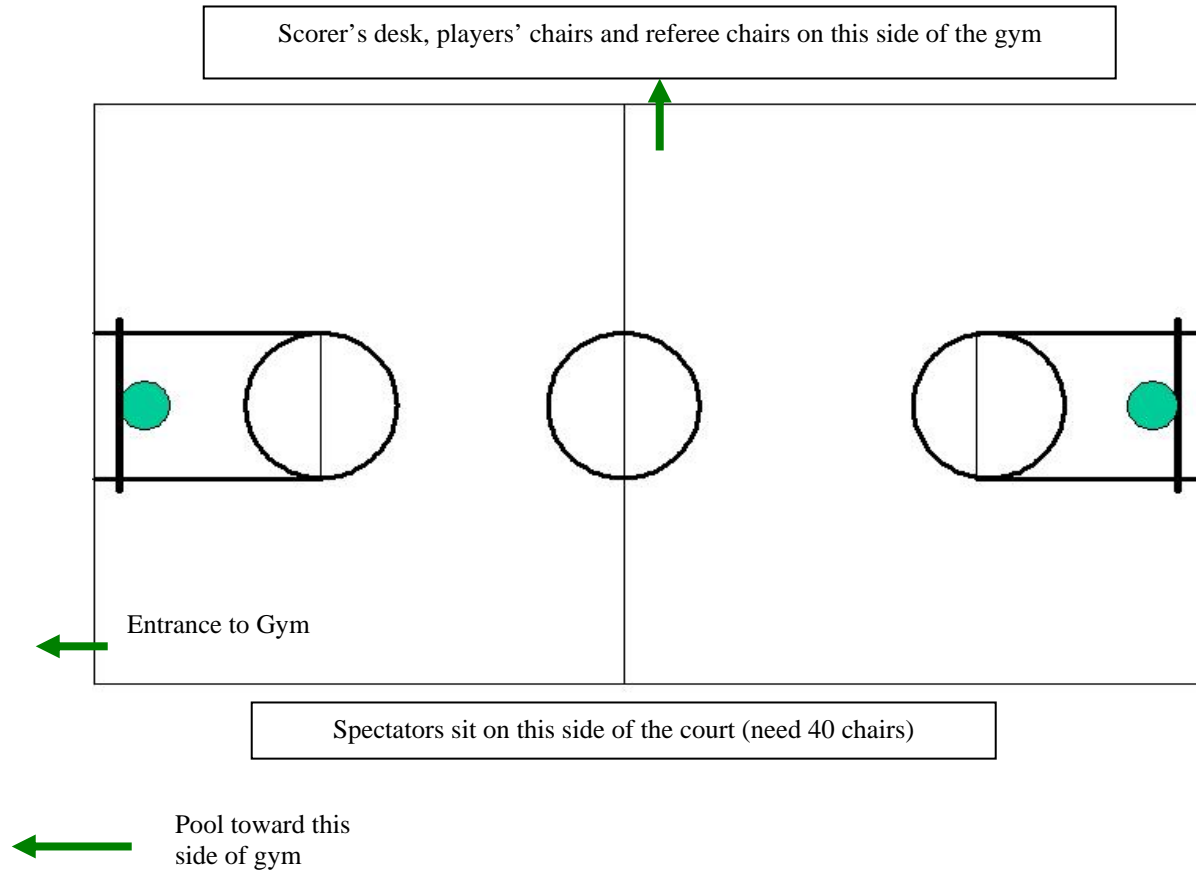


6. Turn **LEFT** onto **YORKTON DR**.



7. **2692 YORKTON DR** is on the **LEFT**.

## Foothill Junior College Small Gym Layout

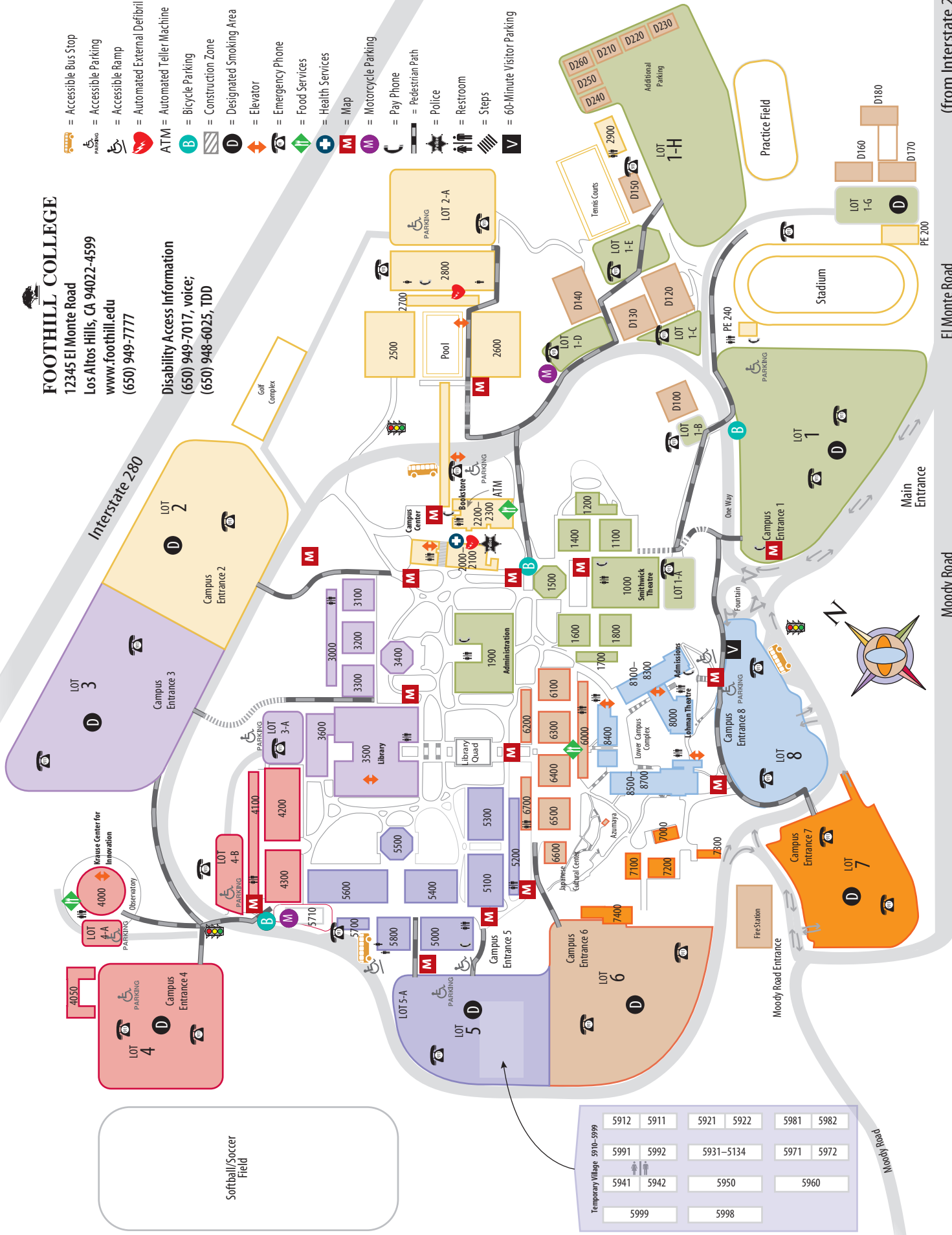


- Restrooms are located in the locker rooms that are between the gyms & pool and the parking lot.

**FOOTHILL COLLEGE**  
 12345 El Monte Road  
 Los Altos Hills, CA 94022-4599  
 www.foothill.edu  
 (650) 949-7777

**Disability Access Information**  
 (650) 949-7017, voice;  
 (650) 948-6025, TDD

- = Accessible Bus Stop
- = Accessible Parking
- = Accessible Ramp
- = Automated External Defibrillator (AED)
- ATM = Automated Teller Machine
- = Bicycle Parking
- = Construction Zone
- = Designated Smoking Area
- = Elevator
- = Emergency Phone
- = Food Services
- = Health Services
- = Map
- = Motorcycle Parking
- = Pay Phone
- = Pedestrian Path
- = Police
- = Restroom
- = Steps
- = 60-Minute Visitor Parking



5912	5911	5921	5922	5981	5982
5991	5992	5931-5134	5971	5972	
5941	5942	5950	5960		
5999	5998				

Moody Road El Monte Road (from Interstate 280)

**Building & Program/Division**

- D100-180** Chancellor's Office (D120) & District Central Services
- 1000** Smithwick Theatre
- 1100-1800** Fine Arts & Communication
- 1500** Appreciation Hall
- 1900** President's Office
- 2000** Student Activities Office & ASFC Smart Shop
- 2100** Intramurals, Middle College, Health Services & Police
- 2200** Food Services
- 2300** Bookstore, Hearthside Lounge
- 2500-2800** Physical Education & Athletics
- 3000-3400** Business & Social Sciences
- 3500-3600** Library, Media Center & Tutorial Center
- 4000** Krause Center for Innovation & Print Shop
- 4100-4300** Computers, Technology & Information Systems
- 5100-5300** Biological & Health Sciences
- 5312** Dental Clinic
- 5400-5700** Physical Sciences, Mathematics & Engineering
- 5800** Adaptive Learning & Disability Services
- 5900** Temporary Village
- 6000-6500** Language Arts
- 6600** Japanese Cultural Center
- 6700** Biological & Health Sciences
- 7000-7300** Environmental Horticulture & Design & Veterinary Technology
- 8000** Lohman Theatre
- 8100** Admissions
- 8200** EOPS, Financial Aid, Testing
- 8300** Counseling, Transfer Center
- 8500-8700** Biological & Health Sciences