

# ***Foothill-SLAM NJB***

***The King's Academy - Los Altos - Los Altos Hills - Mountain View***

---

## **The King's Academy Gym Set-up Instructions**

(Last Updated: January 16, 2010)

### **Check List**

1. Pick up the envelope with the money and game day ledger from the Chapter Treasurer at 8:45am (be on time) over at the Egan Large Gym. It is important that you get there on time to pick up these items.
2. Normally the first game is at 9:30am, so make sure to get to the gym on time at least by 9:00am. You should check the schedule and on the game day ledger to make sure you know the time of the first game and get there around 30 minutes prior to the first game.
3. The person at The King's Academy School will help you pull out the bleachers, give you the game day gym bag with all of our supplies, and provide the table for the scorer's desk. John Carroll is the Facilities Manager for The King's Academy. His cell phone number is 408-210-8384. If you run into problems or are missing the game day gym bag, please call him.
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 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. Most of the games should be All-Net games, so you most likely will not have to deal with the tape on the floor issue.
6. We use the regular scoreboard in this gym, so the Home team sits on the left (looking at the basketball court). We are using The King's Academy's scorer's desk, so please ask the HOME team and VISITOR team to sit on the correct side of 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. Welcome the referees and let them know the level of the first game (Division Level D1, D2 D3, or All-Net), so they can prepare themselves for the rules.
9. 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 and being a gym monitor. Attached you will find detailed gym set-up instructions with pictures if you need further help.

# The King's Academy Gym Set-up Instructions

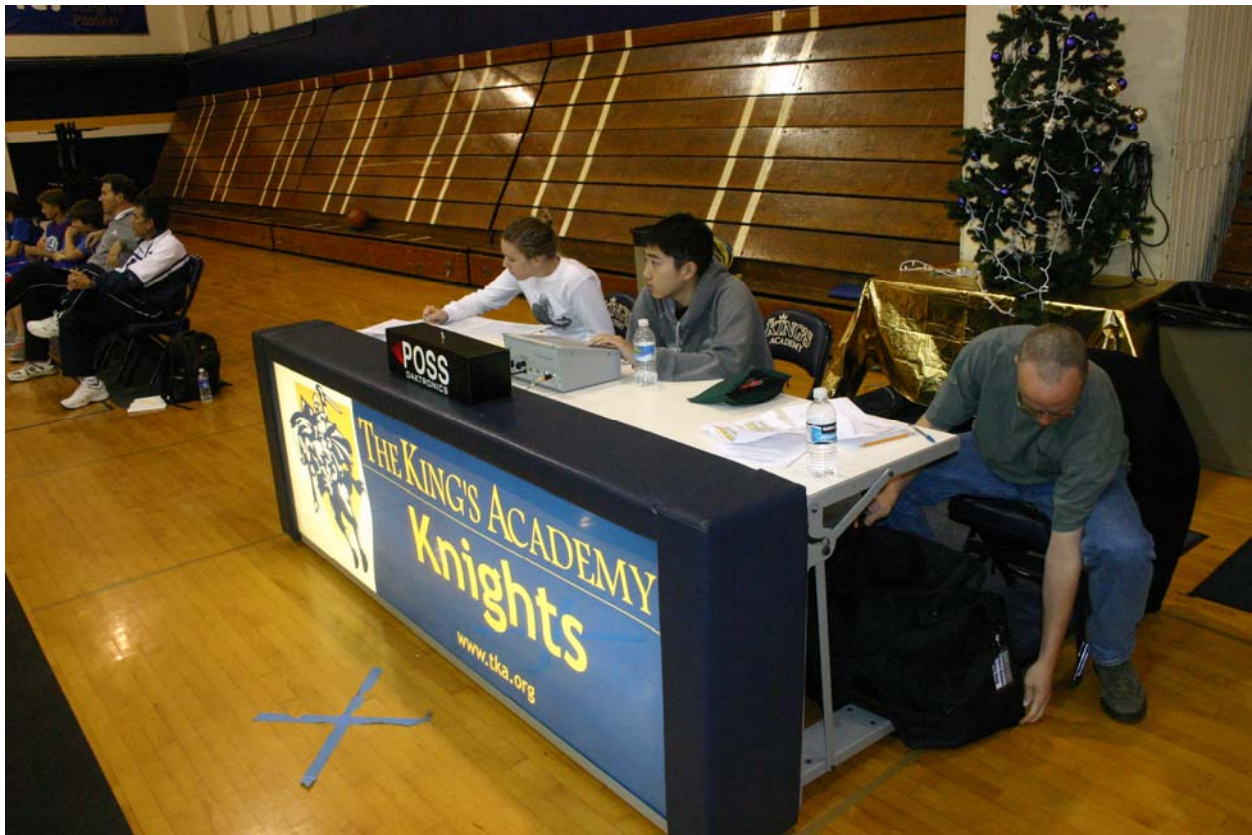
## Job Responsibilities

The gym set-up includes:

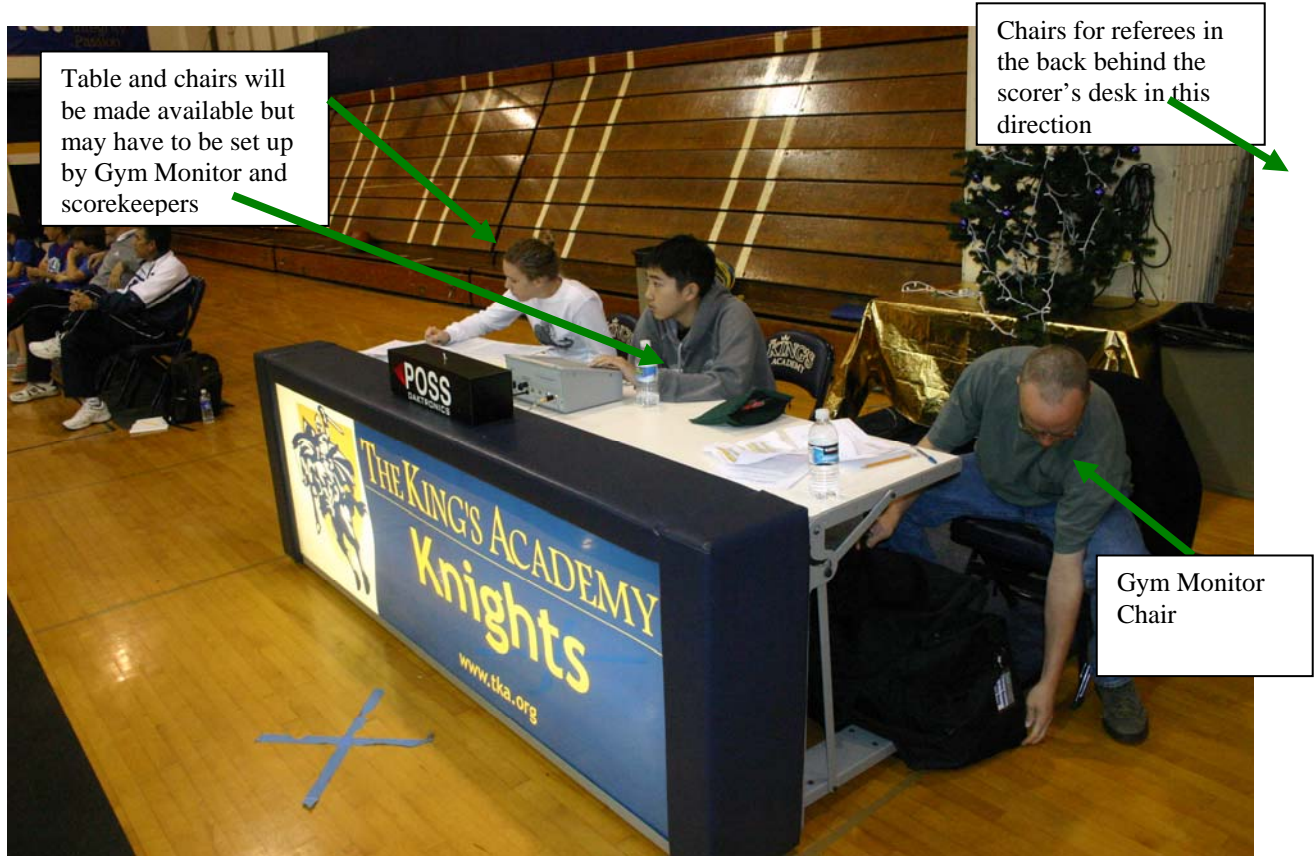
1. Getting the gym ready for the games;
2. Notifying Martin Silver (415-706-6580) or Scott Pinkner (650-468-7500) of any problems with the preparation of the gym including missing equipment like game balls or chairs and equipment not working properly such as the scoreboard.

## Step by Step Instructions

1. Pick up the envelope with the money and game day ledger from the Chapter Treasurer at 8:45am (be on time) over at the Egan Large Gym. It is important that you get there on time to pick up these items.
2. Normally the first game is at 9:30pm, so be sure to get to the gym on time at least by 9:00pm. 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 30 minutes prior to the first game.
3. The picture below is a normal set-up at The King's Academy. They roll out their own scorer's desk and scoreboard controller. We need to supply the game day gym bag with our supplies including the scorebooks, pencil container, possession arrow, etc. The game day gym bag is now stored at The King's Academy so it should be brought out by the person from The King's Academy who is helping you with the set up.



- The person at The King's Academy School will pull out the bleachers and provide the table for the scorer's desk. John Carroll is The King's Academy Facilities Manager, and his cell phone is 408-210-8384. If you are missing the game day gym bag, please call John.
- 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.



- You and the scorekeepers will have to help pull out the bleachers.
- The bleachers should be pulled out for you. If they are not, please work with the The King's Academy personnel to get the bleachers pulled out.

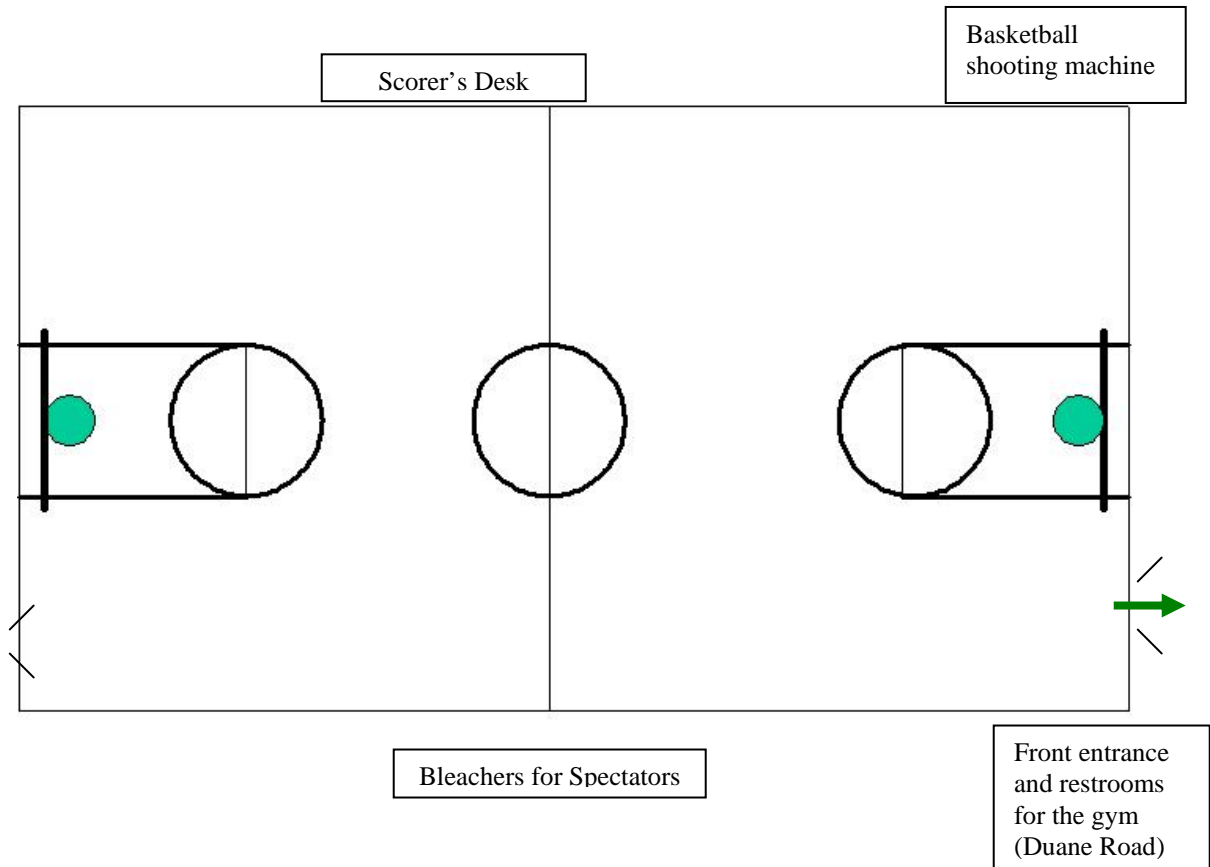
**The King's Academy School Gym Bleachers**



7. 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). When looking at the court, the home team should sit on the left and warm up on the right side of the court. This method means they will be shooting at the left side of the court in the second half which is closer to their coach.
8. 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.
9. Wait for the referees and introduce yourself.
10. 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 and being a gym monitor. Attached you will find detailed gym set-up instructions with pictures if you need further help.



## The King's Academy Gym Layout



- Restrooms are outside the front entrance of the gym in the locker rooms.
- The King's Academy School personnel pull out the bleachers. They must be pulled out all the way.
- 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.

# **The King's Academy School 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. Put all of the Gym Monitor binder, scorebooks, scorer's desk binder, pencils and basketballs in the gym bag. Most important is the storage of the game day gym bag. John Carroll (The King's Academy Facilities Manager) will retrieve the game day gym bag at the end of the day most likely after you have left. He stores the bag in his office. You are to leave the bag on top of the scorer's desk or behind the basketball shooting machine. The basketball shooting machine is normally sitting in the Southwest corner of the gym.
3. This scorer's desk table and the game day gym bag are to be stored by The King's Academy personnel. Foothill-SLAM NJB is sponsoring our Rookie Program (grades 1 & 2) in this gym after our last game. Please help us prepare the gym for this program.
4. Clean up any trash or bottles on the floor or in the bleachers. Put them in the trash cans.
5. In addition to paying the scorekeepers and the referees, in our The King's Academy School gym we need to push in the gym bleachers.

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.

# The King's Academy School Gym Clean-up Instructions

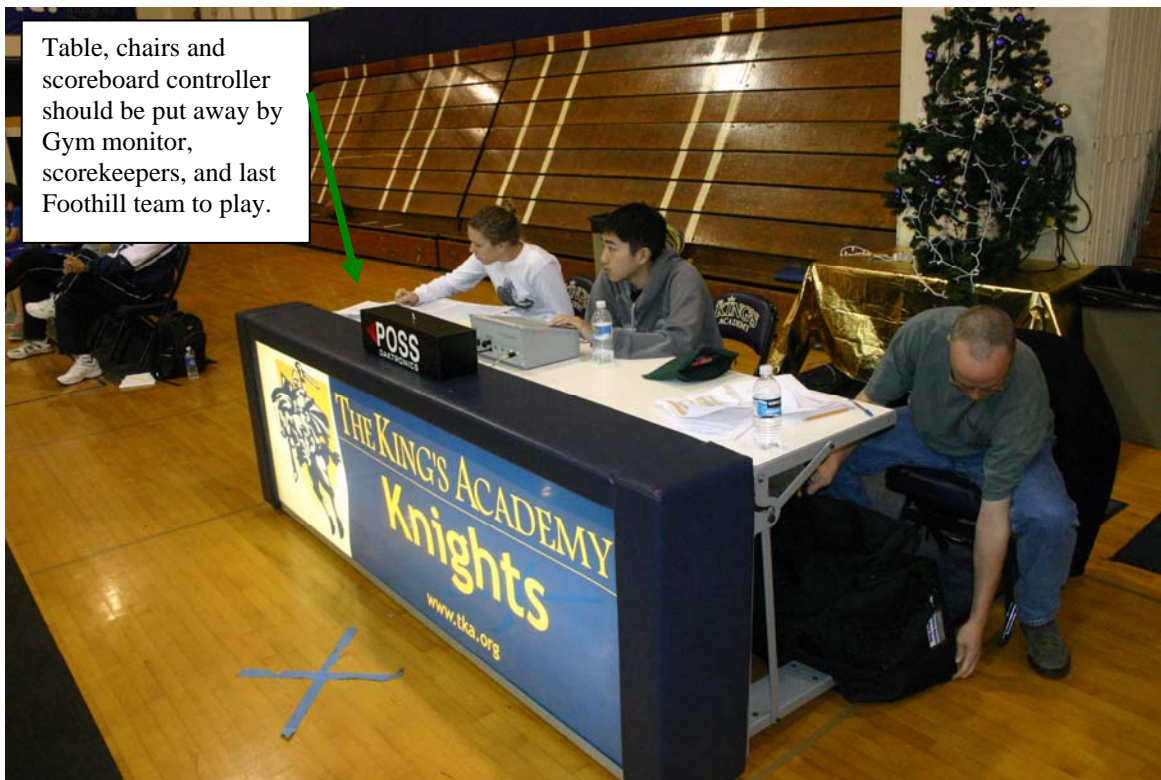
## Job Responsibilities

The gym clean-up includes:

- Tidying up gym by picking up all the trash and water bottles;
- Taking the game day gym bag to the Egan Large Gym storage room;
- 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

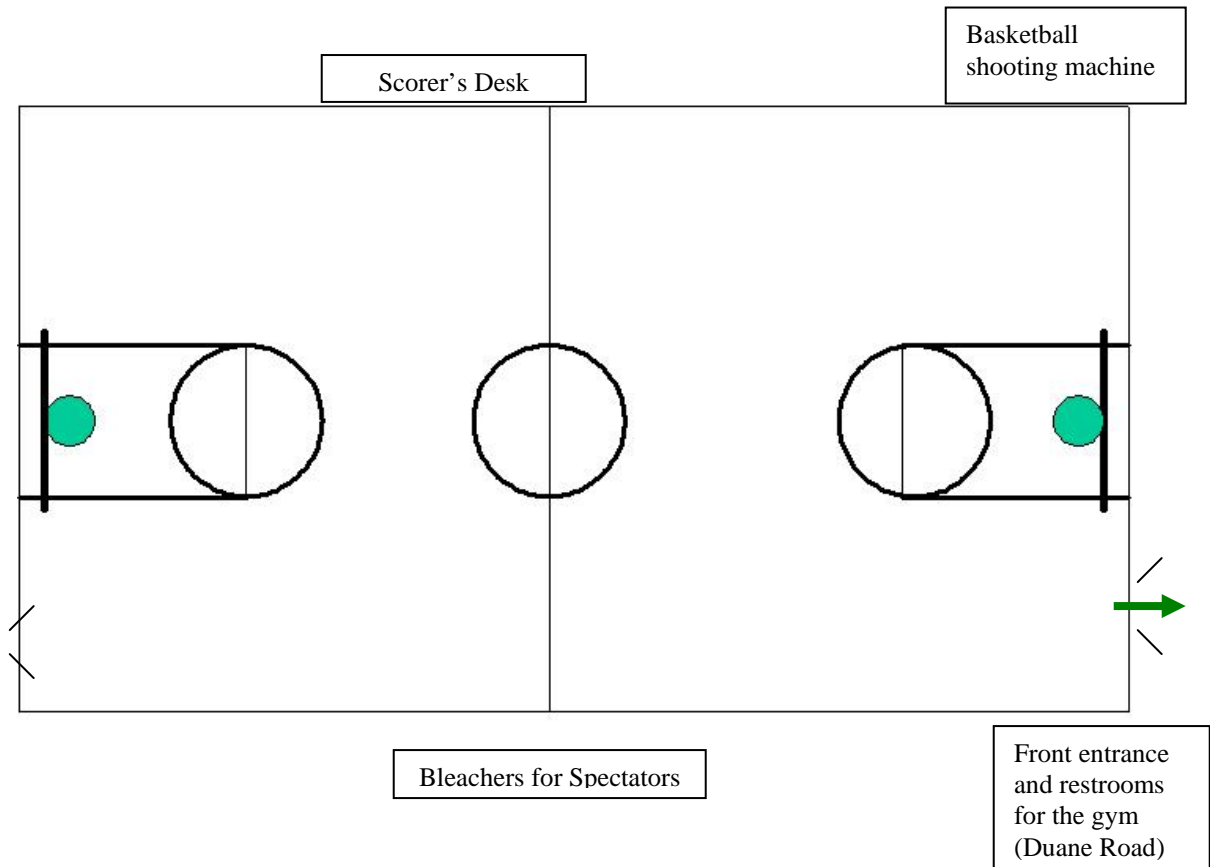
1. Be sure to remind the Foothill Coach that his team is responsible for helping clean-up the gym after the last game. The team and parents can help fold up the chairs and put them on the dolly for storage. The players can be really helpful picking up any trash and bottles to be put in the trash cans.
2. Place all the scorer's desk contents and game ball into the gym bag. This includes scorebooks, pencils, gym monitor binder, game day binder, possession arrow, etc. You need to help The King's Academy School personnel push in the bleachers. The gym monitor and last Foothill team must clean up the area and put the scorer's desk, game day gym bag and chairs away.





3. You and the home Foothill team are responsible for putting the chairs away and picking up all the trash.
4. Most important is the storage of the game day gym bag. John Carroll (The King's Academy Facilities Manager) will retrieve the game day gym bag at the end of the day most likely after you have left. He stores the bag in his office. You are to leave the bag on top of the scorer's desk or behind the basketball shooting machine. The basketball shooting machine is normally sitting in the Southwest corner of the gym.
5. 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.
6. Be aware that the Foothill-SLAM NJB rookie program will be in the gym after our last Division or All-Net game. Please help them get ready for their session.
7. Place this Gym Monitor Binder and put it in the The King's Academy School Game Day bag. The game day gym bag needs to be put away in the gym's storage area.

## The King's Academy Gym Layout



- Restrooms are outside the front entrance of the gym in the locker rooms.
- The King's Academy School personnel pull out the bleachers. They must be pulled out all the way.
- 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..