

# ***Foothill-SLAM NJB***

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

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## **Sunnyvale Middle School Gym Set-up Instructions**

### **Check List**

1. Get the money for scorekeepers and referees, the portable scoreboard, and the game day gym bag from the Chapter Treasurer or Gym Monitor Coordinator 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 1:15pm, so be sure to get to the gym on time at least by 12:30pm. 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 45 minutes prior to the first game.
3. The person at Sunnyvale Middle School will pull out the bleachers and provide the table for the scorer's desk. In addition to paying the scorekeepers and the referees, in our Sunnyvale Middle School gym you have to pay the custodian who opens and closes the gym for us. There will be a check in the envelope for him. His name is Josh Rouse (cell phone is 408-728-0493) and the check is normally for \$75.00 each week. You should give him this check after he opens the gym.
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. Then set up the portable scoreboard.
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 D2 games.
6. If 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). Be sure to put the signs on the front 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 or D3), so they can prepare themselves for the rules.
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 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.

# Sunnyvale Middle School 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. Get the money for scorekeepers and referees, the portable scoreboard, and the game day gym bag from the Chapter Treasurer or Gym Monitor Coordinator 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 1:15pm, so be sure to get to the gym on time at least by 12:30pm. 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. Arrive at least 45 minutes prior to the first game start time to give yourself enough time to get the gym ready.



3. The person at Sunnyvale Middle School will pull out the bleachers and provide the table for the scorer's desk. In addition to paying the scorekeepers and the referees, in our Sunnyvale Middle School gym you have to pay the custodian who opens and closes the gym for us. There will be a check in the envelope for him. His name is Josh Rouse (cell phone is 408-728-0493) and the check is normally for \$75.00 each week. You should give him this check after he opens the gym.
4. Take the gym bag and scoreboard into the 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.



5. You and the scorekeepers will have to help 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.
6. The bleachers should be pulled out for you. If they are not, please work with the Sunnyvale MS personnel to get the bleachers pulled out.

### Sunnyvale Middle 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). Please put up the signs showing where the home team sits. 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. The instructions for enter the code and starting the scoreboard are shown below:

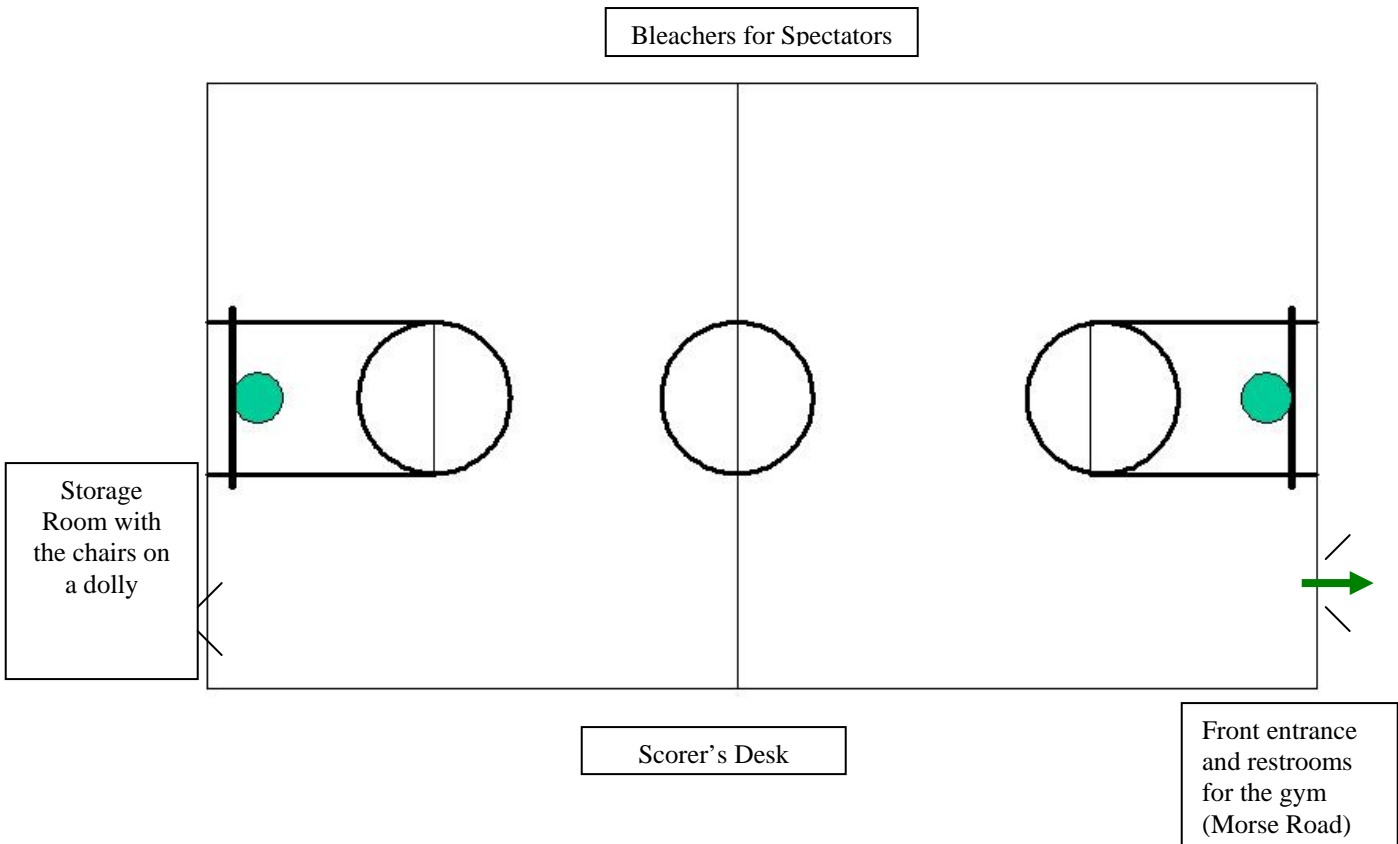
**Instructions for entering code for the 2213 Portable Scoreboard**

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

9. Wait for the referees and introduce yourself..
10. *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!**

## Sunnyvale Gym Layout



- Restrooms are outside the front entrance of the gym and to the right.
- Sunnyvale Middle 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.

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# ***Foothill-SLAM NJB***

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## **Sunnyvale Middle 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. At the end of the game, the last Gym Monitor is to take the scoreboard and game day gym bag to Martin Silver's home.
3. Put all of the Gym Monitor binder, scorebooks, scorer's desk binder, pencils and basketballs in the gym bag.
4. Take down the scorer's desk table. Normally, this table is taken home by the person who opens the gym for us. MOST IMPORTANTLY help him and please take all the folding chairs, fold them up, place them on the dolly and put the dolly back in the storage room.
5. Clean up any trash or bottles on the floor or in the bleachers. Put them in the trash cans.
6. In addition to paying the scorekeepers and the referees, in our Sunnyvale Middle School gym you have to pay the custodian who opens and closes the gym for us. There will be a check in the envelope for him. He should get the check at the beginning of the day, but in case he does not get the check, his name is Josh Rouse (cell phone is 408-728-0493) and the check is normally for \$75.00 each week (make sure he gets the check). If you have the last game at Sunnyvale Middle School, you need to take both gym bags and the small gym scoreboard to Martin Silver'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.



# Sunnyvale Middle School Gym Clean-up Instructions

## Job Responsibilities

The gym clean-up includes:

11. Tidying up gym by picking up all the trash and water bottles;
12. Taking the gym bag & scoreboard to Scott Pinkner's home;
13. 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. The Sunnyvale Middle School personnel will take care of the bleachers. The scorekeepers, gym monitor and last Foothill team must clean up the area and put the chairs and table away.



Table, chairs and scoreboard controller should be put away by Gym monitor, scorekeepers, and last Foothill team to play.

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. In addition to paying the scorekeepers and the referees, in our Sunnyvale Middle School gym you have to pay the custodian who opens and closes the gym for us. There will be a check in the envelope for him. He should get the check at the beginning of the day, but in case he does



not get the check, his name is Josh Rouse (cell phone is 408-728-0493) and the check is normally for \$75.00 each week (make sure he gets the check). He should have been paid by the folks who open the gym, but in case they did not give him the check, please give him the check when he arrives to close up the gym.

6. Place this Gym Monitor Binder and put it in the Sunnyvale Middle School Game Day bag.
7. The scoreboard and game day gym bag need to be taken to Martin Silver's home. Martin Silver's home is at 2692 Yorkton Drive, Mountain View. The home phone is 650-963-9623. If no one is at home, please place the items by the front door. You will find the directions below.

2692 Yorkton

Directions: Drive There - [Take Public Transit](#)

Avoid highways [Get reverse directions](#)

**A From:** 1080 Mango Ave  
Sunnyvale, CA 94087 [Edit](#)

**Drive:** 3.1 mi – about 9 mins

1. Head south on Mango Ave toward W Remington Dr 262 ft
2. Turn right at W Remington Dr 0.3 mi
3. Turn left at S Bernardo Ave 0.5 mi
4. Turn right at W Fremont Ave 1.0 mi
5. Turn right at Grant Rd 0.9 mi
6. Turn right at Levin Ave 0.3 mi
7. Turn left at Yorkton Dr 46 ft

**B To:** 2692 Yorkton Dr  
Mountain View, CA 94040 [Edit](#)

[Add destination...](#)

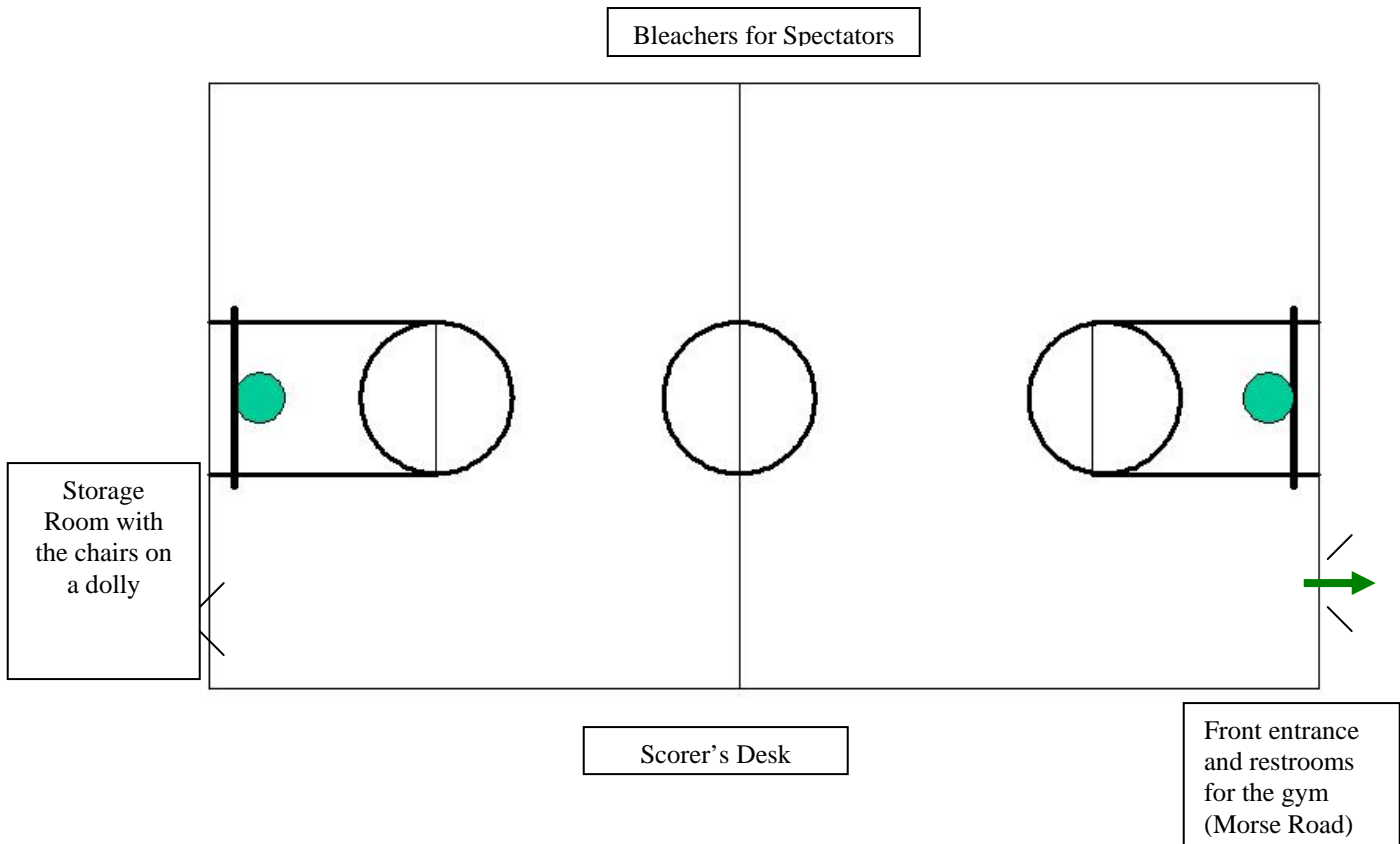
These directions are for planning purposes only. You may find that construction projects, traffic, or other events may cause road conditions to differ from the map results.

Map data ©2007 NAVTEQ™

Sunnyvale Middle School Gym

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## Sunnyvale Gym Layout



- Restrooms are outside the front entrance of the gym and to the right.
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