

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

Terman Gym Set-up Instructions

Check List

1. Get the money for scorekeepers and referees and the Extra Game Day gym bag from the Chapter Treasurer or Gym Monitor Coordinator at 8:30am (be on time) over at the Egan Large Gym. It is important that you get there on time to pick up these items. Please check the time for the first game at Terman, which could be as early as 9:30am.
2. Terman is a gym for our Chapter that the Palo Alto Chapter lets us rent because we need extra game day gym space. Thus, you need to check the time of the games and plan appropriately. 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. If the first game is at 9:30am, you might want to make arrangements to get the money for the scorekeepers and referees on Saturday or at 8:30am at Egan Large Gym.
3. The janitor for Terman will open the gym and turn on the lights. He will not do anything beyond these tasks.
4. The first thing you need to do is open up the “Night Gym Groups” cabinet that has the scoreboard, scorer’s desk equipment and bleacher equipment.
5. Set-up the table and chairs for the scorekeepers and scoreboard controller. Using the extension cord connect the scoreboard controller to power and then plug the scoreboard controller into the wall outlet to control the scoreboard.
6. Using the white switch in the corner of the gym turn on the scoreboard.
7. 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.
8. 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 make 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. Normally, this gym has only D1 games.
9. Home team sits on the left when looking at the basketball court from the scorer’s desk.
10. Put three chairs at the scorer’s desk (scoreboard operator, scorebook keeper & gym monitor). Put two chairs for the referees about five to seven feet to the right of the Home bench on the other side of the partition next to the scorer’s desk.

11. Set up the benches for the coaches and players. You will find these benches near the cabinet holding the “Night Gym Groups” supplies.
12. Connect the scoreboard controller that is stored in the white plastic storage bin. Turn on the scoreboard using the white switch in the corner.
13. Put up the signs on the scorer’s desk for HOME and VISITOR teams.
14. Welcome the referees and let them know the level of the first game (All-Net or Division Level), so they can prepare themselves for the rules.
15. Read over the rules before the game to be prepared.
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.

Terman Middle School Gym Set-up Instructions

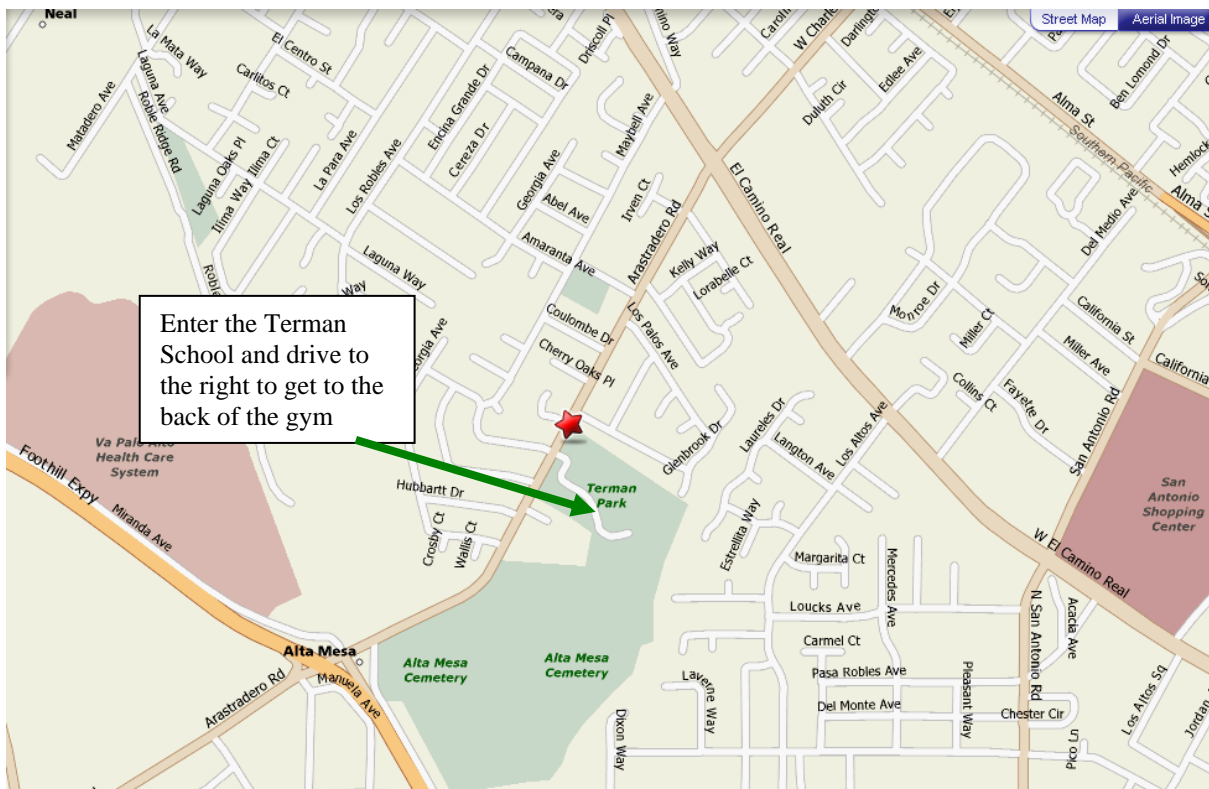
Job Responsibilities

The gym set-up includes:

- Getting the gym ready for the games;
- 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. If the first game is at 9:30am, please make arrangements to get the money and Terman game day gym bag at Egan Large gym at 8:30am or the day before.
2. The gym should be unlocked by the Terman janitor. There are two janitors that open up the Terman gym. Rico Sagayaga's cell phone is 408-674-4056, and Efren Tabalno's cell phone is 408-821-7828. If the janitor has not arrived, please call one of these gentlemen to see who can open the gym. You will need to drive to the back of the facility (bear right as you enter the drive – do not park in the front) until you see a door open on the left as you drive to the back. If you drive all the way to the back and see the soccer field and pool, you have gone too far.

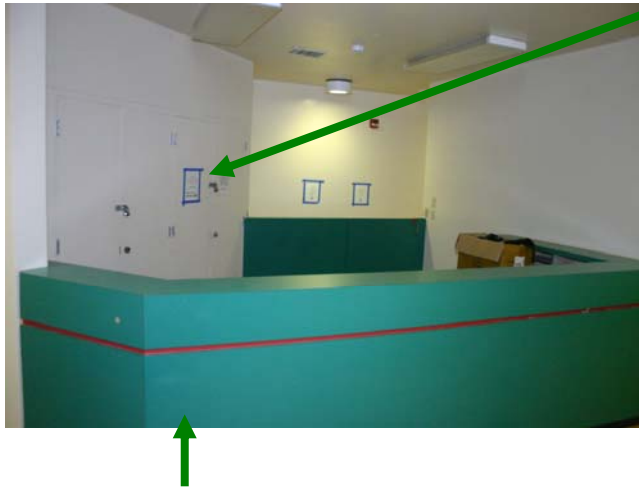


3. You will go through the open side door which will put you in the back of the gym. You need to walk through the gym to the opposite side to get to the back of the front lobby.

Side Door Into the Gym



4. At this point, you need to proceed down the hallway into the gym. The janitor should have the lights on for you. If not, you can take one of your key and slide the switch up. There are two switches – each near the doors to the gyms on both ends on the inside walls.
5. After the lights are on you will walk to the opposite end of the gym and out the door into the front lobby.



Cabinet with gym equipment (chairs, scoreboard controller, etc) with combination lock (combination code 30-36-2)

When looking at front desk, you need to walk around to the right to find the player benches and the door to access the equipment cabinet Chairs for teams



Desk in front lobby, door to outside is to the left --- gym is to the right from this vantage point

Walk to the right around to back to get behind the lobby front desk to get access to the equipment cabinet and player benches



6. Right behind the front lobby and you will find the player benches as shown in the picture on the next page.

Just to the left of the bleachers you will find an entrance to the front lobby counter area. This is where the "Night Gym Groups" cabinet can be found.



Four of these benches need to be taken out to the gym opposite the bleachers for the players and coaches to sit on during the game

7. Take four of the benches and set them up on the opposite of the bleachers. Next open up the cabinet labeled "Night Gym Groups" and pull out the table for the scorer's desk, white plastic storage container, the two metal bleacher pull handles, and folding chairs. Please take these items into the gym and set them up on the opposite side of the gym from the bleachers near center court. There should be five chairs, two for referees, two scorekeepers and one gym monitor. The Extra Gym Game Day gym bag will have all of the supplies for scorer's desk.

Storage cabinet behind the front lobby desk. Open this cabinet after taking off the lock. The combination code is 30-36-2.





Take the white plastic container, table, and folding chairs from this cabinet to the opposite side of the gym from the bleachers and set up the scorer's desk.

Pull out the scoreboard controller and set it up on the desk.

Also in this cabinet you will find two black metal bleacher pull handles

- Using the metal handles, connect the end to the bleacher locks and pull out the bleachers. You may only need one set for NJB games.

Terman Middle School Gym Bleachers

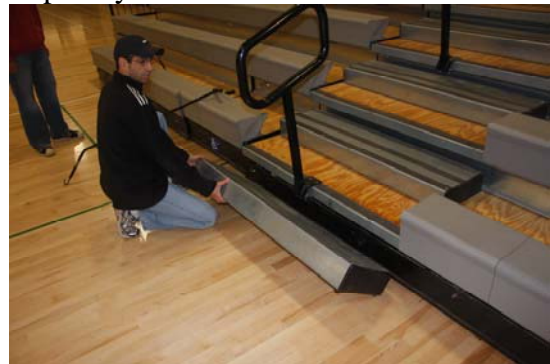


These bleachers are difficult, only pull out one set.

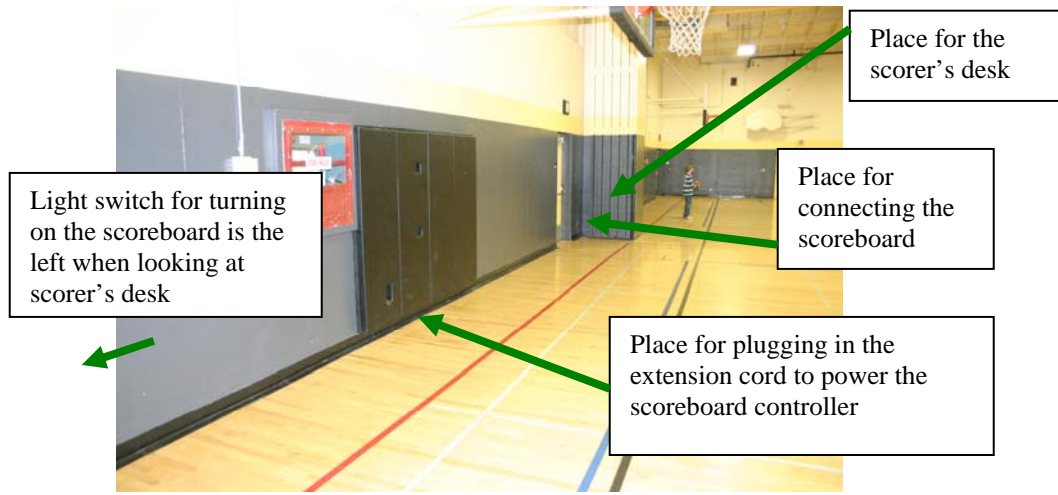
Leave one side in!!!!



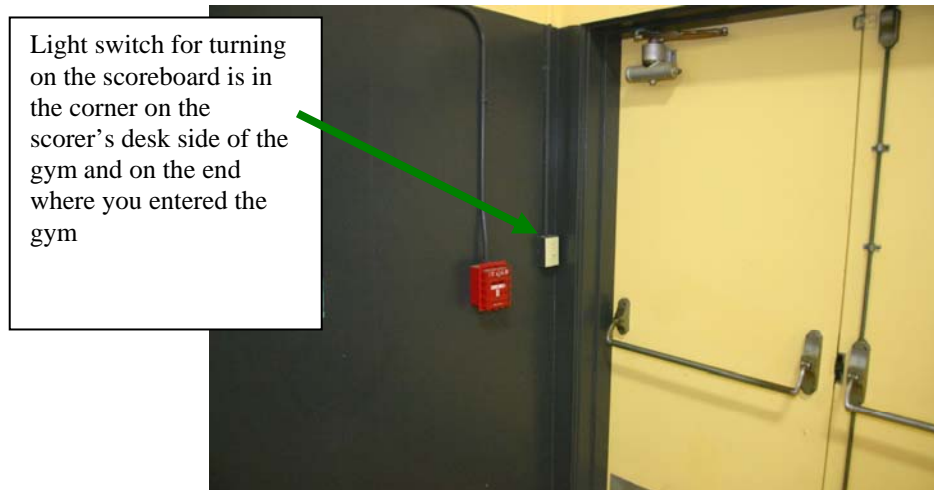
- In this picture you can see how the bar is used to pull out or push in the bleachers. Please do not use this bar on the locking mechanism. There are U-bolts that you can use to attached these rods. The lower step on the right below is setting in the lower bleacher and you can see how to install it after the bleachers are puller out completely.



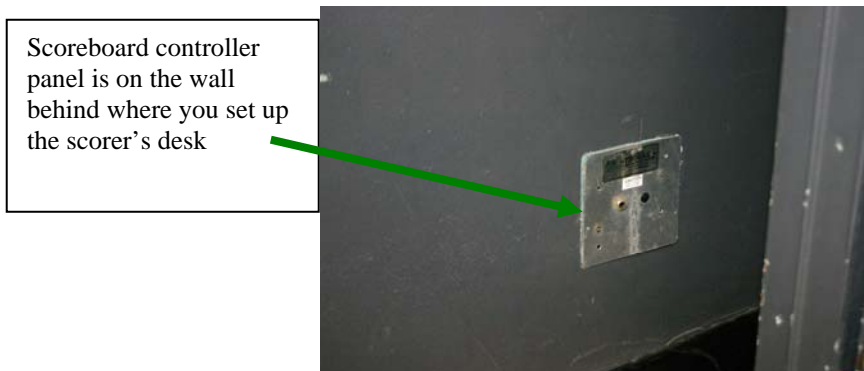
10. The drawing below shows the gym before you set up the scorer's desk but gives you a sense of where everything goes.



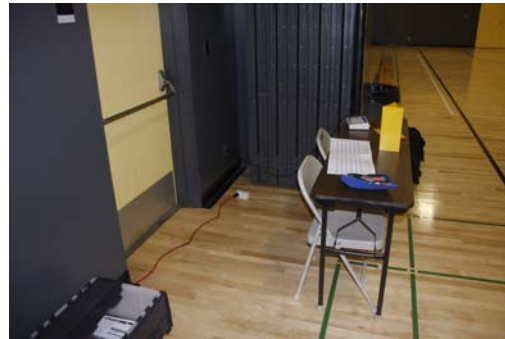
11. Turn on the scoreboard power using the light switch in the corner of the gym.



12. Connect the scoreboard controller to the panel on the wall behind where you set up the scorer's desk.



13. In the picture below you can see a couple views of how the scorer's desk should be set up



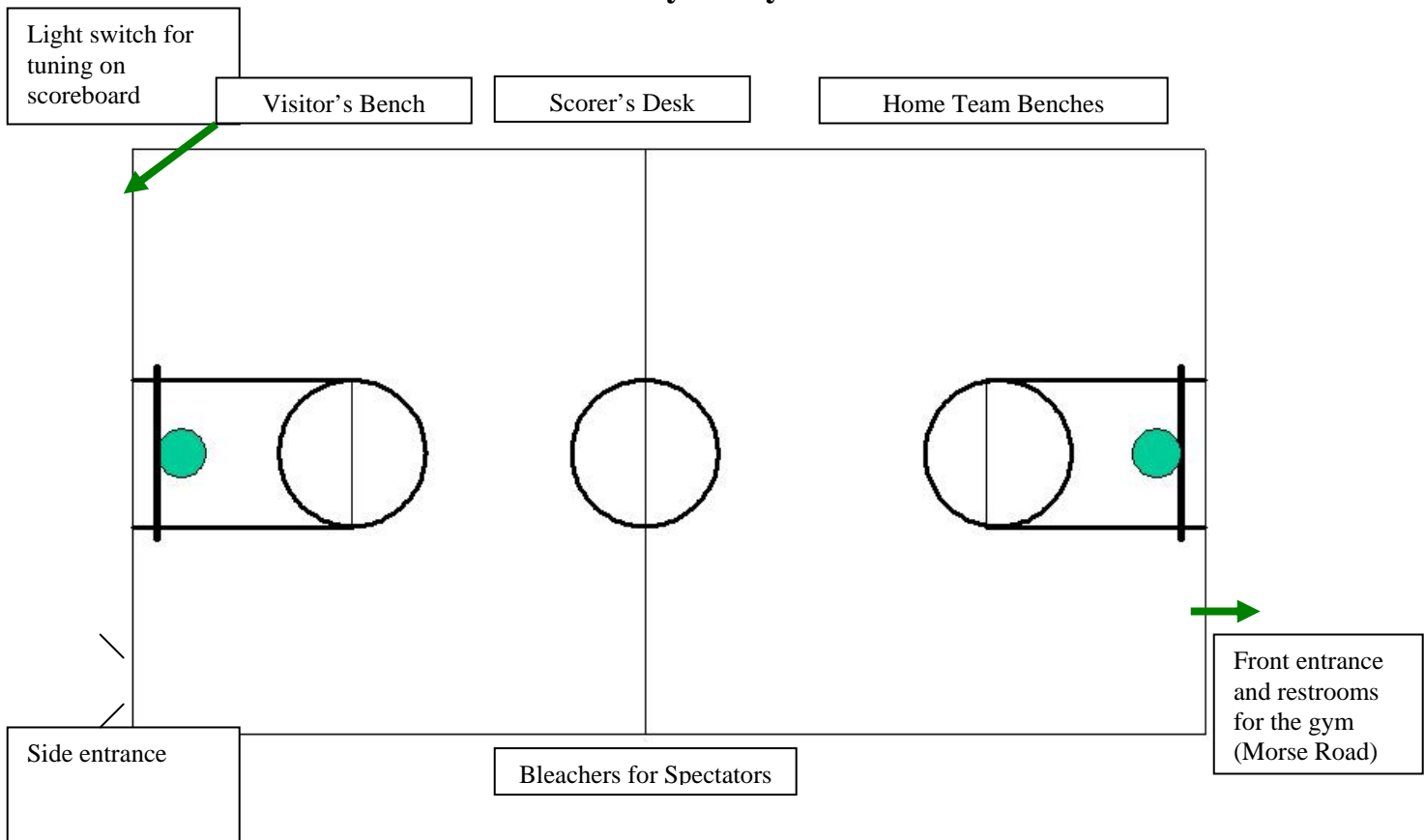
14. Wait for the referees and introduce yourself.

15. Make sure you have a smooth transition to the next assigned gym monitor using the gym monitor instructions.

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. We need to have a Gym Monitor for each of the games.

Thanks for helping! Our volunteers make our league successful!

Terman Gym Layout



- Restrooms are inside the located inside the gym in the locker rooms.
- Terman Janitor will unlock the facility and turn on the lights.
- You need to ask parents to pull out the bleachers. The must be pulled out all the way.
- The main gym is located on Arastradero Road.
- 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.

Foothill-SLAM NJB

Sunnyvale - Los Altos - Los Altos Hills - Mountain View

Terman Gym Clean-up Instructions

Check List

1. Terman is a gym for our Chapter that the Palo Alto Chapter lets us rent because we need extra game day gym space. Thus, you need to check the time of the games and plan appropriately. You should check the schedule and on the gym monitor game day ledger to make sure you know the time of the last game.
2. The janitor for Terman should be there when it is time to close up the gym.
3. Everything will go back in the “Night Gym Groups” cabinet that is located in the lobby of the gym.
4. Disconnect the scoreboard controller and put it and the extension cord in the plastic container. Be sure to include the control cable from the controller that connects to the wall. All of the scorebooks, possession arrow, game day gym binder, gym monitor binder, pencils, etc. goes in the Foothill-SLAM game day gym bag.
5. Turn off the white switch in the corner of the gym that controls the scoreboard.
6. Please remove any blue painter’s tape that is on the gym floor marking free throws for Division 2 or Division 3 games. Normally, this gym has only D1 games.
7. Remove the signs for Home team and Visitor’s team from the scorer’s desk.
8. Take the five chairs at the scorer’s desk (scoreboard operator, scorebook keeper & gym monitor) and two chairs for the referees back to the storage closet in the lobby.
9. Take the benches for the coaches and players back to the lobby and stack them with the other benches.

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

Terman Middle School Gym Clean-up Instructions

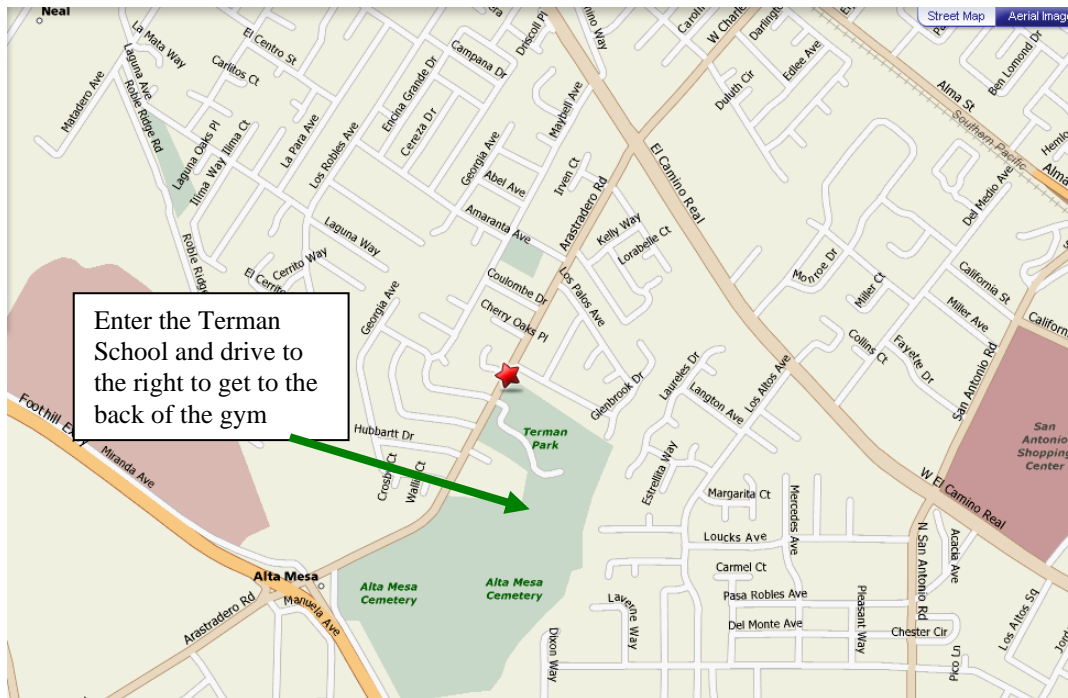
Job Responsibilities

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 Palo Alto School District.

Step by Step Instructions

1. The last Foothill team playing in Blach is suppose to help the gym monitor with clean-up. Be sure to notify your parents in advance that the entire team including the players are responsible for clean-up.
2. The Terman janitor should be there to lock up the gym and help if you have any problems. There are two janitors that open up or close up the Terman gym are Rico Sagayaga (cell phone is 408-674-4056) and Efren Tabalno (cell phone is 408-821-7828). If the janitor has not arrived, please call one of these gentlemen to see if they are showing up to lock up the gym. You will need to drive to the back of the facility (bear right as you enter the drive – do not park in the front) until you see a door open on the left as you drive to the back. If you drive all the way to the back and see the soccer field and pool, you have gone too far.

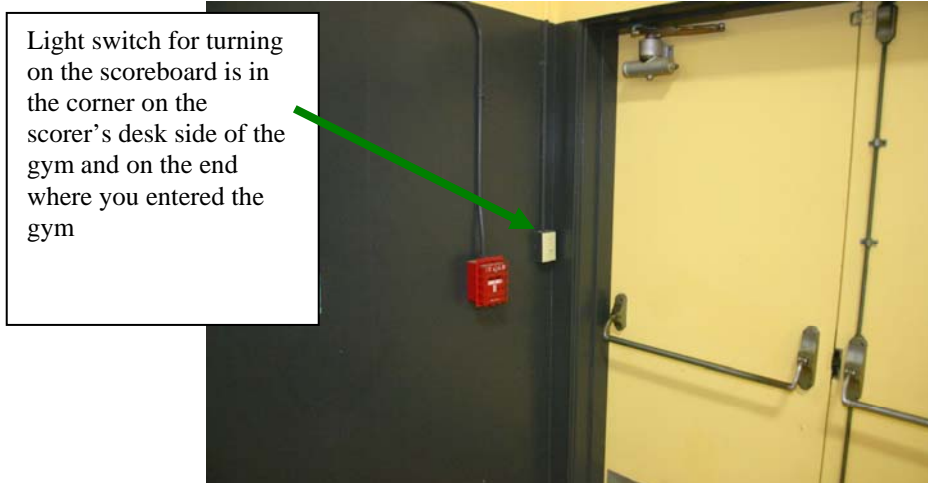


3. You will go through the open side door which will put you in the back of the gym. You need to walk through the gym.

Side Door Into the Gym



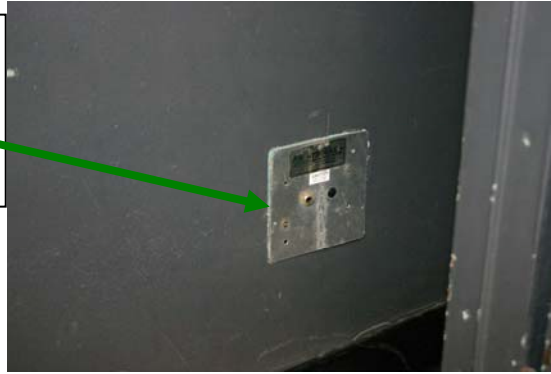
4. At this point, you need to proceed down the hallway into the gym.
5. Turn off the scoreboard power using the light switch in the corner of the gym.



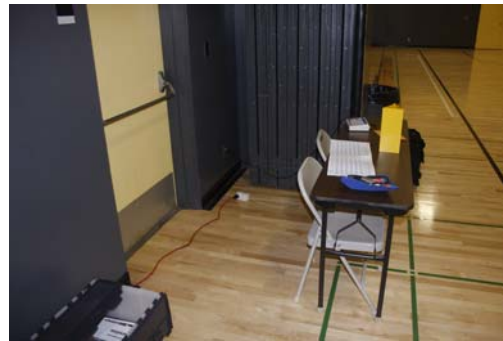
Light switch for turning on the scoreboard is in the corner on the scorer's desk side of the gym and on the end where you entered the gym

6. Disconnect the scoreboard controller to the panel on the wall behind where you set up the scorer's desk.

Scoreboard controller panel is on the wall behind where you set up the scorer's desk



7. In the picture below you can see a couple views of how the scorer's desk will be set up. This is **VERY IMPORTANT**: You need to put the scoreboard controller, its control cable, and its extension cord in the plastic Terman container. All of the other items including the pencil bag, pencils, scorebooks, possession arrow, tape measure, pencil sharpener, and game balls should go in the Foothill-SLAM NJB game day gym bag. The pictures below show you how the gym should be set up for the last game and how much equipment needs to be put away.



8. The Terman plastic container with its contents, the scorer's desk table, and five folding chairs (two for scorekeepers, one for gym monitor, and two for referees) need to be put back into the storage cabinet in the lobby. It is located in the opposite end of the gym and out the door into the front lobby.



Cabinet with gym equipment (chairs, scoreboard controller, etc) with combination lock (combination code 30-36-2)

When looking at front desk, you need to walk around to the right to find the player benches and the door to access the equipment cabinet Chairs for teams

Desk in front lobby, door to outside is to the left --- gym is to the right from this vantage point

Walk to the right around to back to get behind the lobby front desk to get access to the equipment cabinet and player benches



9. Right behind the front lobby and you will find the place where to return the four player benches from the gym. These benches need to be stacked neatly and out of the way as shown below in the picture. ***Please put these benches where they are shown in the picture. The school is very particular about the benches being stored out of the way of traffic.***

Just to the left of the bleachers you will find an entrance to the front lobby counter area. This is where the "Night Gym Groups" cabinet can be found.



Four of these benches need to be taken from the gym opposite the bleachers and put back here at the end of the day

10. If for some reason the lock on the cabinet is locked the combination is 30-36-2. The picture below shows how it should look after the equipment is returned to this cabinet.

Storage cabinet behind the front lobby desk. Open this cabinet after taking off the lock. The combination code is 30-36-2.



Put the white plastic container, table, and folding chairs from this cabinet to the opposite side of the gym from the bleachers and set up the scorer's desk.

Please be careful with the scoreboard controller as you put it away in the container.

Also in this cabinet you will find two black metal bleacher pull handles

11. You may find that there is not room in the storage container or cabinet for the folding chairs. If this is the case, you can store the chairs under the counter as shown in the picture below:



12. You have to push the bleachers back up against the wall. Hopefully, you will find that the only one side of the bleachers are pulled out as shown below.

Terman Middle School Gym Bleachers



These bleachers are difficult, only pull out one set.

One side should be in already



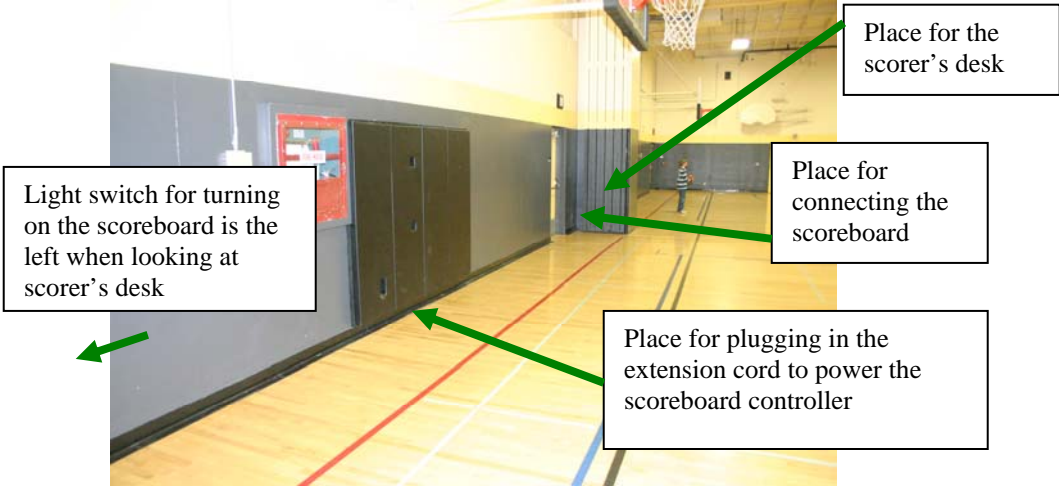
13. In this picture you can see how the bar is used to pull out or push in the bleachers. Please do not use this bar on the locking mechanism. There are U-bolts that you can use to attached these rods. The lower step on the right below must be removed and placed in the lower step of the bleachers before you push them in.



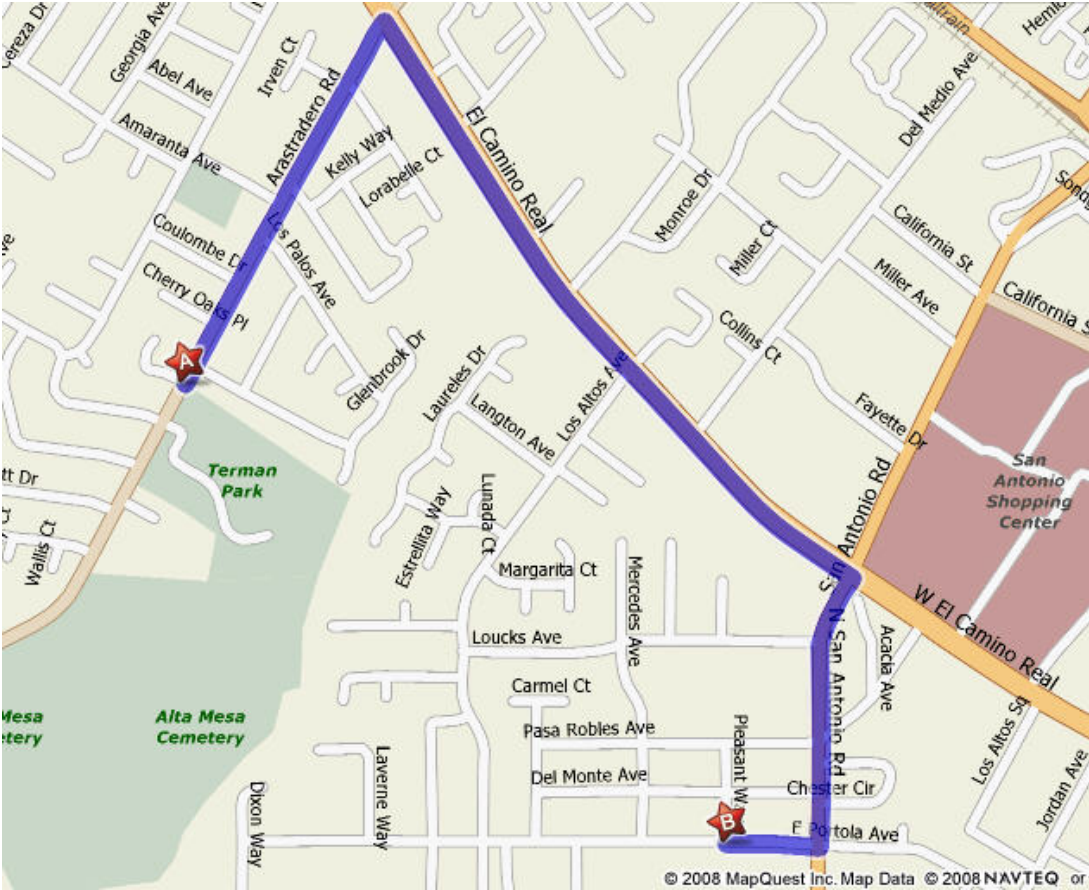
If for some reason the bleachers are unlocked and they won't retract, you may need to go under the bleachers and lift the locks on each brace as shown below:



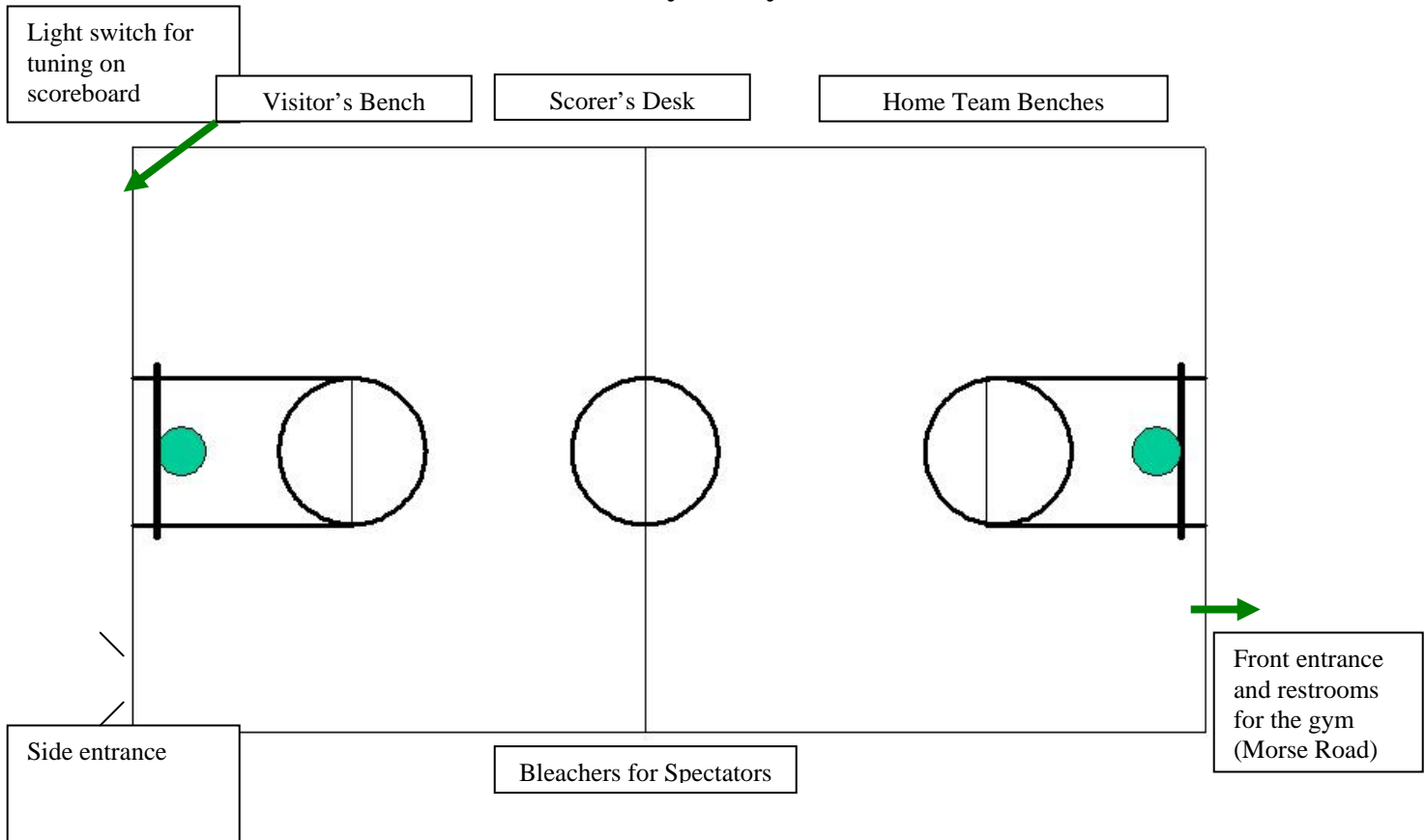
14. The drawing below shows the gym after you put everything away to give you a sense of what it should look like after you are done.



15. After everything is put away and you are ready to close up the gym. You need to return the game day gym bag to Foothill-SLAM NJB. If you have the last game at 5:00pm, you have time to return the bag to Egan Large gym as shown below.



Terman Gym Layout



- Restrooms are inside the located inside the gym in the locker rooms.
- Terman Janitor will unlock the facility and turn on the lights.
- You need to ask parents to pull out the bleachers. The must be pulled out all the way.
- The main gym is located on Arastradero Road.
- 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.