

Gym Equipment set up:

It is **IMPERATIVE that NO CHILD is left unattended.** All children have to be accompanied by an adult to the restroom and anywhere else in the building. The schools will not let us use the gyms if our families do not abide by this rule! We have lost use of a gym in a prior season because of this abuse. Please communicate this rule with your families prior to games starting and continue to remind them throughout the season. It is not your job to watch all their children but we can help do our part to eliminate this issue.

What to do with the **Equipment** in each gym?? (each are a little different)

First practice in most gyms is at 5:30, and last ends at 8:30

(please see schedule to know where your practices fall)

Do NOT allow the kids to lean on any dividers from the gym to the cafe' at anytime during practices and games.

#### **Independence:**

First coach might need to find the custodian to unlock the storage room. We will store the black cart with balls in the far corner closet. All balls are to be put in the cart and crank can be placed in the bottom of ball cart or in side sleeve to hide it. Fold, arm and arm, the net and put on top of ball cart and then you can place the white pipe sleeves in the cart as well so they do not get lost. Stand up the pads and poles inside closet in a far corner. Hole covers/plates must be replaced over the holes before you leave. Last team of the night is responsible for taking down the equipment. Please push the stuff to the side of the door so they can get to other things.

Games Days: First coach of the night will need to find custodian to get key to turn on score board and plug in. Bleachers will need to be pulled out and basketball hoops can be pulled up. There is a black gym binder in each cart to be used for scoring games. The score board is to set up in all gyms.

#### **Hopewell:**

All equipment is to be placed in the storage closet in the gym and goes in the left corner of the closet out of the way so they can get in. Same applies as above in the process of take down. The custodian will help open bleachers (all the way to find outlet) and take out score table, the outlet is in the bleacher- open spot and table and score machine goes there.

#### **Endeavor:**

We cannot be in and out of storage room so we will store the balls and the net in the cage that is locked. If you have practice at this gym, you will need to see Angie and Mike to get a key. The crank is to be stored in the black back that hangs inside the cage. The red cart will be used for practices and can be folded on top of the cart. Place the poles along the wall on the floor and the pads on top of the poles or cart. The white pipe/sleeves can be put in cage as well. Custodian will need to help you pull out the bleachers and outlet for score machine is in bleachers.

#### **Van Gorden:**

All equipment is to be placed in the storage closet in the back of the gym (usually locked you will need to find a custodian) and goes in the left back corner of the closet out of the way so they can get to other items. Same applies as above in the process of take down. The custodian will help open bleachers (all the way to find outlet) and take out score table and score machine is in office in the gym, the outlet is in the bleacher- open spot and table and score machine goes there. They also will have to turn on the scoreboard with a special key.