

Gym Equipment set up procedures:

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.

Do NOT allow the kids to lean on any dividers from the gym to the cafe' at any time during practices and games. Be sure that the gyms are cleaned up, no left water bottles/shirts in bleachers and be sure any dividers are straightened before you leave.

Check the gym schedule to be sure your gym time, **first coaches set up nets and get equipment out and last coaches take everything down and put away in an organized manor.** **NOTHING is to be left set up in any gym, with the exception of Spooky Nook.**

What to do with the **Equipment** in each gym??

Spooky Nook:

We will have a cage there with a lock. The balls are to go **INSIDE** the cage after practice. Then stack the 2 red carts on top of the cage. They should have all this out on our courts for us. The nets will be up but you and the other coach for games may need to contact the front desk to change the net height. It is not the refs job to move the nets up or down, they will only double check to make sure it is correct for games. Our main courts are 39, 40, 43 and 44. Contact front desk with questions. You may leave the net systems up but be sure tape is all pulled up each night.

Hopewell ECS and Van Gorden Elm : TAKE DOWN NETS

Please be sure to prop the storage door open. 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. You will need to find the custodian, as they clean around the building, they will let you in and will open bleachers. We have been using a flip chart to keep score. Please keep the orange cone in the door to wedge open as it locks.

Endeavor Elm: TAKE DOWN NETS

We cannot be in and out of storage room so we will store the equipment, balls and net in the black cart in the back corner. Place the poles along the wall on the floor and the pads on top of the poles or cart. The white pipes/sleeves can be put in cage as well. Find custodian if bleachers are not pulled out for game days. Score machine is in the black box on the floor, takes a few minutes to warm up once plugged in, outlet for score machine is in bleachers. Again, using a flip chart to make it easier.

Cherokee Elm: TAKE DOWN NETS

All equipment is to be placed in the corner in the back of the gym. 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. We have been using a flip chart in most gyms to make it easier. Be sure to put covers back on the wholes and take everything down.

Freedom Elm: TAKE DOWN NETS

Right as you walk in the gym to the right, the poles go on the bleachers. The pads fold nicely in the bleachers. The black cart and all other equipment can be placed in the cart and zipped up directly across the gym in the corner. Put all balls in the black cart along with crank and net, be sure to zip it in. Last team of the night is responsible for taking down the equipment. Please be sure everything is tucked away neatly.

Independence Elm: TAKE DOWN NETS

We are using Independence poles and set up equipment. Our black cart will have our balls in it, please zip it up when you are done. Kevin Vidourek is our contact. You can enter right at 7:30.

Please leave cranks in the pockets of the carts. Emergency knee pads and first aid kits are in carts. Tape is in cart. If you have an issue with any of the equipment items please contact Angie Page directly: 513-939-5989