



HOSTING PROCEDURES IN OUR GYM

****Coaches are responsible for all set-up and take-down when hosting! Gym should be left as it was found.**

CREATE A CULTURE OF THE WHOLE TEAM HELPING WITH SET UP AND TAKE DOWN!! If multiple games being hosted in one day...first team sets up and last team is responsible for take down. **Same goes for practices...please put away ALL equipment and lock ALL doors.****

-----SET UP-----

- ★ Score tables are under stage behind rectangle doors.
- ★ 3-4 Chairs for score table, 2-3 chairs for each bench for coaches. Chairs found where the shooting machine is stored, door where the curtain ends.
- ★ All side hoops pushed in, black hook located on side of bleachers.
- ★ Benches for teams (located on or under stage)
- ★ Bleachers pulled out (team effort so nobody gets injured). When two gyms being used; only pull out first step of bleachers (not enough room for more).
- ★ Wall opened or closed depending on grade 8 two games or jr./Sr. Center court. GYM key opens curtain.

-----SCOREKEEPERS TABLE-----

- ★ **COACHES:** Please help the scorekeeper volunteers retrieve all equipment from the Girls Side PE office. Kids will need you for your gym key. Set up and take down they will need your key. It is the coach's responsibility that all equipment is *returned after games*. We often open the boys PE office for the referees to change/rest for halftime.
- ★ **SCOREKEEPERS:** Are responsible for helping coaches set up your station. Please welcome the visiting school when collecting rosters for score sheets.
- ★ Score clocks are kept in the girls side PE office, in the filing cabinet. Girls clock is the one we use for center court. Boys clock only for boys side of gym when using two courts. When using two courts...you will need extension cords (in gym equipment room) to power clocks. The cords run behind the team benches to a plug by the gym wall pocket. One court everything plugs in in front of scoretables at Center court.
- ★ Score sheets/booklets are found inside the score tables. Please email Bill or Heidi if these are getting low. We have refills. Extremely expensive books so we only keep one per table down in the gym at a time.
- ★ The possession arrow is located in the girls PE office. Plugs in where the score clock plugs in.

-----TAKE DOWN-----

- ★ **Let your teams know...they are responsible for take down...no team member should be leaving the gym until all clean up is complete. Build a culture!**
- ★ Scorekeepers please help putting away your equipment.
- ★ Please insist on putting everything back where it belongs so there is no stress for the teams setting up the next time.
- ★ If you ever can't find a key...find a custodian...they can help!