

Indoor Volleyball Equipment Instructions Guide

Location: Burnaby Mountain Secondary

SET-UP SUMMARY - 2:45PM - 10 minutes

Detailed with photos on page 3

Each court requires a minimum of four (4) people to assist in setting up.

Each assigned team is responsible for their court set up.

Equipment required per gym:

Two (2) Single-sided side posts - One (1) side-post with roped-hook on TOP, - One (1) side-post with roped-hook on BOTTOM	Two (2) double-sided posts
--	-----------------------------------

Three (3) nets per gym	One (1) Blue basketball hoop pole hook
One (1) Gym floor dust mop	Three (3) Score Flipcard per gym from front table

- ☐ **Net height** is at 2.35m, Junior Boys height, *2nd hole from the top.*
- ☐ **Nets** are set with the *white* tape facing up, *black* tape facing down.
- ☐ **Hooks** and **rings** need to match together.

TAKE DOWN SUMMARY - 6:50PM - 10 minutes

Detailed with photos on page 7

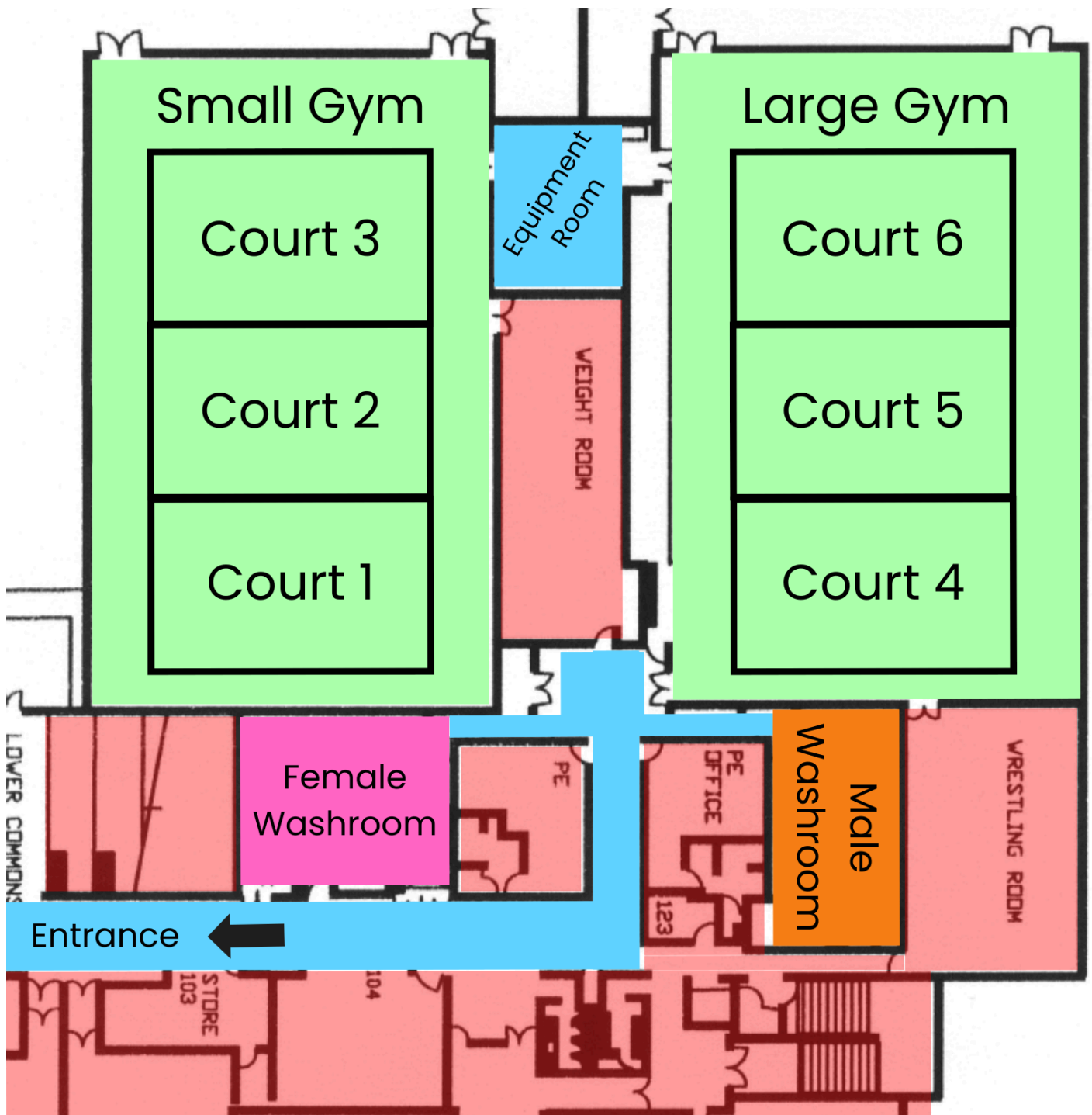
Assigned Brown Sugar teams are responsible for their court take down.

Each court requires a minimum of four (4) people to assist in take down.

- ☐ **Score flipcard** returned to front table
- ☐ **All poles** returned as per reference
- ☐ **Volleyball nets** folded in half and hung in as per reference

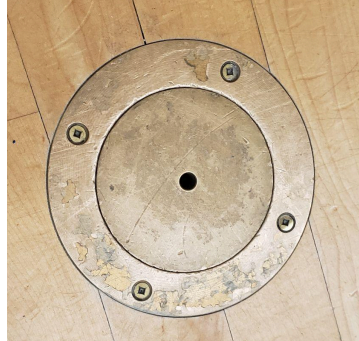


Burnaby Mountain Facility Map



SET-UP - 10 minutes

1. Please be ready at the gym at 2:45pm for set up.
2. Assist in removing non-volleyball school equipment from the gym.
Please check-in with the League supervisor before moving non-volleyball equipment.
3. Retract basketball hoops to the wall with blue pole hooks in the equipment room.
4. Sweep the gym floor with a provided janitor floor mop.
5. Using a house or car key, take out the floor hole covers. *Please leave the covers next to the holes and do not put the covers anywhere else in the gym.*



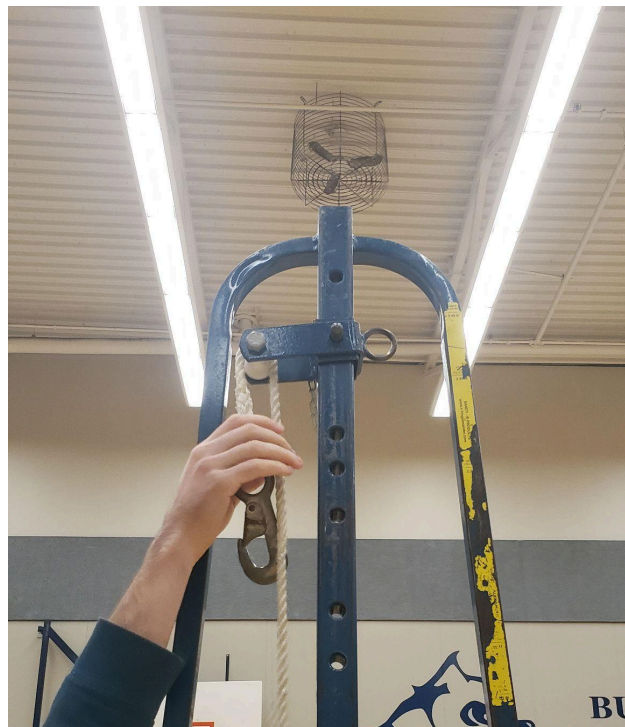
6. Roll out **two side posts** (1 w/ hook on top & 1 w/ hook on bottom of post), two center posts, and one net storage rack** from the equipment storage room.



7. Insert the two side posts at the gym ends, and the two center posts in the two middle floor holes.
*(If you have a **side post** with the **hook on the top** and **ring on the bottom**, have the facing **center post** with a **ring on the top** and **hook on the bottom** so you are able to attach a net. If the center post is not facing the correct way, turn the post 180°)*



8. Climb up the posts and ensure all top anchor blocks are set to “Junior Boys Height” or “2nd Hole from the Top”. Pull out the pin to release the anchor, slide the anchor to the desired height and re-insert the pin to lock it in place.

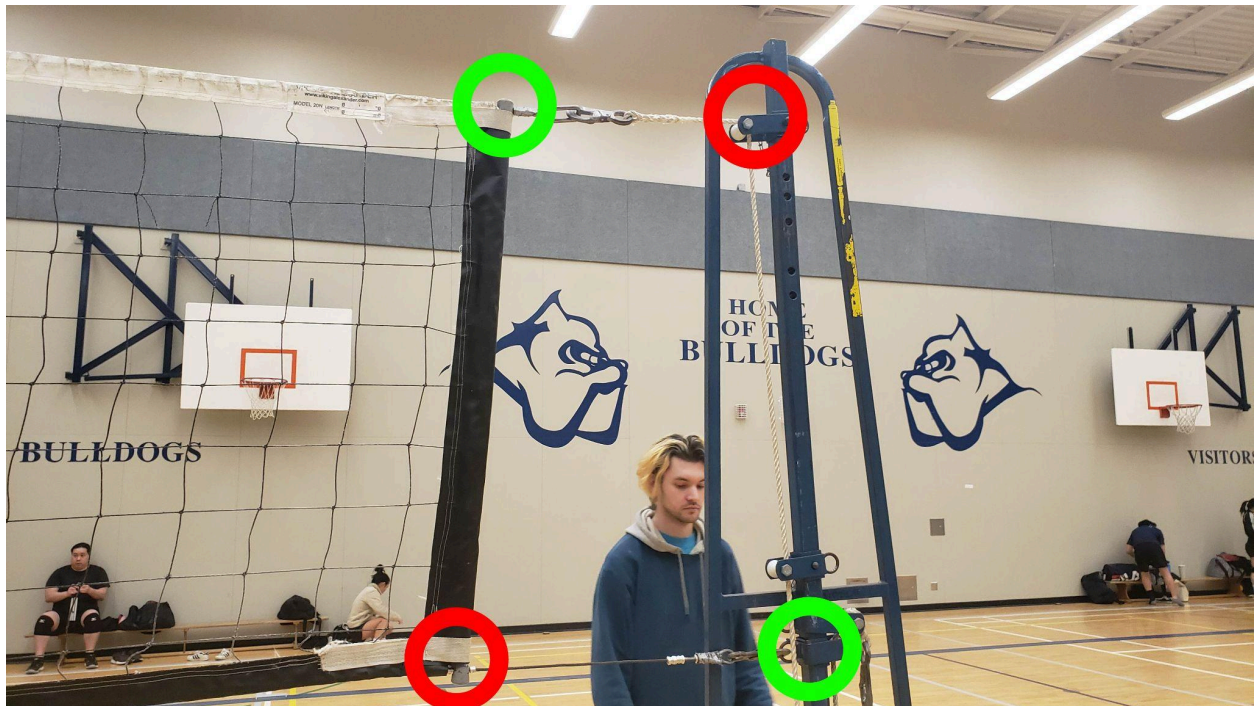


9. Each set-up team per gym will pull out three nets from the wall hanger and then attach it to the posts in their corresponding court.
10. With the top hook lowered, attach the top hookless corner of the net to the hook. Then attach the other top corner of the net with a hook to the post.

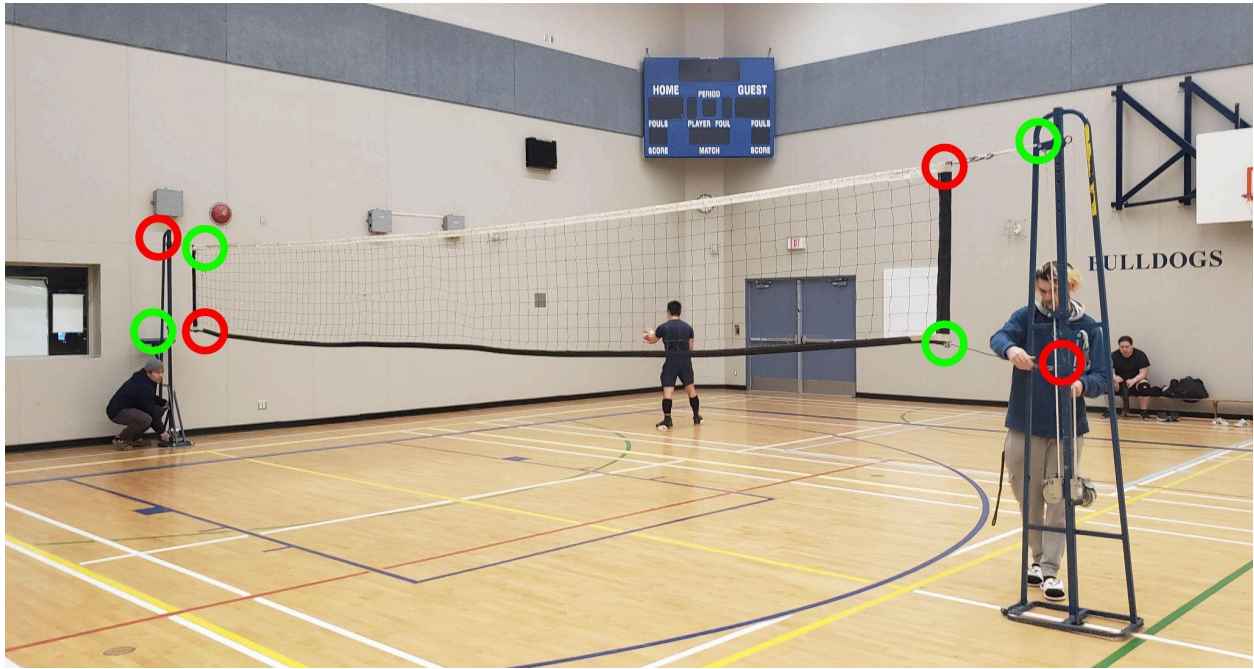


(See Diagram: **Green** indicates a **ring/loop** on a net or post. **Red** indicates a **hook** on a net or post)

Example # 1



Example #2



11. After the net is attached properly, tighten the top line first. After the top line is straight, adjust the bottom anchors so it aligns with the bottom of the net. You can unlock and move the bottom anchors with a screw.
12. After the bottom anchor is aligned, tighten the bottom rope until it's hand tight.
(If the bottom anchor is not aligned or aligned incorrectly, the net height may be pulled down. So please check the anchors before you finish up.)



13. You are done!

TAKE DOWN - 10 mins

1. Hands beware! Disengage the crank handle locks, loosen all the ropes **slowly**.
2. Unclip all the nets and return the nets to the net storage rack.

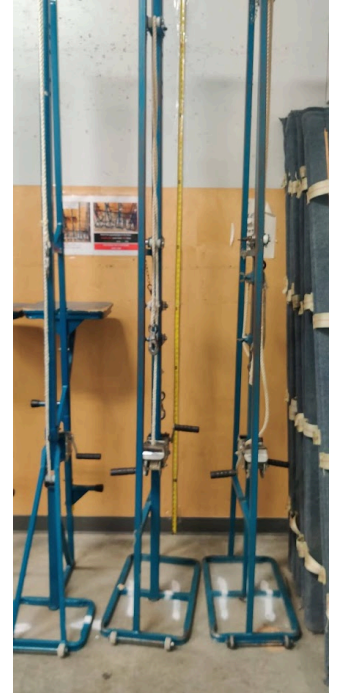


3. Nets are to be folded in half and white edge faces the top and hangs on poles.
4. Return all the center and side posts to the equipment room.

Please see the picture for the correct way to store the posts:



5. Ensure that all ropes are retracted, secure and not dangling, and that the crank handles are locked into place. Leave some looseness on the rope.



6. Place all gym floor covers back on top of their holes.



7. Return all non-volleyball sports equipment to the gym as directed by the League Supervisor.
8. You are done!