

St. Joseph's Basketball Program
Junior Girls League (5th & 6th Grade)
Guide to Opening and Closing Kennedy Center Gym

Unlocking the Door

- Kennedy Center gym's entrance is at the rear of the Highland Ave. parking lot, up the ramp and to the right
- Get keys to gym: **Two** coaches/adults must go to the front door (May St. side) of the Rectory building that's on the corner of May Street and Highland Ave. Ring the bell, and ask for the key to the Kennedy Center gym (not the Parish Center gym). If no answer, call Steve Blomberg at 781-752-6727 or 617-645-3191.
- Unlock the outside door of the Kennedy Center entrance.
- Have the 2nd adult stand inside the door while you stand outside to ensure the door is unlocked from outside.
- **Leave keys in the small metal box just beneath the middle windows on the far side of the gym** (you'll need the keys to unlock the equipment closet first).

Lights

- Turn on the light in the entrance hall, and then another switch just inside the gym door to the right.
- Go up the stairs on right of stage, find light panel on inner wall of stage, and turn on the (7ish?) taped switches on the left-hand switch cabinet.

Equipment

- On the left side of the stage, go down the stairs.
- Balls, medicine box, and scorebook (grab correct book!) are in closet.

Chairs

- All chairs are located under the stage (lift mats to find them; chairs only needed for games).
- On window-side of gym, place 10 chairs for each team, plus 2 for scorer's table.
- Align the opposite wall of gym (entrance side) with a row of chairs.
- **Place back chair legs on black strip on outer edge of gym's floor** - - every inch counts in the tight gym!!

Scorer's table / Clock / Game Prep

- Find the large broom and do a quick sweep of the floor. If no dust pan, leave pile in corner as best/heat as possible.
- Ensure the small scorer's table is set at mid-court OR on the right side of the stage as you look at it.
- Plug in and set up clock.
- Find designated parents for clock and book and ensure coaches insert their lineups for them.

Finishing your Game/Practice & Closing the Gym

- Make sure your team clears all jackets, water bottles, bags, etc. from the bench area.
- Make sure the key is at the scorer's table and let the next coach know its whereabouts.
- Coaches of teams in last game of day are responsible for closing the gym.
- Get parents to assist in folding/storing chairs after the last game.
- Store scoreboard console, equipment, medicine kit etc. in the closet down the stairs to the left of the stage.
- **Check/close ALL doors** (bottom of stairwell near stage and doors on opposite end of stage).
- **Turn off all lights** (including bathroom!!); panel is up stairs to right of stage.
- Unlock the inside side of the outside door, and then lock the door outside. Check door.
- Return the keys to the Rectory building in the May St. door's mail slot.

Other Gym Rules

- No food or drink allowed in gym, with water bottles the only exception.
- Players watching or waiting for the next game are allowed to sit in front of the curtain on the stage (unless the stage is off limits due to other reasons), but no legs hanging over edge (safety)
- No loose basketballs during games (another safety issue). All balls should be in the rack during games.

(for practices/games at the Pollard School gym – the building custodian opens and locks the doors)