Click below to hyperlink to the appropriate school gym setup

- Chesterbrook ES
- Churchill Road ES
- Cooper MS
- Haycock ES
- Longfellow MS
- McLean HS
- Spring Hill ES

Chesterbrook ES	
Configuration	 Spalding Slide Multi-Sport Net System with adjustable sliders Either 1 center court or 2 very SHORT and NARROW courts Usable partition and no bleachers
Video	www.youtube.com/watch?v=cV6AYNjrhgo&t=89s
Storage Location	 Storage room is inside the gym and has double doors. Equipment immediately visible on right side with poles on wall-mounted rack Custodian must unlock the storage room door
Setup Steps	 For single court, pull out only two poles – preferably one with a crank and one without. Leave the poles with slides on both sides – they are only needed as a center pole for a two-court configuration. For a single court, use the white net with attached antennas. For two courts, use the nets without antennas (which are cut shorter) Open the floor covers and place the poles in the holes Using the adjustment nob, move the pole sliders to a low height this makes it easier to connect the net before raising the slides to the appropriate height. Clip the ends up the net's top cable to the hook and fasteners on the top of each sliders and the net's bottom rope to the hooks on the bottom of each slider. Move the slides up to the correct height. There is a very faint arrow on one side of the slide and faint letters on the blue pole. Line up the slider arrow with "W" to set the net at 7ft 4in for MS/HS, and "J" to set the net at 7ft for ES. Tighten the net crank until the top of the net is firm please do not over-crank. Connect the bottom rope ratchets to the bottom hooks and pull the rope ends until the they are firm. The tighter the better. Place the pads around the poles
Take down Steps	 Steps: Remove the pads To take down the nets, loosen the bottom line ratchets first (there is a small metal tab that pushes towards the pole) and then loosen the crank. Unclip the net, fold it like a bed sheet and store it inside the pad. Place all equipment NEATLY back into the storage closet. The poles should fasten to the wall rack with velcro and the pads placed orderly in front of the wall rack Close the floor covers and lock them
Special Note	School wants MYV to place everything neatly in the storage closet and lock all floor covers

Churchill Road	ES
Configuration	 Spalding Multi-Sport Net System with adjustable sliders Either 1 center court or 2 very SHORT side-by-side courts with a shared center pole Unusable partition and no bleachers
Video	www.youtube.com/watch?v=cV6AYNjrhgo&t=89s
Storage Location	 Storage room is on the far side of the gym on the left side and has double doors. Equipment is 2/3 the way into room on right Custodian must unlock the storage room door
Setup Steps	 For a single court, pull out the following two poles: one with a crank and one without. Leave the pole with slides on both sides – that is only needed as a center pole for a two-court configuration. For a single court, use the white net with attached antennas. For two courts, use the nets without antennas (which are cut shorter) Open the floor covers and place the poles in the holes Using the adjustment nob, move the pole sliders to a low height this makes it easier to connect the net before raising the slides to the appropriate height. Clip the ends up the net's top cable to the hook and fasteners on the top of each sliders and the net's bottom rope to the hooks on the bottom of each slider. Move the slides up to the correct height. There is a very faint arrow on one side of the slide and faint letters on the blue pole. Line up the slider arrow with "W" to set the net at 7ft 4in for MS/HS, and "J" to set the net at 7ft for ES. Tighten the net crank until the top of the net is straight and firm please do not over-crank. Connect the bottom rope ratchets to the bottom hooks and pull the rope ends until the they are firm. The tighter the better. Place the pads around the poles
Take down Steps	Steps: 1) Remove the pads 2) To take down the nets, loosen the bottom line ratchets (there is a small metal tab that pushes towards the pole) and then loosen the crank. 3) Unclip the net, fold it like a bed sheet and store it inside the pad. 4) Place all equipment NEATLY back into the storage closet. The poles should fasten to the wall rack with velcro and the pads placed orderly in front of the wall rack 5) Close the floor covers and lock them
Special Note	School wants MYV to place everything neatly in the storage closet and lock all floor covers

Cooper MS – Aux Gym #1 and Main Gym #2	
Configuration	 Aux Gym #1 - Senoh Net System; Only 1 center court; Unusable partition but usable bleachers Main Gym #2 – Senoh Net System; 1 center court or 2 side-by-side courts; Usable drop-down partition between courts; No bleachers
Video	http://www.youtube.com/watch?v=O-gZi6HY20k
Storage Location	 For the Aux Gym #1, the equipment is in the storage room on the far right end of the gym and has a single door – there is no pole rack For the Main Gym #2, the equipment is in the storage room on the far end of the Main Gym #2 from the hallway and has double doors. Inside the room, the equipment can be found immediately to the right. Custodian must unlock the storage room door
Setup Steps	 For each court, you'll need one pole with a crank and one without a crank. You'll also need the detachable crank arm. Open the floor covers and place the poles in the holes Adjust the height of each pole by pulling out the lower of the two pinstops and moving the inner pole to the appropriate height. The "J" level is for ES Juniors at 7ft and "W" level is for MS & HS girls at 7ft 4in. The top of the net rope has two ends: one with a metal loop and one with a simple rope loop. Place the metal loop on the pole without the crank, looping over the top wheel and connecting to the downward hook on the outside of the pole. Place the rope loop inside the crank. Connect the crank arm and tighten the top of the net until it is straight and firm – please do not over-crank For the rope at the bottom of the net, loop it around the pole and fasten the D-hook to the clothes line adjuster. Pull the adjuster towards the center of the net to tighten. If you have too much slack, loop the rope around the pole once to remove excess slack. Place the pads around the poles
Take down Steps	 Remove the pads Release the close line adjuster by pulling the two metal pieces apart (it's easy, try it). Unfasten the D-Hooks Unwind the crank to loosen the net Unclip the net, fold it like a bed sheet and store it inside a pad Place all equipment NEATLY back into the storage closet. The poles should fasten to the wall rack with velcro and the pads placed orderly net to the wall rack Close the floor covers
Special Note	Return the equipment to the closet and stack neatly

Haycock ES	
Configuration	 Spalding Slide Multi-Sport Net System with adjustable sliders Either 1 center court or 2 full width SHORT courts. There is also an option for 3 NARROW side-by-side courts used by PE classes Usable partition and no bleachers
Video	www.youtube.com/watch?v=cV6AYNjrhgo&t=89s
Storage Location	 Storage room is between the two entrances from within the school and has a single door that opens up into the gym. The door is usually unlocked
Setup Steps	 For each court, pull out a pole with a crank and one with just a hook. When setting up multiple courts, you'll need all 4 poles. For both a single and double court configuration, use the white nets with attached antennas. The other nets are for a 3 court configuration Open the floor covers and place the poles in the holes Using the adjustment nob, move the pole sliders to a low height this makes it easier to connect the net before raising the slides to the appropriate height. Clip the ends up the net's top cable to the hook and fasteners on the top of each sliders and the net's bottom rope to the hooks on the bottom of each slider. Move the slides up to the correct height. There is a very faint arrow on one side of the slide and faint letters on the blue pole. Line up the slider arrow with "W" to set the net at 7ft 4in for MS/HS, and "J" to set the net at 7ft for ES. Tighten the net crank until the top of the net is firm please do not over-crank. Connect the bottom rope ratchets to the bottom hooks and pull the rope ends until the they are firm. The tighter the better. Place the pads around the poles
Take down Steps	 Steps: Remove the pads To take down the nets, loosen the bottom line adjusters first (there is a small metal tab that pushes towards the pole) and then loose the crank. Unclip the net, fold it like a bed sheet and store it inside the pad. Place all equipment NEATLY back into the storage closet. The poles should fasten to the wall rack with velcro and the pads placed orderly in front of the wall rack Close the floor covers and lock them
Special Note	School wants MYV to place everything neatly in the storage closet and lock all floor covers

Longfellow MS	– Gym #1 and Gym #2
Configuration	Gym #1 – Spalding Elite Net System; Either 1 center court or 2 SHORT
	side-by-side courts; Unusable partition, Usable bleachers
	Gym #2 – Spalding Elite Net System; Either 1 center court or 2 side-by-
	side courts; Unusable partition; No bleachers; Retractable backboards
Video	http://www.youtube.com/watch?v=5D5n5yowZBk (same as McLean HS)
Storage Location	Gym #1: The storage room is on the left side of the short far wall and
	has a single door. Equipment is stored behind the door.
	Gym #2: The storage room is the laundry room just outside the left door
	on the short far wall – it looks like you're heading outside. The laundry
	room door is immediately to the right and has a single door.
	Custodian must unlock both storage room doors
	In Gym #2, the custodian can retract the backboards
Setup Steps	1) If setting up one court, you'll need one pole with a crank and the one
	pole without a crank. For two courts, you'll need all three poles with
	the pole without the crank serving as the shared center pole.
	2) Open the floor covers and place the poles in the holes
	3) Adjust the height of each pole with the metal screw handle. For 7ft
	used by ES teams, adjust the poles so that the first ring on the inner
	pole section is ~2 inches above the top of the outer pole section. For 7ft
	4in, the second ring on the inner pole section is ~2 inches above.
	4) The top net cable has two ends: one that is short and one that is long.
	Place the long one on the pole without a crank using the pin-stop. Place the short end on the fastener connected to the crank.
	 Tighten the top of the net until it is straight and firm – please do not over-crank
	6) For the rope at the bottom of the net, connect the black fasteners to
	the adjustable ring connector on the pole. Note that the ideal position
	of the adjustable ring connector is in-line (not at an angle) with the net
	bottom. Pull the fasteners as tight as possible
	7) Place the pads around the poles
Take down Steps	1) Remove the pads
	2) Release the bottom line fasteners by pushing the metal release towards
	the pole.
	3) Unwind the crank to loosen the net
	4) Unclip the net, fold it like a bed sheet and store it inside a pad
	5) Place all equipment NEATLY back into the storage room. The poles
	should fasten to the wall rack with velcro
	6) In Gym #1, place the pads in front of the poles behind the door. In Gym
	#2, tuck the pads on either side of the laundry room shelves
	7) Close the floor covers
Special Note	Return the equipment to the storage rooms and stack neatly

McLean HS – Upper/Aux Gym #1 and Lower/Main Gym #2	
Configuration	 Aux Gym #1 – Spalding Elite Net System; Either 1 center court or 2 side-by-side courts sharing a center pole; Unusable partition, Usable bleachers Main Gym #2 – Spalding Elite Net System; Either 1 center court or 2 side-by-side courts sharing a center pole; Unusable partition; Massive bleachers
Video	http://www.youtube.com/watch?v=5D5n5yowZBk
Storage Location	 Aux Gym #1: To locate the storage room, exit the gym through the door on the left side of the far wall from the hallway and walk down the steps. The laundry room door is on the right and has a single door. Main Gym #2: The storage room is right inside the gym door closest to the doors leading outside from the main hallway. It has double doors. Custodian must unlock both storage room doors
Setup Steps	 If setting up one court, you'll need one pole with a crank and the one pole without a crank. For two courts, you'll need all three poles with the pole without the crank serving as the shared center pole. Open the floor covers and place the poles in the holes Adjust the height of each pole with the metal screw handle. For 7ft used by ES teams, adjust the poles so that the first ring on the inner pole section is ~3 inches above the top of the outer pole section. For 7ft 4in, the second ring on the inner pole section is ~3 inches above. The top net cable has two ends: one that is short and one that is long. Place the long one on the pole without a crank using the pin stop. Place the short end on the fastener connected to the crank. Tighten the top of the net until it is firm – please do not over-crank For the rope at the bottom of the net, connect the black fasteners to the adjustable ring connector on the pole. Note that the ideal position of the adjustable ring connector is in-line (not at an angle) with the net bottom. Pull the fasteners as tight as possible Place the pads around the poles
Take down Steps	 Remove the pads Release the bottom line fasteners by pushing the metal release towards the pole. Unwind the crank to loosen the net Unclip the net, fold it like a bed sheet and store it inside a pad Place all equipment NEATLY back into the storage room. The poles and pads should lean against the wall out of the way of foot traffic. Close the floor covers
Special Note	Return the equipment to the storage rooms and stack neatly

Spring Hill ES	
Configuration	 Spalding Multi-Sport Net System with adjustable sliders Either 1 center court or 2 SHORT and NARROW side-by-side courts (you can also configure the gym for 3 side-by-side courts) Unusable partition and no bleachers
Video	www.youtube.com/watch?v=cV6AYNjrhgo&t=89s
Storage Location	 Storage room is on the far side of the gym from the hallway between the two doors leading outside and has a single door. The storage room door is usually unlocked
Setup Steps	 For single court, pull out only two poles – preferably one with a crank and one without. Leave the pole with slides on both sides – that is only needed as a center pole for a two court configuration. For a single court, use the white net with attached antennas. For two courts, use the red and blue nets (which are cut shorter) Open the floor covers and place the poles in the holes Using the adjustment nob, move the pole sliders to a low height this makes it easier to connect the net before raising the slides to the appropriate height. Clip the ends up the net's top cable to the hook and fasteners on the top of each sliders and the net's bottom rope to the hooks on the bottom of each slider. Move the slides up to the correct height. There is a very faint arrow on one side of the slide and faint letters on the blue pole. Line up the slider arrow with "W" to set the net at 7ft 4in for MS/HS, and "Jr" to set the net at 7ft for ES. Tighten the net crank until the top of the net is firm please do not over-crank. Connect the bottom rope ratchets to the bottom hooks and pull the rope ends until the they are firm. The tighter the better. Place the pads around the poles
Take down Steps	 Steps: Remove the pads To take down the nets, loosen the bottom line adjusters first (there is a small metal tab that pushes towards the pole) and then loose the crank. Unclip the net, fold it like a bed sheet and store it inside the pad. Place all equipment NEATLY back into the storage closet. The poles should fasten to the wall rack with velcro and the pads placed orderly in front of the wall rack Close the floor covers and lock them
Special Note	School wants MYV to place everything neatly in the storage closet and lock all floor covers