



Goshen College Gym Setup Guide



Bleacher Setup: ½

Moving bleachers

- Move the center bleacher first.
 - Flip up bottom panel to open up bottom
 - Put each jack under each side of bleachers with corresponding side (letters written on each jack on right side)
 - Jack bleacher up with tool
 - There is a little knob underneath the hole to put the jack in that needs to be twisted to the right (this is also how you release the jack)
 - Push bleacher to yellow line with the bleacher being centered over the half court line
- Move other bleachers alongside the center one
 - Try and get them as close to each other as possible (a little gap is ok)

Pulling out bleachers

- Use machine that is stored underneath the track to pull out the bleachers
- Pull out the center bleacher first
 - There is a switch on the handle on the right hand side, this is how you pull vs. push the bleachers (make sure the chords are all the way in)
- Have one person guide the person who is pulling the bleachers out and another holding the chord so it's not stepped on
- Push bleachers together if there are gaps
 - Push/pull the bleachers together to minimize gaps between bleachers
 - Make sure the very back legs are locked underneath the bleachers
- Return machine back to where it was (underneath track by garage door)
- Once bleachers are pulled out, roll the yellow scaffolding to behind the middle bleacher

Score tables, chairs, and curtain

- The tables are underneath the ellipticals under the track
 - The middle booth is the one with the possession on the top (black)
 - The other two booths go alongside the middle one, the one for the globe will be on the left
 - The middle booth goes over the outlet plugs (there are holes specifically for it on the table)
- Each table will get 4 chairs, and each side of the tables will get 11 chairs for WVB and 13 for men and women's basketball (will also need 2-3 chairs for trainers at end of court)
- There is a pole under the track which goes into one of the volleyball pole holes right behind the scoretables
 - Lower the curtain so that it goes behind that pole
 - Use the jacks to push back each corner of the curtain once all the way down



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Bleacher Setup: Full

Second side of bleachers

- Put basketball hoop up (the one closest to the bleachers under the track)
- The first bleacher to be lined up is underneath the track
 - It will be in the same position as the other bleacher (lining it up with black half-court line)
 - The other two bleachers are against the wall by the ellipticals
 - After bleachers are pushed together, railings must be put on the middle bleacher (railings are located in the same closet as the scoretables)

Tearing Bleachers Down

Putting bleachers away

- Return the yellow scaffolding to where it was
- Get the machine from underneath the track
- Unlock the bottom seat on the bleachers if locked
 - If locked, underneath the first seat, is a little lever you must raise to unlock it (there is one on each side)
 - Also unlock the back legs underneath the bleachers
- Use the machine to push in bleachers
 - Might need to flip switch on the side to reverse it
 - ***If full* MAKE SURE TO TAKE RAILINGS OFF THE BLEACHER BEFORE YOU PUSH IT IN**
 - Once bleachers are condensed the machine can go back underneath the track
- Use jacks to push the bleachers back to the wall
 - Bleachers closest to the west side of the gym
 - Push left one first to guide the others (the one closest to the double doors entering the side of the gym)
 - When pushing bleachers together make sure there is a big enough gap in between them to be able to push them back out when setting them up the next time
 - Bleachers by ellipticals
 - Bleachers go back to opposite sides of doorway and underneath track
- When the bleachers are against the wall at the end, the jacks can just be left under the bleachers

Scoretables, chairs, and curtain

- Raise the curtain and return the pole to underneath the track (if only half)
- Chairs go back onto the chair rack and rolled back to beside the doorway under ellipticals
- Scoretables get unplugged and go back into the closet



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In-depth Score table setup

Set up:

- Black Center scorers table is the center one which you line up with the opening on the bottom of it and line it up with the outlets on the floor
- The scorers table that has “station” tape is on the left side while the other is on the right side
- Put all the side pieces up and click all the locks in place to put them up
- 3 Chairs at each table

Cords:

- Connect left and right scorers tables black cords to the center one by plugging the black cords into the center scorers table
- Plug the black main cord in the center outlet on the floor to activate the scores tables
- Funnel the mic cords on the left side of the main scores table through the furthest hole to plug into the main outlets in the floor
- The second furthest left hole is for the blue cable cord that goes into the main outlets on the floor
- Shot clocks are plugged into the scores box which is plugged into the main outlet that’s funneled in right furthest hole

Take Down:

- Unlock all the locks and push the side pieces in and have a top fall down and tuck them in

Cords:

- Unplug all cords and wrap them around your wrist or arm to set them in order of where they are located by their plug to stay there
- Plug all the black cords into their original scorers table to avoid them being tan over
- The center table should have all the cords and scorers box on top of it