

# Brookline - Captain Samuel Douglass Academy (CSDA)

## Gym and Basketball Information

### Facility Information

Facility: Captain Samuel Douglass Academy (CSDA)

- Serves as Brookline's upper elementary school for grades 4-6
- Has 2 adjustable-height hoops, 3-point line, bleachers, individual chairs for team benches, portable clock/scoreboard, table for scorer, and equipment cabinet

Address: 24 Townsend Hill Road, Brookline, NH 03033

### Gym Usage

Gym access is through primary, front doors of facilities and directly across from vestibule.

Gym use is coordinated with the school through Hollis Brookline Basketball Club (HBBC) President, supported by the HBBC Treasurer for insurance purposes. Allocation of this time to individual HBBC teams is also managed by HBBC President so coordination with the President is required before attempting to utilize gym as it is likely already reserved for one of the Club's many basketball activities.

Typically, the Club begins its use of the Gym during the last week of September (for its Open Gym period) and concludes its use two weeks after the Winter Break.

Gym is unavailable on weekdays when there is no school or if school is dismissed early, as in the case of bad weather. Gym is unavailable on Sundays, holidays and winter breaks.

No gym entry before designated times on weekdays due to Brookline After School Program (ASP) usage. If you see kids in there, it is because they are part of the ASP. Coach will coordinate admittance with ASP staff and will give "all clear" for basketball use.

- Before Thanksgiving: 6pm – 9pm (weekdays only)
- After Thanksgiving: 5:45pm – 9pm (weekdays), 8am – 3pm (Saturday)

### School Restrictions

All adult guests are responsible for knowing and respecting the rules of the school. A custodian is on site if there are questions.

CSDA is a nut-free school. No food of any kind in the gym. No soda or Dunkin Donuts coffee (due to nut restrictions). Water is encouraged, but sports drinks are allowed.

Visitors are only to utilize school hallways when getting in and out of gym, or for visiting the water fountain and restrooms. The adjoining cafeteria should not be used for groups unless prior coordination with HBBC President.

Under no circumstances shall exterior facility doors be propped open. If they are self-locking, there is a reason put in place by the school's administration and guests must respect this restriction.

When in the gym, players and guests may use the court area and the stands. Access and use of the stage (unless for scorer's table), pull-up bars, and other objects is prohibited.

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All guests are asked to stay off the playing area just in case footwear is carrying in elements from the outdoors. Players are encouraged to put on dry, clean basketball footwear *after* entering the building and before entering the gym.

### **Basketball Equipment Storage**

The HBBC cabinet is located within the cafeteria, is brown, and is the first on the left in the line of cabinets along wall shared with gym. It is locked with a 4-digit combo lock – Board Members and Coaches have the combination.

The cabinet contains:

- Basketball equipment: pinnies
- Documents: CSDA Info Doc, Souhegan Valley Basketball Rec game rules
- Electronics: portable, electronic clock/scoreboard for tabletop use
- Medical: first aid kit, ice packs
- Tools: handheld ball pump, ball needles, pens, pencils, clipboards

Please return everything, including game balls, to the cabinet after use, lock cabinet, and spin combo.

### **Game Setup**

The gym floor sees much use throughout the day so a sweep will be necessary before first practice/game of the day/night. The broom is in or near the closet in front-right corner of the gym.

Two black rubber runners are rolled up and stored in the same closet and should be laid out parallel to the stage-side sideline for placement of teams' chairs. The runners should be approximately 3 feet from the sideline to allow space for players and refs and start approximately 5 feet from either side of the midcourt line.

Green chairs are stacked near the gym-cafeteria doors and stage and are to be used to setup a bench area for each team's players and coaches. The nominal quantity for each side is 15.

A folding table is used on the stage-side sideline, at midcourt, for the scorer's table. For visibility of the table-top clock/scoreboard, it is best to setup the table directly on the stage. The clock/scoreboard is placed on this table with the cord running underneath the table to the outlet on the front face of the elevated stage. Up to three chairs are placed at the table, two at a minimum for the scoreboard operator and home team representative keeping the paper scorebook, plus an away team representative keeping their book, as desired.

When needed, the height of the two hoops can be manually adjusted using the adjustment rod located in the front-right gym closet. Using the ruler that is located on one side of each hoop assembly, align the bottom of the black metal frame that is moving with the bottom of the thick black ruler line.

All equipment must be returned in their original condition and location after last use of the day.

### **Scoreboard**

The scorer should focus on maintaining time, score, and quarter. Tracking possession and foul bonuses are optional.