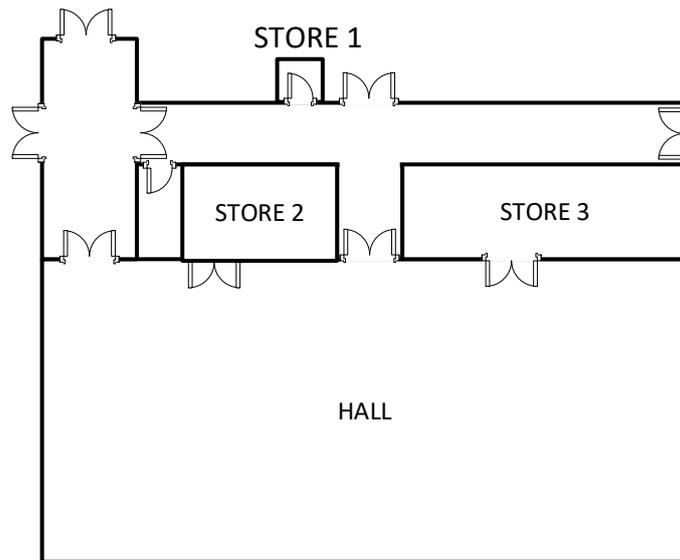


## Hall Setup



If any of the stores above are not open when you arrive, ask the caretaker to unlock them.

### **Clearing the Hall**

The basket ball hoops at either end of the hall should be folded flat against the walls. If they are not, ask the caretaker to fold them back.

If there are football nets in the hall, lift these into the far corners.

### **Scoring Table**

Tables and chairs are in STORE 3. The scoreboard is in the wooden cupboard in STORE 1 along with score sheets.

### **Team Benches**

Wooden benches should be set either side of the score table for teams to sit on. These are usually upstairs, in either the gym or the dance studio (you may need the caretaker to unlock them). They must be returned after the match.

### **Referee Stand**

The stand is in STORE 2 behind the left hand door. It should be returned to the same place (ensure it is out of the way). There should be a bungee with the stand which can go round the stand and the post to help keep it steady.

### **Posts, Net & Balls**

Use the large blue posts from STORE 1. The converter used to fix the posts to the floor is in the wooden cupboard in STORE 1. The balls and net are also in STORE 1. See over page for how to fix the posts.

### **Spectator Seats**

Seats for spectators can be put against the walls. These are in STORE 3.

## Post Fixing



Before fixing the posts the circular covers for the post fixing holes have to be removed using the sucker in STORE 2. Open the handles up, as shown here, press the sucker onto the cover then bring the handles together. It should then be possible to lift the cover.

The blue posts have two holes in their base to bolt them to the floor. However, the hall only has a single bolt hole for each post. Therefore you have to use converters. These are red bars with bolts at either end and a large central bolt:



The brass rings at either end will sit on the two lugs on the base of the posts. The central bolt goes into the floor:



To fix the posts follow this process (you do not need any tools, just your fingers):

1. Put the post with the net winder near the hall doors and the other post on the far side of the hall. Place the posts either side of the hole in the floor so their lugs are in line with the bolt hole in the floor
2. The converters have written on them which side of the hall they go
3. You **do not** need to adjust the bolts at either end of the converters
4. Loosely spin the nut and brass ring on the central bolt to the top, up against the black handle
5. Place the converter loosely over the post's lugs, the arrow drawn on the converter should point to the net
6. Use the black handle to screw the central bolt 6 or 7 full turns into the floor, it **does not** need to go all the way into the hole, it **does not** need to be screwed all the way down against the bar. If the bolt is stiff to screw in, rattle / adjust the converter and post until the bolt screws in and out easily.
7. Push the converter bar down until the brass rings at both ends are sitting on the lugs (as shown above)
8. Screw the brass ring on the central bolt down onto the red bar until it is tight. The post should now be held firmly.
9. In the wooden cabinet should be some grey foam piping which can be used to cover the top of the end bolts