

<b>School:</b>	<b>Janet Johnstone</b>
<b>Last Updated:</b>	<b>February 7<sup>th</sup>, 2017 (BC)</b>
<b>General Info:</b>	Use the main parking lot and enter the school through the main entrance. The gym is located straight down the hallway through a set of doors. The gym will be your first left after going through that set of doors.
<b>Court Lines:</b>	Green all around
<b>Post holes:</b>	Post holes are located roughly 3 feet outside of each courts' sideline.
<b>Nets:</b>	Nets are owned by the CSSC. They are kept in the same spot as the posts (first room immediately to the left when entering the gym). They are stored in a plastic container along with the CSSC Volleyball nets. There are 3 Badminton nets labelled "Property of the CSSC".
<b>Posts:</b>	This school does not have Badminton posts; therefore, we have to use Volleyball posts for setup. There are 6 posts total, but we will only require 4 posts for setup. 4 out of the 6 posts are labelled with white tape (these are the posts we use for Volleyball setup). For Badminton Setup, we will use 4 total posts (1,2,3,4). Posts 1 and 4 have a single crank with rope (these will go on the end walls. Posts 2 and 3 have two cranks and ropes; they will go in the two middle post holes.
<b>Step 1</b>	Place the correct posts in each of the 4 post holes (post #1 on one of the ends, post #4 on the other end and posts 2 and 3 in the remaining two post holes.
<b>Step 2</b>	Using the metal pins on the posts, lower the silver attachments down on the post to the correct 5 feet pinhole (it should be the lowest pinhole. Place the pin in the hole to secure in place. For the posts that have 2 cranks and are double-sided, lower the bottom silver attachment, securing it with the metal pin. Then, lower the higher silver attachment and simply have it rest on top of the lower silver attachment.
<b>Step 3</b>	Secure the Badminton nets to the "S" hooks on the end of the rope on each post. You will need to tie a knot in the rope of the Badminton net to secure it around the "S" hooks.
<b>Step 4</b>	Tighten the cranks to tighten the nets, but do not over-tighten as it could snap the rope on the Badminton nets. You will NOT tie the bottom of the Badminton nets for this setup (Tying the bottom of Badminton nets is generally not required anyways, but in this instance it is made more difficult because of the Volleyball posts being used as opposed to standard Badminton posts).
<b>Step 5</b>	Repeat the previous 4 steps for each court.
<b>IMPORTANT NOTES:</b>	<b>PLEASE NOTE: POST #3 DOES NOT HAVE A LOCKING MECHANISM TO STOP THE CRANK FROM TURNING. WE HAVE PLACED A TEMPORARY METAL SCREW.</b> <b>DIRECTIONS:</b> Push the screw inward when tightening/loosening the crank, then simply pull the pin outward (keeping it bolted to the crank) to have it stop the crank handle from twisting around.

<b>PAST COMPLAINTS:</b>	