



Opening / Closing Procedures for Complex



Open Duties

Training key will be required to obtain access to main fields and amenities

1. Open Main gate on Pollock Ave and tie back gates to poles to prevent them swinging shut and damaging cars.
2. Open all main entry gates (as required)
3. Check the indicators on the Defib machine near canteen are all green
4. Unlock all the toilets
5. Collect 3-4 ice bags for each field from freezer in handicap toilets.

EJ & EAST fields:

1. Unlock TO dugout
2. Add ice to esky and close lid
3. Top up water traps (as required) for access onto the field
4. Turn on scoreboards
5. Set controller to start at required time
6. Check if field needs watering. If watering is required follow instructions next to water controller.
7. If lights required to be used, switch on from control box 15 mins prior to commencement of game / training
 - a. East Field light controls– Inside Western Gate entrance
 - b. EJ Field light controls – large control box near light pole on nth side of dugout
8. Raise safety nets (as required)
9. Set out fields for U9 comp or move goal boxes for U11 comp (as required)



Insert key and turn dial 'On'



NB – Ensure that there is no hitting against goals until after 7:45am Saturday Mornings due to noise complaints from local neighbours



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Closing duties:

EJ & East field:

1. Check watering system is turned off and unplugged.
2. Put plastic chairs in TO box
3. Turn off scoreboards
4. Lock scoreboard controller back in metal box on wall
5. Empty esky and leave open to dry
6. Cleanout out any rubbish and place in bins provided
7. All match cards placed in appropriate Perspex box
8. Place Umpire headsets on charge
9. Lock dugout

Complex:

1. Lock all toilets and turn off external Cola lights (if required)
2. Turn field lights out (if required),
3. Lock all gates, including top gate at road

Report any property damage to Director of Complex
Email – facilities@cchockey.org.au