

Central Closing Procedure

1. Team managers to roster three people to assist with pack up
2. Clean umpire rooms, place cordial and water back into canteen
3. Remove goal post covers, place in umpire rooms
4. Place NFL sign into umpire rooms
5. Place bollards into umpire rooms
6. Remove rope from coach boxes and place the rope in umpire room store room
7. Place stretcher into store room under time keeping box
8. Place small table from in front of canteen into social rooms
9. Clean up rubbish from around the ground and in front of clubrooms
10. Check and clean change rooms as required.
11. Switch off computer and clean timekeepers room
12. Clean toilets and empty bins
13. Vacuum the carpet
14. Empty all bins in clubrooms
15. Place wheelie bins back into the bin cage at rear of the change rooms
16. Close scoreboard roller door. Using remote from top draw in office
17. Canteen to be clean and dishes to be washed and put away
18. Lock all doors and reset alarms
19. Lock gate for access to ground for Ambulance