

Central Opening Procedure.

1. Team manager of the first game to roster 2 parents to assist with the setup of the facility 45 minutes before the game
2. Team managers to roster 2 parents to assist 30 minutes before the first game to assist the canteen manager with the setup of the canteen
3. Unlock gate at railway end in ready, in case of ambulance
4. Unlock all doors. Disable alarm
5. Place bollards in carpark so as to block off access for ambulance if required
6. Install goal post padding (stored in umpires' room)
7. Put out stretcher between coach's boxes, leaning against fence, spectators side. (stored in store room under time keepers box)
8. Put NFL sign relating to abusive language and crowd behaviour (stored in umpires' room)
9. Check terrace area for any debris especially broken glass
10. Blow away dust and grass with blower. Located in equipment store (stored in store room under time keepers box)
11. Place small table for condiments outside front of canteen (stored in social rooms)
12. Check and clean change rooms as required
13. Empty all bins in clubrooms
14. Place wheel bins out on terrace area
15. Make sure umpire's room are clean and sweep out umpire's rooms
16. Make sure toilets are clean, empty bins and check there is toilet paper
17. Place cordial, plastic cups and water bottles in umpire's room (umpires do not receive free Gatorade type drinks or food from the club)
18. Put scoreboard door up. Using remote from top draw in office
19. Set room and computer for timekeepers
20. Canteen manager set up by canteen manager
21. If under 9's or under 10's game, team will set up goal post and field accordingly. Team manager to roster two people from their team to carry out set up and pack up
22. All equipment to be put into store room in umpires room
23. Carry out inspection of ground and fill in JLT form found in the team manager's folder. Make sure opposition team manager approves and signs form. As part of inspection, check for dog droppings and debris. Remove as required. Shovel in home rooms, storage near public toilet or disabled toilet (team manager to do this)
24. Committee to make them self-available to field any questions
25. If leaving for the day, please put keys in top draw in canteen. Preferably tell another committee member if available. Let canteen people know