

Susan St. Opening Procedure.

1. Unlock all doors
2. Team manager of the first game to roster 2 parents to assist with the setup of the facility 30 minutes before the game
3. 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.
4. Place small table (stored in away rooms) for condiments outside front of canteen
5. Check and clean change rooms as required
6. Make sure umpire's room are clean and swept
7. Make sure toilets are clean, empty bins and check there is toilet paper
8. Empty all bins into wheelie bins
9. Place wheelie bins around the front of clubrooms
10. Place cordial and water bottles with cups (all found in canteen) in umpire's room (umpires should not be asking for free Gatorade type drinks or food)
11. Set up table and chairs for timekeepers. (stored in disabled toilets)
12. Run lead for power to siren (lead is in store room in away change rooms, pull out through hole in top of wall behind time keepers)
13. Put scoreboard up. (stored in disabled toilets)
14. Pull out BBQ and leave against wall towards cricket nets
15. Install goal post padding (stored in umpires' room)
16. Unlock padlock on emergency entrance gate to ground
17. If under 9's game, team will set up goal post and field accordingly (stored in Disabled toilets)
18. Carry out inspection of ground and fill in JLT form (found in TM folder) Make sure opposition team manger approves and signs. As part of inspection check for dog droppings and debris. Remove as required. Also check for potholes, fill as required. Shovel in home rooms or disabled toilet. Team manager to do this
19. Put NFL sign relating to abusive language and crowd behaviour (umpires room)