



## Waverley Park Hawks Junior Football Club

A member of the South Metro Junior Football League

# GROUND SETUP – COLUMBIA RESERVE

### Open Rooms:

Collect the swipe card and scoreboard key from the key safe on the fence opposite the canteen window. Code: <span style="background-color: black; color: black;">XXXXXXXXXX</span>
Open the main Clubroom, Change Rooms, First Aid and Umpires Room.
Collect all equipment from the First Aid Room – cones, goal post pads, stretcher etc
Collect the gate key from the canteen - unlock the ambulance gate and place cones in front to ensure access is kept clear.
<b>Return the gate key immediately to the canteen.</b>
<b>Return the swipe card and scoreboard key to the key safe.</b>
Open the scoreboard storeroom and turn on the scoreboard (switch on right as you enter).

### Ground Setup:

Place the stretcher and chair between the coaches' boxes.
Setup the goal post pads.
If a modified rules game, setup Auskick goals and boundary.
Setup the timekeeper table in the Clubroom (near siren switch, right window).
Collect the laptop from the bar area on top of the wall cabinets: <ul style="list-style-type: none"><li>• Plug in the power cable and the scoreboard cable (into wall fitting marked EXT)</li><li>• Follow the <i>Columbia Laptop Instructions</i> (laminated sheet) to log in and set it up.</li></ul>
Conduct a <a href="#">Ground Inspection Report</a> with the opposition Team Manager.



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# GROUND PACK UP – COLUMBIA RESERVE

### Ground Pack up:

Return the stretcher and chair to the First Aid Room.
Remove goal post pads / modified rules goal posts etc and return to First Aid Room.
Lock ambulance gate and return cones to First Aid Room.
Turn off the scoreboard and lock the storeroom.
Shut down the laptop, unplug it, put everything into laptop bag. Store back in the bar area.
Close all rooms (Clubrooms, Change Rooms, First Aid and Umpires Room).
<b>Return and lock the keys in the key safe.</b>