



Waverley Park Hawks Junior Football Club

A member of the South Metro Junior Football League

GROUND SETUP – WELLINGTON RESERVE

Open Rooms:

Collect the keys from the key safe inside the electrical box. If facing the canteen window, the box is located on the front left corner of the building (see image below).

Code: **0513**

Open Change Rooms and **turn off the alarm** located just inside the main door.

Code: **3464**

Open the Umpire Room, located around the corner on the right behind the public toilets.

Open the Equipment Room (just past the key safe) and take out the goal post pads, stretcher, first aid chair, cones and Scoreboard Controller.

Open the Scoreboard / Timekeeper building

- Turn on the Scoreboard, switch is located just inside door
- Open the shutters (follow instructions on the wall)
- Locate the *Wellington Scoreboard Instructions* and give to the Timekeeper with the Controller.

If you need to turn on the floodlights, the control box is located to the left of the canteen window (see image below). The key can be found in the key safe.

Return the keys to the key safe.

Lock Box



Floodlights Box



Ground Setup:

Unlock the ambulance gate and place cones in front to ensure access is kept clear.
Setup the goal post pads.
Position the stretcher + chair between the coaches' boxes.
Conduct a Ground Inspection Report with the opposition Team Manager.
Check the ground for dog poop! Bags can be found in the canteen if needed.

GROUND PACK UP – WELLINGTON RESERVE

Ground Pack up:

Return the stretcher and chair to the Equipment Room.
Remove goal post pads and return to Equipment Room.
Lock ambulance gate and return cones to Equipment Room.
Return Scoreboard Controller to Equipment Room.
Turn off Floodlights and lock the control box.

Lock Rooms:

Collect the keys from the key safe.
Ensure all room lights are turned off (some may be on sensors)
Lock the Scoreboard / Timekeeper building <ul style="list-style-type: none">• Ensure the Scoreboard is turned off, and the shutters have been closed first.
Lock the Umpire Room.
Lock the two Change Rooms and reactivate the alarm.
Return the keys to the key safe.