



GLEN HUNTLY PRIMARY STADIUM PROCEDURES

The stadium is at the rear of the school's Senior campus and can be accessed via a gate on the public walkway that runs along the northern edge of the campus between Grange Road and Vine Grove. The gate is closer to the Vine Grove end of the walkway. There is limited parking on Grange Road so the best option is to access it via the Vine Grove end.

Access to the stadium is via a key and security fob kept in a key lockbox.

Every coach is responsible for following these procedures.

Coach to Coach Procedure

1. **The first coach using the stadium for the night must remove the lockbox from the fence** regardless of whether the stadium and gate is open or not. The lockbox contains the stadium/gate/backboard keys and security fob and is attached to the gate.



2. **At the end of each training session, the entire locking system must be passed on to the next Coach in person!** Every piece of the locking system must be handed to the next Coach – this is not negotiable.
 - Do not pass on to anyone else such as the team manager of the next team or a parent.

- Do not leave anywhere for the next coach to find. It must be handed over in person.
3. **The lockbox must be kept in each coach's possession during training.**
 4. **The last coach** that trains is responsible for locking up the stadium and gate and returning the entire lockbox to the fence railing. The entire lockbox and its contents need to be passed from "Coach to Coach" at end of each session. **If no team arrives to coach after your session, you MUST LOCK the stadium and school gate even if you are not normally the last team.**
 - **Do not accept offers from any cleaner to lock up.** Please execute the lock up procedures and the cleaners can let themselves back in.
 - **Never** remove the keys, alarm fob or lockbox from the school.

Opening and removing the lockbox from the fence



1. Open the Weather Protection cover.
2. Rotate the combination dials to the 4-digit code.
3. Press the 2 buttons either side concurrently to open the Storage Compartment cover.
4. Release the shackle to remove the lockbox from the fence.

Opening the School Gate & Stadium

1. **Open the perimeter gate** with the stadium key.
2. **Open Stadium:** **The door nearest the gate is NOT the access door.** Proceed around the outside of the stadium and open the main door to the stadium (see aerial photo above), turning the key anti-clockwise. You may need to gently push the door forward whilst doing so.
3. **Deactivate Alarm:** Enter the stadium and turn immediately left. About 1m along the wall is the alarm panel. It is the size of a power point with a red light at the bottom of the panel. With the white side of the security fob facing the alarm panel, slowly swipe the security fob from top to bottom once only. The panel will beep, and the red light will be replaced with a green light. Only swipe once – if you swipe twice, it will turn the alarm off and then back on again!
4. **Adjust the ring height if needed:** Controls for the ring height and tilt, to be used with the gold key. If the ring is adjusted to 8 feet, it must be adjusted back to 10 feet after the training session. The competition ring heights (see image below) are as follows:
 - U8s, all U10 Girls and the bottom 4 U10 Boys' divisions - 8 feet
 - All others - 10 feet

5. **Place the keys back in the lockbox and lock the lockbox so the keys/fob do not fall out**
(Same procedure as opening the lock box above)
6. **Turn on the lights:** The stadium light switch is located on the stadium wall to the right of the stadium entry entrance door (see photos below).



Locking the Stadium

1. **Check the stadium:** remove any rubbish and place in bin. Grab any clothing and balls left during training and take it with you. The school will not take any responsibility for lost property. Ensure all stadium doors facing are locked (sometimes kids or parents unlock it). Take photos of any damage caused during training and report immediately to the Club.
2. **Turn off the lights.**
3. **Adjust the ring height back to 10 feet.**
4. **Activate the alarm:** Locate the alarm panel to the right of the main door – it is about 1m from the door. Swipe the plastic security fob on the key ring (from top to bottom) over the panel. The green light will change to red and there will be a beep.
5. **Lock the stadium:** you have around 10 seconds and lock the door. The key turns clockwise. You may have to push the door slightly.
6. **Lock the perimeter gate.**
7. **Return the lockbox to the exact same place** on the gate. Ensure the combination is scrambled, the cover is closed (to stop rain) and the lockbox attached securely. We will be charged if the lockbox is damaged.

Using the Stadium

1. The stadium is only to be used for the allotted training time.
2. There is to be **NO USE** of the school grounds/playgrounds etc by any parents, players or siblings etc before, during, or after training.
3. School equipment etc **MUST NOT** be touched/moved etc. The whiteboards are not to be touched, teachers have prepared classes for the next day and have found that their lesson had been removed from the board.
4. No bikes, scooters(powered/unpowered), skateboards, or inline blades are to be used inside the Stadium.
5. Children must be always supervised by an adult.
6. Use only sports shoes on the court. No high heels are to be worn on the court.
7. There is a scissor style broom opposite the boy's toilet door if you need to sweep the floor (see image below). Please replace it after use.
8. We have access to the court, toilets, and the entry area. All other areas are out of bounds.
9. Please advise your team spectators not to leave any food mess or rubbish on the courts.
10. If you feel it necessary to open the external doors on the court for ventilation it is your responsibility to close them at the end of your training session. Please advise your team that they **MUST NOT** open any other doors.
11. **Do Not use or sit** on the stadium seating top row, this is a falls/OHS issue.

