

Ground Operations

Set Up Pack Down Hurlingham Park

Set Up @ Hurlingham Park


Arrival Time: Before 7:00 am on matchday.

Unlocking
Unlock Storeroom 2 and all change rooms (1, 2, 3 and 4).
Unlock the Medical room, Umpires room, Scorers room (including shutters) and canteen shutters. Do not open the Social Rooms.
To set doors to open mode: hold the Salto fob against the black box until it beeps, then hold down the handle while simultaneously holding the Salto fob over the reader.

Goal Post Padding
Fit goal post padding to all posts on Hurlingham Oval 1 and Hurlingham Oval 2.
Hurlingham 1 – thick pads are stored in change rooms 1 (leaning against the shower room wall).
Hurlingham 2 – slim pads are stored in change rooms 4 (leaning against the shower room wall).

Marquees
Erect the four (4) marquees as per the map in Appendix One.
Two (2) marquees on the Nepean Highway wing and two on the Francis Street wing.
Each leg must be weighed down with two weights.
If there are forecast high winds do not erect the marquees.
Under no circumstances should the marquees be erected under the trees.
Each marquee must be at least one (1) metre from the boundary line.

Access to Oval for Emergency Ambulance & Medical
Unlock Hurlingham Park access gate at the end of Francis Street and the oval access gate on Hurlingham Oval 1.
Unlock the oval access gate on Hurlingham Park (located near the Away Coaches Box)
The aluminium stretcher (stored in Medical Room) to be placed against fence near interchange.
The key for the oval access gates is kept on defibrillator in medical room.
Defibrillator is to be kept in medical room.

"A Frame" Signs
Position Vampires "A-Frame" Signs at Hurlingham Park access points.


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Scorer's Room

Unlock and roll up the Scorer's room shutters.
Retrieve laptop from Secretaries Cupboard.
Remote control (kept in plastic container on desk)
Point the remote control at scoreboard, click "on" and the roller shutter will open.
Connect RF dish and controller box to laptop via HDMI cable.
Turn on laptop – password is: nfc
Ensure laptop is connected to power.
Launch the scoreboard app (SAM football) and select Juniors.
There is an instruction book in the laptop bag.

Sponsor Signage

Attach all sponsor banners and signage to the boundary fence beneath the scoreboard.
Ensure each banner is visible and properly attached to the fence.
Ensure Marshall White canvas wraps are attached to the goal post-pads.

Change Room Signage

Place change room signage on the corresponding wall as it aligns to match day schedule.

Rubbish Bins

Ensure there is one (1) lined rubbish bin in each changeroom.
Ensure there are lined bins placed around the canteen and pavilion area.
Deploy the blue (recycling) and green (general rubbish) bins next to water retarding basin (near oval access gate) and near Nepean Highway side marquees on Hurlingham Oval 2.

Hurlingham Oval 2 Scorer's Table

Set up trestle table & two chairs (stored in Secretary's room) under gazebo located between Hurlingham Oval 1 and Hurlingham Oval 2.
Place the Hurlingham Cow Bell (stored in Secretary's cupboard) on table.

Playing Surface Inspection & Safety Checklist

Inspect both ovals and clear any hazards and debris, including dog faeces. Use gloves.
Check for potholes and fill with sand
Complete the Marsh Safety Checklist CLICK ON THIS LINK

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Pack Down @ Hurlingham Park

Arrival Time: Typically, between 4:00 pm and 5:00 pm, depending on fixtured matches. Please check.

Run Sheet & Checklist
Confirm games have been completed before beginning pack down.
Remove all goal post padding & return to the correct changerooms: <ul style="list-style-type: none"> - Hurlingham Oval 2 Pads – Changeroom 4 (in front of showers) - Hurlingham Oval 1 Pads – Changeroom 1 (in front of showers)
Marquees & Weights <ul style="list-style-type: none"> - Pack down all marquees and return to storage room. - Move all weights back to storeroom.
Sponsors Signage <ul style="list-style-type: none"> - Remove all sponsor signage and return it to storage room
Rubbish <ul style="list-style-type: none"> - Collect all rubbish from spectator areas, change rooms, bag it and place in bins. - Return the green and blue bins to the side area next to the social rooms.
A-Frame Signs <ul style="list-style-type: none"> - Return all Vampires A-frame signs to the storage room.
Hurlingham Oval 2 Scorers desk, bell and chairs <ul style="list-style-type: none"> - Return the trestle table, bell and chairs to the storage room.
Change Rooms <ul style="list-style-type: none"> - Sweep and blow out all debris and rubbish from changerooms - Change room signs removed and placed in Secretary's cupboard
Scoreboard & Scorer's Room <ul style="list-style-type: none"> - Close the scoreboard roller shutter – NB you will need directly underneath the scoreboard for the controller to connect with antenna. - Pull down the internal and external roller doors and lock them. - Close the SAM program, shut down the laptop, pack in its bag and return to Secretary's cupboard.
Return metal stretcher to Medical Room.
Lock the Hurlingham Park access gate at the end of Francis Street and the oval access gate on Hurlingham Oval 1.
Lock the oval access gate on Hurlingham Park (located near the Away Coaches Box)
Locking Up <ul style="list-style-type: none"> - Ensure all access points are locked - Medical room, Umpires room, Bin room, Scorers room, Change rooms, Social rooms & Front Door and Middle Doors. - To lock doors: hold down the handle while simultaneously holding the Salto fob over the reader. - Ensure all access doors are clear and no obstructions. - Padlock the Storage room.

East Brighton Vampires Junior Football Club

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Appendix 1.

