

SUNNYBANK SAINTS SOCCER CLUB

PROCEDURE FOR LOCKING-UP AT CALAMVALE FIELDS AFTER SATURDAY OR NIGHT GAMES

1. Take down nets, collect pegs and stakes, place in wheelie bins and return to the shed adjacent to the border with the AFL field. The two northern bays are ours. (One wheelie bin for each soccer field).
2. Collect four corner flags from each field and return to the shed.
3. Collect the two (or four) plastic garbage bins, transfer rubbish into one plastic garbage bag and take it home for disposal or put it in the School's industrial bin which is located in an enclosure off the ring road behind the AFL field.
4. Return two signs to the shed.
 - a. A "toilet" sign on a steel stake should be collected from the western side of the fields, between the two soccer fields.
 - b. A "toilet" on a steel stake should be collected from just outside the toilet block.

See over for Page 2

5. Collect the toilet and ring-road padlock keys from the glass cabinet in the shed.
6. Lock up the toilet block, after inspecting both male and female toilets to ensure they are in clean condition.
7. Turn off the lights in the toilets if they are on – switch is just inside each door.
8. Close the gates at the northern end of the ring-road, chain them up and padlock them. Ensure you are not locking any cars in. If there are still cars in the carpark please phone Terry or Maria to let them know that the gates have not been locked at the conclusion of the game.
9. Return the two keys to the glass cabinet in the shed.
10. If it is a night game, turn the lights off with the swipe card and control box key from the glass cabinet. The lights will remain on for 10 minutes to give you time to clear the area. Return the lights swipe card to the shed if you have used it. Please wait to ensure that the lights switch off before leaving the premises.
11. It is important that you do not take the ring-road and toilet keys away with you. Please be careful to avoid this.
12. Any problems:

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