

Set Up & Pack Down – Hurlingham Park

Set Up Arrival Time: Just before 7.00am

- ☐ Unlock Store Room 2, all Changerooms (1,2,3,4)
- ☐ Unlock Medical, Umpires, Scorers Room/Shutters, Canteen Shutters _ DO NOT OPEN SOCIAL ROOMS
 - Placing doors in “office mode” by holding Salto against black box, it will beep then holding down the handle and simultaneously holding the SALTO FOB over reader to put in office mode.
- ☐ Install goal post padding on goal posts Hurlingham 1 and Hurlingham 2
 - Hurlingham 1 thick goal post pads are kept in change rooms **1 & 2 (lean against wall in shower room)**
 - Hurlingham 2 slim goal post pads are kept in change rooms **3 & 4 (lean against wall in shower room)**
- ☐ Erect four marquees as per map below – with two on Nepean Highway wing, and two on Francis Street wing
 - Each leg needs to be weighed down with two weights each
- ☐ Unlock Ambulance Gate at Francis Street and oval access gate on Hurlingham Oval 1
 - Key is kept on DeFib device in Medical room
- Place stretcher leaning against first aid room wall
- ☐ Carry all Vampires A-frame signs and locate to all access paths.



- ☐ Set up Scorer's room
 - Roll up Scorer's room shutters
 - Retrieve laptop from office
 - **GROUND MANAGER WILL ASSIST IN THIS AREA**
 - Using remote control open the roll shutter on scoreboard
 - Set up laptop connecting RF dish via HDMI cable
 - Start up laptop / password: nfc
 - Launch scoreboard App (SAM Football): choose juniors
- ☐ Sponsors
 - Place all sponsors' advertising banners / signage on the boundary fence underneath the scoreboard starting from the far point post ensuring they are visible, secure, and safe to players and spectators
- ☐ Place changeroom signage on appropriate change room doors (**GROUND MANAGERS CAN ASSIST WITH THIS**)
- ☐ Place rubbish bins (with liners) strategically around heavy traffic areas and in each changeroom, including **Green/Blue bins near canteen and around grounds**
- ☐ Set up trestle table under Hurlingham Oval 2 gazebo
 - Place two chairs behind table facing Hurlingham 2
 - Place bell (stored in storage room cupboard) on table
- ☐ Inspect and ensure the playing surface of ovals is free of visible refuse (sticks, stones, dog poo etc) and items dangerous to player safety, including potholes requiring sand filling
- ☐ Complete Marsh safety checklist via link www.govampires.com/vampires-policies-procedures - then useful Club documents, Ground Set Up & Pack Down – Marsh Match Day Checklist Guidelines

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Pack Down Arrival Time: Normally between 3pm and 4.30pm (check fixture)

PLEASE ENSURE STORE ROOM IS KEPT TIDY AND THAT ACCESS IS NOT IMPEDED.

- ☐ Ensure last game has been completed (Hurlingham 2 usually finishes first)
- ☐ Remove goal post pads
 - **Hurlingham 2 goal post pads are stored in change rooms 3 & 4 (LEAN STANDING UP)**
 - **Hurlingham 1 goal post pads are stored in change rooms 1 & 2 (LEAN STANDING UP)**
- ☐ Pack down marquees, returning weights and marquees to storage room
- ☐ Remove all sponsor signage and return to storage room
- ☐ Pick up all rubbish around spectator areas and place rubbish bags in bins and return green/blue bins with rubbish to the side area of the social rooms
- ☐ Return all Vampires A frame signs to storage room
- ☐ Return trestle table, bell and chairs
- ☐ Sweep all changerooms (broom in store room 2)
- ☐ Remove changeroom signage and place on desk in scorers room
- ☐ Close the scoreboard roller shutter on scoreboard with remote control
 - You may need to stand directly under scoreboard to ensure signal works
- ☐ Pull down scorer's room shutters and lock
- ☐ Close down scoreboard laptop, turn off, put in laptop bag and return to office
- ☐ Lock Ambulance gates on Hurlingham 1 and Francis Street, **return keys to Defib**
- ☐ Place stretcher back in Medical room
- ☐ Lock Medical, Umpires, Scorers & Social Rooms
 - Placing doors in "office mode" by holding down the handle and simultaneously holding the SALTO FOB over reader

