



# Kingsley Junior Football Club (inc)

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## INSTRUCTIONS FOR SETTING UP & PACKING AWAY KINGSLEY OVAL SUNDAYS

### External Store Room located next to Tennis Court, Internal Store Room in corridor behind Canteen

1. KJFC Committee member should make contact with Manager a week beforehand to make sure that the Manager has rostered at least four parents/guardians from their Team to help set up and four parents/guardians to pack away.
2. Four rostered parents/guardians to arrive at Kingsley Clubrooms at 7.30am to meet with Committee member.
3. Canteen Manager is generally at the club earlier than this, but is **not** involved with this process.
4. Open the Double Glass doors at the front of the Main Hall.
5. Move barbeque to where it is normally set up on a Saturday morning under the cover way near the Main Hall, along with sand drip tray, **located in External Store room.**
6. Next to the barbeque, set up two long tables at right angle and one small table next to the barbeque, **located in storage area in Main Hall.**
7. Take plastic box that houses the Siren control box, timer/ instruction sheet and Club Banner, put the Siren control box and instruction sheet on the small table next to the BBQ and set the Siren onto the screws located above the small table, run electric cable along hooks and down into power point located on wall, put empty plastic box under barbeque tables, but out of the way of people, hang Club Banner on hooks located outside the entrance to the Clubrooms, **located in Internal Store Room.**
8. Place the stretcher labelled "Kingsley Oval" just inside the two Sliding Doors at the front of the Main Hall, ensure that the "blue" rug and neck brace are with the Stretcher, **located in Internal Store Room.**
9. Erect Sponsors Banners, **located in External Store Room.**  

Signs on star pickets at the front of the Hall but not too close to the Oval.  
Grand Sponsors Banner on the hooks behind the barbeque.
10. Place the portable scoreboard against the fixed scoreboard, **located in external Store Room.**
11. Set up utensils for the sausage sizzle, **located on side counter of Canteen.**
12. **Ensure that External Store Room doors are pulled down, once duties are completed.**
13. Put some tables and chairs out in the Main Hall, **located in storage area in Main Hall.**
14. Put out Plastic bins and liners, one should be placed each side of the Double Glass doors outside the Main Hall, **located in main Hall.**
15. Committee member to instruct/assist in ground inspection and filling out JLT Match Day Checklist, place in registrar's box on completion.
16. Ensure change rooms are unlocked.
17. Club Keys **must** be left in the Canteen during the day.

#### 4.45pm Cleanup

1. Return everything to where it belongs, sweep change rooms and put rubbish into COJ Bin located at the end of the carpark near Creaney Independent Primary School.
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