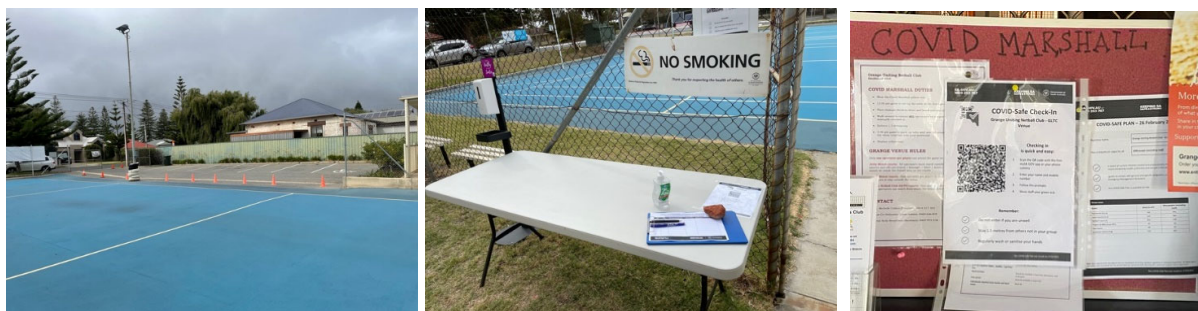


Beach Street Venue
Set up & Pack Down Procedures

If your team is the first to play at our Beach Street courts and you are allocated the **lower court (court 2)**, we need your assistance. We suggest you arrive 20-30 mins earlier to assist with setting up the venue, which your team will probably be warming up anyway.

Please check the court allocation roster located on the front gate of your venue, this will tell you if you are the first or last game for the day.

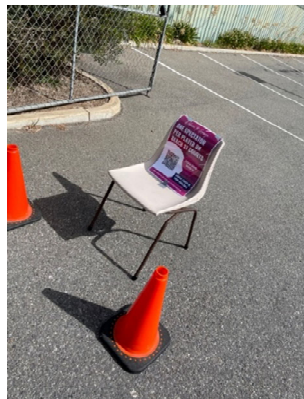


Set Up Duty

Court 2 / Lower Court – (usually 12pm matches)

- **Pole Covers & Posts** - Set Up posts (from their original position post, one near the Op Shop). Place pole covers on the net posts at each venue at the first game (they are located in the shed).
- **Courts** - If the courts require any cleaning from tree debris, please use the broom in the shed.
- **Toilets** - Please unlock the toilet. The toilet key is located in the key box. Should toilet paper be required, this is located in the equipment shed. In the 'Toilet Supplies' box, you will notice disposable gloves and antiseptic wipes. Hopefully, the toilet is in a clean state, however, these items are available if necessary.
- **Car Park** - We'd appreciate it if your team would ensure the orange cones from the equipment shed are placed along the entrance to the courts. This will stop cars from entering the court area and ensure all players and spectators are safe.
 - Unfortunately, no one is permitted car entry to the court.
 - Should you have a car requesting a handicapped spot, they are welcome to drive up to Beach St and enter the drop zone out the front of the church.
- **Covid Requirements**
 - Covid Marshal - please allocate someone from your team to be our covid marshal for your game. The Covid Marshal is to wear the yellow vest (located inside the shed)
 - Please place the A-Frame with QR Code Check-in, please ensure this is out the front of the venue for ease on lower court image below, this will also deter people from parking inside

the venue.



- If you need to view or direct anyone to our Covid Safe plan, it is located on the pinboard in the shed.
- Manual Covid Tracing sheet available, please place out table for those wanting to check in manually.

Court 2 / Lower Court – (usually 12pm matches)

- **Pole Covers**
 - Place pole covers on your allocated courts' posts for the first game (they are located on the shelves in the shed - you will have been provided a code from the club).
- **Venue**
 - Please ensure the gate is open and offer assistance to the lower court team for the setup.
 - Let's work together to help each other!

Beach Street - Pack Up Duty

Please check the court allocation roster located on the front gate of your venue, this will tell you if you are the first or last game for the day.

Lower court (2) – Usually 3.30pm matches

- Place the pole covers back into their storage areas in the shed
- Please return the lower post (from its position back to near the Op Shop)
- At the conclusion of the game, we'd appreciate if your team would pack up the cones, tables and chairs.
- Return spare toilet paper to the 'Toilet Supplies' box in the shed and lock the toilet door.
- Please ensure rubbish is picked up and placed in the blue bins
- Return all netball equipment is returned to the shed.
- Please ensure the shed is locked and secure.
- Finally, we ask that both court gates be locked and secure.

Upper court (1) – Usually 3.30pm matches

- Place the pole covers back into their storage areas in the shed or club room at each venue at the last game.
- If the lights have been switched on due to conditions, please ensure they are turned off. The key to the lightbox is to be returned to the key box.
- Please assist with rubbish being picked up and placed in the blue bins.
- Finally, we ask that both court gates be locked and secure.