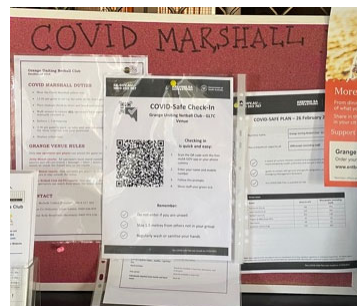


## Grange Lawn Tennis Club Venue Set up & Pack Down Procedures

If your team is the first to play at GLTC courts and you are allocated the main court (court one), we need your assistance. We suggest you arrive 30 mins earlier to assist with setting up the venue, which your team will probably be warming up anyway.



### Set Up Duty

#### Court One (Usually 12pm)

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.

#### • Pole Covers

- Place pole covers on the net posts at each venue at the first game (they are located on the shelves in the you will have been provided a code from the club)

#### • Clubroom

- Please open up the Clubhouse (if it is not open already).
- The door to the clubhouse needs to remain open there is a doorstep to keep the door open, or even a chair will do the trick.
- Place out hand sanitiser for use by all
- Please check the toilet.

Should toilet paper be required, this is located in the kitchen in a box labelled 'Toilet Supplies'. 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.

#### • 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 clubrooms on the shelves in the southeast corner)
- See responsibilities of Covid Marshal located on pinboard in the shed
- Please place the A-Frame with QR Code Check-in, please ensure this is out the front of the venue for ease.

# Grange Uniting Netball Club

Established 1954



- If you need to view or direct anyone to our Covid Safe plan, it is located on these shelves inside.
- Manual Covid Tracing sheet – make available on the counter inside the venue (or on a table outdoors) for those wanting to check in manually, manual contact tracing forms are available in the shelves inside.

## Court 2 (Usually 12pm)

### • Pole Covers

- Place pole covers on the 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.

Please offer your assistance to the court 1 team for the setup.

*Let's work together to help each other!*

## GLTC - Pack Up Duty

### Court One - (Usually 3.30pm)

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.

If your team is the last to play at GLTC courts and you are allocated the main court (court one), we need your assistance.

### • Shed

- Place the pole covers back into their storage areas in the shed
- Put away A-Frame from the front of the venue into the shed.

### • Court

- Return posts into post slots on the side of the court.

### • Clubroom - We require your help in locking up the venue.

- If the lights have been used we ask these be turned off (both in the clubroom and the outside court lights)
- Please check toilets and make sure they have been left tidy
- Please return spare toilet paper to the 'Toilet Supplies' box in the kitchen.
- Lock clubroom by simply closing the door and locking it (key in lockbox). The alarm will set automatically.
- Place Covid vest back on shelves in the clubroom (southeast corner)
- If any information is completed on the COVID tracing form, please return to the letterbox with your scorecards

### • Venue Grounds

- Please ensure all rubbish is collected and deposited in a bin.
- Any additional chairs placed around the courts, please pack them nicely inside the clubrooms.
- Finally, please padlock the gates