

DSC JUNIOR HOCKEY DUTY 2019

TENNIS COURT SET UP

- **Keys** - pickup from the council on Gordon St. During the night it is useful if these are placed in the green box at the tuck shop so everyone knows where they are.
- **Unlock outdoor tennis courts** (all 3 gates)
- **Turf SET UP**

Need at least two people to arrive at about 3:15pm
All the gear is located in the storage shed at the end of the tennis clubrooms.

 - Take down the net on court 1 - loosen net (tool in "green box" at tuck shop), unhook chain from centre pole and fold the net in half then in half again a couple of times before folding around post. Bungies to hold it to the post in the bag with the orange turf strips. Place a cone on top.
 - Drag novaflow from side/end of court 2 to make up turfs 1 & 2 - there are lugs in the concrete to hook it to.
 - Each turf needs 2 goals and turf marker strips (8 per goal) to make out the goal circle.
 - Place the padding around the light poles between turfs and on the net poles. Ensure the noodles are on the ends of the goals.
 - Make a cone pathway across the road for children to use when going to the changing rooms/toilets in the stadium.
 - Spare sticks, ref jackets, balls, bibs etc should be placed at the tuck shop.
 - FUNSTICKS - gear for their skill session needs to be put out on Turfs 1 & 2.
- **Tennis court lights** - turn on at about 5pm. The light "switch" is located in the box on the wall beside the sliding door into the tennis club rooms. The key to unlock the box is hanging on the chain below the box. The light key is on the set of keys picked up from the council. Push the flat light "key" onto the reader until it registers, then push "Practice". To turn off the lights push "Reset".

- **Tuck Shop**
 - Place the long table (from the storage shed) outside the Netball/Tennis pavilion at the top of the steps.
 - Stock is found in bins in the storage shed. The float will be delivered by a committee member.
 - Have at least one adult attend the shop all night.
 - REF vouchers - umpires are given a voucher with a \$2 credit to spend on the night. These should be placed in the float with the rest of the money

- **First Aid Kit**

This is located at the tuck shop - ice packs included. ALL items used need to be recorded. Accident forms in first aid kit need to be filled in as much as possible. Please place completed forms in float so committee knows what has been used and what needs to be restocked.

- **The "Green Box"**

This will be delivered to the tuck shop. It contains draws, score sheets, clipboards, ref vouchers, game timer, whistles, net tool etc...

- **Practice Balls/Spare hockey sticks/Player bibs**

These should have been placed with the tuck shop gear from the storage shed. Please sign these out and in on the sheet provided.

- **Time Keeping** - Timing instruction clipboard, hooter etc in the green box with the tuck shop gear. Have someone in charge of the timing all night.

PACK UP

- Turfs 1 & 2
 - The novaflow from the middle of turfs 1 & 2, and the sideline of turf 1 need to be moved.
 - Unhook the novaflow from the tennis club end and drag it along the back of the courts and then down the far side of court 2
 - Return the goals/pads/turf strips to the storage shed
 - Put the tennis net back up on court 1

- Turfs 3 & 4 -
 - Novaflow stays set as is
 - Return goals, pads, turf strips to the storage shed

- **Tuck shop**
 - The tuck shop bins need to be restocked and stock count completed. Please fill in the form provided and put it in the float.
 - The tuck shop float will be picked up by a committee member.
 - All score sheets from the refs should be placed in the green box which will also be collected
 - Return all hockey gear (spare sticks/ref jackets/balls etc) and the table and tuck shop bins to the storage shed.

CLEAN UP

- Pick up rubbish on all turfs/courts and car park and place in the bins provided.

Turn off LIGHTS

- **tennis court lights** - Press "reset".

LOCK UP

- Courts (3 gates)

KEYS

- Please return to the council at the end of the night through the post slot in their front door.

THANK YOU!!!!!!

**From all the kids out there enjoying playing hockey
& on behalf of the DSC Junior Hockey Committee**

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DANNEVIRKE HIGH SCHOOL TURF SET UP

TURF/GYM KEYS & LIGHTS

Michelle Davis will be in charge of the keys to the DHS turf and the gymnasium. Michelle will open the turf and the gym foyer at the start of hockey and will lock up at the end of the evening and set the gym alarm. The switch for the turf lights are inside the gym and are located in a cupboard by the boys' toilets. The gym key will open this cupboard. Michelle will do this.

PORTABLE LIGHTING

The hockey committee is in charge of setting up the additional portable lighting. Please check to see if they need any assistance setting these up and packing them away at the end of the evening.

GOALS

Set up the wooden goals at each end of the turf.

The wooden goals are located up on the grass area next to the fence and should be returned here at the end of each evening. (They are available for the high school teams to use during their practices.)

FIRST AID - The first aid kit will be delivered to the turf. It should be kept by an adult from the duty school in case it is required. Jeff Gatchell is a trained first aider (he is also the head ref). ALL items used need to be recorded. Accident forms in first aid kit need to be filled in as much as possible. These forms will be collected by a committee member so the first aid kit can be restocked.

TOILETS - Please monitor the gym foyer to ensure it is only being used to access the toilets.

CLEAN UP - At the end of the night please ensure all rubbish is deposited into rubbish bins provided and the toilets, gym foyer and turf are left in as tidy a condition as they were found.

Please assist Jeff and Michelle in any way possible to ensure a quick and efficient pack up!

THANK YOU!!!!!! From all the kids out there enjoying playing hockey & on behalf of the DSC Junior Hockey Committee