

Pavilion and Field Set up in Cromwell

This is the responsibility of all teams. Please help each other out .

SET UP

- The teams who are scheduled to play the first game of that day's competition are to unlock the front door of the pavilion using the keypad code provided to their club.
The door needs to be left ajar or otherwise it will close and lock.
- Unlock the side door to access the upstairs of the pavilion.
- Keep outside toilets locked as patrons can use the ones in the pavilion.
- **Water the turf.** Keys and instructions are on the wall in the tournament office. Document what time it was watered. Lock the watering box and return keys to the office once watering has started.
- Put goals in place and wooden dividers out if required.

LOCKUP

- The teams in the final game of the night are responsible to clear the turf and lock the pavilion.
- Stack the chairs in the top floor viewing room over to the side.
- Check that the umpires have turned the scoreboard off
- Push dividers back against the fence on the sidelines
- Lock the side door of the pavilion and check all doors and windows are secured
- Turn off lights and the heat pump
- Turn the turf lights off and return key to tournament office
- Leave via the lower front level door that will lock behind them