


Set Up & Pack Down – Hurlingham Park

Date: April 2021
Approved: Karen Bennett
Review: January 2022

Set Up Arrival Time: Just before 7.00am

- Unlock Storage Room 2
- Unlock all Changerooms (1,2,3,4)
- Unlock Medical, Umpires, Scorers & Social Rooms
 - Placing doors in “office mode” by holding down the handle and simultaneously holding the SALTO FOB over reader
- Install goal post padding on goal posts Hurlingham 1 and Hurlingham 2
 - Hurlingham 1 thick goal post pads are kept in change rooms 3 & 4
 - Hurlingham 2 slim goal post pads are kept in change rooms 1 & 2
- Unlock Ambulance Gate at Francis Street and oval access gate on Hurlingham Oval 1
 - Key is kept on DeFib device in Medical room
- Place stretcher leaning against first aid room wall
- Carry all Vampires A-frame signs and locate to all access paths where this sign is located on map below 



- Erect four marquees as per map below – with two on Nepean Highway wing, and two on Francis Street wing
 - Each leg needs to be weighed down with two weights each
- Set up Scorer’s room
 - Roll up Scorer’s room shutters
 - Retrieve laptop from office
 - Using remote control open the roll shutter on scoreboard
 - Set up laptop connecting RF dish via HDMI cable
 - Start up laptop / password: nfc
 - Launch scoreboard App (SAM Football): choose juniors
- Sponsor’s
 - Place all sponsor’s advertising banners / signage on the boundary fence underneath the scoreboard starting from the far point post ensuring they are visible, secure and safe to players and spectators
 - Install sponsor’s teardrop banner between Hurlingham 1 and Hurlingham 2
 - Place Buxton goal post wraps on Hurlingham 1 oval goal posts
- Place changeroom signage on appropriate change room doors
- Place rubbish bins (with liners) strategically around heavy traffic areas and in each changeroom
- Set up trestle table under Hurlingham Oval 2 gazebo
 - Place two chairs behind table facing Hurlingham 2
 - Place bell (stored in storage room cupboard) on table
- Inspect and ensure the playing surface of ovals is free of visible refuse (sticks, stones, dog poo etc) and items dangerous to player safety, including potholes requiring sand filling
- Complete Marsh safety checklist via App.

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Pack Down Arrival Time: Normally between 3pm and 4.30pm (check fixture with gm@govampires.com)

- Ensure last game has been completed (Hurlingham 2 usually finishes first)
- Remove goal post pads
 - Hurlingham 2 goal post pads are stored in change rooms 1 & 2
 - Hurlingham 1 goal post pads are stored in change rooms 3 & 4
- Pack down marquees, returning weights and marquees to storage room
- Remove all sponsor signage and return to storage room
- Pick up all rubbish around spectator areas and place rubbish bags in bins to the side of social rooms
- Return all Vampires A frame signs to storage room
- Return trestle table, bell and chairs
- Sweep all changerooms
- Remove changeroom signage and place in desk drawer in storage room
- Close the scoreboard roller shutter on scoreboard with remote control
 - You may need to stand directly under scoreboard to ensure signal works
- Pull down scorer's room shutters and lock
- Close down scoreboard laptop, turn off, put in laptop bag and return to office
- Lock Ambulance gates on Hurlingham 1 and Francis Street
- Place stretcher back in Medical room
- Lock Medical, Umpires, Scorers & Social Rooms
 - Placing doors in "office mode" by holding down the handle and simultaneously holding the SALTO FOB over reader

