

CAIRNS HOCKEY ASSOCIATION

Watering Duty for Coordinator

25/5/10

INITIAL WATERING

- *The persons doing the watering need to be at the grounds at least 15 mins before the start of the first game*
- An announcement needs to be made over the P.A. (located in the timekeeping office) warning spectators and player the sprinklers will be coming on. No children are to be on the field while the sprinklers are operating.
- The watering control switch is located on the timekeeping bench. Push the red button marked full time either windy or normal depending on the day.

WATERING AT HALF TIME

- The surface ***should not need*** watering between games unless it is very dry.
- If you need to water an announcement needs to be made over the P.A. (located in the timekeeping office) warning spectators and player the sprinklers will be coming on.
- Run the sprinklers by pushing green button marked half time either windy or normal depending on the day.

WATERING BETWEEN GAMES

- If the surface needs watering between games you need to make an announcement over the P.A. (located in the timekeeping office) warning spectators and players that the sprinkler will be coming on.
- Run the sprinklers as directed in 'INITIAL WATERING' above.

CAIRNS HOCKEY ASSOCIATION

Timekeeping & Scoring Duties (1 person)for team on roster

25/5/10

- *The person doing the timekeeping needs to be at the grounds 10 mins before the start of the first game.*
- The team on the draw is responsible for timekeeping & scoring during their game.
- Make sure there are umpires officiating at each game (even the grass games), if not call for volunteer umpire over the P.A.
- The clock will be set by the coordinator on duty and will follow on for all junior games. **DO NOT RESET THE CLOCK AFTER INITIAL SETTING.**
- Scores are to be entered on score sheet by entering goal beside the player's name. At end of game please write final score at top of score sheet and ensure umpires sign the card.
- Turf fees are to be placed in the fees box located at the rear of the timekeeping office. Game cards to be put in folder.

CAIRNS HOCKEY ASSOCIATION
Kiosk Duty (2 or 3 persons) for team on roster

25/5/10

- You need 2 or 3 persons at a time to assist in the kiosk.
- The club on duty is responsible for kiosk duty for the whole of the rostered time. If parents wish to watch their children play that is fine but they must report to the kiosk person before the game to find out details and return at least 5 minutes before the finish of each game and not leave until the rush is gone.

Raffle Duty (2 persons) Friday Night for team on roster

25/5/10

- Collect board from timekeeping office.
- The teams on duty are responsible to ensure that half of the board is sold.
- Sell the '100 raffle squares' (you need a name and phone number) at \$2 for each square. When squares are sold return to timekeeping office for coordinator on duty to pass on to the team on duty on the Saturday.

Raffle Duty (2 persons) Saturday for team on roster

- Collect board from timekeeping office or coordinator.
- The teams on duty are responsible to ensure that all the remaining squares are sold.
- You may have different personnel rostered but the relief must arrive before the persons can leave. The board **MUST** be started during the first game and be sold on both top and bottom fields
- Sell the '100 raffle squares' (you need a name and phone number) at \$2 for each square.
- When squares are sold return to timekeeping office for coordinator on duty to draw the winner

CAIRNS HOCKEY ASSOCIATION

Coordinator Duties

25/5/10

Friday Night

Convenor must be available for whole evening or ensure someone from his or her club is available. Keys cannot be given to other people.

- You need to be at grounds at least 15 minutes before the start of the games. Coordinator is responsible for timekeeping on field 1 using clock which is in junior bin on Friday night. Teams have been rostered for field 3 using the horn which is in the junior bin.

SEE DIRECTIONS AT BOTTOM OF SHEET FOR OPERATING CLOCK FOR FIELD 1.

- Open timekeeping office. Ensure team cards are available. Teams are to pick up cards from timekeeping office and return to office.
- Check that 10 metre markers have been placed on fields. If not collect from timekeeping office and place on fields. One at each side of the field 10 metres from normal side line on the back line, 25, half way, other 25 and other back line to mark 10 metres for scoring goals.
- Collect markers to be used for goal markers from under table at back of time keeping office and place outside on each side of the door on the cement area.
- Ensure there are umpires for all games.
- Ensure teams rostered does raffle duty. Board for raffle to be located in timekeeping office. Raffle must be started at the beginning of the games. At end of night coordinator to collect board and money and keep to pass on to team on raffle duty on Saturday morning
- For second set of games you will need to turn the lights on for field 1. The switch is located on the side of the light switch box (located in the undercover area between the pro shop and the men's toilets).
- When games are finished ensure markers are collected and placed ***neatly in correct*** boxes and return to the timekeeping office. Collect all team cards and place in folder. Please turn lights off on field 1 as soon as last set of games are finished.
- Key needs to be taken home with coordinator or handed to person on duty next day.
DO NOT LEAVE KEYS IN TIMEKEEPING OFFICE IN BIN.

HOW TO OPERATE THE CLOCK

- The switch for power to the clock plug is located on the side of the lights switch box (located under cover between the pro shop and the men's toilets).
- Clock needs to be connected to plug at highway on Sheridan Street side of field one.
- To set time make sure **TIME OUT** lever is in the **UP** position, push **RESET** button once, 20 minutes will appear.
- To start the clock, switch the **TIME OUT** lever to **DOWN** position. (Don't forget to sound horn).
- To sound the horn push the **HORN** button. The horn will automatically sound when the clock runs down at half time and full time.
- To reset the clock for half time you must switch the **TIME OUT** lever to the **UP** position push **RESET** button once 20 mins will appear you then hit the **EXTRA TIME** button until it comes back to 3mins.

CAIRNS HOCKEY ASSOCIATION
Coordinators Duties

25/5/10

Saturday Morning

Convenor needs to be available for whole morning or ensure someone from his or her club is available. Keys not to be given to other people.

Saturday morning

- You need to be at grounds at least 20 minutes before the start of the games.
- Open gates (make sure gate on Lake St is opened) and timekeeping office. Ensure team cards are available.
- P.A. system needs to be turned on. Located in the timekeeping office.
- Set clock following instructions in timekeeping office. Check power is turned on under bench before turning on clock control
- Check turf is watered properly (follow watering duty statement)
- Collect junior cards for fields across the road and down far end, located in timekeeping office and deliver to those fields. **OPEN TOILETS NEAR FIELD 4 WITH KEY LOCATED ON COORDINATORS KEYS.**
- Ensure all teams clean their shoes properly and do not climb fence.
- Ensure there are umpires for all games including grass fields.
- Remind teams to give umpire voucher located in team packet to the umpire.
- Ensure games start on scheduled time even if teams are not ready.
- Ensure teams rostered on duties (timekeeping, raffle,) do the whole time rostered. Board for raffle to be located in timekeeping office. Raffle must be started during the first game and the whole board *must* be sold. Raffle to be sold on both top and bottom fields. When raffle is completed Coordinator to change coins for notes at kiosk and draw winner (spinning wheel located in room behind kiosk). Winner to be notified by firstly making announcement over P.A. and if not claimed make phone call to inform them from phone in office dial 0 for line. Winners name and details to be entered into raffle book located in kiosk. (Under the basket behind counter) Winner to pick up prize from kiosk and sign for it. If winner is on the grounds the prize cannot be collected until written in book and signed for. If you are unable to contact them when you phone please mark in the book so office can follow up. \$100 for C.H.A. to be placed in *marked*(junior raffle and date) plastic bag and place in fees box.
- When all games are finished ensure gear is collected from other fields Make sure team cards are collected and placed in folder. Note needs to be put in fees box if there have been any forfeits.