



Watering Duty for Coordinator Saturday

12/5/18

INITIAL WATERING FOR RAINFOREST

- *The persons doing the watering need to be at the grounds at least 20 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 for Rainforest turf is located on the timekeeping bench. Push the button marked full time. Make sure you hold the button down until the first cannons starts to work. ***Do not use the emergency stop button to stop the watering unless it is an emergency.***

INITIAL WATERING FOR REEF

The watering control for Reef turf is located in the control panel on the left as you walk in the door.

PLEASE FOLLOW INSTRUCTIONS THAT ARE IN THE FOLDER REGARDING WATERING REEF TURF

Reef turf will only need to be watered before the first game in the morning.



**CAIRNS HOCKEY ASSOCIATION
Coordinator Duties**

12/5/18

Friday Night

Convenor must be available for all junior games or ensure someone from his or her club is available. Office can be contacted on phone in timekeeping office until 5.00pm. Pick up phone and push 212.

- *You need to be at grounds at least 30 minutes before the start of the games.*
- Collect keys from office
- Collect trolleys with 10 metre cones and small markers for goals from middle room of toilet block between office and field 4.
- Leave toilet block unlocked and unlock gate on field 4.
- Take equipment to each field and put markers into position for games. Positions for markers are marked on layout sheet in the folder in the buckets. Leave basket for each field in the middle of the field on the side line.
- Coordinator is responsible for arranging someone to time keep on Field 1(if used), Field 4 and Field 5,6,7,8. Hand held horn will be in buckets and will be used to call time.
- Ensure there are umpires for all games.
- Give out vouchers to get a drink to each umpire. Voucher are located in folder in bucket for each field.
- When games are finished make sure that goal markers and 10 metre cones are collected and accounted for.
- Return trolleys to toilet block.
- Lock gate on field 4 and toilets.
- Collect buggy (key located on coordinator's keys) from carport near office and collect "Slow down" signs from Lake Street leave in buggy and return buggy to shed near caretaker house and pull-down roller door.
- Lock gates on Lake street near office.
- Key needs to be taken home with coordinator or handed to person on duty next day.



**CAIRNS HOCKEY ASSOCIATION
Coordinator Duties**

12/5/18

Coordinators Duties Saturday Morning

- **Convenor needs to be available for whole morning or ensures someone from his or her club is available.**
- **Office can be contacted after 8.00am on phone in either timekeeping office. Pick up phone and push 215.**

Before Game

- You need to be at grounds at least 30 minutes before the start of the games.
- Open gate and open Rainforest timekeeping office.
- Set clock. If previously the clock control on the bench has not been turned off before the power point underneath the bench marked score board, you will need to turn off the clock control on the bench and then turn the power on under bench at switch marked score board, then turn on clock control on bench.
- Hit start button and adjust time (push hold button and then take minutes up or down) so that games will begin at 8am (please note that if setting clock, you need to make it one minute under 8am, for example, if it is 7.45am, you will need to adjust clock to 14 minutes before 8am, as there is a one-minute countdown before the game).
- P.A. system needs to be turned on. Located at the back of the time keeping office.
- Water Rainforest turf if not already watered by grounds person (remember to make PA announcement first).
- Turn on computer for teams to enter results from game.
- Ensure game folders are in the office for the teams playing on Rainforest.
- Collect card container for far fields to deliver to fields.
- Open Gate on Lake Street near office.
- Place card container on side line at half way line of field 4,5,6, &7.
- Open gate behind field 4.
- Open toilets between office and field 4.
- Return to Reef Turf.
- Open Reef turf timekeeping Office.
- Water Reef turf if not watered by grounds person (please follow instructions for Reef Turf watering).
- Ensure Game Folders are in time keepers office for games on Reef turf.
- Ensure all teams playing on the turfs clean their shoes properly and do not climb fences on the turf.
- Ensure there are umpires for all games including grass fields.
- Remind teams to get umpire to print name and sign the card.
- Ensure games start on scheduled time even if teams are not ready.

After Last Game

- Ensure that no game card containers have been left on any of the fields 4, 5, 6, & 7.
- Lock gate behind field 4.
- Lock toilets near office.
- Lock Lake Street gate near office. (This is important as it is a requirement of the Liquor Licence).
- Take team cards from field boxes and leave on front bench in Rainforest timekeeping office.
- Ensure that time keepers offices on Reef & Rainforest are tidy.
- Return keys to kiosk.