



**CAIRNS HOCKEY ASSOCIATION
Coordinator Duties**

8/3/19

Friday Night

Convenor must be available for all P games or ensure someone from his or her club is available.

- *You need to be at grounds at least 30 minutes before the start of the games.*
- Collect keys from office
- Collect trolley with 10 metre cones and small markers for goals from middle room of toilet block between office and field 4.
- Unlock toilets 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 any fields used. Hand held horn will be in buckets and will be used to start game and call time.
- Give drink vouchers to teams to give to umpire to get a drink. Vouchers are located in folder in bucket for each field.
- Turn lights on for field one when needed.
- When P1 2 games are finished make sure that goal markers and 10 metre cones are collected and put into correct bucket for each field.
- Lock gate on field 4 and toilets near office.
- Lock gates on Lake street near office
- When P3 4 games are finished collect goal markers and 10 mitre cones and put in bucket.
- Lock Rutherford Street gate.
- Return trolley to toilet block.
- Key needs to be given to person on duty next day. If Saints are on duty next day arrangements need to be made for key.



CAIRNS HOCKEY ASSOCIATION
Coordinator Duties

8/3/19

Coordinators Duties Saturday Morning

- **Convenor needs to be available for whole morning or ensures someone from his or her club is available.**

Before Game

- You need to be at grounds at least 30 minutes before the start of the games.
- Open gate in Rutherford Street and open Rainforest timekeeping office.
- Set clock
- 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 (please follow instructions for watering rainforest turf). 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 containers for far fields to deliver to fields. Collect two fold up chairs to be placed on centre line on field 4 for techs.
- 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.
- Open gate in pool parking area.
- Open Reef turf timekeeping Office.
- Turn on PA system in cabinet. Use hand mike to make announcements.
- Water Reef turf if not watered by grounds person (please follow instructions for Reef Turf watering). Remember to make warning announcement over P A. first.
- Ensure Game Folders are in time keepers office for games on Reef turf.
- Set clock.
- Ensure all teams playing on the turfs clean their shoes properly and do not climb fences on the turf.
- 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 inside fence.
- Lock Lake Street gate near office and gate in Rutherford Street. (This is important as it is a requirement of the Liquor Licence).
- Take team cards out of field boxes and leave on front bench in Rainforest timekeeping office.
- Ensure that time keepers offices on Reef & Rainforest are tidy.
- Return keys by putting in slot in door of office 365 Lake Street.