



GROUND'S DUTY PROCEDURES – LOFTBERG ROAD 2023

Contact Numbers

KNA NetSetGO! Convenor

NSG Grounds Convenor Lofberg Road

NSG Community Liaison

NSG Lofberg Road Umpires Convenor

NSG Loftberg Road Coaching Convenor

SHARON ADDISON 0432 809 422

ELLE GOZZETT 0417 679 543 (grounds roster)

SHARON ADDISON 0432 809 422

RUTH HAVRLANT 0412 010 666

SHARON ADDISON 0432 809 422

SHARON ADDISON 0432 809 422

Canoon Road

9988 3338

Executive NSG Committee Liaison -

Executive Umpire Liaison –

KNA President -

Emergency Key

RUTH HAVRLANT 0412 010 666

MICK FLAREY 0410 192 310

ROD JACKSON 0414 461 260 if all else fails.

2 Annabelle Place, Pymble 0412 010 666

Wet Weather.

In the event of wet weather, the duty team is to contact the NSG Grounds Convenor (Lofberg) or KNA Canoon Road for a decision to be determined and placed on KNA website/Facebook sites.

Matches commence on the hour from 9am.

GENERAL SET UP – 8am

(3-4 people required)

- 1. The NetSetGo! Convenor has the key.** This single key will open both sides of the building (left-side storeroom and right-side storeroom). The key to open the change room on the right-hand side is located on the door of the cupboard inside. During day both keys should be left hanging on cupboard handle.
- 2. Check Freezer for ice and bags.** Check the chest freezer inside the shed for ice and plastic bags. To be used for injury treatment. If ice is not present advise NSG Convenor or NSG Grounds Convenor. Obtain ice from local service station (available at the local BP, Kendall St). The cost of the ice is reimbursable – keep receipt.
- 3. Set up parking restrictions.** Place witches hats and attach rope in front of courts along Lofberg Road and on corner block and close to driveway of house opposite boom gate. Two disable places are to be made available. Signs must be attached to court fencing in front of this area marking disabled and official parking only.
- 4. Place pads on posts and attach NSG rings** using the ladder provided. These are located in the change room area and are to be returned there at end of day.

5. **Check courts for glass and rubbish.** Sweep where required. A blower is available for excess leaves and debris on courts.
6. **Unlock ladies toilet block.** The key hangs on a hook inside the hut cupboard and is marked 'storeroom/toilets'. Check for cleanliness – cleaning products available if required in cupboard.
7. **Move large green rubbish bins from the front of the courts and place around the courts.**
8. **Hang notice board outside storage facility.** Any new notices would be located in the day box under the tab 'notices' should be pinned onto the board, along with a copy of this week and next week's draw.
9. **Hang Defibrillator outside storage facility.** A defibrillator is stored inside the storage facility adjacent to the door. It is attached to a moveable board, connected by chain, and hung on hooks. Hang the defibrillator board outside the storage facility adjacent to the door on the hooks provided. **Be sure not to twist the chain.**

Check the battery indicator on the top right of the device. It should be green, If the indicator is red contact the Lofberg Grounds Convenor immediately.

IF DEFIBRILLATION IS REQUIRED OPEN THE FRONT COVER OF THE DEFIBRILLATOR. ONCE OPENED, THE DEVICE WILL PROVIDE VOICE COMMANDS. REFER TO THE LOFBERG MEDICAL EMERGENCY PLAN, ATTACHED TO THE PROCEDURES ON THE STORAGE SHED DOOR.

An online instructional video is available at this link:
<https://www.youtube.com/watch?v=IAswgz-ijMc>

10. **Set up daily control, score sheets, etc in the undercover picnic area/hut.**

The things you will need to bring out from the cupboard are:

- The day box
- Insurance folder
- Bell and timer
- Cash tin and stock (only first few weeks of available)

11. **Insurance check list.** In the blue folder there is a tab for insurance. There is a sheet for each playing day. One person from the set-up club is required to complete and sign the form each week. Leave it in the folder.
12. **Coffee Van Facilities** – In the KNA storeroom (left side) the equipment for the coffee stand is stored. Please ensure they have clear access to this storeroom at all times.

GENERAL DUTIES FOR ALL GAME TIMESLOTS

(2 people required)

1. NSG games involve **4 ten minute quarters**. Between each quarter there is a **2 minute break**. Duty volunteers must time the quarters and the breaks in between and ensure games run on time. **All games are to start on the hour**. Use the Timers provided.
2. Duty volunteers are responsible for the distribution of the score sheets to teams for each timeslot.
3. At the completion of each game, each team will return the score sheets and attendee registers to the container in the picnic hut.

PACKING AWAY

(2-3 people required)

The last timeslot is responsible for packing away the equipment in a neat, organized and accessible manner for the NSG Skills team use during the week.

- 1 **Remove parking restrictions.** Witches hats, rope and signs are returned to community storeroom (right side).
- 2 **Take down NSG rings** and place them in community storeroom (right side)
- 3 **Take off post pads.** Place in marked green bin (yellow lid) and leave in community storeroom and lock door with community key from chain on door in KNA cupboard.
- 4 **All control items (clipboards, day box, bell etc) to be returned to cupboard in KNA storage facility.** Any other items that go in the KNA storeroom but not in the cupboard are to be left outside the door. The coffee people will put them away once they have packed away their coffee equipment.
- 5 **Return Notice board and defibrillator to storage facility.**
- 6 **Lock toilets.** Return key to cupboard and leave community storage key on door lock cupboard.
- 7 **General cleanup of courts.**
- 8 **Rubbish bins to be returned to front of courts.**
- 9 **Lock Storage Cupboard by closing the padlock. Keys are not required for this action.**

PARKING ISSUES

Should there be any parking issues, a loudspeaker is available in the bottom of the cupboard in the KNA storage facility to find the owners of the offending car. This is not to be utilised for any other function. Your responsibilities only extend to announcing over the loudspeaker the offending car's details with a warning that their car will be towed away if they do not move it immediately. **Please ensure you are always polite and assist our neighbours as much as possible.**

COMMUNITY COMPLAINTS

A community complaints/issues book is located in the blue folder and all complaints are to be documented in this book. This will be reviewed and actioned by the Community Liaison Officer weekly.

WET WEATHER

In the event of wet weather, the duty team is to contact the KNA NSG Grounds Convenor (Lofberg) or KNA Canoon Road – see the contacts at the start of this document.. An assessment of the conditions will be made and all club convenors advised. Typically, once puddles form the courts are considered unsafe and all time slots are cancelled.

Canoon Road must be advised of a decision as soon as possible and they will post the wet weather advice on the web.

Criteria to consider:

- Play can continue in light drizzle rain.
- If rain becomes heavy and it is deemed dangerous for players, please stop games and wait until weather improves.
- Games should be stopped immediately when lightning occurs.
- If in doubt and unsure, ring Canoon Road for assistance.

WET WEATHER ADVICE:

Wet Weather advice is posted on the front page of the KNA website:

<http://kna.nsw.netball.com.au>

NOTE: If it is determined that games will be cancelled due to wet weather, the NSG Grounds Convenor or a representative of the Grounds Committee will contact each club's NSG committee member to advise them the status of the day's play. It will then be the responsibility of each club's NSG committee member to advise their teams that play has been cancelled due to weather conditions.

MERCHANDISE

There are three items that may be purchased - visors, rule books and whistles. If stock provided There is a cash tin and a stock sheet to be completed. These are only available from Lofberg for the first few weeks of the season. After that, if you wish to purchase anything contact the NSG Convenor to arrange the stock to be brought down from Canoon.

PLAYER INJURIES AND FIRST AID

- **Injuries are to be documented for insurance purposes in the KNA NSG Incidents book which is located in the blue folder..**
- A first aid kit is available for volunteers to provide assistance for NSG injuries. No physio will be available at Lofberg Road facility.

OTHER

- There will be **no new registrations taken at Lofberg Road**. All these must be done prior to play via the relevant club registrar to KNA registrar for processing. Should there be any emergencies it must first be pre-approved by phone and a verbal approval to the Lofberg day supervisor from the KNA registrar. Club Registrars to note all completed paperwork must be delivered to Canoon Road for completion. It will not be taken at Lofberg Road.
- In the event a late registration form is bought with a child to Lofberg, the person on duty should phone the Canoon Rd complex and speak to the KNA registrar or Junior registrar.
- No dogs, bikes or skateboards are permitted in the vicinity of the courts whilst games are in progress. There is a sign in place on the fence at the front of the courts.
- **Smoking is not permitted** near the courts when games are in progress. Appropriate signs will be placed at Lofberg for the season.
- **Spare keys : Ruth Havrlant, 2 Annabelle Place, Pymble 0412 010 666**