

## Court Opening and Closing Guide

When your team is rostered to play on **Court 6**, you are also required to open the courts and turn on the lights by 6:45pm; and to close them after all matches are completed and supper is finished.

### Opening Up The Clubrooms

- Use the Red Key to open up the main gate.
- This same Red Key opens all the clubroom doors and all the courts as well.
- Upon entry, turn off the security lights by putting the security key in the key switch and turning it to "OFF". This switch is located inside the clubrooms near the side entry next to the kitchen.
- Enter in your PIN into security system, located near the Fridge. Instructions listed above it. Once PIN keyed in, press OFF to disarm the alarm. (Security codes are managed by **DANIEL ALMOND** – ensure you have one!)
- To turn on all the court lights, use the triangular key once again.
- Use the triangular key to open the left light box outside. Turn the switch. The lights on courts 1 and 2 should begin to warm up.
- Wait for one minute until you proceed to the second light box. The key marked '2' will open the box. Simply turn on both of the switches in this box; all the other lights on courts 3-6 should turn on.

### Closing Up

- Make sure all washing up is completed, the clubrooms are vacuumed and tidied and all chairs are put away.
- Make sure all court gates are locked.
- Snip the lock on the 2 side glass doors.
- Turn on Security Alarm by following instructions and using your PIN.
- Turn on the security lights before leaving.
- Make sure all other lights are switched off – including in the bathrooms!!
- Use Red Key to lock up club room
- Lock Main Gate ensuring the main key pad lock is easily accessible for the next person to unlock with ease after you lock it in with the 2<sup>nd</sup> padlock.

If any of these tasks are not completed, **you will be held responsible.**

### Key Holders

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>
Jill Almond	7 Maddingley Rd ATTWOOD	0409 242 394
Rachel Almond	4a Susan Crt KEILOR EAST	0438 563 021
Daniel Almond	55 Civic Parade, ALTONA	0414 497 918
Nabil Chakelli	5 Cauduro Way, EPPING	0421 132 210
Michelle Todorov	33 Campbell St WESTMEADOWS	0438 302 541
Ivana Galas	64 Koala Cres WESTMEADOWS	0412 056 480
Joel Ganino	5 Hillcrest Drive WESTMEADOWS	0400 669 150
David Puddefoot	18 Lochmaben Crt GREENVALE	0418 511 224

**Make sure you arrange to pick up the keys before the day of your match.**

**Last Updated: 04/02/2018**