



GROUND DUTY PROCEDURES – LOFBERG ROAD 2025

Contact Details

KNA NetSetGo Convenor	Michelle Rae	netsetgo@kna.com.au
KNA Umpires	Cathy and Zac	knaumps@kna.com.au
Canoon Road Complex Phone		9988 3338
KNA Coaching	Tanya Baker	knacoach@kna.com.au
Executive Committee NSG Liaison	Marc Gozzett	president@stivesnetall.com.au
KNA President	Rod Jackson	president@kna.com.au.

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 – 8:15 am

(3-4 people required)

- 1. 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 obtain ice from local service station (available at the local BP, Kendall St). The cost of the ice is reimbursable – keep receipt.
- 2. Set up parking restrictions.** Place witches hats 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.
- 3. 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.
- 4. Check courts for glass and rubbish.** Sweep where required. A blower is available for excess leaves and debris on courts.
- 5. 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.
- 6. Move large green rubbish bins from the front of the courts and place around the courts.**
- 7. Hang notice board outside storage facility.**

8. **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.**

IMPORTANT: Check the health indicator on the top right of the device. It should be green. If the indicator is red contact the Lofberg Grounds Convenor immediately. See the following diagram:



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=lAswgz-ijMc>

9. **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
- Blue folder
- Bell and timer
- Clipboards
- Two score sheets (one for each team) per match to be attached to the Clipboard.

This must be completed each week.

10. **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
11. **Coffee Van Facilities** – In the KNA storeroom (left side) the equipment for the coffee stand is stored. Please ensure they always have clear access to this storeroom.

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 ensure each team has returned the score sheet and attendee register 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.

- 1 **Remove parking restrictions.** Witches hats, and signs are returned to community storeroom (right side).
- 2 **Take down NSG rings** and place them in the 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**

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 KNA NetSetGo Convenor weekly.

WET WEATHER

In the event of wet weather, the duty team is to contact the KNA NetSetGo Convenor. 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 the 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 KNA NetSetGo 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.

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 this 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.