



Emerald Lakers Basketball Club

Stadium Opening and Closing Procedure

Emerald Primary School Stadium

1. Purpose

This document outlines the required procedures for opening and closing the Emerald Primary School Stadium for Emerald Lakers Basketball Club activities.

These procedures ensure:

- Safe access for all participants
 - Compliance with child safety requirements
 - Proper care and security of the facility in line with the club's hire agreement
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2. Authorised Access

- Only approved key holders aged 18 years and over may open and close the stadium
 - Keys and fobs must not be shared
 - The club maintains a register of all key and fob holders
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3. Use Approval

- Key holders must not access or use the stadium independently
 - All use of the stadium must be approved in advance by the Club President or Vice President
 - This applies to all sessions, including training, casual use or any activity outside scheduled club operations
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4. Approved Hours of Use

- Monday to Thursday: 4:00pm to 8:00pm
- All other times require prior approval from Emerald Primary School

The School Council retains the right to access and use the stadium at any time

5. Opening Procedure

The key holder is responsible for ensuring the stadium is opened safely and correctly.

5.1 Access

1. Unlock the external school door using the school master key
2. Proceed to the stadium entry and unlock the stadium door using the stadium key

5.2 Alarm System

- Swipe the fob to disarm the alarm system located between the doors
- Green light means entry is confirmed and the alarm is disarmed
- Do not proceed if the system does not confirm access

5.3 Stadium Setup

- Turn on court lights
- Turn on fans if required

5.4 Bathrooms (Child Safety Requirement)

Access to toilets is mandatory as part of providing a safe environment for children.

The key holder must:

- Use the school master key to unlock:
 - Boys bathroom
 - Girls bathroom
- Turn on lights in both areas
- Conduct a basic check:
 - Toilets are clean and usable
 - Toilet paper is available
- Replenish toilet paper from the shed if required

5.5 The Shed (Committee/Coach/TM Access Only)

The Shed is the club's roller door office and storage space located at the left end of the stadium.

The key holder must:

- Open the Shed to allow access to coaching equipment and supplies
- Ensure the space is used for its intended purpose only

The Shed is not a general access area:

- It is not to be used by players as a hangout space
 - Access is limited to committee, coaches, team managers and authorised club personnel
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6. During Use

The key holder and attending coaches are responsible for ensuring:

- The stadium is used respectfully and safely
 - No food or drink is consumed in the stadium, other than water, unless part of an approved club event
 - All participants are supervised at all times
 - The Shed remains restricted to authorised use only
 - Any damage or issues are reported as soon as practical
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7. Closing Procedure

The key holder is responsible for ensuring the stadium is left secure, clean and safe.

7.1 Pack Down

- Ensure all equipment is packed away
- Remove all rubbish
- Return the stadium to the condition it was found

7.2 Bathrooms

Before closing, the key holder must:

- Check both boys and girls bathrooms:
 - Inspect each stall and shower bay
 - Ensure no children remain in the area
 - Flush any toilets as required
- Turn off all bathroom lights
- Lock both bathroom areas using the school master key

7.3 The Shed

- Ensure all equipment is returned to the Shed
- Check the area is clean and secure
- Close and lock the roller door

7.4 Lights and Facilities

- Turn off all court lights
- Turn off fans

7.5 Secure the Building

- Lock internal stadium doors
- Exit via the external door

7.6 Alarm System

- Swipe the fob to arm the alarm system
- Red light means exit is confirmed and the alarm is armed

7.7 Final Check

- Ensure all external doors are locked
 - Confirm the stadium is fully secured
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8. Responsibilities and Compliance

- The club is responsible for leaving the facility clean, secure and in good condition after each use
 - The club may be liable for costs associated with alarm activations or damage caused during use
 - Failure to follow these procedures, or unauthorised use of the stadium, may result in removal of key holder access
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9. Quick Reference

Opening

- External door key
- Stadium door key
- Fob swipe, green light
- Lights and fans on
- Unlock bathrooms and check supplies
- Open Shed for coaches

Closing

- Pack down
- Check bathrooms, flush and lock
- Secure and lock Shed
- Lights and fans off
- Lock doors
- Fob swipe, red light