



HUGHESDALE PRIMARY SCHOOL KEY PROCEDURE		Approval Date:	March 2019
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Author:	President, BLBC		
President:	Sam Sniezek		

Background

School stadium usage is under contract, and the BLBC has strict obligations to ensure we look after the stadium, and manage the security whilst it is in our care. If we don't meet these obligations, the BLBC will be at risk of losing access.

Lockbox Procedure

Entry to the Hughesdale Primary School Gym is from the rear of the school via the car park on Austin Street.

1. The team that is starting off the nights training will need to collect the entire locking system (lockbox, key and fob). The lockbox is a 15x10 grey padlock style key box attached to the right of the carpark entry. See image below:



2. Each Coach must personally hand the lockbox and its contents to the next Coach. Do not leave it somewhere for the next Coach to try and find it. **Every piece of the locking system must be handed to the next Coach – this is not negotiable.**

3. The last team that trains is responsible for locking up the gym and gate and returning the entire lockbox to the fence railing. The entire lockbox and its contents need to be passed from "Coach to Coach" at end of each session. **If no team arrives to coach after your session, you MUST LOCK the gym and school gate even if you are not normally the last team.**
4. The code for the combination lock will be provided to you by the age group co-ordinator (AGC) and should not be passed on to non-Lakers personnel. Email or SMS your AGC for the code.

Opening the Stadium Procedure

1. If you are the first Coach to train or the stadium is locked, remove the entire lockbox from the railings– EVEN IF THE STADIUM IS OPEN WHEN YOU ARRIVE. At the lockbox, enter the combination and this will release both the padlock and enable you to open the lid of the box.
2. Proceed to the front door at the far end of the stadium. Unlock and enter the gym and on the wall of the foyer directly opposite the door is the alarm panel. Touch the key fob to the sensor panel to deactivate and reactivate the alarm.
3. Keep the entire lock box in your possession while you train. At the end of your training, the entire locking system must be passed on to the next Coach! **If no coach arrives, you must follow the Locking Up the Stadium/School Grounds Procedure below.**

Using the Stadium

- Light switches for the foyer are behind the fire hydrant if needed.
- Lights for the gym are on the left as you walk onto the court.
- Use only white soled shoes. No high heels are to be worn on the court.
- Please advise your team spectators not to leave any food mess or rubbish in the gym or foyer.
- All drink bottles, jackets balls etc are the responsibility of the team training, the school will not take any responsibility for lost property.
- Do not throw or kick balls in the foyer.
- Any chairs used by spectators are to be put away after use.
- If you feel it necessary to open the doors on the court it is your responsibility to close them at the end of your training session.
- Please advise your team that they MUST NOT open any other inside doors.

Locking Up the Stadium/School Grounds Procedure

1. Remove any rubbish and place in bin.
2. Check all doors to make sure they are secure;
 - a. both entrance doors to the foyer
 - b. 2 fire exits
 - c. 2 external doors from the girls and boys toilets which need to be locked from the outside with a key if they have been opened from the inside.
3. Grab any clothing/ water bottles/ balls left during training and take them with you.
4. Make sure you have the keys (you should have done this at the start of your session!)
5. Switch off all lights
6. Locate the alarm panel on the wall opposite the main entrance door and tap the plastic fob on the key ring on the panel. The green light will change to red and there will be a beep.

7. Leave the stadium – you have around 10 seconds - and lock the outside door.
8. Use the key to lock the pedestrian gate between the carpark and the school grounds.
9. Ensure car park gate at the street is pulled fully across. That gate has its own padlock, and the key you have will operate it.
10. Return the key/fob to the lockbox and return the lockbox to the exact same place on the railing fence – remembering to mix up the lockbox numbers once you attach to the gate.

Note:

- Do not accept offers from any cleaner to lock up. Please execute the lock up procedures and the cleaners can let themselves back in.
- Any issues with gym security should be reported to your age group coordinator immediately.
- No-one is ever to remove the keys, alarm fob or lockbox from the school.