



St Christopher's Basketball Club Inc

Training @ St Christopher's Catholic Primary School

Permitted Areas and Out of Bounds Areas

We are only allowed to use the court area, toilets and the club's storage room. The meeting room, kitchen, offices, stairs and balcony above the court are out of bounds and are **not to be used**. Players and siblings are **not** to play in the school grounds or the car park area and are to be supervised at all times.

Security

- The alarm code and the key safe combination will only be communicated by email to coaches / team managers using the facility;
- The key to open the hall and the club's storage room is stored in a key safe. The key safe is located on the pillar/pylon of the adjoining building to the school hall;
- The school hall is secured by a 2 phase alarm system and must be vacated before 10:00pm (when the automated security alarm activates); and
- The entrance security gates will automatically lock at **9:15pm**. To exit after this time, you need to drive your car to the white painted line in front of the exit gate and wait for the gates to open.

Responsibilities

- The key must be placed back in the key safe after it has been used. Do not hold on to the key or place in your pocket. If you lose the key, you will be required to pay for a replacement and for any changes to the actual lock deemed necessary;
- Report any damage or accidents during use of the hall to the club contacts listed below;
- Court areas are to be left clean and tidy after each training session; and
- The last team to leave must ensure the lights are turned off, alarm is activated, all doors are secured and locked and the key has been returned to the key safe.

Notes:

- If you want to vary your training time, you **must** contact the training venue coordinator even if there is no team training before or after your team;
- Wait outside the court area until your training time has started and the other team has vacated;
- When your training time is up, leave the court promptly and finish any discussions outside;
- Smoking is prohibited on the school premises and grounds. If parents need to smoke while their children are training, they must go outside the school grounds;
- If the lights are turned off, you must **wait 15 minutes** before turning them back on to allow them to cool down. Failure to do this, may result in the very expensive globes blowing; and
- The fuse box for the lights is located in the club's storeroom.

Club's Storage Room

The school has 2 storage rooms each with two large double doors, both located on the opposite wall from the side you enter the hall. The key that opened the entrance door of the hall will open the school's storage room located on the left. Our store room is located on the left hand side as you enter the school's storeroom. The key will also open the door to our store room.

Club Contacts

If you have any problems and need assistance locking up or activating the alarm, please contact: **Nadia Vitale on 0414 808 885**. If you cannot get hold of Nadia, call Trish Giunta on 0403 164 634.

Car Park Spotlight

A key switch is located outside on the brick wall to the left of the hall entrance.

- **Turn the lights on:** Insert the key and turn it clockwise to the ON position and then back to the vertical position and remove the key.
- **Turn the lights off:** Turn the key anti-clockwise to the off position and then back to the vertical position and remove the key.



Opening the hall

1. Locate the key safe, turn the combination dials to the code, turn the knob and gently pull down. Remove the key then close the safe, turn the knob and re-jumble the combination numbers;
2. If it is dark outside, turn the car park spotlight on;
3. Unlock the entrance door to the hall;
4. Deactivate the alarm (alarm panel is located on the left wall inside the foyer)
 - If you hear short sharp beeps as you enter the foyer and the alarm is showing 1-2 small **RED** lights at the bottom of the alarm panel then the alarm is activated. Open the access panel (gently pull down the cover from the centre top of the panel), enter the 4 digit security code on the numeric keypad and then press the '**Off**' button. The alarm is now disarmed. The beeping should cease immediately;
5. The foyer lights are at the bottom of the staircase to your right. Lights to the toilets are sensor driven and turn on/off automatically;
6. The hall has ample natural light on most days, only turn the lights on, if necessary. Allow 10-15 minutes for these lights to warm-up. The lights are located inside the hall, opposite the centre line on the wall closest to the entrance;
7. Sweep the court if it is dirty or dusty with the sweeper located in the school's store room. Using the court while dusty will damage the surface and player's skill levels and exposure to injury are also greatly increased by a slippery floor.



Cooling the hall

If the gym is hot;

- Wind out the windows (located up high on the glass wall) by using the winders located below each of these windows;
- Turn on the 2 commercial heat extractors at the switchboard (located on the wall opposite the toilets/change rooms). Push in the "E1 & E2" button (the green light will turn on) then turn the rotary dial below the button clockwise to turn on and control the fan speed. To turn these fans off, turn the rotary dial below the "E1 & E2" button anti-clockwise. The heat extraction fans will shut down automatically.

Locking the hall

If your training has finished and no other teams have arrived to train after you, you must lock up the hall.

1. Collect anything that has been left behind and place in the club's lost property bin in the storeroom. Put away any equipment that has been used. Lock the club storage and school storage rooms;
2. Pick up any rubbish and place in bins;
3. Close the windows, if they are open;
4. Switch the lights off in main court hall, if turned on;
5. Ensure that toilets are left in a satisfactory condition;
6. Turn off heat extraction fans if they are on (see Cooling the hall);
7. Activate the alarm, open the access panel (gently pull down the cover from the centre top of the panel), enter the 4 digit security code on the numeric keypad and then press the 'On' button. The alarm is now armed; 3-4 quick beeps will be heard, a short pause then continual beeps will sound. You have 35 seconds to leave the venue;
8. Turn off all foyer lights;
9. Lock the entrance door using the key;
10. Turn off the car park spotlight, if turned on; and
11. Return the key to the key-safe and ensure the **combination numbers are jumbled**.

Note: School's entrance gates will automatically lock at **9:15pm**