



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 **always closely supervised**.

Training must finish at **8:00 pm sharp**, players are not to continue to train, or dribble or shoot the balls beyond this time. Please keep noise after this time to a minimum both inside and outside. We need to respect the neighbours and parish priest who lives on site.

Security

- The alarm code and the key safe combination will only be communicated by email to coaches / team managers using the facility. The school hall is secured by a 2-phase alarm system and must be vacated before 10:00 pm (when the automated security alarm activates);
- Players must **not** enter the building and start practise until the alarm is **OFF**. If the alarm sounds, you must disarm the alarm and contact the Training Venue Coordinator.
- The key to open the hall and the club's storage room is stored in a key safe located on the pillar/pylon of the adjoining building to the school hall.
- The entrance security gates are programmed to lock at a time set by the school. To exit after this time, 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.

Club's Storage Room

The school has 2 storage rooms, both located on the opposite wall from the side you enter the hall. The key that opens the entrance door of the hall will open the school's storage room located on the left. Our storage room is located on the left-hand side as you enter the school's storeroom. The key will also open the door to our storage room. The fuse box for the lights is in the club's storeroom.

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.

Club Contacts

If you have any problems and need assistance locking up or activating the alarm, please contact: **Jane Markesich** on **0468 653 049**.

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). Open the access panel (gently pull down the cover from the centre top of the panel), enter the security code on the numeric keypad and then press the 'Off' button. The **RED** light under the number 2 area (hall) will go off. If it doesn't, this means the code has not been accepted and the siren will alarm. If the light does not go off, the code has not been accepted and the siren will alarm. Try again, the light must go off. When the alarm is disarmed, the beeping should cease immediately.
5. The foyer lights are at the bottom of the staircase to your right (near the handrail). 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 storage 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. When the floor is swept, do not sweep debris into the storage room, it must be picked up and disposed of in a bin.



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.



Locking the hall

If your training has finished and no other teams have arrived, 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. Turn off all foyer lights (see #5 under Opening the hall).
8. Activate the alarm, open the access panel (gently pull down the cover from the centre top of the panel), enter the security code on the numeric keypad and then press the 'On' button. The red light under the number 2 (hall area) will come on. The alarm is now armed; 3-4 quick beeps will be heard; a short pause then continual beeps will sound. You must exit straight away.
9. Lock the entrance door using the key, check that it is locked, and slide bolts are down. Double check door after it's locked.
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**.