

CLUB OPENING AND CLOSING PROCEDURES

- Entry to the club – First retrieve keys from key box. The whereabouts of the key box and the code to open the key box will be advised to you on joining the Club.
- One key will open both padlocks on the outer and inner gates. The second key will open the clubhouse main door. The third key (Gold Chubb key) will open the kitchen door. **Then hang that set of keys on the blackboard hook just inside the main door. (This is very important as people have been known to put the keys in their pocket and take them home!!)**
- In the kitchen you have access to the main keyboard with keys which are for the changing rooms, north end entrance door (which should be unlocked first), the equipment shed and summerhouse.
- Check the colour and direction for the rinks from the Rink Book, which is situated just inside main door and reset the rink markers from the day before. From the equipment shed put out mats, jacks, pushers and score boards for the rinks you require.
- If you are the last to leave the club no matter what time of day, leave the rink markers out but lock away the mats, jacks, pushers and scoreboards, then turn off all lights and lock up in reverse of the entry procedure.
- If you are a new member please ask any of the members for guidance.