

Ferntree Gully Falcons – Team Manager Pack

Carrington Park Family Leisure Centre - 20 O'Connor Road, Knoxfield

Access to the stadium is via the double doors at the side of the stadium (near the playground and tennis courts) and NOT via the Front door.

THE STADIUM IS ARMED WITH A SECURITY SYSTEM, THEREFORE THE ENTRY AND EXIT IS VIA THE USE OF A KEY FOB.

All coaches will be issued their own key fob. The key fobs are the property of the Knox City Council, and your name has been supplied to the Council in order to track the key fob and access/exit to the stadium. It is extremely important that you look after these key fobs and advise the Venue Co-ordinator immediately if your key fob is lost or damaged. The key fobs can be used from 3.30pm to 9.30pm on your allocated training night and in most instances the first coach opening, and coach closing will be the only ones using their key fobs.

Opening - First team training

To DISARM the Stadium Security - Using the Key Fob that you have been allocated present your key fob at the rear entry door key fob reader. The light will flash from red to green/blue and back to red (so when you see it flash the door is open, and you will hear it click open also).

The Security system will DISARM automatically and temporarily UNLOCK the electric door lock for you to enter. The door unlocks for 5 seconds. You just need to pull on the door handle.

The red indicator light surrounding the ARMING BUTTON (located on the silver panel between the key fob reader and number pad) will turn OFF on presenting your key fob to the reader. Make sure the light surrounding the arming button is off before you enter to ensure alarm doesn't go off. "The Arming Button is **NOT** required to be used for disarming the system when opening the stadium".

If the door re-locks before you open it just present your key fob again.

You will need to hold the door open with the orange bollard that sits inside the entrance, as the door automatically locks if shut and cannot be opened from the outside.

Please check the toilets before your training session and report any issues to the venue coordinator.

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Closing – Last team training

Close the door between the stadium and the toilet area making sure it is locked. Take note whether there are other groups using other areas of the building.

Please ensure all chairs are packed away/stacked and that all rubbish is taken with you.

All lights are to be turned off after the final training session.

Place the bollard into the entrance area and close the door, which will lock automatically.

To ARM the Security System - Press and hold in the security system **ARMING BUTTON (located on the silver panel between the key fob reader and number pad)**.

Present your Key Fob to the key fob reader, WHILST HOLDING IN THE ARMING BUTTON.

Release security system arming button, and the security system “Area” will now ARM automatically. The red indicator light on the arming button will turn ON.

NOTE if any other Groups are in the building, you do not need to turn the alarm system on, just shut the door and it will lock automatically.

If you try to turn the alarm on and the doors are not shut properly or there are people in the building the alarm siren will activate, so you will need disarm the alarm system by presenting your key fob and re-enter the building and check the internal and external doors are closed properly and that no one is remaining in the building.

NO BALLS ARE TO BE BOUNCED OUTSIDE THE STADIUM, as we need to be mindful of the other users of the Venue and the residential homes surrounding the stadium.

Any changes to allocated training times are to be managed through the venue co-ordinator.