

## ***Procedure for use of changing rooms:***

*The following procedure will apply on both training nights and match days.*

- 1) *Changing rooms must be pre-booked with Ken Morrissey by email prior to use: [kenmorrissey@blueyonder.co.uk](mailto:kenmorrissey@blueyonder.co.uk)  
Rooms will be allocated with priority given to older age groups first, in the event of too many teams asking for rooms age groups might be asked to share.*
- 2) *On arrival at the ground a designated adult (current CRB required) must collect and sign for the key to the allocated changing room from Ken Morrissey.*
- 3) *On the collection of the key that designated adult on behalf of the team accepts responsibility for:*
  - a) *Opening the changing room*
  - b) *Locking the room during training/match*
  - c) *Opening after training/match*
  - d) *Clearing room of any rubbish and checking for any damage.*
  - e) *Locking room after all players have departed*
  - f) *Returning the key to Ken Morrissey*
- 4) *Failure to meet the above responsibilities could result in disciplinary action against the team.*