

OVAL PARKING

Volunteer Induction Guide - Night Operations

Your role

The parking team helps guests arrive and leave the KCC oval safely and efficiently. You will guide vehicles within the oval, help maintain the parking flow and manage pedestrians at designated crossing points.

GOLDEN RULE - WE DO NOT CONTROL PUBLIC ROAD TRAFFIC

Parking volunteers must not stop, hold or direct vehicles travelling on Cliff Drive or Violet Street. A licensed traffic controller is required to control public-road traffic. At pedestrian crossing points, **stop the pedestrians** and wait for a safe gap in traffic before allowing them to cross.

Before your shift

YOU WILL BE ISSUED / MAY USE	TEAM BRIEFING
• Orange or yellow high-visibility vest • Illuminated parking wand • Communication method as allocated by the team leader	The team leader will walk the team through the oval before operations begin, including the zones, gates, pedestrian crossing point, individual positions and the communication method being used for that shift.

Parking flow

Follow the parking map and the team leader's directions. Traffic flow may vary depending on the stage of operations. For arrivals, the team leader will confirm which gate is being used for entry and exit. During departures, vehicles may be released through **both gates** where directed by the team leader. **Do not assume the traffic direction - follow the briefing for that shift.**

1	ZONE 1 Normally fill first. Use the established parking rows and direct each vehicle into position.
2	ZONE 2 Move here as directed. Follow the bunting and fill row-by-row.
3	ZONE 3 Continue row-by-row as directed by the team leader.

DIRECTING VEHICLES SAFELY

BE VISIBLE	Wear your high-vis vest and use the illuminated wand. Position yourself where drivers can clearly see you.
STAY OUT OF THE VEHICLE PATH	Never stand directly in front of or behind a moving vehicle. Keep a safe escape path available.
USE CLEAR DIRECTIONS	Give simple, deliberate directions. Do not assume a driver has seen or understood your signal.
KEEP SPEEDS LOW	Use calm hand/wand signals and guide vehicles slowly through the oval and into parking rows.
WATCH THE GROUND	Night lighting is moderate rather than daylight-bright. Watch for uneven ground, bunting, star pickets and other trip hazards.
KEEP THE FLOW MOVING	Large arrivals commonly occur within a 45-60 minute window. Avoid unnecessary delays while maintaining safety.

Pedestrians at Violet Street

CONTROL THE PEDESTRIANS - NOT THE TRAFFIC

The attendant at the crossing must **hold pedestrians back while vehicles are approaching**. Once the road is clear and there is a safe gap, allow pedestrians to cross. Never step into the road to stop a vehicle and never signal a road user to stop.

Team communication

Not every parking volunteer will be issued a radio. Radios are generally allocated to key people or positions. The team leader will decide the communication method for each shift. This may include a **Messenger or WhatsApp group chat**, or a **radio-style app installed on team members' phones**. Make sure you know which method is being used before operations begin and that you can access it.

Communicate early if there is **congestion, a vehicle travelling the wrong way, a visibility problem, an incident, an unsafe condition, or anything you are unsure about**. If you do not have direct communications, contact the nearest key person or radio holder.

Typical operating periods

ARRIVALS	DEPARTURES
Approx. 45 minutes before the session until the arrival flow has finished. Example: for a 7:00 pm session, approximately 6:15-7:15 pm.	Return shortly before the session finishes and remain until the main pedestrian and vehicle flow has cleared. Example: for a 9:30 pm finish, approximately 9:20-10:00 pm.

Weather and visibility

The oval has low-level/fog-style lighting and the gates rely partly on spill from nearby lighting. Take extra care in fog, rain or other poor visibility. If conditions become unsafe, advise the team leader immediately. Parking operations may need to be changed or stopped.

End of shift

Remain at your allocated position until released by the team leader. Return any issued equipment, assist with packing up as directed, and ensure gates are closed or secured as required.

QUICK CHECK BEFORE OPERATIONS

- Know your allocated position and the parking direction for this shift.
- Know which communication method the team is using.
- If using a phone group/app, confirm you can access it and notifications/audio are on.
- Check your high-vis vest and illuminated wand.
- Know who the team leader and key radio holders are.
- Confirm the pedestrian crossing procedure: hold pedestrians, never road traffic.

Contact the team leader if...

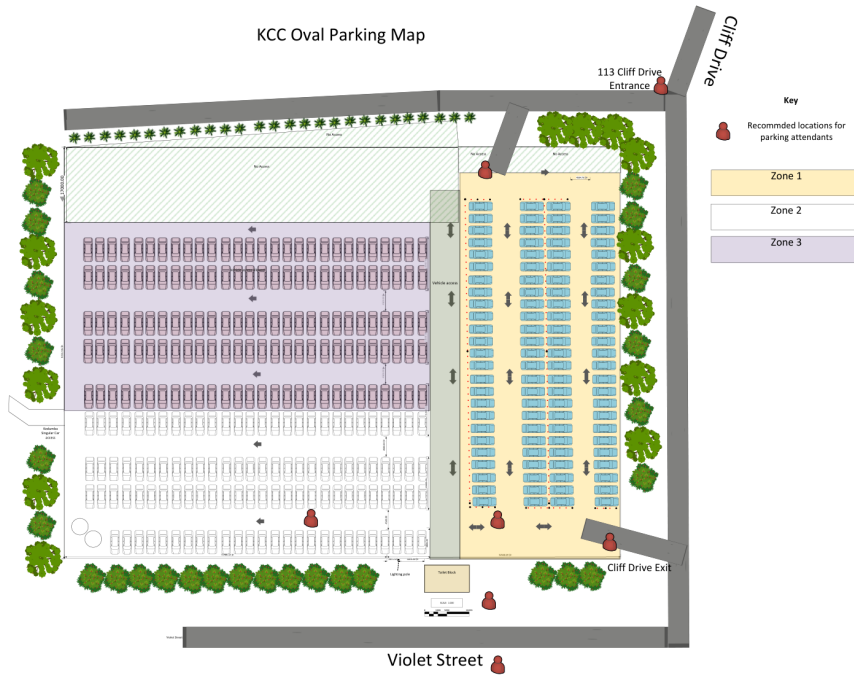
- Traffic begins backing up or a vehicle travels the wrong way.
- You cannot see clearly enough to safely direct vehicles or pedestrians.
- There is an incident, injury, unsafe condition or damaged equipment.
- You are unsure what to do - do not improvise around moving traffic.

IF IN DOUBT

Stop what you are doing, move to a safe position and contact the team leader or nearest key communications person.

OVAL PARKING MAP

Quick reference - parking zones, vehicle access and recommended attendant locations



Important: the map is a reference layout. Actual entry/exit arrangements may change for the operation. Follow the team leader's briefing, particularly during departures when both gates may be used for exiting vehicles.