SAHPA RACE LOADING PROCEDURES

➢ **Loading Stewards to be ready for duty at Headquarters at 7.30pm.**

➢ **Ensure traffic cones are placed around the loading/unloading area to stop general vehicle parking.**

➢ **Obtain race bird numbers from General Secretary to determine the number of baskets.**

➢ **Commence loading at <u>7.45pm</u>**

➢ **Receive loading slip from Clubs to confirm payment.**

➢ **Ensure good loading instruction, control and security is maintained at all times.**

➢ **Ensure Clubs unload and load in a timely fashion.**

➢ **Load crates in a diagonal step up pattern on transporter. (eg) Front to back, this system applies on both sides of the transporter.**

➢ **Remain on loading dock until all loading has been completed.**

➢ **Check all crates are fully in place and latches are closed then remove crate seals one side of the truck at a time and shut roller shutters. Watch as doors go down in case they jam.**

➢ **Transporter Unit to depart Headquarters.**

Thank you for assisting the SAHPA

23/04/18