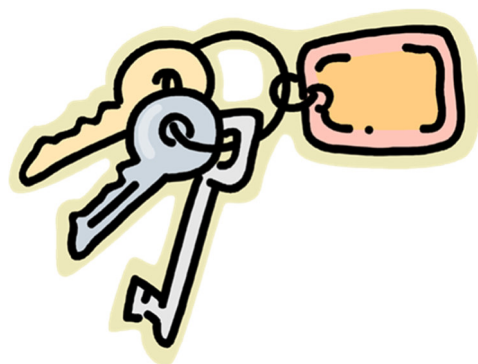


HANDOUT OSZ HANDEL, WRANGELSTRAßE



1. When and where do I pick up the key?

The key must usually be picked up at our office. Alternatively, it can be picked up at the Doctor Händy store (<https://maps.app.goo.gl/8rXTbynvKurwWVYj7>) at Ohlauer Str. 46. Please contact us well in advance of the game day to make arrangements.

2. Where do I return the key?

After the game, the last organizer present should bring the key to the other hall to one of the organizing teams or (if no one is/was there) either to our office at Lauterberger Straße 13A on Sunday (if necessary, ring the neighbors' doorbell and put it in our mailbox at "Janetzki" / "Freizeitvolleyball Berlin") or on Monday to Shop Doctor Händy (<https://maps.app.goo.gl/8rXTbynvKurwWVYj7>) at Ohlauer Str. 46. Please let us know where you dropped off the key.



3. Which gates and doors do I unlock or lock?

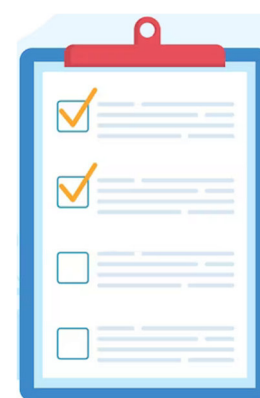
The main entrance is on Zeughofstraße; you unlock the door next to the large gate and leave it ajar so that everyone can enter the premises. After the game starts, you lock the door again to prevent unauthorized entry. The

same applies to the hall doors themselves. After the game ends, it is sufficient to pull the hall doors and the door to the premises closed.

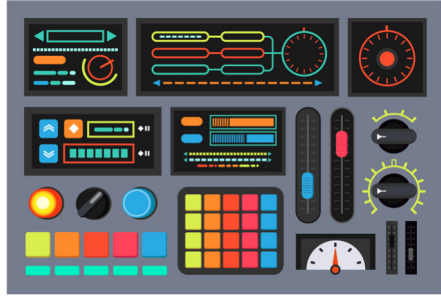
4. What do I need to consider as the organizing team?

The organizing team:

- ✓ needs a net (antennas if available), a 12 mm crank for good net tension, a scoreboard, and the scheduled match report forms.
- ✓ is responsible for court setup and teardown.
- ✓ is responsible for leaving the field in an orderly and clean manner.
- ✓ collects the match forms and submits the results online within 3 days.



5. How do I operate the heating, lights, windows, and partition walls?

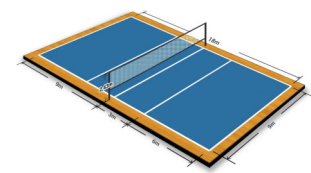


In Hall 1, there are 3 simple push buttons for the hall lights in the far-left room. There is also a switch for the windows that can be operated with the key.

In Hall 2, the light switches and window controls are in the far-right room.

The heating cannot be turned on or off.

In both halls, there are small lock panels on the wall towards the entrance. You insert the key there, and depending on the direction you turn it, the partition wall will move up or down.



6. Where can I find the posts, net, crank, and plunger?

For each playing field, there is a storage room towards the hall entrance, where the posts and boxes for setting up the scoreboard and as a platform for the referees are located. The net, crank, plunger, and scoreboard must be brought by the organizing team!

7. Where can I find a first aid kit?

Unfortunately, there is no first aid kit in either hall; each team is therefore responsible for bringing appropriate medical supplies (bandages, ice packs, etc.).



8. What should I pay attention to when leaving the hall?

The team returning the key is not only responsible for bringing back the key but also, as the last team present, for leaving the hall in an orderly manner.

This includes:

- ✓ taking away the net posts and raising the partition walls,
- ✓ turning off the lights and closing the windows,
- ✓ collecting trash and bottles,
- ✓ ensuring that no unauthorized persons are in the hall.

As far as possible, this can also be done by the organizing team in advance.