



Alphington Park

SSF Pitch Set Up and Pack up Instructions

Set up requirements for home games

The first team to play at home for the day is required to set up the ground. You will need to collect the keys before you get to the ground. If you don't know where they are stored please contact Elaine McPartlin on 0438 583 522 for details

Grounds and Pitch set up is as follows

Ensure the First Aid room is open; this must be open through all matches. This is where the AED (Defibrillator) is kept.

Unlock areas as needed for your team to access equipment. The small sided goals, corner flags and match balls should be stored in storage shed, near the toilet block, behind the roller door.

Pitch set up

- **Goals** the goals are set up and should be kept this way. Simply have a couple of parents carry them to the small pitch.
- **Corner flags** are to be set to mark the corners of the pitch
- **Rope and stakes** mark the official area where only players, coaches and managers are allowed. No spectators are allowed in this area. This should be 5m back from the sideline and run along at least 75% of the length of the pitch.
- **Match Balls** two size 4 balls are needed. These will be bagged for each team size and should be returned or handed over to the next team.
- **Referees** are supplied by the home team and should carry their own whistle. This is a teaching role so be sure to instruct children where appropriate.

At the end of your game:

If there is another team playing on the same pitch after you, hand the keys to their team manager and you are free to leave.

Should there be a gap between games; match balls and corner flags need to be returned to the toilet block storage shed and the whole facility needs to be locked, as per pack up instructions below. Leave the nets up. Keys are to be returned to their rightful place.

Pack up requirements for home games

All equipment, should be returned to the toilet block storage shed. Please ensure all equipment is left in a state that makes it easy for the next team to set the ground up.

Locking the facility at the end of the day or between games, where there is a break: Please check and lock all doors and turn off all manual lights whether you used/opened them. Following is a list of everything that must be checked prior to leaving the ground:

- **The storage sheds** adjacent to the public toilet block. There is a door and a padlocked gate which provides access to one storage room, the light for this room is, inconveniently, located behind the door, and a padlocked roller door that provides access to the room where the small sided goals are stored.
- **Under the grandstand (The Pavillion)**
 - Referees rooms
 - External door
 - First Aid room (next to the external door)

Most lights in this area are on sensors; however, there is a manual switch in the caged area where club gear is stored and in the First Aid room.

○ **Club rooms**

- All internal doors
- All roller doors should be down
- There are 5 external doors, 4 provide access to the change rooms, one provides access to the kitchen.

The lights in this area are all manual

Check ALL doors are locked regardless of whether you opened/used them or not. You may find another team has previously required access and, therefore, the doors are open.

Finally, when you are sure the entire ground is locked, return the keys to their rightful home.