



Alphington Park

Full 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 and the two referee's rooms under the grandstand. All equipment, except the small sided goals and corner flags, should be stored in the hallway, under the grandstand. Some teams will use the club rooms; they are labelled as Women's home and away and Men's home and away. Unlock as required.

Pitch set up

- **Goal nets** are stored in a wheelie bin and should include
 - Goal pegs and clips
 - Hammer
 - Step ladder should be found next to the bins
- **Team benches** (or 6 plastic chairs per team) are to be placed inside official area, equally distant from the halfway line. And set back at least 2m from the sideline. This allows enough space for the linesperson to do his/her job. These are to be set on the north side of the pitch (closest to the toilet block), ie no one should be seated in between the full pitch and the small sided pitch. This area is to be kept clear to allow the linesperson to do his/her job.
- **Corner flags** are to be set to mark the corners of the pitch
- **Stretcher** is to be placed inside the official area but should not cause an obstruction to the linesperson. It is a green army style stretcher.
- **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.
- **2 x orange vests**, to be worn by Marshalls, both of whom are volunteers from the home club, whose duties include
 - Maintaining appropriate conduct throughout the game
 - Keeping the lines clear
 - Escorting the referee onto the ground at the beginning of the match, off and on the ground at half time and off the ground at the end of the match, via the middle of the field
 - Keeping the referee safe/protecting from feisty spectators. If a referee asks that someone be removed from the ground, it is the marshalls' job to ensure this happens. Usually, the referee's request will be adhered to without incident but it is something to be aware of.
- **Match Balls**, minimum of two are needed, for the older teams three is ideal. These will be bagged for each team size and should be returned or handed over to the next team. Sizes are as follows.
 - **U12 and U13 Size 4**
 - **U14 upward Size 5**
- **Flags**, the referee will supply the flags for the linespersons. Each team will provide a linesperson for every game, both home and away.

Match Books

Are to be filled in prior to the game and given to the referee, along with registration cards, who will hold these through the game. These need to be signed by both team managers and the referee after the game and fees paid. Please carry the 2017 fee schedule with you.

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 need to be returned to the cage, wheelie bins, hammer, ladder and corner flags need to be returned to the pavilion hallway 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, other than the match balls should be returned to the hall in the Pavillion. Nets, pegs and hammers should be back in the wheelie bins, ladder should be stored next to them. The corner flags should be kept together and the chairs should be stacked. Please ensure all equipment is lined up neatly along the wall so it doesn't cause an obstruction into the cage and is easy to access for the next team to set the ground up. Match balls should be returned to their rightful peg on the wall in the cage.

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.