



MARTON HAMMERS FOOTBALL CLUB

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COMMITTEE GROUND CONTROL PROCEDURE

Following is a check list of things to do when allocated as committee representative for ground control;

Before the day

- ✓ Check the teams you have been put on with know they are on ground control and have notified their teams. Also ensure they have arranged for someone to pick up meat, bread, pies etc.
- ✓ Arrange to collect the till float and keys from the treasurer.

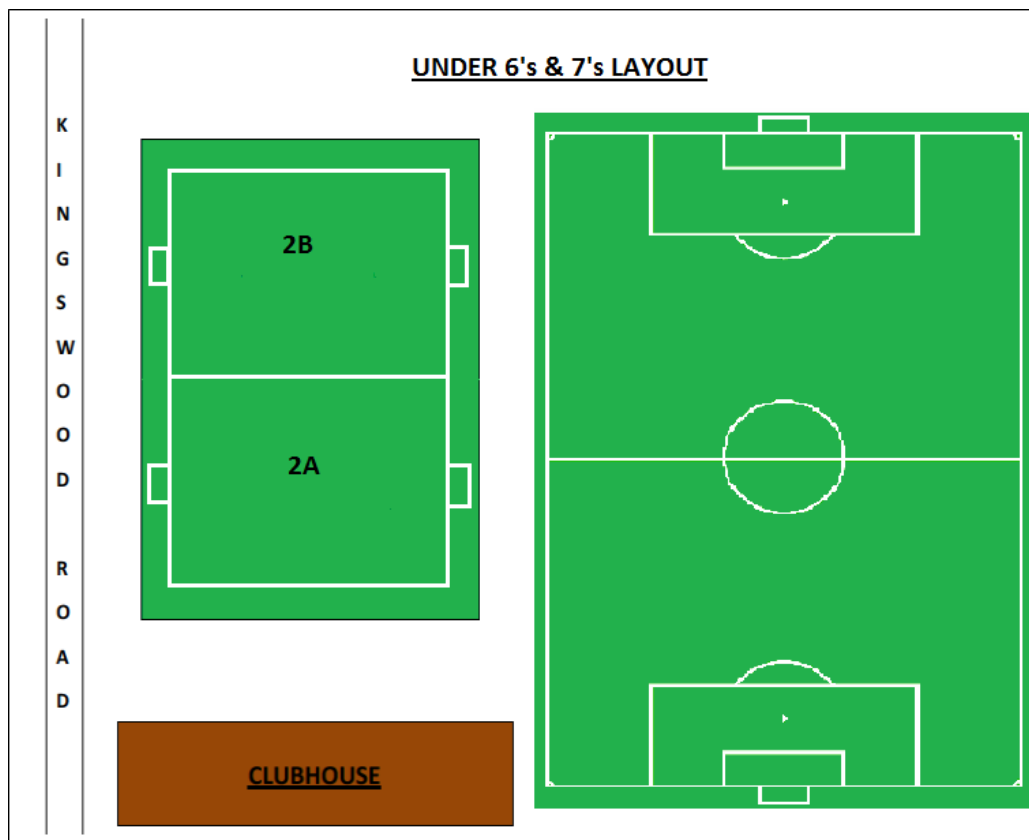
First thing

- ✓ Unlock the toilets (inside and outside), clubhouse doors, canteen, ground control room, and external equipment room. Keys for all of these are in the float.
- ✓ On Saturdays we have the coffee van come at 7:30am, so you have to unlock and open the ambulance gate (G1 key, same as toilets) and unlock the power box which is located on the light pole near where the coffee van sets up. Key to open this is hanging above the cash register, on the tag labelled ground control closed sign (the big metal key tag).
- ✓ Arrange someone to put out the cones on Kingswood road. They are put in the gutter and are put out where there is no parking. They should also go down 5 metres each side of Geneva Place to make cars coming in and out of Geneva easier.
- ✓ Now it's time to set the oval up.

Oval set up

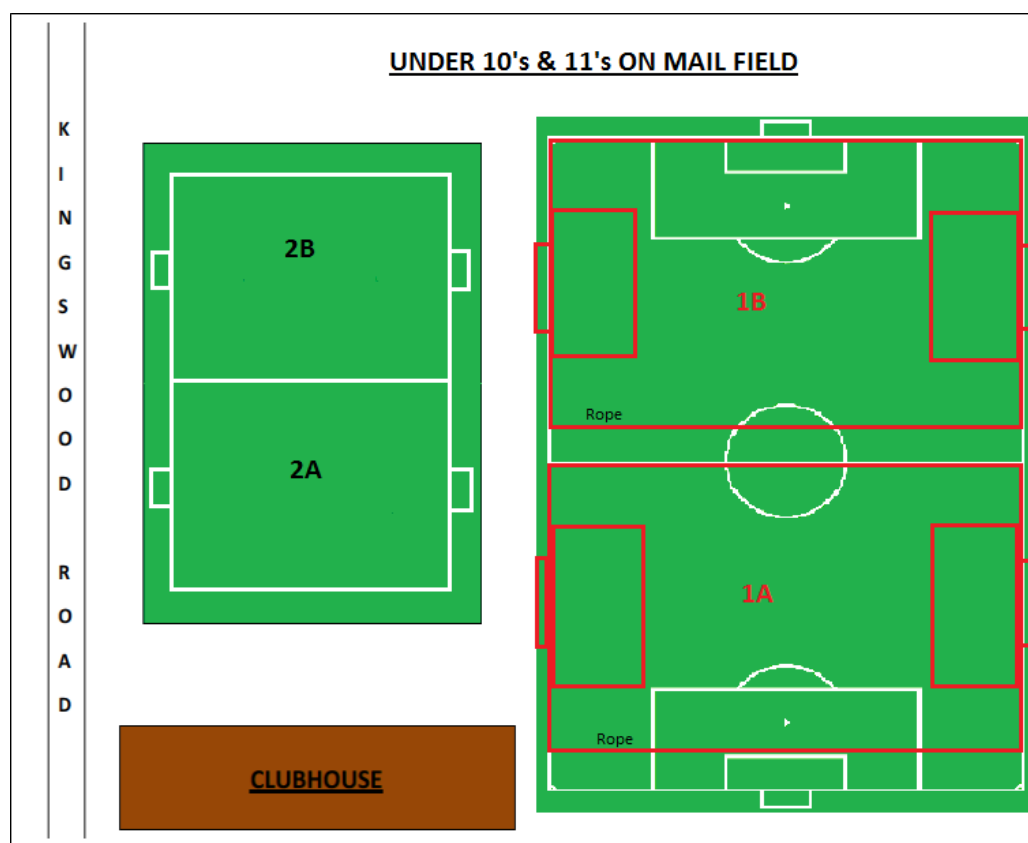
- ✓ Unlock the container and cage areas using the keys hanging above the till, they are on the tag labelled container.
- ✓ Under 10/11 goals are in the container (2 sets, metal with straight pegs). Under 6/7 goals (2 sets, PVC), under 8/9 goals (1 set, metal with straight pegs). 1 of the big field goals is located in the cage with the mini-roos goals and the other is in its own cage at the other end of the field.
- ✓ Check what games kick off at 8am and ensure they are set up first.
- ✓ Whilst people are setting up the fields you should also ensure someone is putting out the "Stay behind the red line" signs. These should be placed along the clubhouse (southern side) of the 6/7's field on the red line and also along the Kingswood road (western side) of the main field.

Under 6/7 Field Layout & Setup



- ✓ Using the smallest goals in the cage area (under 6/7 goals), place them at each end of the under 6/7 fields (2A & 2B above). Ensure each goal is pegged down with at least 3 pegs. Now put out corner flags, and the under 6/7 field is ready for games.

Under 10/11 Field (on the big field)



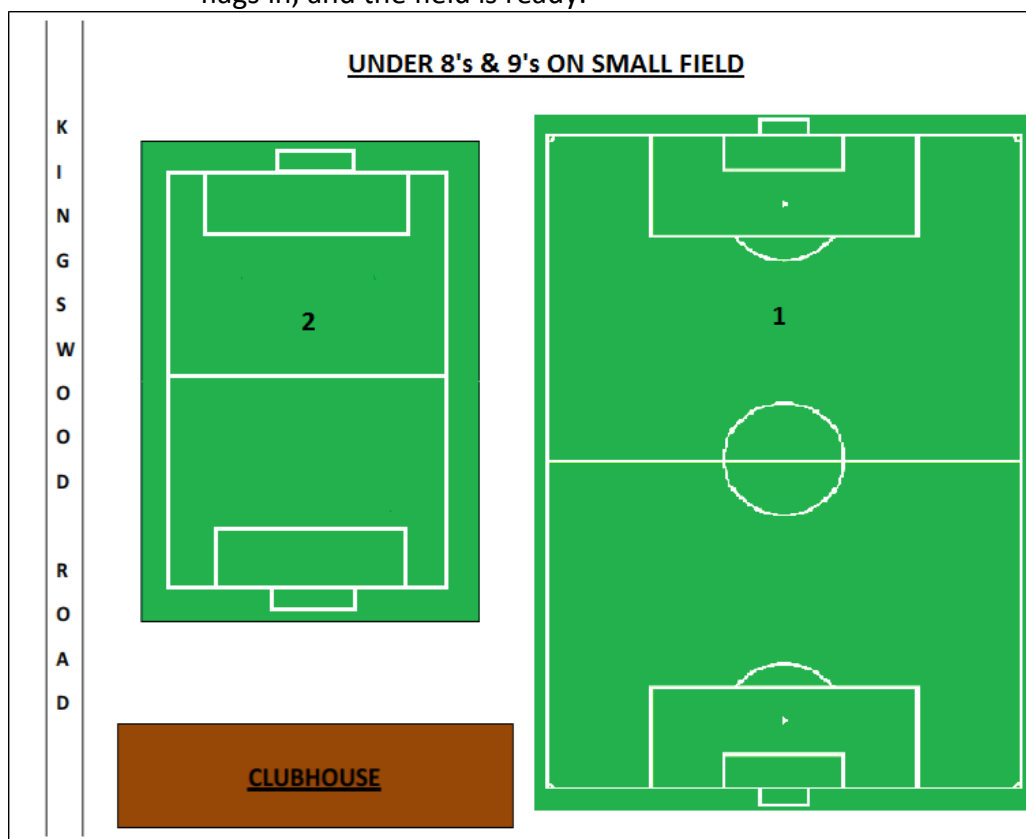
- ✓ Most weekends we will play 2 games for U10/11 and the field should be setup per the above diagram, if only 1 game is to be played then only field 1A should be setup (this allows you to setup both big field goals while the 10/11 are still playing).
- ✓ The sidelines used are the goal line of the big field at the northern end for field 1B & the half-way line of the big field for field 1A. The other sideline for both fields are marked using rope in the external equipment room. The rope is the white rope on the shelf (the two biggest bundles of white rope). They are pegged down at each corner using a corner flag (or training pole) and the spot to place them is marked with white line marking (if you can't find markings, line up with 6 yard line for field 1A and the same distance for field 1B from half-way).
- ✓ The goals are placed at each end, and in the middle of the boxed area (already marked). Ensure goals are pegged down with 6 pegs.

Big Field

- ✓ Depending on when the big field's first game kicks off, sometimes you don't have to set the goals up straight away, so generally ensure everything else is ready to go before worrying about the big field.
- ✓ The southern end goals can be set up at any time as this will not interfere with any other games. You will need 3-4 people to help carry the goals. Once they are in place (dropped into the holes in the ground), the back bar should then be dropped down, this is where the net is looped under, and we then use ocky straps to pull them tight. No pegs needed to peg down the net. You will have to use 4 pegs to peg down the back bar. The back poles are also to be put in place and clipped to the back of the net. One clip goes at the back corner, the other clip goes 2 metres from the corner, pulling the net upwards to give it a box type shape. Ensure there are no gaps in the net (if so some pegging down may be required) and also ensure net is tight and won't come away.
- ✓ The northern end goals are located in the cage at that end of the field, they cannot be set up until the under 10/11 games are finished up there.

Field Changeovers

- ✓ Once all the fields are set up for the 8am games, unfortunately your job isn't done. You will need to ensure you know when certain fields have to be changed over, and have adequate helpers ready to do this changeover as we generally only have 5 minutes to do it.
- ✓ Big Field Changeover:
 - Under 10/11 to Big Field:
Install the big goal at the southern end as soon as practical (next to field 1A), then install the goal at the northern end (next to field 1B) as the U10/11 game finish (as the ref will want to inspect it before they get the teams out).
 - Once the big goals are set up, then remove the other goals/rope/etc from the U10/11 games, if you have enough help then obviously this can be done together.
- ✓ Little Field Changeover:
 - Have the under 8/9 goals moved to an area near the playing field when the games are close to finishing to help ensure this is done quickly (as they are now aluminium goals, please lay them down so they don't fall on anyone).
 - The under 8/9 field will be marked, just put the goals at each end (as per the image below) and ensure they are pegged down with 4 pegs. Then put corner flags in, and the field is ready.



- ✓ Once certain fields are finished you can start to pack away the goals, so as they are not left out and broken by kids playing with them. The under 10/11 goals get packed away into the container (each set packed on top of each other). The under 6/7 and under 8/9 goals get stacked up against one side of the cage, ensure there is enough

room for the big goals to be slid in at the then end of the day. Ropes, corner poles, pegs, etc are to be packed away in the external equipment room.

Other issues

- ✓ Besides setting up the oval and ensuring fields are changed over smoothly, you will also need to keep on top of the following;
 - Ensure plenty of orange jackets are visible, can never have too many, 5-7 is always good. Please have them out and about around the field watching games etc, not standing around the BBQ.
 - Keep an eye out if referees have or have not turned up, if it is 5 minutes to kick off and there isn't one there, then they're probably not coming, so you will have to arrange one.
 - Canteen running smoothly, make sure the teams on duty have enough people helping out.

Pack up

- ✓ Once second half of the last game begins you can start to pack things up. Collect the cones from out on the street, turn the BBQ off, clean the BBQ/utensils/etc.
- ✓ When the game has finished first thing to do is pack the goals away. Leave the ockie straps on the net, all you have to do is unclip the rope at the back, take out the pegs, and lift up the back net bar. Now the goals are right to be lifted out and packed away. Also, ensure the goal caps are put in place (so as dirt, rocks etc don't get down the holes). Once the goals are packed away, make sure the container and cages are all locked.
- ✓ As everyone starts to leave the field you can shut the canteen. Close and lock the front grill, then close the shutters. Ensure the BBQ and all other equipment is packed away. Saturdays the lollies can stay on the bench, Sunday they need to be packed away. Ensure the canteen is swept, moped, and everything is left clean and tidy.
- ✓ Once the last team has left the clubhouse, this area also needs to be swept and all chairs etc packed to the side.
- ✓ Bring in all the match sheets from the ground control room, and they are kept in a clipboard on a shelf above the cash register.
- ✓ Now start to lock all the doors (toilet external, internal, ground control, external equipment), and also ensure the ambulance gate and power box have also been shut and locked.
- ✓ The treasurer will arrange for someone to come back and collect the till. Once they arrive ensure the keys are handed over to them and they will lock the canteen and clubhouse.
- ✓ Your ground control is now done.