

## SUNDAY GROUND CONTROL CHECK LIST

### SETUP:

- Erect Nets , Corner Flags and half way Flags
- Make sure Balls cannot pass between or under the nets
- Make sure advertising signs are put around field
- Silvers benches are put along sideline
- Open the side toilets ( key is in the canteen)
- Open the gate to the side parking area
- Allocate 2 cones to the Parking Bays next to the side gate to allow easy entry to that area.  
This will stop people parking in those spots
- Put out bins around the grounds

### Canteen

- Meet canteen assistant at 7.30am
- Canteen assistant will give instructions on the day

### BBQ

- 7.30am pull out BBQ from Club House and collect BBQ utensils and supplies from canteen
- 7.40am start cooking ( please make sure that there is always some cooked food in advance as the BBQ can become very busy during certain times of the day)
- Should you run out of food please ask the canteen for new supplies
- At the completion of the day put away supplies
- Clean BBQ and wash up Utensils upon completion of last game

### Orange jackets

- Make sure there is a referee for all games at least 10 minutes before all games kick off
- Organise a Club appointed referee should a black and white not arrive for a game
- Ensure that all games start on time
- Ensure referee safety
- Ensure that supporters behave in a sportsman like manner
- Remove anybody from behind goal posts

### Close Down / End of the day

- Pull down and put away Nets
- Put away all corners and side line posts in gear shed
- Make sure all match sheets are signed
- Close side toilets

- Pull down advertising signs and put in club house
- Put all silver benches and chairs back in clubhouse
- Clean up grounds. Make sure all rubbish is collected from the ground and from the clubhouse and put in bins.
- Please make sure a person stays with the canteen assistant until they leave for the day
- Lock up Club House
- Put all bins at the front of the road of the clubhouse for collection
- Take all weekends match sheets to Bates Drive Football Complex and deposit in the large Blue mailbox at the Entry. This Must be done at the end of the day