



## Club and ground set up guide

### 1 Objectives

The intention of this document is to provide a guide for those who are undertaking the setup of Ferndale Park on a Sunday morning.

Having the club consistently set up means more people will be familiar with the state the grounds should be in prior to the first game, and it ensures we present the Ashy Redbacks in the best possible way to our members, opposition club members, and the broader community.

### 2 Timings

You should check the time required with the allocated committee member for the round.

- If the first game is at 11am, get there for **10am** to commence the set up
- If the first game is at 1pm, get there for **12pm** to commence the set up

This allows for all set up to be completed as well as catering for any unexpected challenges such as miss placed equipment or ground conditions.

The grounds need to be fully set up at least 20 minutes before the start of play.

### 3 Setup

The St Marys guys in the canteen have a master key, this will unlock both change rooms (they have usually done this), the equipment garage (the garage on the bottom front left of the clubhouse) and the scoreboard numbers.





#### Equipment Garage

The equipment garage should contain the stretcher and Redbacks sign.

Sometimes the stretcher has been moved on the Saturday whilst St Mary's are playing. If it is not in the equipment garage, then check in the change rooms (including the back storage rooms)

	<p><b>Stretcher</b> Take the stretcher from the equipment garage and position on the balcony so that it is readily accessible.</p> <p>Get the first team playing to position this.</p>																								
	<p><b>Scoreboard</b> Climb up the ladder and using the Master Key unlock the padlock at top right of the stairs (back of scoreboard). This unlocks the box that has all the numbers.</p> <p>Leave the padlock next to the box so it can be locked at end of day.</p>																								
 <table border="1" data-bbox="300 1010 746 1176"> <tr> <td>G</td> <td>B</td> <td>P</td> <td>T</td> <td>G</td> <td>B</td> <td>P</td> <td>T</td> </tr> <tr> <td>9</td> <td>10</td> <td>64</td> <td>10</td> <td>14</td> <td>74</td> <td></td> <td></td> </tr> <tr> <td colspan="4">REDBACKS</td> <td colspan="4">VISITORS</td> </tr> </table>	G	B	P	T	G	B	P	T	9	10	64	10	14	74			REDBACKS				VISITORS				<p>Attach the Ashy Redbacks sign to the front of the scoreboard. The sign can be found in the equipment garage.</p>
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	<p><b>Goal Post Pads</b> The goal post pads are usually on from Saturday senior game. If not, they should be found in the equipment garage.</p> <p>Get the first team playing to put these on if they are not already on the posts.</p>																								
	<p><b>Ground Check</b> Check the ground for hazards such as broken glass, dog poo, general rubbish. If found, clean up and remove.</p> <p>Get the first team playing to do the ground sweep and tidy up.</p>																								

	<p><b>Interchange benches</b> If wet put the covers over the interchange benches to help keep the players dry.</p> <p>The covers can be found in the equipment shed and can be added to existing structure.</p> <p>Get the first team playing to put these on.</p> <p><b>Interchange steward</b> Take one plastic chair from clubhouse social room and put this in the interchange area between both interchange benches.</p> <p>Get the first team playing to grab and position this.</p>
	<p><b>Timekeepers</b> Take a table and two chairs from the clubhouse social room and position on the balcony.</p> <p>If wet, timekeepers will use the table already inside the rooms.</p> <p>The siren is just outside the social room door, there is no key for this.</p> <p>Get the first team playing to position the table and chairs.</p>
	<p>Return the Master Key to the canteen.</p>

**Ground manager (light blue bib)**

Replaces the Ground Marshall at Ferndale.

Someone has to be wearing this during the day, all day (usually TM from first game gives it to a parent, who gives it back at end of game and passes it on to someone from next team).



The umpire at end of game will be looking for ground manager to hand votes/paperwork to. They are then put in the canteen.

### **Clean Up**

At the end of the day all change rooms need to be swept out.

The last team playing needs to pack up all of the grounds and replace the equipment to where it is kept.