



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 Burwood Reserve 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

If you are rostered on to help with ground set up then you should be at the club between **7:30am – 7:45am** to commence the setup.

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

The grounds need to be fully set up by **8:30am** for the first games starting at 8:45am.

Posts & Umpire areas

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|  | <p>Flags on ropes are to be secured behind each of posts on both the top and bottom oval.</p> <p>Flag ropes can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> <p>For the bank behind the bottom oval, lay the flags behind the umpire area.</p> |
|  | <p>Pads for the posts can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> <p>Simply pull them around the posts and secure them with the Velcro on them.</p> |


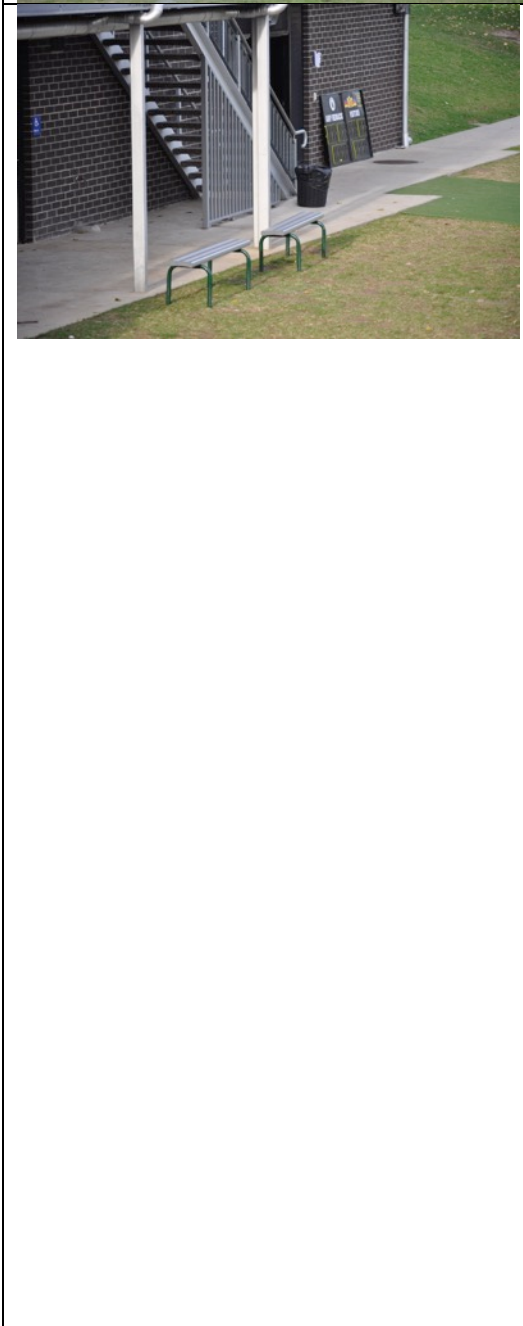
Under 8 & Under 9's

There is a different set up for the Under 8 & 9 grades as they play across the grounds.

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|  | <p>There are four grounds for the Under 8 & 9 grades – two on each of the top and bottom oval. These grounds go across the oval.</p> <p>Mark out the goals using the poles that can be found in the home changing rooms.</p> <p>Position the goal poles by the square painted on the ground. Use your judgement to create an equal space to each of the point posts.</p> <p>Poles can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> |
|  | <p>Use the yellow half cones to mark out the boundary lines all the way around the game playing area.</p> <p>Cones can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> |
|  | <p>Flat discs are used to help visualise the three zones on the field – back 3rd, mid field, forward 3rd.</p> <p>Discs are positioned along the dotted lines painted out on the field to help players recognise it whilst playing.</p> <p>Discs can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> |

Interchange and coaches boxes

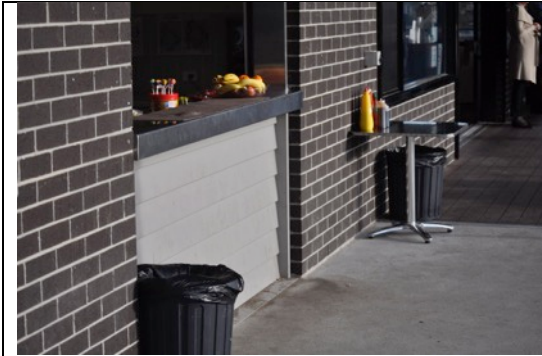
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|  | <p>Two plastic chairs are to be positioned between the two coaches boxes on both ovals. Place them at least 3 meters back from the boundary line.</p> <p>Position rope markers around the interchange chairs to keep others away from them whilst they are performing their duties.</p> <p>Rope poles can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> |
|  | <p>Position rope poles around each of the coaches boxes to enable space between the spectators and the coaches / players on the bench.</p> <p>Rope poles can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> |
|  | <p><i>This picture shows the interchange chairs, post pads and umpire flags set up on the bottom oval.</i></p> |

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|  | <p><i>This picture shows the interchange chairs and pole ropes around the coaches boxes on the top oval.</i></p> |
|  | <p>Two bench seats are to be positioned side by side on both the bottom and top ovals.</p> <p>Bottom oval – position in front of the stairs from the club house.</p> <p>Top oval – position in front of the club house balcony (see next picture for visual aid).</p> <p>Bench seats can be found in the home changing rooms – 1 (top oval) and 4 (bottom oval).</p> <p>Position two large lined black rubbish bins – one at the bottom of the stairs, and one on the corner of the concrete next to the bench seats (end closer to the top oval).</p> <p>Bin liners can be found in the draw in the canteen.</p> <p>Black bins can be found next to the cleaners cupboard inside the club house (by the back door).</p> <p>Both ground scoreboards can be found in their respective home change rooms. Bring them out, open it up, and lean against the wall next to the change room.</p> |

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|  | <p>Sponsors banners are to be secured to the balcony railing. The banners can be found in the front corner of the clubhouse.</p> <p>Use plastic ties to secure them to the railing. The ties can be found in the top draw within the canteen.</p> |
|  | <p>There is a spectators board A-frame sign in the top ground home changing room.</p> <p>Open this out and position it on the grass next to the changing rooms.</p> |
|  | <p>Position a large lined black rubbish bin in each of the changing room doorways.</p> <p>Bin liners can be found in the draw in the canteen.</p> <p>Black bins can be found next to the cleaners cupboard inside the club house (by the back door).</p> |



General club setup



Position one large **lined** black rubbish bin either side of the canteen window.

Bin liners can be found in the draw in the canteen.

Black bins can be found next to the cleaners cupboard inside the club house (by the back door).

Position a square silver table out for the canteen staff to put condiments on.




Position another large **lined** black rubbish bin next to the coffee cart, and another in the corner of the balcony.



Position the tear drop banners to promote the club's logo.

If windy, position both just inside the clubhouse doors.

If its not windy, position both outside on the balcony where they will not interfere with members at the canteen, coffee cart, or accessing changing rooms.

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|  | <p>Turn the TV on in the clubhouse (buttons are behind the screen on the right hand side).</p> <p>Turn onto cartoons for our younger members siblings to enjoy.</p> |
|  | <p>Timekeeper tables</p> <p>Position two timekeeper tables out – one facing each of the ovals.</p> <p>Each table is to have 2 plastic chairs at them. Take from inside the clubroom.</p> <p>Position a timer on each table. The timer can be found in the top drawer of the canteen.</p> |
|  | <p>Siren key</p> <p>Put the key into the sirens, located on the wall in between the windows of the clubhouse behind the timekeepers table (bottom oval), or on the wall next to the canteen (top oval).</p> <p>Keys to the sirens are in the top draw in the canteen.</p> <p>If there isn't a key available, there is a manual siren in the canteen cupboard underneath the canteen window.</p> |
| | <p>Fixtures</p> <p>Four clipboards are available in the canteen drawers. Insert the days changing room allocation sheet in each and hang one outside each changing room.</p> |



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| | There is a screw in the wall that the bulldog clip can sit on. |
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Once this setup has been done, a ground report should be completed. This can be found in the top draw of the canteen. Follow the instructions on the report and keep in the canteen as a record.