

# Ballarat North United Soccer Club



## GAME DAY SET-UP & PULL DOWN

This document is intended to be the guide for all teams to ensure that the Russell Square facility is set up in a timely fashion for Ballarat & District Soccer Association (BDSA) games, hosted by Ballarat North United Soccer Club (BNUSC), and then promptly put away at the conclusion of the day's play.

Generally speaking, the first team playing at Russell Square, regardless of age group is responsible for setting up before the first game commences, and the last team playing is responsible for ensuring club assets are stored away at the conclusion of the days play, and that the facility is left clean and secure (locked up).

### Setting Up:

Normally the first team playing will have a 9:00am match start. The Team Manager of that team will ensure that he / she, and / or sufficient parents / volunteers are available at 8:00am to carry out the following:

- Obtain the key prior from BNUSC responsible person and unlock the store-room, change room and referee's rooms.
- Pick up any rubbish (if any) left behind by previous users, and ensure there is sufficient toilet paper in the cubicles.
- Put signage on ref's room door and change rooms with "Home 1, Home 2, Away 1 & Away 2" using blue-tack from the storeroom.
- Take nets from store room (in green garbage bins) and put up on the goal posts for pitches 1 & 2. Use the step ladders in the store room for safety.
- Put up the corner flags for pitches 1 & 2, they will be in the garbage bins.
- Check the nets for pitches 3 & 4 (which stay on the goal posts) to ensure they are securely fixed to the goals
- Put the team benches out in the technical areas for pitches 1 & 2, one for home team, one for away.
- Take the stretcher from the store room and put on the half way line for pitch 1.
- Un-lock the Russell Square Club Rooms if you have the key.

### Putting Away:

Normally the last team playing will have a 3:00 match start. The Team Manager of that team will ensure that he / she, and / or sufficient parents / volunteers are available after the game to carry out the following:

- Pull down the nets from the goals on pitches 1 & 2 using the ladders from the store room, and place these and the corner flags in the green garbage bins (you may have to remove rubbish from these as people love to put coffee cups etc in them during the day.)
- Put the garbage bins and ladders back in the store room
- Put the team benches for pitches 1 & 2 and the stretcher back into the store room. Clean them first if required.
- Pick up any rubbish left in the change rooms, and sweep out the change rooms and ref's room.
- Remove the signage from the ref's room door and change room doors, and put on the shelves in the storeroom.
- Ensure all equipment in the storeroom is put away neatly.
- Lock the store room, change rooms and ref's room
- Return the key to BNUSC responsible person

Carrying out these tasks as described, will help with smooth running of match days hosted by BNUSC, and ensure maximum enjoyment of the facilities we are so lucky to have, by all visitors, officials and club members.