



MPJFC HOME TEAM GAME DAY SET UP

Activity	Location
1. Disarm the alarm in the Club House ground floor (adjacent to the main door). Allows access to the change rooms without setting off the alarm.	Main door Alarm Code – check with President
2. Unlock the home team change room and retrieve stretcher and neck brace.	Home team change room
3. Place stretcher & neck brace adjacent to the home team interchange bench. In inclement weather, place in between the two change rooms under the eave.	Home change rooms
4. There is a comprehensive medical kit in the home team change rooms. The Club also has a defibrillator machine which hangs in the downstairs foyer of the main entrance to the pavilion.	Home team change rooms Foyer of the David Jones Pavilion
5. Unlock away team change room, lights come on automatically. Toilets available for public use.	Away team change rooms
6. Additional male & female toilets are situated at the rear of building and unlocked daily by the TOMP.	David Jones Pavilion
7. Unlock MPJFC cage and retrieve MPJFC flags. a. Position flags along side each dugout	Adjacent to away team rooms
8. Retrieve goal posts under southern external stairway and set-up field. Ensure no metal post bases exposed as hazards. Attach goal post padding to all posts.	Southern external stairway David Jones Pavilion
9. Inspect field for glass, sticks, dog poo and any other hazards.	Tom Perrott Oval
10. Complete Match Day Checklist (as downloaded from Redbacks website www.mpjfc.com.au) This can also be done online by downloading the JLT AFL Match Day app from the App Store.	Redbacks website/App Store

<p>a. Have opposition manager to sign (if using paper copy)</p> <p>b. Retain and return to club when asked for</p>	
<p>11. Last modified team (Yr 3 – 6) to play return all goal posts to southern external storeroom. All other items remain outside.</p>	<p>Southern external stairway David Jones Pavilion</p>
<p>12. If no further games at oval, please follow the above process in reverse. Ensure ALL doors are closed and locked and the alarm is reset. Any issues contact the Club President Tash Williams on 0415 617 627.</p>	<p>Last team will be emailed each week as a reminder</p>
<p>13. For Youth games (Yr 7 & 9), manager/volunteer to set out a row of chairs in front of each dugout to act as an interchange bench.</p>	<p>Chairs stored in main entrance to David Jones Pavilion</p>
<p>14. Mark out players only area around both dugouts and in front of fenced area with bunting and poles.</p>	<p>Gear stored in MPJFC cage & away change rooms</p>
<p>15. Position 2 chairs and a trestle table in front of the interchange run for interchange managers and official scorer.</p>	<p>Upstairs in main clubroom</p>
<p>16. Use box of numbers for the main scoreboard and ensure score is checked at the end of each quarter.</p>	<p>Numbers in the box below scoreboard</p>
<p>17. After the last game is played, please follow the above instructions in reverse and ensure ALL doors are closed and locked and the alarm is set.</p>	

**Any issues on game day please contact the Club President
Tash Williams on 0415 617 627**