

Saturday Game Day Manager – Match Day



PLEASE READ ALL THE WAY THROUGH

Total Points to be Earned	10 points
Total Hours Required	7 hours
You Must Arrive By	11:00 AM
Be Prepared to Stay Until	06:00 PM

Primary Duties

- Set up Clubrooms before players arrive
- Set up Field before play starts
- Look after Referees
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- Clean up the field after the game

Secondary Duties

- Pay Referees
- Look after keys to the clubrooms

Notes

- The Game Day Manager is responsible for the overall running of the day. Whereas each other rostered task is more specific, the GDM fills in all the gaps. If you need help, please feel free to delegate some tasks to the Linesman and the Marshall/Ball Gatherer.

Contact Information

Club President	0412 606 178 (Richard Huysmans)
Club Secretary	0402 113 822 (Michael Pogrebnoy)
Vice President (Men)	0423 359 019 (Trevor Lim)
Vice President (Women)	0403 968 598 (Jess Gibson)
Treasurer	0411 326 700 (Ken Kanagalinggam)
Canteen Manager	0404 466 412 (Konrad Steinmuller)

TIMELINE



<i>Time</i>	<i>Job Description</i>
11:00:00 AM	<p>Arrive at the clubrooms Get keys to the clubrooms from Monash Sport (Key 111) If Monash Sport staff do not give them to you, then call a committee member.</p>
	<p>Open</p> <ul style="list-style-type: none"> • Social Room • Home Change Room • Away Change Room • Referee Change Room • Canteen • Storerooms • Seniors/Reserves Coffin • Match Day Cupboard • Air-compressor Coffin
	<p><u>Away Change Room / Referee's Room</u> Make sure the wall partition has been pulled across and is Locked Make sure the door into the referee's room from the toilets/showers is locked (flick the tab over).</p>
	<p><u>Equipment Locations</u> Large Eskies/Drinks Eskies – On top of shelf above door in storeroom Ice Pack Eskey + Small Drinks Eskey for Referee – Match Day Cupboard Corner Flags – Match Day Cupboard Match Balls – Match Day Cupboard Zip Ties – Bottom of Match Day Cupboard (or in the canteen with the black tape) Wire Cutters – In the Match Day Box inside the Match Day Cupboard</p>
	<p><u>Pumping up Match Balls</u> Retrieve the match balls from the Match Day Cupboard. Use the air compressor to pump up each ball to 11psi Use the air pressure gauge to make sure each ball is at the correct pressure. The air compressor makes a lot of noise so please pump up the balls before the players arrive Place the pumped up balls in their bag and place into the referee's room (make sure you lock the door afterwards so the balls cannot be stolen)</p>
	<p><u>Create Cordial for Referees</u> Using the small drinks esky from the matchday cupboard, fill with ice + cordial + water and place with 3 cups inside the referee's room. Use 3 disposable cups from the canteen.</p>
12:00:00 PM	<p><u>Club Official Bibs</u> Locate the black string bag with 6 yellow bibs, and 6 red bibs. Put on a Red Bib, and give a red bib to each of the following ;</p> <ul style="list-style-type: none"> • Canteen Assistant • BBQ Chef • Linesman (may need a yellow bib depending upon the Opponent's strip color) • Ball Gatherer/Marshall (may need a yellow bib depending upon the Opponent's strip color) <p>All rostered on members should arrive by 12pm (except the Game Day Manager) Instruct each member as they arrive to read their specific instructions from start to finish before they start their task.</p>
12:10:00 PM	<p><u>Setup Field – Can Delegate this task to helpers</u> Set up Corner Flags – Use the yellow flagged corner flags from the match day cupboard (not the red flagged ones from the pole box). Check the nets for ball sized holes – Need to take a chair, some zip ties and a pair of wire cutters/scissors (found in the match day box) Check the Lines have been clearly marked (including the area for the benches) – There is a line marking machine in the Home changing room, plus extra paint at the bottom of the Match Day cupboard</p>

12:15:00 PM	Meet the Referee and open up the rooms for him. Ask if he has any requests.
12:20:00 PM	Help setup the Marquee if needed
12:30:00 PM	Set up stretcher at half way line (or behind home bench) Do this after 12:30 to lessen the opportunity for it to go missing.
12:50:00 PM	Get 2 marshals ready to escort referee & linesmen Lock the Ref's room NOTE : 2 Marshalls needed for Reserves Match + Practice Matches 4 Marshalls needed for Seniors Matches
12:55:00 PM	Collect 2 Marshalls to escort the referee onto the pitch 1. Game Day Manager 2. Linesman Lock the Referee's room once he has left.
01:00:00 PM	Reserve Match Starts
	Collect balls <ul style="list-style-type: none"> • You need to make sure that the 3 match balls are retrieved after being kicked out of play • Balls are liable to be stolen if not retrieved quickly. • Can either leave balls at the half way or behind the goals (especially on windy days) • Game Day Manager can help with this when he has time, but needs to check that it is being done by somebody if there is no Ball Gatherer rostered on.
01:40:00 PM	Collect 2 Marshalls (including yourself) to escort the referee off. Lock the referee's room once he leaves
01:45:00 PM	End of Reserves 1 st Half Collect balls + give to Referees Escort the referees from the pitch Unlock the referee's room
01:55:00 PM	Collect 2 Marshalls (including yourself) to escort the referee onto the pitch Lock the referee's room
02:00:00 PM	Start of Reserves 2 nd Half
	Collect Balls kicked out of play
	Can temporarily fill in for BBQ or Canteen to give them a quick break
02:40:00 PM	Collect 2 Marshalls (including yourself) to escort the referee off.
02:45:00 PM	End of Reserves 2 nd Half Collect balls + give to Referees Escort the referees from the pitch Unlock the referee's room
02:55:00 PM	Collect 4 Marshalls (2 if practice match) to escort the referee on to the field 1. Game Day Manager 2. Linesman/Ball Gatherer 3. Ball Gatherer/Marshall 4. Either BBQ or Team Manager Lock the Referee's change room once they have left.
03:00:00 PM	Seniors Match Starts
	Collect Balls kicked out of play
	Can temporarily fill in for BBQ or Canteen to give them a quick break
	Collect 4 Marshalls to escort the referee off.
03:45:00 PM	End of Seniors 1 st Half Collect balls + give to Referees Escort the referees from the pitch Unlock the referee's room
	Collect 4 Marshalls (2 if practice match) to escort the referee on to the field Lock the Referee's change room once they have left.
04:00:00 PM	Start of Seniors 2 nd Half

	Collect Balls kicked out of play
	Collect 4 Marshalls to escort the referee off.
04:45:00 PM	End of Seniors 2 nd Half Collect balls Escort the referees from the pitch Unlock the referee's room
05:00:00 PM	Pay the referee's – Should be a check book left behind in the canteen, otherwise pay by cash from the till. Ask the referee's what they should be paid.
05:10:00 PM	<u>Start Packing up</u> Some of these tasks can be delegated out to the Linesman or the Ball Gatherer. <ul style="list-style-type: none"> • Collect the Match balls from the referee (if any are missing attempt to find them) and place them back into the Match Day Cupboard (Please deflate slightly using a ball needle to ensure the balls last longer). If the balls are muddy please rinse them off before putting them away. • Retrieve Corner Flags & put in bag – Back into Match Day Cupboard • Make sure Rubbish is picked up from the Pitch (especially the bench areas) • Collect the Drinks Esky from the Referee's Changeroom and Rinse thoroughly, Dry and return to the Match Day Cupboard (the cups go into the Seniors Box) • Carry off stretcher from the field & put back in Home Changing Room • Take Down the Nets (ONLY if you put them up, some nets do not come down). Put the nets underneath the cage area in the Home Changing Room. • Take down the Marquee if it was put up.
06:00:00 PM	Collect all the Bibs given out the the Match Officials (ie rostered players)
	Place any Lost Property found in the clubrooms into the coffin containing the air-compressor.
	<u>Lock up</u> **IMPORTANT** Double check all areas of the clubrooms are locked, and all club equipment has been put away (if any club equipment is left out, put it into the canteen) <ul style="list-style-type: none"> • Cupboard in the Away change rooms • Locks to all the coffins in the home change room • Match day cupboard in the Home change room • Cupboard in the Away change room (need to check the bolts are securely in place) • Door from home change room to the social area • External doors to the club rooms (home change room, away change room, referee's room) <p>NOTE : You can leave the social area open as the canteen manager will lock that up.</p>