

# GAME DAY MANAGER - SUNDAY



Total Points to be Earned	<b>10 points</b>
Total Hours Required	<b>7.5 hours</b>
You Must Arrive By	<b>09:45 AM</b>
Be Prepared to Stay Until	<b>05:30 PM</b>

## Duties

- Prepare the rooms & field for the day's matches
- **Operate the canteen**
- Liaise with the Referees (Lock/Unlock their changerooms)
- Organise Marshalls
- Clean up at the end of the day
- Lock up

## Notes

- Please stay around the canteen area. If you need to leave the canteen area for any extended period of time, please either lock the canteen up, or find a replacement until you get back.
- The canteen will be pretty quiet for most of the day (especially if games are played on any other pitch other than Pitch 1). If you don't bring other activities to do, there are plenty of movies on the DVR to watch for the entire day. Please use the keypad just outside the canteen window. Always be ready to serve customers however.
- Match days are either all Women's teams, or all Men's teams. These days alternate. If you are of the opposite sex to the teams that are playing, please be careful before entering the change rooms (ask a coach if it is OK).
- Please treat the referees with respect. Offer them a free non-alcoholic drink when they arrive (they can choose to take the drink at half time, or full time).
- A team may request a BBQ be cooked for them. Please try to accommodate this request if they ask. Do not take money for the BBQ, but encourage the team to buy drinks. It is recommended the BBQ be started 20 min before the end of the match.
- **IMPORTANT** : If a team of the opposite sex is playing (ie Male Game Day Manager + Women's Team) please organise with the team's captain/coach in order to continue to setup the field and prepare the match equipment (do not just walk into the changerooms without permission). **There is a lot to do before the game starts, please make sure you help out.**

## Contact Information

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



## TIMELINE

<i>Time</i>	<i>Job Description</i>
<b>PRE</b>	
<b>09:45:00 PM</b>	Arrive at the Clubrooms
	Get the keys off the coach (call a committee member if the coach is not there) The keys can only be retrieved by coaches or committee members. If the coach is not there, please get a member of Monash Sport staff to open up the rooms AND the lockers. Ring a committee member if there are any issues.
	Open <ul style="list-style-type: none"> <li>• Social Room</li> <li>• Home Change Room</li> <li>• Away Change Room</li> <li>• Referee Change Room</li> <li>• Canteen</li> <li>• Storerooms</li> <li>• Seniors/Reserves Coffin</li> <li>• Match Day Cupboard</li> <li>• Air-compressor Coffin</li> </ul>
	<b><u>Away Change Room / Referee's Room</u></b> 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).
	Meet Opposition & show them their changing room. Point out a location that they can use to warm up (ie not on any pitches to be used on the day) <ul style="list-style-type: none"> <li>• Between Pitch 1 &amp; Pitch 2</li> <li>• Pitch 5 (if not being used)</li> <li>• Between Pitch 1 and Football 2</li> </ul>
	<b><u>Equipment Locations</u></b> Large Eskies/Drinks Eskies – On top of shelf above door in storeroom Ice Pack Esky + Small Drinks Esky for Referee – Match Day Cupboard Corner Flags – Match Day Cupboard Bibs – 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
<b>IMPORTANT</b>	Please put on a bib while working in the canteen. This signifies that you are club official
	<b><u>Pumping up Match Balls</u></b> 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)
	<b><u>Setup Field – Can Delegate this task to Players in First Game</u></b> Set up Corner Flags – Use the yellow flagged corner flags from the match day cupboard (not the red flagged ones from the pole box). Put a stretcher out on the field 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) <b><u>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</u></b>
<b>10:30:00 AM</b>	Referee for <b>Match 1</b> should have arrived. Introduce yourself as the Game Day Manager. Offer to lock and unlock the referee's room as required.

<b>IMPORTANT</b>	If possible, please nominate a single spectating club member to act as a marshall for the referee. The marshall must escort the referee to and from the field of play, and be available at the field of play to help protect the referee if players or spectators get out of hand.
<b>11:00:00 AM</b>	<b>Match 1</b> Starts (either Men's Stallions or Women's 3rds)
<b>12:30:00 AM</b>	Referee for <b>Match 2</b> should have arrived. Introduce yourself as the Game Day Manager. Offer to lock and unlock the referee's room as required.
<b>IMPORTANT</b>	If possible, please nominate a single spectating club member to act as a marshall for the referee. The marshall must escort the referee to and from the field of play, and be available at the field of play to help protect the referee if players or spectators get out of hand.
<b>12:45:00 PM</b>	<b>Match 1</b> Ends
<b>01:00:00 PM</b>	<b>Match 2</b> Starts (either Men's 3rds or Women's Reserves)
<b>02:30:00 PM</b>	Referee for <b>Match 3</b> should have arrived. Introduce yourself as the Game Day Manager. Offer to lock and unlock the referee's room as required.
<b>02:45:00 PM</b>	<b>Match 2</b> Ends
<b>IMPORTANT</b>	For Women's Senior games, please nominate two male spectators (should be several men's senior + reserve squad members spectating) to act as marshalls. The marshalls are to walk with the referee to and from the field of play, and are required to help protect the referee if players or spectators get out of hand. 3rds games only require a single marshall.
<b>03:00:00 PM</b>	<b>Match 3</b> Starts (either Men's 3rds or Women's Seniors)
<b>04:45:00 PM</b>	<b>Match 3</b> Ends
<b>05:15:00 PM</b>	<p><b><u>Start Packing up</u></b></p> <p>Some of these tasks can be delegated out to the Linesman or Players</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Retrieve Corner Flags &amp; put in bag – Back into Match Day Cupboard</li> <li>• Make sure Rubbish is picked up from the Pitch (especially the bench areas)</li> <li>• Carry off stretcher from the field &amp; put back in Home Changing Room</li> <li>• 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.</li> <li>• Clean and put away the BBQ if it was used.</li> <li>• Take down the Marquee if it was put up.</li> </ul>
	Place any Lost Property found in the clubrooms into the coffin containing the air-compressor.
<b>05:30:00 PM</b>	<p><b><u>Lock up</u> <b>**VERY IMPORTANT**</b></b></p> <p>Double check all areas of the clubrooms are locked, and <b>all club equipment has been put away</b> (if any club equipment is left out, put it into the canteen)</p> <ul style="list-style-type: none"> <li>• Cupboard in the Away change rooms</li> <li>• Locks to all the coffins in the home change room</li> <li>• Match day cupboard in the Home change room</li> <li>• Cupboard in the Away change room (need to check the bolts are securely in place)</li> <li>• Door from home change room to the social area</li> <li>• External doors to the club rooms (home change room, away change room, referee's room)</li> </ul> <p><b>NOTE</b> : You can leave the social area open as the canteen manager will lock that up.</p>
<b>POST</b>	