****

PORT MELBOURNE COLTS JUNIOR FOOTBALL CLUB

MATCH DAY CHECKLIST

|  |
| --- |
| **Medical / Emergency Details**  |
| Venue | **JL Murphy Reserve** |
| Address | 390 Williamstown Rd, Port Melbourne (Mel 56 K2) |
| Medical Centre | St Kilda Superclinic (Mel 58 B11)Level 1, Acland Court, 156-1460 Acland St, ST KILDA  |
|  | 9525 5766 |
|  | Open 'til 10.00pm |
| Hospital | Alfred Hospital, 55 Commercial Rd, Prahran |
|  | 9076 2000 |
| Match Day Coordinator | Les Stewart: 0409 358063 |
| **On GAME DAY** |
| **Ground preparation** **(PETER MARTIN / LES STEWART)** | * **Ground marked (incl. zones)**
* **Team benches**
* **Spectator viewing line**

(min 2m from boundary line)* **Goal posts**
 | Marked ****Marked ****Marked ****Padded **** | **** |
| **Ground Manager STATION / area** | Identified / preparedGround Manager office to be located outside HOME change room 1.Trestle and chair | **** |
| **Siren** | Connected to power in Umpires room and placed on scorers table near Aanensen ovalNon-powered back-up in place  | ******** |
| **Covid Requirements** **Bernadene** | All required signage on displayHand sanitiser to be available at canteen and first aid station.Team Managers should also have sanitiser in training bags.Check in signs for pavilion. | ************ |
| **Timekeeper/s** | Timekeeper table and chairs placed at both ovalsScorers to use timers on mobile phones**Electronic scoreboard on Woodruff to be connected and powered up. Laptop must be in shady position or will over heat.****Scoreboard on Aanensen to be taken out ready to operate.** | **□****□****□** |
| **First aid** | No official first aid person on duty but Les will act as trainer support. Stretchers to be placed on each oval and a central first aid kit available for the public in trainers room.Need hand sanitiser at first aid station | **** |
| **Stretchers** | One (1) approved stretcher provided for each oval being used.Stretcher/s visible and accessible | **□****□** |
| **Emergency Access****Entrance from Graham St. Open gate using key** | Unobstructed access (& exit) for emergency vehicle to venue and arena  | **** |
| **Public Toilets**  | CleanAccessibleSocial room toilets, clean and supplied with paper.Disabled toilet cleaned, toilet paper and ensure accessible. | **□****□****□** |
| **Changerooms** | Swept out, make sure all in clean condition.Place toilet paper and liquid soap in each change room.No excess equipment should be in changerooms | **□****□****□** |
| **Signage** | All sponsor signs to be put up on fencesVertical sponsor signs to be on display near canteenAll changerooms to be labelled – with game schedule and allocated changeroomsUmpires room signage to be placed on door. | **□****□****□****□** |
| **Match Fixtures** | Match fixtures supplied by Peter Martin on A3 sheets to be put up outside all changerooms, near canteen and near BBQ.Teams underlined in coloured marker to indicate which changeroom they have been allocated. | **□****□** |
| **Traffic Management****Disabled parking signed and available in semi circle driveway.**  | Ensure no parking on site.Place cones at circular drive entrance on busy day and indicate it is for disabled parking and committee only.Disabled parking available | **□****□** |
| **Social Rooms** | All chairs taken down from tables.Heater turned on if applicableTV turned on to young children channelHigh tables and stools to be placed outside undercover. | **□****□****□****□** |
| **Food and beverage****Steve to coordinate** | Staffed – open from 8am**Coffee - available from 8am**Egg and bacon rolls available asap**Kitchen / canteen**Cut bacon, Cut bread rollsGet sauces (tomato / soy) and mustards readyFill up water in hot dog and dim sim machines, turn on.Turn on pie warmer, turn on oven, put pies in the ovenMake sure the fridges are full of drinksGet the lollies outDon’t forget the fresh fruitOpen window to canteenLook out for award certificates for teams – these to be honoured at the canteen | **□****□****□** |