

Ground Set Up & Pack Down Check List & Procedure

Moorabbin West Oval – Widdop Crescent

Action for Team Playing First at Widdop Crescent, Moorabbin West

- ✓ **Collect Moorabbin West Vampires Kit Bag on Friday night or Saturday**
 - **12 Landcox Street, Brighton East (Under day bed on front porch)**

Match Day – Arrive One Hour Prior to Kick Off

- ✓ Inside Moorabbin West Vampires kit bag should have
 - Red Vampires Sign x 1 (metal)
 - *4 x vinyl Buxtons wraps with velcro to go around Goal Post Pads each end,*
 - extension cord for electronic siren (electronic siren belongs to MW club, heavy duty extension cord belongs to Vampires),
 - Manual siren
 - Ground zone markers (modified rules only)
 - Access Keys & Fob to unlock Home, Visitor, Umpire Change room (rear of pavilion) & toilet
- ✓ Salto Pass (<https://www.bayside.vic.gov.au/how-use-pavilion-lock-system>)
 - Step 1 – Hold salto fob against salto lock on door – will flash green and beep
 - Step 2 – Do not open door yet
 - Step 3 – Hold door handle down, put salto fob against salto lock on door and wait for green light and multiple beeps (door is open for rest of day)
- Ambulance Gate Key – unlock ambulance gate
- Fobs/Keys must be passed to the next Vampires Team Manager and so on until the final game's Vampires Team Manager
- ✓ Ensure all rooms are clear of any dangerous equipment or refuse
- ✓ Place rubbish bins strategically around spectator area
- ✓ Install goal post padding (put Buxton wraps on)
- ✓ Put up Buxton's Sponsorship flags
- ✓ Install scoreboard numbers onto the scoreboard
- ✓ Place red Vampires sign on scoreboard
- ✓ Place table and two seats for timekeepers

- ✓ Place siren on table and cover extension cord with red mats to reduce trip hazard.
- ✓ Place Container under table for team managers use throughout the day
- ✓ Inspect and ensure the playing surface of the oval is free of visible refuse (sticks, stones, dog poo etc.) and items dangerous to player safety, including potholes requiring sand filling
- ✓ Complete and sign off the appropriate pregame documentation
- ✓ Complete JLT match day safety checklist on phone (download JLT app)

Last Action & Oval Pack Down

- ✓ Rally the parents to help you perform these tasks
- ✓ Sweep clean all change rooms
- ✓ Pick up all loose rubbish / place all bins outside the change rooms
- ✓ Remove Buxton's goal post signage and put in Widdop Crescent kit bag
- ✓ Remove goal post padding to Away (north) change room
- ✓ Remove Vampires sign and place in Widdop Crescent kit bag
- ✓ Remove scoreboard numbers to Away (north) change room
- ✓ Put back seats, chairs
- ✓ Lock ambulance access gate
- ✓ Lights off
- ✓ Lock all change rooms / toilet doors and Umpires rooms, ensuring that the doors are not in Open Mode (reverse of above procedure)
 - <https://www.bayside.vic.gov.au/how-use-pavilion-lock-system>

- ✓ **Return Kit Bag with all listed items AND Key / Fob to:**
 - **12 Landcox Street, Brighton East (Leave under day bed on front porch)**

The Moorabbin Kangaroos FC contact in emergencies only is:

Contact: Margaret Torpy
Mobile: 0407 442 436
email: margarettorpy@bigpond.com