



MATCH DAY OPERATIONS PROCEDURE

The sequence of duties is to assist the person who may be performing the role of Match Day Operations Manager.

- Book in line marker for the season. (Line marking to be completed prior to game day, notify line marker if there are any fixture changes from the original sent).

FRIDAY NIGHT

- The Match Day Operations Manager Will Organise team lists, club voting slips, PFNL voting slips, Interchange sheet and umpire match day report and place the Team Managers file for collection game day morning. All the required forms are from the office.
- Liaise with the Secretary and Treasurer to organise money for floats {canteen, gate, raffle, awards}.
- Organise/notify gatekeeper, scoreboard attendant, timekeeper and interchange steward of times required or of any time changes.
- Check if there is enough BBQ gas for game day.
- Liaise with Peel Thunder (Catering Ops Manager) at what time bar staff are required.
- Have game day footballs ready in the office (under the desk).
- Check we have cable ties, black tape, batteries for timers, air horn etc.
- Check if jumpers are back from the cleaners.
- Check Peel's ice machine is working or purchase bags of ice and store in trainer's room.



GAME DAY

- Conduct the JLT match day checklist on the ground and surrounding areas and file a copy.
- Wrap goal posts with the goal post pads (goal post pads (located in the storeroom next to the away rooms, blue key to unlock).
- Check perimeter gates are closed and locked.
- Lock access gate (padlock off small canteen fridge) to foyer main entrance (**access only for Wheelchair disabled-contact Exec Committee/Match Day Operations Manager if required to open**) to have spectators and members enter through the appropriate ticketing gate.
- Unlock change rooms, first aid room, umpire room, canteen and toilets (**check for cleanliness, away room pink key, home room orange key, canteen and toilet red key**).
- Set up interchange area, interchange cones, 8 chairs per team shelter, water and water bottles filled in the home shelter, stretcher and bike.
- Set up interchange shelter, one small table and 4 chairs.
- Attach all sponsor and canteen signage to the fence.
- Make sure $\frac{1}{4}$ and $\frac{3}{4}$ time signage is available at the team bench for the team managers.
- Give the team manager file, jumpers, water runner shirts, runner shirts and two footballs to the team manager. (one for the Umpire, one to interchange as a spare and pumped up).
- Coordinate personnel for the gatekeeper, timekeeper, interchange and scoreboard roles.
- Liaise with Peel bar staff for tables and bar stools for balcony area.
- Open timekeeper room (check clock is there, siren works, we have back up siren).
- Check Team Managers have handed team sheet to the umpires 20 minutes prior to start time.
- Upload live scores to **SportsTG** throughout the day.
- -Collect gate money at $\frac{3}{4}$ time of league game and return padlock off small gate back to canteen fridge.
- Collect canteen money, gate money, and give it to the Secretary or Treasurer for banking.
- Make sure all team managers' files are returned with all information completed, all jumpers returned for cleaning and footballs returned.
- At the end of the game pack everything away with the assistance of volunteers, lock all gates and rooms, place rubbish in the outside bins (**unlock foyer entrance**).