



Ocean Grove Cobras Junior Football Club

MATCH DAY PROCEDURE CHECKLIST

ITEMS REQUIRED (in game day bag)

- Match balls (2) and warm up footballs
- Goal umpire flags (2)
- Hi-vis vests (4) – Coach, Assistant Coach, First Aid and Goal Umpire
- Air Horn (or can use siren in timekeepers box at Collendina Reserve)
- Set of wrist bands (U9, U10 only)
- Football pump and needle
- Kids to bring their own drink bottle

Note: Goal post pads, portable goals, witches hats and stretcher (if reqd) are located in bunker (Collendina Oval) or home change room (Memorial Oval).

REQUIREMENTS

PRE-GAME

- All Coaches, Team Managers and Match Day volunteers must register at [Playhq.com](https://playhq.com) (it can be done on a phone, its free and takes just 3 minutes)
- Print 3 x team sheets via [Playhq.com](https://playhq.com) (one for opposition TM, Match Day Envelope and a spare)
- Organise match day officials - Field Umpire, Goal Umpire, Time Keeper, 2 x BBQ volunteers (via family roster) and a Runner (U12, U14 only)
- Friday night pick-up awards from Collendina clubrooms (or arrange for a team member to pick them up. No club supplied oranges or lollies this year, however some teams may do their own)
- Both Coach and Manager should be at ground 40 minutes prior to game.
- Key lock box on door of bunker (Collendina) or door of home change room (Memorial) – *Contact Age Coordinator for code*
- Put A Frame kids game/respecting volunteers in prominent position
- Put witches hats out to stop cars driving past bunker at Collendina or close gate at the change rooms at Memorial
- Assist coaches to set up ground including goals and boundary cones (home games only – first game only. Good job for a helpful parent each week)
 - Note shortened ground for U9, U10 boys and U10 girls (refer Game Day Ground Set Up Resource on Cobras website)
- Set-up BBQ / kiosk and money float or mobile EFTPOS (home games – sausages and float will be in fridge)
- Both Team Managers need to complete the Marsh Pre-Game Ground Checklist (first game of day only):
 - Online Pre Match Ground Check Link (save to your phone home screen) - <https://www.cvent.com/surveys/Welcome.aspx?s=b8ad5d31-3f3f-4163-b8f9-d1d2fb50ac21>



Ocean Grove Cobras Junior Football Club

MATCH DAY PROCEDURE CHECKLIST

- Paper Form - https://sport.marshadvantage.com.au/afl/documents/Match_Day_Checklist.pdf?202011232004
- Check oval and cricket pitch area and remove any dog poo prior to first game.

DURING GAME

- Team Managers need to ensure Coaches keep to time at each break (3, 6, 3 min, refer to Junior Match Guide for all modified rules for each age group)

POST GAME

- Team Manager to get Field Umpires to sign Umpires Match Report at end of game (form available for printing on Cobras website)
- Home Team Manager to collect match ball and collate paperwork in match day envelope provided (2 x Team Sheet, Umpires Match Report and 2 x Goal Umpire Scorecards)
- Away Team Manager to provide home Team Manager with signed team sheet and Goal Umpire Scorecard
- Assist coaches to pack up ground including shortened ground goals and boundary cones (home games only – last game. Good job for a helpful parent each week)
- Lock bunker and reserve entry gate (Collendina) if playing last and return key to lock box (same key, ask Age Coordinator for key box code on Bunker door)
- Lock change room door (Memorial) if playing last and return key to lock box (ask Age Coordinator for key box code on change room door)
- Home Team Manager to enter scores for both sides online on the [Playhq.com](https://playhq.com) website
- Drop off matchday envelope/paperwork to [20 Valda Crescent Ocean Grove](#) by 6pm Sunday
- Any players listed on the team sheet who didn't play should be deleted on the PlayHQ website before midnight Sunday
- If any reports are laid, the home Team Manager must contact the Age Group Coordinator who will notify AFL Barwon Operations Manager by 6pm the same day.
- Team Manager (or Coaches) to send scores and award winners to Cobra's News Assistant (Nicole Mayne nicolemayne@icloud.com) by 6pm Sunday each week for use in newspaper and club newsletter.
- Need help? Visit – www.ogccobrasjfc.com.au/resources or AFL Barwon www.aflbarwon.com.au/user-forms/ or Play HQ Support www.afl.com.au/clubhelp/playhq/support for training webinars and FAQ.
- More questions please contact Shaan Briggs, secretary@oceangrovecobras.com.au