

# Ocean Grove Cobras Junior Football Club

## MATCH DAY PROCEDURE CHECKLIST

### ITEMS REQUIRED (in game day bag)

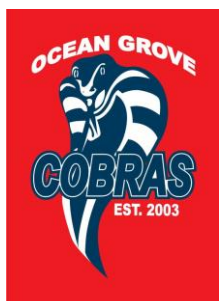
- Match balls (2) and warm up footballs
- Goal umpire flags (2)
- First-Aid Kit
- Hi-vis vests (4) – Coach, Assistant Coach (or Runner), First Aid (white) and Goal Umpire
- Air Horn (or can use siren in timekeepers box at Collendina Reserve)
- Set of wrist bands (U9, U10 only)
- Football pump and needle
- Whistle
- 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, 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), door of home change room (Memorial) or lockbox (Oakdene) – *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) – This is for Collendina and Memorial Only.
- Both Team Managers need to complete the Marsh Pre-Game Ground Checklist (first game of day only) and check oval and cricket pitch area and remove any dog poo prior to first game.



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- 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>

### 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.
- 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://www.playhq.com) website
- **U9, U10 and U12 Only** – send pictures of the matchday paperwork, score cards to AFL Barwon google drive by 5pm Sunday – QR code and instructions provided in Team Managers Kit and please keep your sealed envelope with paperwork in your Team Managers Kit for future reference if needed.
- **U14 Only** - drop off matchday envelope/paperwork to **66 Janelle Way, Ocean Grove by 5pm 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 Cobras Football Operations Manager who in-turn will contact AFL Barwon Operations Manager by 6pm the same day.
- Team Manager (or Coaches) to send scores and award winners to Mel Gee from [vicepresident@oceangrovecobras.com.au](mailto:vicepresident@oceangrovecobras.com.au) by 6pm Sunday each week for use in club newsletter.
- Need help? Visit – [www.ogccobrasjfc.com.au/resources](http://www.ogccobrasjfc.com.au/resources) or AFL Barwon [www.aflbarwon.com.au/user-forms/](http://www.aflbarwon.com.au/user-forms/) or Play HQ Support [www.afl.com.au/clubhelp/playhq/support](http://www.afl.com.au/clubhelp/playhq/support) for training webinars and FAQ.
- More questions please contact your Age Group Coordinator.