

Facilities Tasks and Match Day Checklist

Comprehensive Guide for Facility Management and Game Operations

Facilities Management Tasks

- City of Monash Utilities and Costs:
- Ground hire
- Electricity
- Gas
- Other associated costs

Ground Line Markings:

Grass grounds at Scotsman's and Davies (Harry) marked regularly

Game Day Setup and Pack-Up:

Corner flags

Stretcher

Portable goals

Flat buttons and cones

Substitute benches

Ground Maintenance:

Check and repair fixed and portable goal nets

Repair damage to portable equipment as needed

Clean the ground surface

Report any ground or pavilion issues to the club administrator

Club Facilities:

Clean and sweep toilets and dressing rooms

Maintain supply of toilet and kitchen supplies

Manage pavilion cleaning staff

Clear rubbish from grounds

Pickup and placement of rubbish bins

Equipment and Storage Management:

Organize and manage all equipment storage

Ensure proper key management for opening and closing facilities

Referees Room:

Maintain supplies, e.g., water bottles

Maintenance Supplies:

Stock and provide tape, scissors, ladder, electrical cables, and other essentials

Routine Checklist: Match Day Operations

- Unlock dressing rooms, referees' room, first aid room, and pavilion
- Set up corner flags and position stretcher
- Place match balls in referees' room
- Arrange flat rubbers to form a box in both substitutes' areas
- Inspect ground for rubbish and dispose as needed
- Perform minor maintenance as needed (e.g., repair goals and nets)
- Put away portable equipment if left outside
- Swap out rubbish bins and ensure empty bins are available
- Sweep and clean dressing rooms; restock toilet paper
- Provide water bottles in referees' room
- Delegate marshal vests to volunteers
- Wear your own marshal jacket and escort referees on and off the field
- Act as crowd control/security as required
- Keep track of match balls throughout the event
- Pay referees as needed
- After the Game:
 - Reverse all setup tasks
 - Pack away all equipment and supplies
 - Lock up all facility rooms and exits