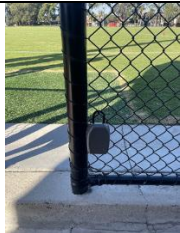


# Ground Operations


## Set Up Pack Down Moorabbin West

### Set Up @ Moorabbin West Oval

Arrival Time: One (1) hour before start of match, no earlier than 7:30 am on matchday.

<b>Unlocking &amp; Facility Access</b>	
The Salto fob to access facilities is kept in a lock box attached to boundary fence.	
	
To obtain the code to unlock the lockbox please text Michelle on 0418 383 998.	
Use the fob to unlock Home, Visitor & Umpire rooms (rear of pavilion) and public toilets.	
<ul style="list-style-type: none"> <li>- To set doors to open mode: hold the Salto fob against the black box until it beeps, then hold down the handle while simultaneously holding the Salto fob over the reader.</li> <li>- This keeps the door open for the remainder of the day.</li> </ul>	
The canteen and social rooms are opened by tenant Club, the Moorabbin Kangaroos.	
Put the Salto Fob back in the lockbox and scramble numbers.	

<b>Access to Oval for Emergency Ambulance &amp; Medical</b>	
Use the traditional gate key kept with fob to open the ambulance gate.	
No cars are to be parked in front of ambulance gate at any time.	

<b>Goal Post Padding &amp; Vampires Sandwich Board</b>	
Ensure goal post pads are attached to goal posts. These are kept in "Away" room.	
Place A-Frame Vampires sandwich board near pavilion (not on pathway) so it is clear for all spectators to see on their entry to the facility.	
	
Direct parents to help you with these tasks.	

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# Ground Operations

## Set Up Pack Down Moorabbin West

### Scoreboard & Matchday Kit

These are kept in a Vampires bag stored in the Committee / Social room by Moorabbin Kangaroos.

Scoreboard Set Up & Operation:

- Use remote control to open the scoreboard roller door by clicking "Off 1"
- Ground Manager will assist in this process to set up scoreboard.



Set up siren, desk and chairs alongside scoreboard operation.

Red Vampires bag keeps useful items that may be required for the day.

### Change Room Signage

Home Room "left hand side changeroom" & Away Room "right hand side changeroom".

### Rubbish Bins

Ensure there is one (1) lined rubbish bin in each changeroom.

Ensure there are lined bins placed around the canteen and pavilion area.

### Playing Surface Inspection & Safety Checklist

Inspect both ovals and clear any hazards and debris, including dog faeces. Use gloves.

Check for potholes and fill with sand

Complete the Marsh Safety Checklist [CLICK ON THIS LINK](#)

### Vampires Banner

There is a 50-game banner kept at Moorabbin West for players reaching this milestone.

### Alternative Contact at Moorabbin Kangaroos

The Moorabbin Kangaroos FC contact in emergencies only is:

**Contact:** Margaret Torpy

**Mobile:** 0407 442 436

**Email:** margarettorpy@bigpond.com

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# Ground Operations

## Set Up Pack Down Moorabbin West

### Pack Down @ Moorabbin West

Run Sheet & Checklist
Confirm that there are no further games.
Rally parents to help you perform the tasks required to close the oval.
Sweep out all change rooms, rubbish and look for lost items. Return lost items to Hurlingham Park.
Take down goal post pads and return to Away changerooms.
Return A-Frame Vampires sign to the changeroom.
Pack up siren.
Ensure scoreboard equipment is packed away correctly. <ul style="list-style-type: none"> <li>- Close the SAM program / scoreboard program on laptop</li> <li>- Turn-off</li> <li>- Pack away laptop, mouse and power cord into black backpack.</li> <li>- "Off 3" to close the scoreboard roller door – please note the door won't close unless the computer has been turned off.</li> <li>- Other scoreboard equipment to be kept in black tub</li> </ul>
Retrieve Salto fob from lock box.
Lock ambulance gate.
Ensure ground lights have been turned off.
Locking Up <ul style="list-style-type: none"> <li>- To lock doors: hold down the handle while simultaneously holding the Salto fob over the reader.</li> <li>- Return Salto fob to lock box and scramble numbers.</li> </ul>

### Alternative Contact at Moorabbin Kangaroos

The Moorabbin Kangaroos FC contact in emergencies only is:

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