



**WATERLOO PARK 2023**  
**CANTEEN AND FIELD DRESSING**  
**U13-AllAge, O30/35/45**

# 1 INTRODUCTION

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Thank you for supporting Macquarie Dragons Football Club! We greatly appreciate the efforts of all helpers and volunteers, and we would not be able to run the club without your help. This document outlines the procedures for preparing Waterloo Park on a Saturday morning during competition. The canteen and field set up roster will be available prior to the season starting and will be emailed out to all team managers. The manager will then roster on parents to help with the field set up, the canteen and the packing up of the fields.

Generally, games will start 8:30am on Saturdays & or Sundays for Women and fields should be set up at least 30mins prior to the first game is starting. Canteen and BBQ will need to be manned until the last youth game of the day has been played OR canteen will remain open when Premier League are playing at 1:00pm. Waterloo Park is Macquarie Dragons home ground for all youth & seniors (u13 to AA incl O30/35/45) and can be quite busy during the day so please ensure you have enough parents rostered on to help. If you have any questions regarding the canteen and field set up procedure, please do not hesitate to contact our Club Age Co-ordinators.

**Youth Convenor:** Frank Marchi      0418 797 707    [youthfootball@macquariedragons.com.au](mailto:youthfootball@macquariedragons.com.au)

**Senior Convenor:** Navin Yasotharan    0434 996 019    [seniorfootball@macquariedragons.com.au](mailto:seniorfootball@macquariedragons.com.au)

**Vice President:** Sherif Yazbeck      0413 049 492    [vicepresident@macquariedragons.com.au](mailto:vicepresident@macquariedragons.com.au)

**Women's Convenor:** Carolyn Yazbeck    0417438938 or [womens@macquariedragons.com.au](mailto:womens@macquariedragons.com.au)

## 2 SET UP OF THE FIELD

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All managers will receive a code the week of your game to unlock the keybox that contains the canteen/changeroom key. This keybox is located next to the right side changeroom door. Instructions are set out in this document.

Waterloo Park has 1 field that require set up prior to 8:00am on a Saturday OR 30mins prior to the first game on a Sunday.

### **Field 1**

When you arrive at Waterloo, open all the doors in the building. Left Storeroom, both changerooms & the canteen with the one key from the keybox.

Wheel out the large green bin that contains all the flags & rope line posts. Also wheel out the nets carrier. Place both bin/carrier onto the field to get started dressing the ground. Place the nets carrier at the goal posts areas.

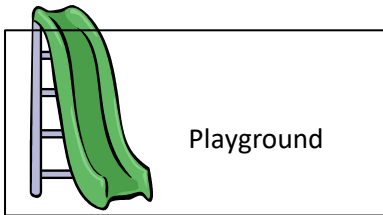
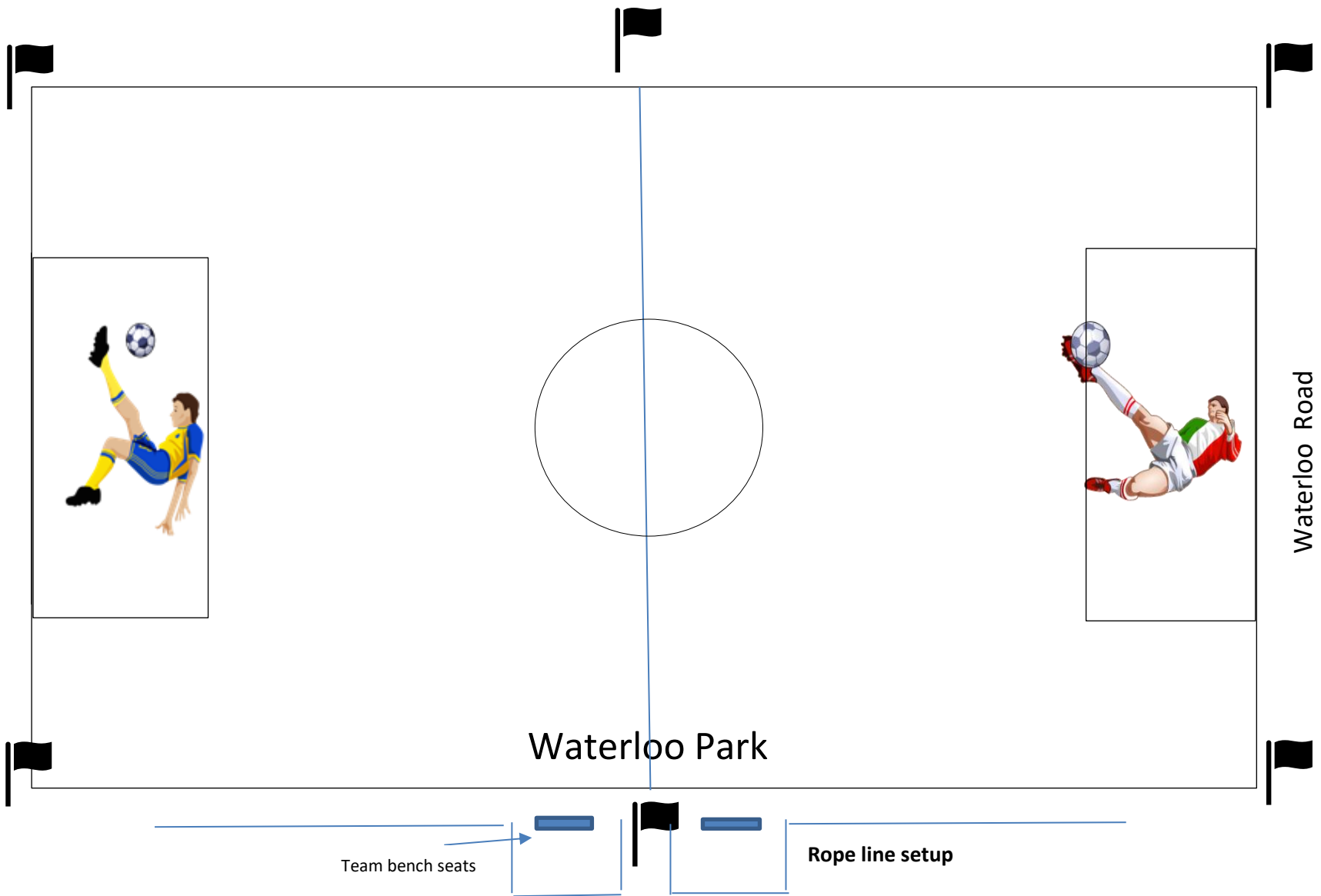
1. The Field requires 4 corner posts (flags) in each corner of the field as well as 2 half way flags at either side of the field. In diagram below.
2. Remember to take the step ladder with you to hook up the nets as the goal posts are high.
3. Hook the nets into the groove of the posts. Both side posts & crossbar. The green thin rope line at the bottom of the nets are to be closest to the grass. Simply work your way around the posts to click the plastic hooks that are attached from the net to the post.
4. Pull the green line ropes at the corners of the nets & peg them at the base into the grass with the long green pegs supplied in the equipment bin. Hammer in the pegs. Remember to stretch out the nets at each corner.
5. Work your way at the bottom of the net by pegging in the net approx. every 2m into the grass with the hammer supplied.
6. Make sure there are no gaps between the net & the grass so the balls don't roll through the bottom of the net.
7. Place the rope posts parallel to the closest side line to the canteen. The posts & rope line must be 1.5m from the sideline as per NWSF regulations. As in diagram below. Unroll the rope & attach it to the top of each post. There are two rope lines, please use 1 for each side. Setout in diagram.
7. Place the 2 white bench seats for the home & away teams on either side of half way line.
8. Remember to place out all the Sponsors flags & banners on top of the grass hill next to the footpath. As in picture below.



**This shows you the hooks on the goals. You simply place the hook into the groove of the post & turn the hook to secure the net in place.**

**This is how the nets are to be Attached onto the goalposts. Use the hooks provided on the crossbar & posts Use 5-6 plastic ground pegs & Hammer them into the ground To secure the bottom of the net.**





CANTEEN





Placement of Sponsors Banners to erect on game day. All banners are to be pegged into the grass on the hill next to the footpath.

All banners can be found in the left side storeroom.

Please ensure they are displayed every weekend as our club heavily relies on Sponsorships.

### **Keybox Instructions**

Use the 4 digit code you have been provided with during the week to scroll the digits to place. Once the digits are correctly aligned use the latch with the white arrow & pull down to open the box.

The key will be inside. Then close the keybox until close up at 12:30-1:00pm.

Key is to be returned the same way. Make sure you mix up the digits before you leave.



### 3 CANTEEN AND BBQ

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All managers will receive a code the week of your game to unlock the keybox that contains the canteen/changeroom key. This keybox is located next to the right side changeroom door. Instructions are set out above.

Canteen shall be manned at all times by at least 1 person. The BBQ is located in the canteen and should be brought out prior to 8:00am. Place bbq & 1 table under the canteen area. There is a club marquee available in the canteen that should be used & placed on the grass directly in front of the bbq. Ensure there is always someone at the BBQ. Please do not leave the BBQ unattended and please ensure no children are alone near the bbq.

Sausages, bacon and eggs will be available in the canteen fridge by 8:00am every Saturday. Onion bags will be stored in the freezer which is located in the storeroom inside the canteen. There are a number of hot food containers available in the canteen that cooked sausages, eggs and bacon can be stored in to ensure that busy periods (normally between games) are catered for. Uncooked sausages, eggs and bacon shall be stored in the fridge containers for health reasons. Place all open onion bags back in their allocated container & in the freezer. Gas bottle is available in canteen, please report how much gas is left at the end of the day by placing a note in the canteen.

Utensils are available in a container in the canteen, please wash and dry utensils after use. Make sure you place the dirty tea towels in the "used towels" container for collection.

Bread rolls will be delivered by 7am to the canteen. Please cut bread rolls and wrap them in a napkin and put them back in the box to make it easier to distribute to customers.

The cash float will be delivered to the canteen by a committee member. Please put the float in the till under the bench in the canteen. Price lists are available in the canteen. All purchases (including from the BBQ) shall be done from the canteen. There are coloured tickets for the BBQ available in the canteen. Hand the customer the ticket and a bread roll and guide them to the BBQ area where they can pick up the sausage, egg and bacon.

## 4 PACKING UP

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Pack up of canteen & bbq ONLY should commence after the last game has finished approx. 1:00pm.

If there is no Premier League game starting at 1:00pm you can start packing up the canteen/bbq after the last youth game. Please DO NOT undress the field as there maybe seniors games played until 5:00pm. If womens games are on all day they will too finish close to 5:00pm.

IF Premier League arrive at midday please leave the canteen & bbq out for PL teams to take over the canteen.

At 5:00pm after the last game pack up the fields by bringing all posts, nets and goals back to the storeroom to the left of the canteen. It is important that you disassemble the goals by leaving on the hooks attached to the nets before you put them in the nets bin. DO NOT remove the hooks from the nets. Make sure that nothing has been left on the field before you leave.

Pack up canteen and leave it as clean as you found it and please put a note in the till or on the bench if any items need restocking. Cash float is to be kept in canteen, a committee member will pick it up at the end of the day. Please ensure all doors are locked before you leave (storerooms and canteen).

Thank you for all your help!

A community club cannot run without its volunteers!



**FYI – DEFIBRILATOR IS LOCATED IN LEFT SIDE CHANGEROOM ON WALL.**

**INSTRUCTION SHEET IS ABOVE THE DEFIB**

