



FONTENOY PARK 2023
CANTEEN AND FIELD DRESSING
U6-U12

1 INTRODUCTION

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 Fontenoy 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 and fields should be set up 30mins prior to the first game is starting. Canteen and BBQ will need to be manned until the last game of the day has been played. Fontenoy Park is Macquarie Dragons home ground for all minis (u6 to u12) 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 Mini Convenors.

Mini Convenor: U6-U9

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Asst. girls Mini Convenor: U6-U9

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Junior Convenor: U10-U12

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Womens Manager : U10+

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2 SET UP OF THE FIELD

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.

Fontenoy Park has 5 fields that require set up prior to 8:30am on a Saturday. The figure on the next page shows the field allocation in relation to the canteen and Fontenoy Rd. Fields 1,2 and 3 are for u6/7 competition whilst field 4 is for u8/9 and field 5 is for u10/11/12 competitions. Field marking is carried out by Council and available on site.

Fields 1, 2 and 3

Fields 1, 2 and 3 require a corner post in each corner of the field and 2 goals for each field. The corner posts and goals are available in the storeroom next to the canteen (right hand side looking at the canteen). Assemble the goals once they have been carried out of the storeroom (not before!) to avoid any damage to the goals and nets. Similarly, the goals shall be disassembled prior to being carried to the storeroom at the end of the last game. The assembly and disassembly of the goals will be demonstrated during the first coaches and managers meeting and it will be the manager's (of the team that is on duty) responsibility to ensure that the goals are assembled and disassembled correctly. Refer to photo below for a correctly set up u6-u7 field.



Correct set up of u6-u7 field

Fontenoy Road

FIELD 1
(U6/7)

FIELD 2
(U6/7)

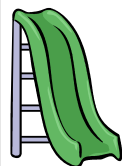
FIELD 3
(U6/7)



FIELD 5
(U10/11/12)

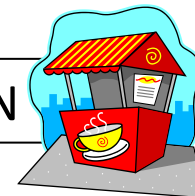


FIELD 4
(U8/9)



Playground

CANTEEN



Fields 4 and 5

Field 4 is for the u8/9, and Field 5 is for U10/11/12 competitions. Goal posts are permanently on the field at all times, but nets (available in the storeroom) will need to be assembled onto the posts and crossbar. You simply attach the nets on the hooks that are provided on the goalposts. Green grass pegs are to be hammered into the ground to keep the net in place. Make sure there are no gaps so the balls don't roll through the bottom of the net. Corner flags and posts indicating the middle of the field (total 6 posts for each field) will need to be set up prior to the first game (refer photo below).

**Set up of u8/9 field
(one side shown only)**



This shows you the hooks on the goals. You simply attach the net over the hook. These are attached on both field 4 & 5



**This is how the nets are to be
Attached onto the goalposts.
Use the hooks provided on the
crossbar & posts. If needed
wrap the Velcro around the posts.
Use 3-4 plastic ground pegs &
Hammer them into the ground
To secure the bottom of the net.**



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

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 storeroom to the left of the canteen (looking at the canteen) and should be brought out prior to 8:00am. There is a club marquee available in the storeroom that should be used to cover the BBQ area. Set up the BBQ to the left of the canteen (looking at the canteen). 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 in unused for health reasons. Gas is available in the storeroom, please report how much gas is left at the end of the day by placing a note in the canteen. Fold out tables are also available in the storeroom to help with the serving.

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 8am 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

If all fields are being used the last rostered game will be 12:00pm. Pack up should commence after the last game has finished approx. 1:00pm. In some exceptional circumstances the last game may finish even earlier if some fields are not being used.

Pack up the fields by bringing all posts, nets and goals back to the storeroom to the right of the canteen. It is important that you disassemble the goals before you put them in the storeroom. Make sure that nothing has been left on the field before you leave.

Turn off the gas and the BBQ and empty bins inside the canteen and the BBQ and put rubbish in Council bins. Return BBQ and gas to the storeroom to the left of the canteen. Fold up tables (please wipe with disinfectant) and shade cover and return to the storeroom.

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!

FYI – DEFIBRILATOR IS LOCATED IN RIGHT SIDE CHANGEROOM ON WALL.

INSTRUCTION SHEET IS ABOVE THE DEFIB

