

Kingsley Westside FC

Set up and pack down procedure



Please follow this procedure if you have been tasked with setting up and/or packing down the pitches and club on game day.

Club set up

Arrive a club rooms 7.10am to start set up. The shed should be open, however if it is not, someone from the canteen will have the keys required to open up.

Step 1 (Based on the pitches, goals and corner flags in place)

Set up spectator barrier highlighted in pink as per below. In a U shape. Players/coaches in the middle of the pitch and spectators on the outside. Preserve the pitch for the winter.

1 x 11 a side game/or clusters, 8-9s pitch, 10-12s pitch.



2 x 11 a side pitches side by side playing



Step 2

Using the club keys in the lock box on the RHS immediately as you walk in, code 7935, please open.



1. Male and female change rooms located at far end of the club house.
2. Unlock entry boom gate to pitches (Ambulance entry if needed).
3. Put out witches' hats x 3 and connect the witches' hats with the black and yellow bars located in the equipment shed.



**** Do not open the boom gate, leave it unlocked****

Step 3

Set up the following areas:

1. **Sponsors/feather banners**

- Need to be hammered into the ground in front of the clubrooms, hammer and pins are in the shed.
- **If it is an extremely wind/wet day – this may not be feasible/use discretion.**
- Tear drop banners for season 2026:
 - A. Trusted maintenance and repairs
 - B. All KWFC tear drop banners.
 - C. Grill'd
 - D. Iluka Tucker Fresh

THE REST DO NOT PUT OUT



2. **A-Frame board: KWFC / Good sport**

- Large metal A-frame board to be placed at entry to canteen area.



3. *Schedule of play/ sponsor whiteboard*

- Position whiteboard in the canteen area so that arriving players can check their allocated pitch.
- Check game day fixtures from your manager or coach and write on the board which team is playing on which pitch and at what time.
- There should be paper towels in the canteen and wet them to rub off old fixtures.



- Please use a WHITEBOARD marker – this is found in the canteen or in the box on the shelf in the equipment shed.
- Only write up the home games – include full name of away club.
 - FYI: Age groups and respective pitches.
 - Cluster Pitch 1
 - U8-U9 Pitch 3
 - U10-U12 Pitch 2
 - U13-U17 Pitch 1

4. Pitch signs

- 1 x Pitch 1
- 1 x Pitch 2
- 1 x Pitch 3
- 4 x Spectator areas
- 4 x Players Warmup area

5. Dog poo and Divots

- There are a wheelbarrow and shovel in the equipment shed, fill sand by the light pole closet to car park, please fill in any divots with the sand, check over the whole of Bramston Park. There are dog poo bags located at council bins.



6. Training Goals

- If the training goals are to be used, they need to go back chained together with the 2 x bike chains and close them together so no one can use them or get in. Double wrap the bike chain. There is an eye bolt at the base of the light pole which one of the bike chains needs to go through. Code is 7935 for all the chains.



7. KWFC triangle advertisers x 6

These can be spaced evenly along the front of pitch 4.



Club pack down.

If you are the last team playing, you are required to pack up the pitches and all of the above.

Please remember to;

- Lock the change rooms.
- Lock the entry boom gate to pitches.
- Pack away all banners, A-frame board, pitch signs, agility gear, cones and whiteboard.

Lastly, please organise to return club keys to whoever you got them from so that the club can be opened up for training on Monday afternoon.

Thank you for your assistance in making our club a great place for our children to play at!

