

Toowong FC

Team Officials' Manual - Equipment & Field Management



Introduction

The purpose of this guide is to ensure all coaches / managers:

- Undertake mandatory training practices to minimize field usage impact
- Maintain equipment in the correct location within the Equipment Room
- Can operate the field lighting
- Are aware of the requirements to safely set up fields for play
- Compete on game day and correctly replace equipment back in the appropriate location

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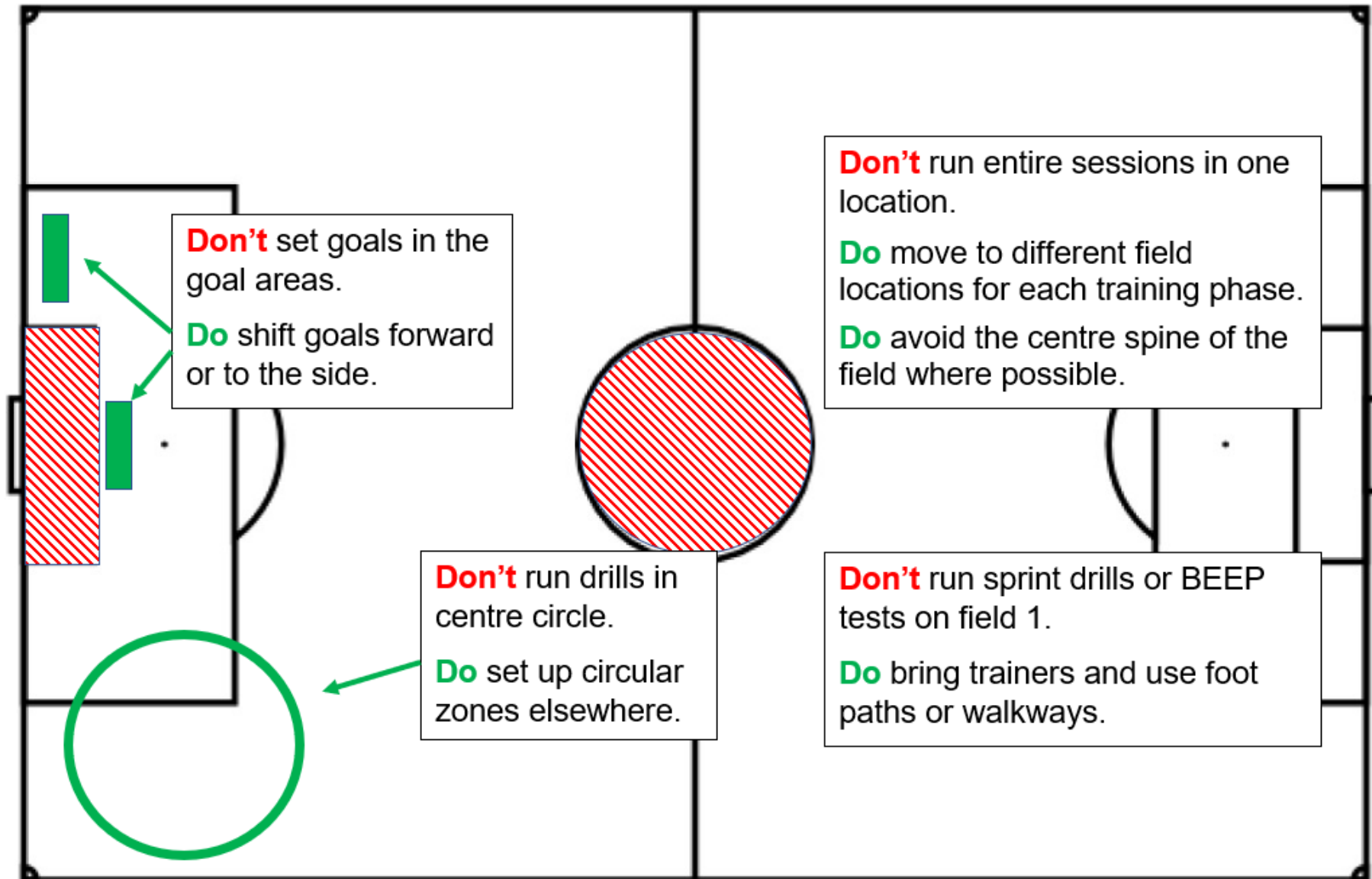
Mandatory Training Practices

Training is an important part of the football process and can be the most damaging aspect if appropriate measures are not put in place. There are only a few MANDATORY restrictions in place at Dunmore to ensure that our fields can survive a full winter season. These are listed below.

Any group found to be breaching these restrictions will be suspended from training for a period of 1 week - this is how seriously the Committee takes the protection of our primary assets.

Rule	Reason	How to Mitigate
1) No setting goals in the goal area	<ul style="list-style-type: none">• The goal area is the most worked area on the field• By not doing repetitive drills in this area the space recovers from weekend to weekend with minimal impact	<ul style="list-style-type: none">• Place the goals to the left of right of the 6 yard box; this offset still allows Game Training / Performance Phase drills to be completed, these areas are typically not used in a game• If a Training Game is required then the goals can be placed on the edge of the 6 yard box for a maximum duration of 20 minutes
2) No sprint drills on Field 1 / BEEP test arrangements	<ul style="list-style-type: none">• Repetitive running in lines damages the Field• We are not an athletics club	<ul style="list-style-type: none">• Bring trainers and use the foot paths
3) No drills in the centre circle	<ul style="list-style-type: none">• The second most worked area on the Fields• Repetitive drills here (such as running around the line) lead to significant damage	<ul style="list-style-type: none">• Set up a circular zone in one of the 4 quadrants of the field, closer to the corner flags
4) Don't run an entire session in one location	<ul style="list-style-type: none">• Usage over a period greater than 45m leads to damage	<ul style="list-style-type: none">• For each phase adopt a different location in your allocated zone• The corner quadrants, avoiding the central spines of the field, is preferable

TFC's Four Mandatory Training Practices



Training Day

The equipment located in the Equipment Room is communal and is to be used by all teams.

Do:



- Only use the minimum for your session, such as one pair of goals (maximum of two goals per team).
- Ensure that all equipment is put back in the correct location - all equipment has a dedicated place, as demonstrated in the table on the following page.

Don't:

- Use corner flags for any other purpose than game day.
- Use the mannequins for Mini-roo training, as these are potentially harmful if not set up and used correctly.
- Allow children to operate the mini-hinged aluminium Veto goals - these must be set up and taken down by adults, taking extra care around the hinge area.



Ensure that any lost or damaged equipment (especially balls) is reported to our General Manager on gm@toowongfc.com.au, so that replacements can be arranged.

Item - Location	Image
<ul style="list-style-type: none"> ● Agility poles - rear wall (even on each row) ● Cones - inside cupboard 1 ● Running ladders / hurdles - inside cupboard 1 ● U6/7 equipment inside cupboard 2 ● Spare Size 4 & 5 balls (U13 - seniors) cupboard 3 ● Premier team balls cupboard 4 ● Junior & miniroos balls in the storeroom (near entrance to Away Room 2). 	
<ul style="list-style-type: none"> ● 10x aluminium goals (right of entrance against wall) ● Bow net goals (back wall and left of entrance) ● Mannequins - left of the entrance hanging (NOT FOR MINIROO TRAINING) ● Pump - shelf to the rear (if valve broken, advise GM) 	

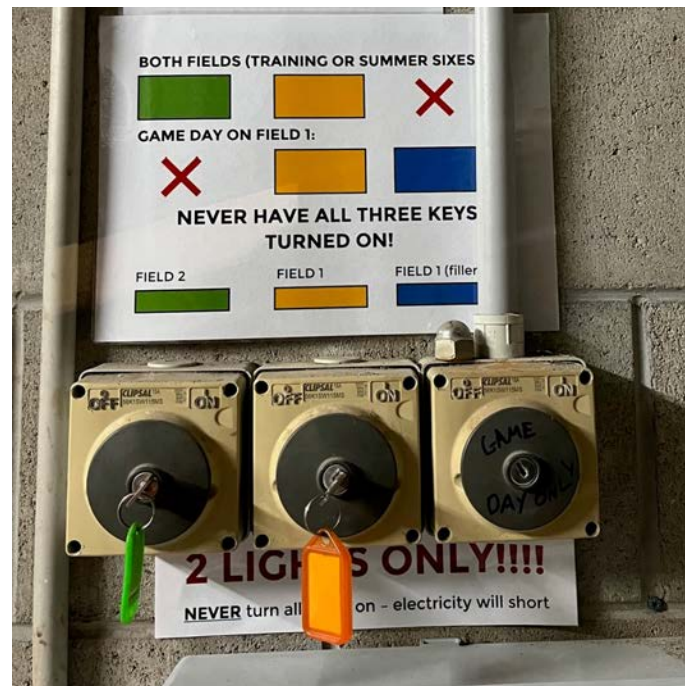
Lighting (Training and Game Day)

The lighting at the Club is made up of three zones, each zone provides 100LUX. Field 1 has 2 zones (overlapping) and Field 2 a single zone. Due to a limit on local network feed, we can only ever have 200LUX active at any one time.

For Training, select a SINGLE zone on Field 1. If there is a Game on that requires 200LUX then the Field 2 zone MUST be turned off prior to the second Field 1 Zone being enabled.

The keying arrangements are clearly documented on the signage above the key switches. The keys are kept in the light switches, which are located inside the equipment shed.

Training Day
(both fields)



Game Day
(Field 1)



Game Day - Set Up and Pack Away

The arrangement for game day varies depending on your team's age group:

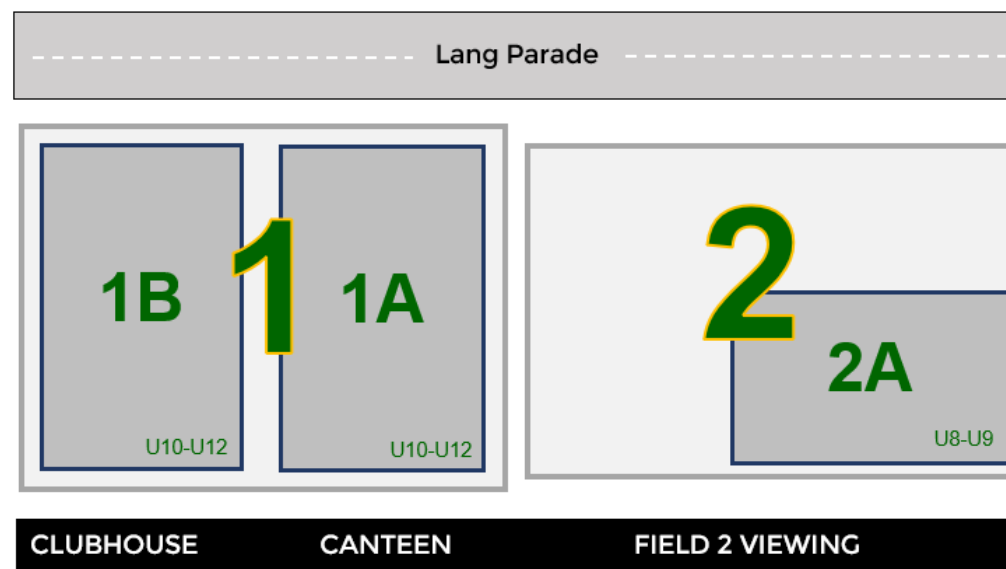
- U6/U7 teams play on Field 1 on fields created by our coordinators.
- U8/9 play on Field 2A, located on Field 2.
- U10/11/12 play on Field 1A or 1B.
- U13 play on Field 1A.
- U14 to U17 teams play all home games on Field 2.
- Generally all other teams are on Field 1, on occasion Metro teams may need to play on Field 2.

All teams that are scheduled to commence at 0900hrs (or on occasion 0800hrs) can safely assume they will be the first team for the day and must **Set Up the Field** as described below. Junior and Senior teams should consult the [Dunmore Usage Calendar](#) (located under Schedule on the website) to determine if there is a game scheduled on the same field prior to your game.



Miniroo teams (U8 to U12) will typically be advised by the referee if you are the last game on field and are required to **Pack Away the Field**. Divisional teams should consult the schedule to determine if they are the last game of the day.

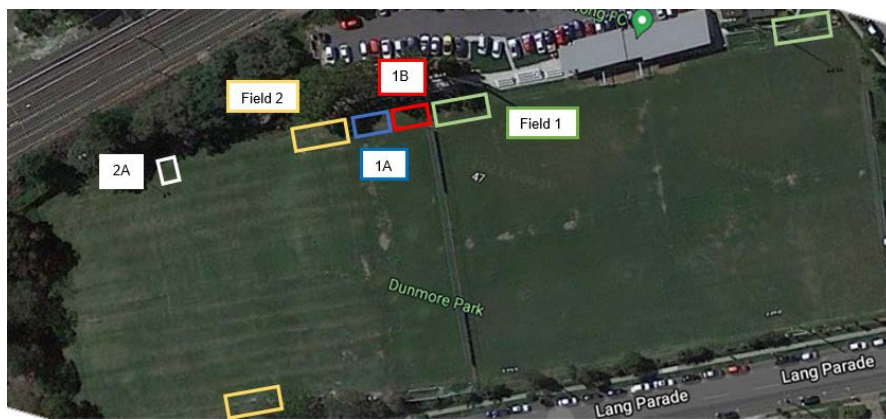

Parents are **NOT** permitted on Field 1 at any time during a game (even for U10-U13 games) and must not stand on the Lang Parade side of Field 2 (during games). The gates to the field should be closed prior to games commencing and any parents that may have wandered onto the field of play should be reminded to step back onto the concourse area.



Remember: Some parents volunteer to be coaches or managers (that would be you). All the rest volunteer, by default, to help set up and pack away the fields to keep our fields and equipment safe from damage.



The table below provides mandatory requirements for setting up and clearing up each field (lighting is covered later).

Field	Process	Description	Images
1 / 2 U14 and up	Set up the Field	<ul style="list-style-type: none">• Unlock goals (key at canteen or with combination)• Goals to be pushed to locations (wheels are locked in down position)• Check new clips (if more required, check box in Equipment Shed)• Once in place, put wheels in up position• Clamps are to be installed, 2 each side, 3 along the back (referees may require more)• Corner flags placed (collect from Referee Room)• Return any key immediately to canteen	 <p>Clamps installed with pegs in ground</p>  <p>Wheels placed in up position</p>

<p>1 / 2 U14 and up</p>	<p>Pack Away the Field</p>	<ul style="list-style-type: none"> • Replace corner flags in the correct location within the Referees Room • Remove all clamps and place in the proper location within the box • Push the goals back to their correct location and ensure the goal is upright and facing AWAY from the field • LOCK the goals in place • Collect any rubbish from the game and place in the bins provided • Ensure all balls are returned to the appropriate location 	  <p>Goal Storage Near fence between fields</p>
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1A / 1B U10-13	Set up the Field	<ul style="list-style-type: none"> • Unlock goals (key at canteen) • Goals to be lifted by two adults minimum (ensure net is not catching) to locations • Check clips (if more required, check toolbox in Equipment Shed) • Clamps are to be installed, two at the back • Return key immediately to canteen 	
1A / 1B U10-13	Pack Away the Field	<ul style="list-style-type: none"> • Remove all clamps and place in the proper location within the box (refer above for image) • Push the goals back to their correct location and ensure the goal is upright and facing AWAY from the field • LOCK the goals in place • Collect any rubbish from the game and place in the bins provided 	 <p>Field 1A & 1B goals put away (facing away from field & locked)</p>
2A	Set up Field	<ul style="list-style-type: none"> • As per 1A / 1B 	

2A	Pack Away Field	<ul style="list-style-type: none"> As per 1A / 1B 	 <p>Field 2A goals put away (facing away from field & locked)</p>
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Some examples of how **NOT** to return the goals:



Lock-up Procedure

All teams must follow this procedure to ensure the safety and security of our facilities and equipment.

1. **Goals and Equipment**

- Verify that all goals are stored in their designated locations and securely locked (as detailed in Game Day - Set Up and Pack Away).

2. **Clubhouse Doors and Gates**

- Switch off lights and fans within the changerooms, clubhouse and outside the canteen.
- Perform a check of all external doors and tall black gates leading to the clubhouse, ensuring they are locked.
- Note: canteen helpers should close shutters around the canteen area, but always check prior to leaving to ensure this will be done.

3. **Emergency Lighting**

- Emergency lighting will remain active in the walkway and in front of the home changeroom. Lights around the canteen area must be switched off.

4. **Field Lights and Clubhouse Facilities**

- If field lights are still on or clubhouse facilities are in use when you leave, obtain confirmation from another TFC team official that they will handle the lock-up process.
- If you are the last match of the day/evening, you must ensure that you lock-up.

5. **Proactive Measures**

- When in doubt, take the initiative to switch off lights and lock up, prioritising the security of our facilities.

6. **Assistance and Guidance**

- Our coordinators are readily available to walk anyone through the lock-up process. Seek assistance if needed.
- If your coordinator is not available, check in with your canteen staff or team official.

Penalty System for Non-Compliance

In the event of non-compliance with the lock-up procedure, a penalty system is in place:

1. **First Offence:** Verbal or written warning emphasising the importance of adherence.
2. **Second Offence:** Suspension of training for one week. During this period, the individual or team must review and demonstrate understanding of the lock-up protocol.
3. **Third Offence:** Suspension of training and a pause on playing or coaching activities for an additional week. However, this will be actioned through the FQ/Squadi system.
4. **Persistent Non-Compliance:** Deregistration from official participation in events, competitions, or coaching roles.