



# Waverley Park Hawks Junior Football Club Inc.

(formerly the Waverley Panthers)

A member of the South Metro Junior Football League and  
a Hawthorn Football Club Affiliated Club

Postal Address:  
PO Box 3269  
Wheelers Hill Victoria 3150

Ground Locations:  
Columbia Reserve  
Columbia Dve Wheelers Hill

Wellington Reserve  
Mackie Road Mulgrave

ABN: 14 775 166 033

www.wphawks.org.au  
info@wphawks.org.au

## GROUND SET UP (COLUMBIA PARK)

- Collect keys from keysafe (code 9623) located on fence across from canteen
- Collect orange cones from first aid room
- Unlock ambulance gate and place cones in front of gate (MUST BE DONE)
- Install goal post pads – located in the umpires' room or scoreboard storage
- If modified rules game, setup auskick goal posts (first aid room) on modified markings on ground
- Turn on scoreboard at scoreboard storage area (located just on right hand side as you walk into storage area).
- Setup timekeeper table located in main social room area (siren located on wall to right of table). If Under 11-17 game, setup with laptop from bar area.
- Plug laptop into double power point adapter as well as scoreboard transponder unit. Plug RJ32 cable from transponder into wall fitting marked EXT. Follow instructions provided on scoreboard setup. Put laptop container back into Bar area.
- Place stretcher located in First Aid room between coaches boxes
- Get Hot Dog/drink voucher from canteen for WPH coach to award to opposition player
- Conduct ground inspection with opposition Team manager via [AFL matchday ground checklist](#) and SUBMIT (MUST BE DONE)
- Put keys back into keysafe (on fence across from canteen) and lock.

## END OF DAY PACK UP (COLUMBIA PARK)

- Collect keys from keysafe (code 9623, on fence across from canteen)
- Lock up ambulance gate, place cones in first aid room
- Take down goal posts and place in umpires' room/scoreboard. Modified rules goal posts into first aid room
- Put stretcher back into first aid room
- Disconnect all timekeeper/laptop gear and place back into plastic container in bar area. Put plastic container back into bar area
- Close all external doors (changeroom, umpires' rooms and first aid room)
- Put keys back into keysafe and lock (code 9623)

**ALL DONE!!**

PLEASE ENSURE THAT THE ABOVE IS CHECKED OFF BEFORE LEAVING THE  
GROUND AT THE END OF THE DAY!



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## GROUND SET UP (WELLINGTON RESERVE)

- *Collect keys from keysafe located in electrical box on corner of building (Carson St entrance) code 9623*
- *Open umpires' rooms, public toilets and away changerooms. (main door and alarm will be opened by canteen person 1 hr before game). If not, open main door and disarm alarm (code 3464)*
- *Open up scoreboard/timekeeper building. Turn ON scoreboard switch in scoreboard/timekeeper room on right hand side as you walk into building (left switch)*
- *Refer to Wellington Scoreboard instructions on page 4 of this document and on WPH website.*
- *Lower panels on timekeeper windows via cable winder (be careful and hold onto handle of winder as the panels go down). Ensure siren is working*
- *Unlock ambulance gate and place cones (located in scoreboard/timekeeper room) in front of gate (MUST BE DONE)*
- *Put goal post pads out collected from trainers room*
- *If modified rules game, setup auskick goal posts (scoreboard storage).*
- *Put stretcher out between coaches' boxes (located in trainers room)*
- *Get Hot Dog/drink voucher from canteen for WPH coach to award to opposition player*
- *Conduct ground inspection with opposition Team manager via [AFL matchday ground checklist](#) and SUBMIT (MUST BE DONE)*
- *Put keys back into keysafe and LOCK (code 9623)*



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## END OF DAY PACK UP (WELLINGTON RESERVE)

- *Collect keys from keysafe located in electrical box on corner of building (Carson St entrance) code 9623*
- *Lock up ambulance gate, place cones in trainers room*
- *Take down goal post pads and place in trainers room*
- *Put stretcher in trainers room*
- *Wind up timekeeper window panels via cable winder (be careful and hold onto handle of winder as the panels go up).*
- *Turn OFF scoreboard switch in scoreboard/timekeeper room on right hand side as you walk into building*
- *Lock/shut scoreboard/timekeeper door*
- *Lock umpires' room, public toilets, away changerooms and room next to canteen*
- *Put keys back into keysafe and LOCK (code 9623)*

**ALL DONE!!**

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## WELLINGTON SCOREBOARD OPERATING INSTRUCTIONS

### To Power On / Off

There is a large switch on the right hand side just inside the Scoreboard building.  
**Controller Operation**



The controller has a very simple interface for standard scoring. To turn the controller on, rotate the knurled knob at the bottom of the controller clockwise. This knob also controls screen contrast. Screen contrast is adjusted up or down by rotating the knob clockwise or counter clockwise. To switch the controller off, rotate the knob counter clockwise until a soft click is heard.

### Aussie Rules

Change to Aussie Rules mode by pressing the MODE button until 'Aust Rule' is displayed in the top right-hand corner of the screen.

### Start a New Game

- The scoreboard may default to the scores of the last played game.
- To start a new game, press the NEW button. This will reset all the scores and game timer to their default values.

### Changing Game Time (Counting Up and Down) and Changing Time of Day

Multiple presses of the CLOCK button will cycle through count down timing / count up timing / time of day.

### Count Down Timing

When displaying down timing, the word "down" will be displayed to the left of the game clock.

The game clock will display the current game time set which is displayed in MM:SS.

- To change the down timing press the SET button and the first digit will flash.
- Enter the required game time using the 0-9 keys.



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- *For example, if the game time required is 12 minutes and 30 seconds, enter 1230 then press the SET button again. The game timer will stop flashing and the game time has been entered.*

## *Game / Quarter Start*

*When the correct game time is entered and displayed, to start the game clock press the PAUSE/PLAY button to pause the game press the PAUSE/PLAY button again*

## *Resetting the Game Timer at End of Quarter*

*To reset the game timer before the start of each quarter press the RESET button. NB: this will only reset the count up or count down timer to the pre-set values, this will not reset the game scores.*

## *Scoring*

### *Home Team*

*To increment the goals of the home team by 1 press the GOAL (HOME) button. The total will automatically update.*

*To increment the behinds of the home team by 1 press the BEHIND (HOME) button. The total will automatically update.*

### *Away Team*

*To increment the goals of the away team by 1 press the GOAL (AWAY) button. The total will automatically update.*

*To increment the behinds of the away team by 1 press the BEHIND (AWAY) button. The total will automatically update.*

## *Decrement Scores*

*If you make a mistake inputting the score pressing the DOWN button will remove any score of the last pressed button.*

## *Sounding the Siren*

*The siren will automatically sound at the completion of the pre-set count up or count down game time.*

*To sound the siren at any other time, press the HORN button, this will sound the siren for a 5 second blast.*

## *Adjusting the Digit Brightness*

*To change the brightness of the LEDs on the scoreboard, press the BRIGHTNESS button. This will toggle the brightness through a total of 4 levels. Once the brightness has reached the lowest setting, it will start again from maximum brightness.*