

**WAGGA WAGGA & DISTRICT AMATEUR FOOTBALL ASSOCIATION Inc**.

**FOOTBALL WAGGA WAGGA**

Policy Number FWW-POL-010

Grand Final Preparations Procedure

Version 0.1

**Objectives**

To provide guidance on the preparations required for the Grand Finals.

**9 Months Before (January)**

1. If desired, engage Events Coordinator to run the weekend. The Events Coordinator should be responsible for:
	1. The Canteen
	2. The Fan Zone
	3. The VIP area
	4. Obtaining sponsorship
	5. Promoting the event
	6. Securing any Special Guests

Football Wagga Wagga remains responsible for all footballing activities including:

1. Setup of the main field
2. Appointment of referees
3. Ordering trophies and medals
4. Arranging the Award Ceremonies
5. Draws and game starting times
6. Field lighting if required
7. Announcers, scoreboard
8. Book the venue

**3 Months Before (June)**

1. Order the Trophies and Medals from Wholesale Trophies (85 Fennell Street, North Parramatta NSW 2151, 02 9638 1366, M: 0413 156 793, anthony@wholesaletrophies.com.au, www.wholesaletrophies.com.au). This includes:
	1. A Grand Final Winner medal for each winning Player, Coach and Team Official for each winning team
	2. A Grand Final Runner Up Medal runners up Player, Coach and Team Official for each winning team
	3. A Medal for each Referee of each game, including 4th Referees
	4. Trophies for winning Junior teams to take home
	5. Trophies for winning senior teams to take home
	6. A Player of the Match Trophy for each Junior and Senior game
	7. Gwen Gardiner Award
2. Ensure the Perpetual Trophies are available and that the engravings are up to date
3. If Alcohol is to be available, arrange licence with either the venue or with an off-premises licence holder such as a local pub.

**6 Weeks Before**

1. Send a ‘Save the Date’ to all Members.

**3 Weeks Before**

1. Organise a Site Inspection with Council and with the Events Coordinator
2. Send out a

**2 Weeks Before**

1. Prepare the draft Program and arrange for it to be printed (NAME OF PRINT COMPANY). Will need to wait to get it printed until after the Semi Finals to confirm team names, player lists and Referee Appointments.
2. Draft up a Flier to send to all members. Will need to wait until after the Semi Finals to confirm teams before finalising.

**1 Week Before**

1. Arrange for programs to be printed. 1 copy per 4 estimated spectators (eg if 2000 spectators are expected, print 500 copies).
2. Send the Grand Final Marketing Flier to all Members on **MONDAY** and **THURSDAY**.
3. Mark the field
4. Ensure goal posts are installed and safe
5. Transport all equipment to the ground including:
	1. Marquees for shade
	2. Programs
	3. Trophies and Medals
	4. Balls