



# Moretonville JFC

## Car Park Guidelines

### How many people do we need?

Requires MINIMUM of 4 people. 1 at the entrance, 1 outside the Clubhouse, 1 at the corner of the rear car park (with eye view to the person at the Clubhouse and the person at the rear car park) and 1 within the rear car park.

### How do we set up?

- Ensure you have printed copies of the Fixtures List before you arrive. You will need one for each car parker plus another for the tuck shop to answer questions from opposition teams and parents. You can find this on the MJFC website > Information > Other Information > Links > MJFC Fixtures  
[https://docs.google.com/spreadsheet/lv?key=0AnhQLB9-srR3dHdTau9pZWhTdGFMTXVsNXlwdnNvWkE&authkey=CNLu24QK&hl=en\\_GB](https://docs.google.com/spreadsheet/lv?key=0AnhQLB9-srR3dHdTau9pZWhTdGFMTXVsNXlwdnNvWkE&authkey=CNLu24QK&hl=en_GB)
- Don't print off until the Friday evening or first thing Saturday as fixtures can change at the last minute.
- High Visibility Jackets and Vests are available in the main corridor. Jackets are hung up and vests are in the second locker – THESE MUST BE WORN!
- Walkie Talkies are in the top locker. As long as all the radios are on the same frequency they will talk to each other (it does not matter which number). Please ensure when they are put back in the charging unit that they are switched off, otherwise they will not charge. These are useful especially when you can't see how many spaces are available in the rear car park.
- Ensure 'No Parking' signs are out on the main road on the grass verge – do not obstruct the path.
- Ensure the 'Emergency Access' signs are in front of the two Ambulance entrance points. One is in the small car park near the entrance. The other is behind the Clubhouse leading into 'Narnia'. These areas must be kept clear from cars at all times.
- Leave 1 place near the Clubhouse free for disabled parking – use cones (signs are coming).
- Please ensure that cars do not park on corners especially the one towards the rear car park – put out cones to stop this from happening.
- Helpers should be ready and in position no later than 08:15hrs to allow sufficient time for early arrivals and be there for both the early and late kick offs. If there are no later kick offs that day the duty can finish early.



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## Car Park Guidelines

### What do we do?

#### Standard Kick Off timings are:

U11's and above 09:00hrs & 11:30hrs

U10's and under 09:30hrs & 11:30hrs

- The peak time for teams arriving is half an hour prior to kick off with the handover from the early and late kick off a particular pinch point, especially when it is busy. Don't be afraid to be assertive if you have to be!
- Use the small car park by the entrance as a drop off zone only – this saves the cars coming into the main car park trying to drop and turn around whilst the main driveway is busy.
- Where we can, the committee will look at upcoming fixtures and advise large teams to park together in the small car park and will let you know too.
- Please direct and park cars working from the rear car park back up to the front.
- Please ensure that cars are parked as close together as possible – on busy days this is vital.

### What if we run out of parking spaces?

1. Use the small side 'drop off' car park by the front entrance.
2. Use the Highgear car park located on the Gawcott Road back towards Buckingham. It is the first entrance on the left - approx. 500 metres.

If we know in advance that the grounds are busy, the Committee will contact all MJFC Managers and Parent Reps in the week to request their teams to park at Highgear and walk up (except the teams that are on duty), leaving more space for opposition teams and referees.

If you do re-direct cars to use the Highgear car park, prevent cars turning around on the main road, let them into the grounds and the small car park to turn around. Do whatever you can to keep vehicles from building up on the main road.

### Other useful information

Animals are not allowed within the grounds (unless they are Assistance Dogs). If someone does not listen to your instructions, please locate a committee member and/or take note of the team they are with and/or their registration number and email MJFC's Club Welfare Officer at [CWO@moretonville.org.uk](mailto:CWO@moretonville.org.uk) who will, in turn, follow up with the parent's and/or Club's CWO.

If there are no late kick offs then the car park duty may be ended earlier.