

CBJFC MATCH DAY CHECKLIST



Before Match Day:

- Print Team Sheet (Sports TG website)
- Confirm fixture (location and time) in TeamStuff matches the Team Sheet info
- Send weekly email to parents with club updates and match day information
- Check Milestones

Before The Game:

- Wear Team Manager bib
- Check with Ground Steward if help is required for home ground set up: sponsor banners, padding on goals posts, zones etc
- Give out bibs to other parent helpers and instruct Umpire Escort, Time Keeper and Goal Umpire of duties
- Give whistle to Parent / Boundary Umpires and First Aid Kit to Trainer
- Give scorecard to Goal Umpire, timekeeper card to Timekeeper
- Introduce yourself to opposition Team Manager, Coach and Umpire
- Sight ground inspection report.
- Get players to sign one copy of Team Sheet – adjust sheet accordingly, if necessary
- Provide unsigned copy of Team Sheet to the opposition Team Manager (2019)
- Ensure all players are properly attired (including mouthguards)
- For modified rules – distribute wrist bands to players (or give to Coach)

Home Match:

- Ensure CMR book is in Umpire's room – complete header information
- Give umpire 2 match footballs to select from (make sure they are returned at the end of the game)
- Check canteen duties are covered by rostered parent helpers

Half Time:

- Ensure both team's sheets have been signed by both Team Managers and taken to Umpire (non-modified)
- Ask Umpire if there are any messages for the Coaches

Full Time:

- Check Coach has awards for players
- Report to Umpire and sign CMR – distribute report according to instructions
- Collect Team Sheets – from Umpires
- Collect Goal Umpire and Timekeeper scorecards
- Collect all bibs, whistles and match balls
- Record all scores and goal scorers on clubs copy of team sheet
- Complete CBJFC Match Report if applicable
- Trainer to place Injury/Incident form in Club Trainer folder for home games. Give to TM to place in folder for away games
- Record all quarter time scores and goal scorers on both copies of Team Sheet (excluding modified rules)
- Put all match documentation in envelope provided by TM Coordinator and place in Team pigeon-hole

After The Game:

- Update Sports TG website with match scores and changes to team sheet by 8pm
- Pack up ground and tidy Club Rooms (if last home game of the day)
- Ensure Match Report and photos have been sent