



Kalamunda & Districts Junior Football Club

Game Day Checklist

Team Manager Y3-Y6

PRIOR TO THE GAME

1. Do the Marsh Game Day Ground Report
 - i) **If HOME game**, complete online in the app (AFLMatchDay App) or paper form in file and ask opposition TM to sign off.
 - ii) **If AWAY game**, the Opposition team will complete, and you should be asked to sign off.
 - (1) **If using the App, select Swan District Football Development as the League/Assoc**
2. If HOME game, organise parent timekeeper, if you are the team playing on the closest ground to clubrooms. Timer is in the canteen. Make sure the siren is turned on.
3. If HOME game, Ensure the oval is setup, goal posts will be in the store room, covers for permanent goals need to be put on, coaches boxes marked out and gazebos put up.
4. Tick off players who have arrived on team sheet. Place a line through players names that aren't playing and Check players for watches/jewellery/fingernails /long skins/visible undershirts.
5. Check rostered parents have arrived and are ready to start. Make sure they know what to do. Hand out vests and equipment to parents rostered on. Make amendments to names on team sheet if required.
 - a. Goal umpire needs: Flags, vest, jacket, scorecard, pen
 - b. Parent Umpire needs: vest, whistle
 - c. First Aid: vest
6. Ensure match ball is pumped ready and give to umpire. Show protective gear approvals and discuss rules, issues, even up etc...
7. Introduce yourself to opposition team manager and confirm number of players. Make arrangements for even up if required
8. **If HOME game**, escort umpire to the centre of the ground.

THROUGHOUT THE GAME

9. Take down any notes of incidents, injuries etc...
10. Take out drink bottles at each quarter break, ensure umpire has a drink, take out oranges at half time, give lolly snake at three-quarter time.

CONT. NEXT PAGE....

11. Assist where needed in organisation of game, players and spectators. Remember to delegate jobs as you need to be in the coaches' box as much as possible in case the umpires or other team manager needs to approach you

END OF GAME

12. Go out to centre f ground for end of game cheer
13. Get Umpire to sign off on the game sheet. Retrieve match ball if required.
14. Ensure return of all equipment from parent helpers (goal umpire vest, flags, first aid vest, umpire vest)

AT HOME

15. Log on to SportsTG and remove/add players to the team sheer if required
16. Scan and email game sheet to WAFC and cc: Registrar@kdjfc.com.au
17. Update Games played spreadsheet and any other records you keep for your team and file in TM file.
18. Wash vests and used spare jumpers, ready for next week.