



Kalamunda & Districts Junior Football Club

Game Day Checklist Team Manager Y7-12

PRIOR TO THE GAME

1. If first game, oversee setup of ground including interchange and scoreboard, as per the parent roster.
2. Complete the Marsh grounds report (in the AFL Match Day app or form in file)
3. 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
4. Hand out vests and equipment for parents rostered on. Make amendments to names on team sheet if required.
 - a. Goal umpire needs: Flags, vest, jacket, scorecard, pen
 - b. Interchange Steward: iPad (after you have amended any changes to roster roles and "active" players that are no longer playing)
5. Ensure match ball is pumped ready for inspection by umpires. The match umpire should come up and introduce themselves to you, if they don't, go and find them. Show protective gear approvals and discuss issues/slash even up etc
6. Introduce yourself to opposition team manager and confirm number of players. Make arrangements for even up if required
7. **If home game**, Go to umpires room 10 minutes before scheduled game start time to escort umpires to the centre of the ground

THROUGHOUT THE GAME

8. Record goal scorers on team sheet. Also record details of any red/yellow cards issued (note on team sheet, Interchange steward should record in app), major incidents or injuries names of players playing for the other team or other teams players playing for us
9. Oranges for Half Time
10. 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

11. Once official score and "end game" details are saved in the iPad, take iPad to umpires room. This must be done within 5 minutes of game finishing. (Sometimes they will come up to the interchange bench to retrieve it on their way off the ground even though they have been told not to!)
NOTE: **If home game**, collect 3 scorecards and give to the umpires with iPad.
12. Write final score on team sheet
13. Retrieve match ball and iPad from umpires. Retrieve 3 score cards if home game.

14. Ensure return of Goal Umpire flags and Coat, first aid and runners vests, loaned jumpers etc
15. Give voting cards and envelope to coach. Complete voting and seal in envelopes with round Number written on the front. Place envelope inside TM file along with team sheet.

AT HOME OR WHEREVER YOU HAVE WI-FI

16. Log onto SportsTG > Click on “Results entry and live scoring” > Select team. This will bring up a list of matches, if current match doesn't come up, check the dates are correct in the filter boxes.
 - ** If you need to amend players or officials that did not play or officiate Select pre-game and remove players by clicking on the – sign next to their name. Or type in names of officials if required.
 - ** Remember to click save and check the numbers are correct in the green summary boxes at the top of the screen.
17. Click on “Post Game”, then Enter scores (this may have been done by the other team already). Enter Red/Yellow cards if issued. ** Remember to click save, Check details are correct in match list.
18. Update spreadsheets and file.
19. Interchanger will automatically upload once it finds a wifi signal, so either access at the club after the game, or access from your home wifi.
 - a. NOTE, If you use the old Interchange app, please email to WAFC same as in previous years.
20. Wash vests and used spare jumpers. Dry out wash interchange jackets as required
21. **If home game**, staple 3 score cards together, write round number and your team name in the top corner. Store in Team Manager file until the next time you're out the club then put in the registrars pigeonhole, in the Club room.