



TVAFC AUSKICK MANAGER'S GAME DAY CHECKLIST



Pre-Game Administration:

- Email families the game and roster details.
- Make sure you have enough helpers organised for game day.

Pre-Game at Ground:

- Hand out jumpers and ensure players have correct uniform and mouthguards.
- Ensure Parent volunteers have required information to undertake duties:
 - First Aid: First Aid Kit and Vest
 - Umpire (*If needed*): Whistle
 - Goal Umpire: Flags and for competitive age group – scorecard and pen.
 - Timekeeper
- Meet with Opposition Manager and Umpires to:
 - discuss team numbers (even up rule), rules, timekeeping/scorer
 - check if opposition team have a first aider. If not, discuss with your first aider if they are comfortable covering both teams

During Game:

- Player stats: Record player attendance and goals scored by individuals
- Manage drinks/fruit during the breaks

Post-Game at Ground:

- Prepare and record Player Awards for Coaching staff to hand out
- Provide Coach with team song sheets (non-competitive every game, competitive after a win)
- Remind the Coach of any messages to be shared with the team/parents
- Collect Playing Jumpers (*excludes Girls Only Teams*)

Home Round Pack Up (If last home game of the day)

- Empty Bins into hopper
- Put away Club Equipment (Goal Post Pads, Benches, Bins etc)
- Sweep Change Rooms and Toilets. Check lights and heaters are off.

Post-Game: Administration

- Ensure any photos to be used on Social media are of players who have consented
- Newsletter: Prepare any newsletter requirements
- Update your Managers templates.