



MATCH DAY CHECKLIST

BEFORE THE GAME

- BE EARLY AND ORGANISED
- DELEGATE - YOU CAN'T DO EVERYTHING
- FILL OUT THE TEAM SHEET, TICKING OFF THOSE WHO ARE PLAYING AND SCORING A LINE THROUGH THOSE WHO ARE NOT PLAYING
- GIVE TEAM SHEET TO UMPIRE/S
- HAND OUT FAIREST AND BEST VOTING CARDS, ONE TO COACH AND **TWO** PARENTS (Open rules only)
- CHECK THAT PARENTS ROSTERED ARE ON TIME
- CHECK THE GROUNDS AND COMPLETE THE "JLT - MATCH DAY CHECKLIST" FORM (**ONLY NECESSARY IF IT IS THE FIRST GAME ON THE OVAL FOR THE DAY**)
- HAND OUT RELEVANT PAPERWORK TO PARENTS IF NOT ALREADY EMAILED

AFTER THE GAME

- COLLECT GOAL UMPIRES SCORECARDS
- PROVIDE TEAM SHEET (IF CHANGED OR NOT PROVIDED PRE-GAME)
- CHECK THAT PARENT ROSTERED FOR JUMPER WASHING HAS **ALL** JUMPERS
- COLLECT COMPLETED KJFC FAIREST AND BEST CARDS AND PLACE IN ALLOCATED ENVELOPE (Open Rules Only)
- EMAIL REGISTRAR@KINGSLEYJFC.COM.AU:
 - SURPLUS MATCH FEES/OTHER MONEY COLLECTED
 - MATCH RECEIPT FORM
 - COPY OF TEAM SHEET
 - INJURY REPORTING FORMS
 - MATCH DAY GROUND CHECK (if applicable)
 - INTERCHANGE REPORT
 - COPY OF BEST AND FAIREST VOTE CARDS

THEN PLEASE COMPLETE THE MATCH RESULTS FORM ON THE KJFC WEBSITE BY 7PM SUNDAY EVENING AFTER YOUR GAME AND UPDATE SPORTSTG/PASSPORT FOR RESULT AND TEAM SHEET.
