



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 AND SUBIACO ENVELOPE IF HOME GAME
- 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) - App available to me used too.
- HAND OUT RELEVANT PAPERWORK TO PARENTS IF NOT ALREADY EMAILED

AFTER THE GAME

- COLLECT GOAL UMPIRES SCORECARDS AND HAND TO UMPIRES TOGETHER WITH GAME SHEET AND **SJFC ENVELOPE** (HOME GAMES ONLY), YOU MUST STILL HAND THE SCORECARD TO UMPIRE/S AT AWAY GAMES.
- 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)
- PLACE IN MATCH PAPERWORK ENVELOPE FOR THE CLUB
 - SURPLUS MATCH FEES/OTHER MONEY COLLECTED
 - MATCH RECEIPT FORM
 - COPY OF TEAM SHEET
 - INJURY REPORTING FORMS
 - MATCH DAY GROUND CHECK (if applicable)

DON'T FORGET TO DELIVER KJFC MATCH ENVELOPE AND FAIREST AND BEST ENVELOPE TO THE REGISTRARS BOX EACH SUNDAY, NO LATER THAT 5.30PM

THEN PLEASE COMPLETE THE MATCH RESULTS FORM ON THE KJFC WEBSITE BY SUNDAY EVENING AFTER YOUR GAME
