



## TEAM MANAGER – MATCH DAY CHECKLIST

### PRE-GAME

- Complete FootyWeb Team Sheets and ensure 2 copies are on hand for match day.
- Confirm host club representative has completed JLT Match Day Checklist.
- Contact game day volunteers & confirm duties (as listed on reverse)
- Locate opposition Coach & Manager (Identify changerooms, toilets & facilities)
- 
- 
- 

### HALF TIME

- Escort Umpires off ground to changerooms
- 
- 

### FULL TIME

- Escort Umpires off ground to changerooms
- Complete Game Day Environment form (online)
- Confirm post game process is completed as per relevant competition (submit interchange reports, update team sheets etc).
- Check in with Umpires to confirm any changes to Team Sheets, payment, match ball returned to home side etc.
- 
- 
- 





# MATCH DAY VOLUNTEERS' LIST

FOOTBALL COMMISSION INC.

## 1<sup>st</sup> Aid

- Identify vehicle access
- Stretcher taken to interchange area
- 1<sup>st</sup> Aid Kit stocked and Ice available
- Stretcher taken to interchange area
- 
- 

## Volunteer Role:

- 
- 
- 
- 
- 

## Volunteer 2:

- 
- 
- 
- 
- 

## Notes:

- 
- 
- 
- 
- 
- 
- 

