

## Convicts Team Managers – GAME DAY CHECKLIST

Convicts Team:

Opposition:

Date:

### BEFORE GAME DAY

What	Details	By	Tick
Player Availability	Check player availability	Tuesday PM (for Wed Training)	
Delegate Team Manager responsibilities	If you are unable to attend game, please delegate responsibilities	Wed PM (training)	
Transport	Manage transport as required. May be encouraging car pooling. May require organizing lifts.	Wednesday training	
Organize game	For 'Halligan' games, confirm game (coaches to assist)	Thursday	
Organize Ref - home games	Delegate or co-ordinate as required	Friday PM	
Game Jersey's	Jersey's cleaned and checked all available (22 preferably numbered 1-22).	Friday PM	
Re-stock Med Kit	Liaise with physio and any nurses	Check at least fortnightly – before game	

### ON GAME DAY

What	Details	By	Tick
Medical Kit - strapping tape - electrical tape - Vaseline	Available to Physio or use by people to assist for strapping or injuries	At least 1 Hr prior to kick-off	
Game Kit - 1*Match Ball - 4*Training Balls - At least 8 cones - At least 2 Tackle Pads - Ball pump & needles - Kicking tee	- Balls pumped up - Assist coach where required - Co-ordinate recovery of gear following game	1 Hr prior to kick-off	
Water bottles & Carryers	2 carryers each full of full water bottles and full water container to keep water full throughout game. Ready for warm-up	1 Hr to kick-off. Refill for kick-off	

Physio	Introduce yourself as the main team contact. Provide the medical kit and ice to them too	30 mins before kick-off	
Game Jersey's	Laid out and ready for players to pick up	45 mins to kick-off	
Ice	Available for use after injury	By Kick-off	
Score sheet	Write up team on list & provide to coach (may ask to keep sheet up to date). Signed by ref and opposition coach after the game	By kick-off	
Ice bucket, zip lock bags and plastic wrap (gladwrap)	Available for ice	By kick-off	
Water runners	At least 2 people to run water	By kick-off	
Linesman (touch judge)	At least 1 person run the touch	By Kick-off	
Assist injured & Co-ord Ambulance/Hospital		As required	
Anything directed by coach		As required	

### AFTER GAME DAY

What	Details	By	Tick
Score sheet	Keep a copy of the score sheet	Sunday evening	
Subbies website update and phone in		Sunday evening	
Tracking stats (incl B&F)	Record and keep up to date records of players who played (score sheet), points scored, try scorers and coaches' allocated Best & Fairest - Use for presentation night	Following game over the whole season.	

### GAME DAY KIT BAG CHECKLIST

3 training balls	Kicking Tee
1 match ball	Electrical tape
1 pump	
jerseys	
2 pads (min) as per coach	
Water container	
2 x sets of water bottles (16)	
Ice container	
Ice	
Medical Kit	