APPENDIX 8 – MANAGER GAME DAY CHECKLIST

What to do	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
BEFORE GAME										
Pick up Scorecard (First Named Team)										
Check scorecard is correct, all players correct and sign back										
Touch base with rostered parent and show them how to score or time (Use Duties if required)										
Give Fairest & Best Voting Slip to scorer/timer										
Pay Umpire (Sat our own, Mon JNA's)										
DURING GAME										
Appoint carer for any injury time										
check score sheet and update positions at each interval										
Call JNA convenor if necessary										
Check on parents and touch base with them about photos and coaching from sidelines										
AFTER GAME										
Confirm scorecard is filled out correctly										
Record any injuries on the back of the scorecard										
Retrieve Fairest & Best vote from scorer/timer and seal envelope										
Put Fairest & Best vote into club box at JNA match office										
Keep a record of which players were absent and who played										
If you are the last game of the day, make sure goal post covers and chairs are returned to match office										

APPENDIX 9 – GAME DAY RECORDING

Players Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	How many carnivals?
FILL IN PLAYERS																