

# Gunners Soccer Club

## Committee – Match Day Checklist

- ❑ **Bensley Facility:** Open clubhouse, toilets, dressing room, referees room & gate to Field 2. On Saturday, you also need to open back storage room for the SSG goals.
- ❑ **Inspect Fields:** Ensure there is no dangerous or sharp objects on the fields (check playing field for foreign objects, tape, bottles, cans etc).
- ❑ **Match Card** – Check list of games for the day & prepare Match Cards.
- ❑ **Open Canteen:** Make sure tilt is in place.
- ❑ **BBQ:** Ensure helpers are ready to start.
- ❑ **Rubbish Bins:** Arrange for bins to be placed around the fields
- ❑ **Match Balls** – Hand out match balls when referee or home team request them. Remind them they need to return the match balls to canteen after the match.
- ❑ **Club Official Jacket (Green):** Once the games commences need to wear the official jacket and be near the field of play in case the referee needs assistance.
- ❑ **Assist Referee:** Referee may need assistance for different reasons.
- ❑ **Referees Fees - Receipt from Team** – The home team is responsible to pay referee fees. Calculate total fees required, Collect fees, issue receipt and record details on Referees Fees record sheet.
- ❑ **Referees Fees - Payment to Referees** – Pay referees fees when required. Referees need to provide their number only. Name is not required due to privacy.
- ❑ **Equipment Sales**
- ❑ **Tilt & Float:** Regularly check tilt during the day and ensure anything in excess of float is put into the black box located in the office.  
Keep float in tilt, count takings at end of day and pass on to Alison (Treasurer).

### First game of the day on each field

- ❑ **Set up field:** This is performed by the first team playing on the field. Committee member needs to know where the equipment is located.
- ❑ **U6 – U11:** Set up SSG Goals, nets, corner post etc.

### Last Game of the day on each field

- ❑ **Pack up Equipment:** This is performed by the last team playing on the field. Pull down SSG Goals, nets, corner post and bring garbage bins in to the storage room.  
Committee member needs to know remind teams where the equipment is to be returned.
- ❑ Clean up - ensure no rubbish around the fields and canteen
- ❑ Empty all bins

❑ Lock up