

# Gunners Soccer Club

## Manager / Coach Checklist

### Every Game

- ❑ **Match Card** – This must be completed prior to kick off. List all players on the card, as you will not be allowed to add to the list once the game commences. Make sure the opposition manager gets it at least 15 minutes before kick-off.
- ❑ **Player ID** – Please check the opponent player ID before the match and ensure your player ID are available for inspection.
- ❑ **Referee** – For home matches ensure there is an official referee – otherwise arrange for one at least 10 – 15 minutes prior to kick-off.
- ❑ **Official Team Vest (Orange)**: One representative (other than the Coach & Manager) from the team must wear the official team jacket for the duration of games (home & away).
- ❑ **Coach Vest (Blue)**: Must be worn by the coach for the duration of the game.
- ❑ **Match Balls** – Home team supplies at least two match balls.  
Match Balls will be available from the canteen when playing at Bensley. Please ensure the match balls are returned to the canteen after the match.
- ❑ **Match Fees** – The home team is responsible to pay referee fees. This should be paid at half time of all home matches – please ensure you get a receipt at the time of payment.
- ❑ **Dugout (Technical Area) & Dressing Room**: Please ensure these areas are left in a tidy state before you team leaves (ensure all rubbish is removed).
- ❑ **Canteen \ BBQ (Duty Team)** – Refer to Canteen \ BBQ check list.

### Additional duties for Home Matches

#### First game of the day on each field

- ❑ **Set up field**: Put up SSG Goals, nets, corner post etc. and place garbage bins in suitable areas. Check playing field for foreign objects (tape, bottles, cans etc).

#### Last Game of the day on each field

- ❑ Pull down SSG Goals, nets, corner post and brings garbage bins in to the storage room.