

# Seasonal Fixtures Checklist

*A checklist guide to ensure you have all the information to assist you with managing a sporting team for a seasonal fixture.*

## COACH/MANAGER MEETING

- Team Goals
- Team Trainings
- Team Calendar
- Budget

## PLAYER AND PARENT CONTACTS

- Data Base
- Phone List
- Team Share Options/Apps
- Custody or Parental Alternatives

## INDUCTION WITH PLAYERS AND PARENTS

- Provide Coach Contact
- Provide Manager Contact
- Provide Club/Association Contact
- Contact Responsibilities
  - First point of contact – illness/injury, conflict
  - Who is to contact
- Registrations Complete
- Medical Information Complete
- Uniforms
- Fixtures Draw/Grading
  - When available
  - Proposed Schedule
  - Fixture Address/Time
- Code of Conduct – Player, Parents, Coach, Manager Understood and signed
- Parent Expectations for training
- Parent Expectation for games
  - Scoring
  - Timing
  - Fruit
  - Uniforms – washing
  - Create and Distribute Roster
- Parental Skill set – coaching, manager, marketing/promotions
- Welcome Activity
- Fundraising Activities
- End of Year Presentation

## TRAINING EQUIPMENT

- Post/Goal Pads
- Balls/Bats/Other
- Cones/ Bibs/Patches
- First Aid

## PLAYERS

- Attendance
- Injury/Illness
  - Injury/Illness at training
  - Inform Parent/Guardian
  - Complete Injury Form
  - Follow up
- Unavailability for Fixture
  - Information to distribute

## PARENTS

- Information to distribute
- Confirm Roster Allocations
- BBQ/Volunteer

## GAME DAY

- Post/Goals
- Post/Goal Pads
- Balls/Bats/Other
- Uniforms
- Confirm Field/Court Allocation
- Water Bottles
- Fruit
- Scorer/Timer
- Results/Scoresheet
- Injury/Illness
  - Inform Parent/Guardian
  - Complete Injury Form
  - Follow up
- Confirm Training or Amendments