**Date –**

Take **team bag with first aid kit, flags and game ball**

Provide team sheet to opposition manager and one for the umpire – so print 3 in total.

Make sure all players are wearing the correct jerseys – refer to team sheet

**Field Umpire –**If no league umpire appointed by Thursday before game, then we need to provide an umpire for our game. One from opposition and one from Cats. Make sure Umpire has a whistle – there are spare ones in the kit bag

**Boundary Umpire -**

**Goal Umpire -**Give the Goal umpire flags and pen/paper to take down scores.

Ask 3 parents to select Best on Ground and collect results – top 5 with 5 points for best down to 1 point for 5th. Enter these results onto PlayHQ when completing your results. Click the 3 dots in the top right corner of your game day results on PlayHQ.

Get Best on Ground from Coaches after game and put those results on PlayHQ. Need to be top 5 with 1 being best down to 5.

Player of the match. Have certificate ready and whatever sponsor vouchers we have been given for the season.

Get one of the parents to keep time and do hooter at home games. Game times vary across age groups. Check Rules sheet for quarters and break times.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Score | Cats |  |  | Opposition |  |  |
|  | Goals | Behinds | Total | Goals | Behinds | Total |
| Q1 |  |  |  |  |  |  |
| Q2 |  |  |  |  |  |  |
| Q3 |  |  |  |  |  |  |
| Q4 |  |  |  |  |  |  |

Enter results and awards into PlayHQ. This needs to be updated by midnight on game day, after the game for that week is locked and you can’t get back to that game to enter results after that time. Also club will receive a $100 fine if not done by midnight.

If a club umpire is appointed for a **home game**, then they will need to complete an Umpires Report. Use the link on the Coaches and Managers page of the Belconnen Cats website. Top 3 players from match should be agreed upon by both umpires.

Check final scores with opposition. When entering into PlayHQ they have to be cumulative   
Check goal kickers as these also need to be entered into PlayHQ.