

Team Bath Buccaneers First Team Manager reminders:

September 2015 (version 1) based on a 1pm Sunday start.

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| TIME |  ACTION |
| 11.30am | Meet the opposition and direct them to changing room |
| 11.30 - 11.45am | Greet the Two Umpires and Match officials in Café and offer them a drink\* and give them each a copy of the match programme usually 75 minutes before pushbackNB Tony Shepherd takes on this role at certain home games |
| 12.00pm | Check with Jody that there is no change to the team and give the team sheet to Match Official |
| 12.10pm | Make sure that players have correct shirt numbers and there are no injuries |
| 12.15pm | Put out table and chairs for Match Official and naughty chairs.(wipe if wet) |
| 12.40pm | Ask Jody for starting line-up and give the 11 names to MO. |
| 12.45pm | Make sure there is ice available for both teams |
| 1.00pm | Start time |
| 2.30pm | After the match completion, check scorers, cards and sign match report |
| After match | Thank and direct officials and opposition team to the Lime Tree and provide them with vouchers |
| Lime Tree | Offer Officials a complimentary drink\* and make sure all meals are ready. Collect back any unused vouchers/coins |
|  | \* = keep receipt and claim expenses through DH |
| Next Day | Email Match sheet to West Hockey  |
| BAG SUPPLIES | Match report sheet (and spare blank form)Spare Ice packsPlayer registration photosFirst aid kit |