

GAME MANAGEMENT CHECKLIST
FALL
CROSS COUNTRY DUAL, TRI, OR QUAD MEET

GAME MANAGER _____ **DATE** _____

MEET/SCORE _____ **TIME** _____

PRE-MEET/COURSE SETUP

- _____ Measure and mark course day before
- _____ Paint
- _____ Cones (20)
- _____ Pole
- _____ Hammer
- _____ Rope

PERSONNEL

- _____ Referee
- _____ Starter
- _____ Clerk or Course
- _____ Chute Inspectors
- _____ Callers
- _____ Course Inspectors
- _____ Timers
- _____ Marshal
- _____ Scorer
- _____ Trainer

EQUIPMENT NEEDED

- _____ Place numbers (1 boys set & 1 girls set)
- _____ Numbers
- _____ Pins
- _____ Gun
- _____ Shells
- _____ Stop Watch (multiple timer with print out)
- _____ Quick Score Cards
- _____ Time Sheet
- _____ Result Sheet
- _____ Pencils
- _____ Clipboards

EMERGENCY INFORMATION

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

_____ EMT

OTHER: Unsportsmanlike behavior- coaches, teams, spectators etc.

**GAME MANAGEMENT CHECKLIST
SOFTBALL**

PRE-GAME SET-UP

- _____ Grass cut
- _____ Lines on field
- _____ Corner Cones
- _____ Cages/ pegs for cages
- _____ Horn
- _____ Clock
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ Greet officials

PERSONNEL

- _____ Timer
- _____ Scorekeeper (Coach's duty)
- _____ Trainer - _____

POST-GAME

- _____ Trash removed
- _____ Equipment secured

OFFICIALS

JV _____

V _____

Commissioner: Laura Beaver 437-6800
Security: 764-2400 Transportation: Area III (before 4:30pm) 204-2058

OTHER: Unsportsmanlike behavior- coaches, team spectators, etc.

**GAME MANAGEMENT CHECKLIST
FOOTBALL**

GAME MANAGER _____ DATE _____

F GAME/SCORE _____ TIME _____

JV/V GAME/SCORE _____ TIME _____

PRE-GAME/FIELD SET-UP

- _____ *Field marked on Thursday (in case of rain, Friday)
- _____ Grass cut
- _____ Yard line markers out
- _____ Pads on goal post
- _____ Water on for teams (water key needed) - quick connects, hose, etc.
- _____ Cover for track protection-plywood/ rubber tarp, etc.
- _____ Cover drains and other hard surfaces
- _____ Ticket booth set up (sign, lights, desk, and chair)
- _____ Chain and lock all non-entrance gates
- _____ Check visitors' locker room (clean, paper, chalkboard, drinks)
- _____ Check officials' locker room
- _____ Flag
- _____ Stadium lights on, when needed

PRESS BOX SET-UP

- _____ Clean and empty trash
- _____ PA system set up
- _____ Scoreboard on - check board in press box, on and working (control board)
- _____ Telephone, radios, phone #'s of other press boxes, EMT
- _____ Programs
- _____ Roof door open for filming crews
- _____ Restrict roof for filming coaches (Keep arm-chair QBs in bleachers)

ADMINISTRATIVE GAME DETAILS

- _____ Meeting visiting team
- _____ Meet Officials
- _____ Administrative coverage/police security
- _____ Cheerleader information
- _____ Program distribution and collection for cheerleaders or boosters
- _____ Reserved seats
- _____ Parking attendants for buses, officials, administrators, or boosters
- _____ Assist boosters
- _____ Announcers packet

PRE-GAME

- _____ Band Practice (5:30 pm)
- _____ Specialist on field (6:30 pm)
- _____ Coin toss (7:05 pm)
- _____ Teams leave the field for band activity (7:10 pm)
- _____ Teams back on field for introductions (7:25 pm)
- _____ Starting line ups (7:26 pm)
- _____ National Anthem (7:28 pm)

HALF TIME

- _____ Coordinate 20 minutes with band, cheerleaders, dance team, and other special events
- _____ Teams and Officials to locker rooms

POST GAME

- _____ Equipment secured
- _____ Press box clean and locked
- _____ Game field and team benches cleaned
- _____ Tickets boxes secured in vault
- _____ Stadium lights turned off
- _____ Ticket Manager

OFFICIALS

F _____

JV/V _____

Commissioner: Bill Nunnally H# 323-4162 W# 359-2110
Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER: Unsportsmanlike behavior- coaches, team spectator, etc.

GAME MANAGEMENT CHECKLIST TENNIS

Match: _____ Time _____ Date _____

PRE-MATCH SETUP

- _____ Arrival time, check with visiting team, AD, or coach
- _____ Sweep or squeegee courts, if necessary
- _____ Pick up trash, tennis can lids and small pebbles
- _____ Check net heights, measure net at center straps
(put center straps on and correctly adjust them)
- _____ Post signs near entrance gates which state days and times of matches and practices
- _____ Provide a water cooler with ice and water, cups towels
- _____ Towels, ice, and water (if a player is injured or gets overheated)
- _____ 9 cans of new balls/one for each varsity match (coordinate with coach)
- _____ 1 hopper of practice balls
- _____ Small table designated for headquarters

BEFORE MATCH

- _____ Welcome teams, give directions to restroom, locker room facilities
- _____ Briefly highlight rules, such as, foot faults, line calls, and any local “ground rules”
- _____ State areas where spectators may and may not be
- _____ Official score sheet on clipboard, update with changes and scores
(Coaches should exchange line ups before match and notify each other of exchanges due to injury etc., before double matches begin)
- _____ Introduce coaches
- _____ Announce lineups and pair-up player’s #1-#6
- _____ Begin matches with a 1 minute warm-up with opponent for singles competition

DURING MATCH

- _____ Move around to all the courts for crowd control and to encourage good sportsmanship on and off the court
- _____ Officiate or review tie break, if necessary

POST MATCH

- _____ Checks scores
- _____ Put away equipment
- _____ Call scores to newspapers

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER: Unsportsmanlike behavior – coaches, team spectators, etc.

**GAME MANAGEMENT CHECKLIST
WINTER
BASKETBALL**

GAME MANAGER _____ DATE _____

F GAME/SCORE _____ TIME _____

JV/V GAME/SCORE _____ TIME _____

PRE-GAME SET UP

- _____ Bleachers out on both sides and side baskets up
- _____ Dust floor and/or wet mop
- _____ Clean lobby, lobby bathrooms, and drinking fountains
- _____ Team dressing rooms prepared/board and chalk
- _____ Entryway checked and opened
- _____ All necessary doors closed and secured
- _____ Scoring tables and banner
- _____ Team chairs- 15 on each side
- _____ Gym lobby- 2 tables, 2 chairs for ticket sales (barricade or folding table if necessary)

ADMINISTRATIVE

- _____ Set up scoreboard
- _____ Set up PA
- _____ Set up possession clock
- _____ National Anthem (Tape or student performers assigned)
- _____ Ticket boxes from Finance Officer
- _____ Ticket signs
- _____ Announcer information/schedule

PERSONNEL

- _____ Scorekeeper
- _____ Announcer
- _____ Ticket Sellers _____ (Arrival Time _____)
- _____ Security/Police
- _____ Administrative assignments
- _____ Student helpers
- _____ Booster club/Concession stand
- _____ Trainer
- _____ Greet visiting teams and show them to their team rooms
- _____ Greet officials – give them key to their room

HALF TIME

- _____ Coordinate half time with cheerleading coach, dance team sponsor, and other performing groups
- _____ Open team rooms
- _____ Direct officials to nearby room
- _____ Provide drinks for officials
- _____ Notify both teams that there are only 3 minutes left

DURING GAME:

- _____ Monitor behavior of coaches, athletes, and spectators
- _____ At designated time pick up ticket boxes from ticket sellers and secure

AFTER GAME

- _____ Coordinate clean up with custodians
- _____ Put all equipment in storage room
- _____ Turn off the PA system and scoreboard
- _____ Walk the official s to their room and get their key

OFFICIALS:

- F _____
- JV _____
- V _____

Commissioners: Girls, Stan Borris 425-5433; Boys Cecil Hurst 692-6843
 Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER: Unsportsmanlike behavior – coaches, team spectators, etc.

GAME MANAGEMENT CHECKLIST SWIMMING AND DIVING

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

PRE-MEET SETUP

- _____ Host school contacts visitors to establish lanes
- _____ Determine number of lanes used
- _____ Determine placement of diving (if double meet occurs at a small pool, first meet should have last and second meet should have diving first to save time)
- _____ Fill-in official time cards day before the meet
- _____ Prepare official meet sheet the day before the meet

SECURE OFFICIALS

HOME TEAM (1 each)

- _____ Referee
- _____ Starter
- _____ Stroke and Turn Judges
- _____ Scorer/Diving Announcer
- _____ Chief Timer
- _____ Timers (12)
- _____ Diving Judges (3)
- _____ Assistant Diving Scorer

VISITING TEAM (1 each)

- _____ Stroke and Turn Judges
- _____ Scorer
- _____ Diving Scorer
- _____ Diving Judges (2)
- _____ Timers (12)

CHIEF TIMER

- _____ Line up timers (15 minutes before start)
- _____ **2 home and 1 away times in away lane**
- _____ **2 away and 1 home timers in home lanes**
- _____ Check watches for operating condition, have back up watches
- _____ Prepare lane time materials –clipboards, pencils program
- _____ Have starter conduct a time check
- _____ During competition, watch timers carefully for proper technique
- _____ Constantly check every lane for accuracy and speed
- _____ Collect time cards after each race
- _____ Deliver time cards to Time Recorder/ Scorekeeper
- _____ Following meet, collect all watches, clipboards, pencils

REFEREE

_____ Observe feet entry into pool during warm up, diving only with coach's supervision from under the blocks

SCOREKEEPER

_____ Receive all time card

_____ Record place winners on score sheet

_____ Keep running team score

_____ Following meet assemble team cards for respective coaches

_____ Submit scores to newspaper

EMERGENCY INFORMATION

Security: 764 2400 Transportation: Area III (before 4:30pm) 204 4058

OTHER Unsportsmanlike behavior- coaches, team spectators, etc.

**GAME MANAGEMENT
TRACK AND FIELD- INDOOR
DUAL, TRI, OR QUAD MEET**

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

PERSONNEL

- _____ Scorers (2)
- _____ Announcer (1) – order of events (PA system/radios)
- _____ Trainer
- _____ Hurdle setters & block setters
- _____ Runners

TRACK EVENT OFFICIALS

- _____ Clerk of course (1)
- _____ Head timer or referee (1)
- _____ Timers (7)
- _____ Judges (3)
- _____ Inspectors
- _____ Starter

FIELD EVENT OFFICIALS

- _____ Shot put Event Judge (1) Helpers (2-3)
- _____ Pole Vault Event Judge (1) Helpers (2)
- _____ High Jump Event Judge (1) Helpers (2)
- _____ Long Jump Event Judge (1) Helpers (2-3)
- _____ Triple Jump Event Judge (1) Helpers (2-3)

EQUIPMENT NEEDED

- _____ Team score sheet (boys/girls)
- _____ Track heat sheets
- _____ Field sheets
- _____ Starter gun _____ 2 boxes of shells (50 shells @)
- _____ Stop watches 8-10
- _____ Blocks 6-8
- _____ Clip boards (1 for each official with duties and rules listed)
- _____ Pencils
- _____ Whistles 2
- _____ Blocks
- _____ Hurdles 60
- _____ Shot Put (Boys and Girls) + (1 100' Tape Measure)
- _____ Long Jump (1-2 Rakes) (1 100' Tape Measure)
- _____ Triple Jump (1-2 Rakes) (1 100' Tape Measure)

_____ High jump Standards, Crossbar, Pads (1 50' Tape Measure)
_____ Pole Vault Standards, Crossbar, Pads 1 50' Tape Measure)

EMERGENCY INFORMATION

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER Unsportsmanlike behavior – coach, team spectators,

**GAME MANAGEMENT CHECKLIST
WRESTLING**

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

PRE-MATCH SET UP:

- _____ Home side bleachers pulled out
- _____ All baskets up
- _____ Scorers tables in front of bleacher, attach banner to tables
- _____ Lobby cleaned
- _____ Lobby bathrooms cleaned and opened
- _____ Team rooms cleaned and opened
- _____ Place 15 chairs on each end of the gym underneath baskets
- _____ All necessary doors closed and locked

SCORER'S TABLE

- _____ Hook up and turn on scoreboard with wrestling overlay
- _____ Hook up microphone and turn on
- _____ Put 2 injury clocks on the table (batteries will have to be put in clocks)

ADMINISTRATIVE

- _____ Coordinate with coach for mat set up
- _____ Hold weigh-in. Sign certification sheets
- _____ Greet visiting teams and escort them to their locker rooms
- _____ Greet officials and escort them to their designated area
- _____ Set up for ticket sales (Time _____)
- _____ Admission signs on tickets tables
- _____ Coordinate with booster club-concessions stands
- _____ Announcers information
- _____ National anthem

POST MATCH OFFICIALS

- _____ Put away scorers table, microphone, scoreboard, clocks
- _____ Turn off microphone and scoreboard
- _____ Notify custodial staff of completion of match

JV _____

V _____

Commissioner: Mike Ingrayo H# 560-9278 W# 637-5116

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

COMMENTS: Unsportsmanlike behavior – coaches, team spectators, etc.

**GAME MANAGEMENT CHECKLIST
SPRING
BASEBALL**

GAME MANAGER _____ DATE _____

JV GAME/SCORE _____ TIME _____

V GAME/SCORE _____ TIME _____

PRE-GAME SET UP

- _____ Set up PA
- _____ Set up scoreboard
- _____ Flag up on pole
- _____ Lines on field
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ National Anthem set up
- _____ Ticket boxes from finance
- _____ Greet officials
- _____ Field lights on, when needed

PERSONNEL

- _____ Scorekeeper
- _____ Announcer
- _____ Ticket seller- _____
- _____ Trainer- _____
- _____ Snack bar/Booster club

PRE-GAME

- _____ 5 minutes before game time, equipment check with official
- _____ Drinks to officials, check with boosters

POST-GAME

- _____ Turn off PA system
- _____ Turn off scoreboard
- _____ Equipment secured
- _____ Press box locked
- _____ Field lights turned off
- _____ Trash removed

OFFICIALS:

Commissioner, Wilbur Jones H# 978 3601

Officials, John Porter W# 978-0101

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER:

**GAME MANAGEMENT CHECKLIST
LACROSSE**

GAME MANAGER _____ DATE _____

JV GAME/SCORE _____ TIME _____

V GAME/SCORE _____ TIME _____

PRE-GAME

- _____ Bathrooms clean/open (if applicable)
- _____ Visiting team dressing room set up (if applicable)
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ Flag on the pole
- _____ Lines on field
- _____ Goals on field
- _____ National Anthem set up
- _____ Scoreboard turned on press box, microphone set up
- _____ Ticket boxes from finance
- _____ Greet Officials
- _____ Field light, on when needed
- _____ Equipment Needed: (Coaches duties)
- _____ Clock & stopwatch
- _____ Score book
- _____ Horn

PERSONNEL

- _____ Scorekeeper
- _____ Announcer
- _____ Ticket seller- _____
- _____ Trainer _____
- _____ Snack bar/Booster Club
- _____ Timer

PRE-GAME

- _____ Warm up time 20-30 minutes before game time
- _____ 5 minutes before game time, equipment check with official

HALF-TIME

- _____ Drinks for officials

POST-GAME

- ___ Remind coach to call in scores
- ___ Goals moved and secured
- ___ Trash removed
- ___ Equipment secured
- ___ Press box locked
- ___ Stadium lights turned off
- ___ Ticket box in vault or secured

OFFICIALS

JV _____

V _____

___ Girls: Nancy Smalley, H# 506-8503 W#556 8208

___ Boys: Paul St. Germain H# 222-9125 W# 968-1813

Security: 764-2400 Transportation: Area III (before 4; 30pm) 204-4058

OTHER

**GAME MANAGEMENT CHECKLIST
SOCCER**

GAME MANAGER _____ DATE _____

JV GAME/SCORE _____ TIME _____

V GAME/SCORE _____ TIME _____

PRE-GAME SETUP

- _____ Bathrooms clean/open (if applicable)
- _____ Visiting team dressing room
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ Scoreboard turn on press box microphone set up
- _____ National Anthem set up
- _____ Ticket boxes
- _____ Flag up on pole
- _____ Lines on field
- _____ Goals on field, corner flags in place
- _____ Greet officials
- _____ Field lights on, when needed

PERSONNEL

- _____ Scorekeeper/Clock operator
- _____ Announcer
- _____ Ticket seller _____
- _____ Trainer _____
- _____ Snack bar/Booster Club

PRE-GAME

- _____ Warm up time 20-30 minutes before game time
- _____ 5 minutes before game time, equipment check with officials

HALF-TIME

- _____ Drinks for officials

POST-GAME

- _____ Remind coach to call in scores
- _____ Goals moved and secured
- _____ Trash removed
- _____ Equipment secured
- _____ Press box locked
- _____ Stadium lights turned off
- _____ Ticket box in vault

OFFICIALS

JV _____

V _____

Commissioner: Paul Bower H# 754-9684, W# 631-1800

Scheduling: Joe Shabelski H# 204-0753

Security: 764-2400; Transportation: Area III (before 4:30pm) 204-4058

Press Box 476-5884

OTHER Unsportsmanlike behavior – coaches, team, spectators,

**GAME MANAGEMENT CHECKLIST
SOFTBALL**

GAME MANAGER _____ DATE _____

JV GAME/SCORE _____ TIME _____

V GAME/SCORE _____ TIME _____

PRE-GAME SET UP

- _____ Grass cut
- _____ Lines on field
- _____ Bases in place
- _____ Pitching rubber in place
- _____ Rake field if necessary
- _____ Trash cans on field sidelines

ADMINISTRATIVE

- _____ Greet officials
- _____ 5 minutes before game time, equipment check with official

PERSONNEL

- _____ Scorekeeper (Coach's duty)
- _____ Trainer - _____

POST-GAME

- _____ Remind coach to call in scores
- _____ Trash removed
- _____ Equipment secured

OFFICIALS:

JV _____

V _____

Commissioner: Karl Beyer Rec# 360-0695, Beeper (202) 901-9116

FAX # (301) 297-5230

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER Unsportsmanlike behavior- coaches, team spectators, etc

**GAME MANAGEMENT CHECKLIST
TRACK AND FIELD – OUTDOOR
DUAL, TRI, OR QUAD**

GAME MANAGER _____ DATE _____

MEET/SCORE _____ TIME _____

FIELD EVENT OFFICIALS

- _____ Shot put Event Judge (1) Helpers (2-3)
- _____ Pole Vault Event Judge (1) Helpers (2)
- _____ High Jump Event Judge (1) Helpers (2)
- _____ Long Jump Event Judge (1) Helpers (2-3)
- _____ Triple Jump Event Judge (1) Helpers (2-3)

EQUIPMENT NEEDED

- _____ Team score sheet (boys/girls)
- _____ Track heat sheets
- _____ Field sheets
- _____ Starter gun _____ 2 boxes of shells (50 shells @)
- _____ Stop watches 8-10
- _____ Blocks 6-8
- _____ Clip boards (1 for each official with duties and rules listed)
- _____ Pencils
- _____ Whistles 2
- _____ Blocks
- _____ Hurdles 60
- _____ Shot Put (Boys and Girls) + (1 185' Tape Measure)
- _____ Long Jump (1-2 Rakes) (1 100' Tape Measure)
- _____ Triple Jump (1-2 Rakes) (1 100' Tape Measure)
- _____ High jump Standards, Crossbar, Pads (1 50' Tape Measure)
- _____ Pole Vault Standards, Crossbar, Pads 1 50' Tape Measure)

EMERGENCY INFORMATION

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

OTHER Unsportsmanlike behavior – coach, team spectators, etc.

CANCELLATION CHECKLIST

SPORT _____

DATE _____ TIME _____ PLACE _____

RESCHEDULE DATE _____ TIME _____ PLACE _____

SCHOOL PERSONNEL

- _____ Principal
- _____ Opponent's Activities Director
- _____ Head Coach
- _____ Administrators on duty
- _____ Band director
- _____ Trainers
- _____ Dance Team Sponsor
- _____ Cheerleading Coach
- _____ Transportation
- _____ Security
- _____ PA Announcement to Staff/Student

SUPPORT PERSONNEL

- _____ Custodial Staff
- _____ Team Doctors
- _____ Boosters
- _____ Security/Police
- _____ Performing Groups
- _____ Special Guests

GAME PERSONNEL

- _____ Officials
- _____ Chain Crew
- _____ Announcer
- _____ Scorer
- _____ Timers
- _____ Volunteers
- _____ Ticket Takers
- _____ Student Technicians
- _____ Site Location (pool/indoor track)

COMMUNITY

- _____ Hotline
- _____ Police
- _____ Newspapers
- _____ Radio Station