



# Leicester City and County Girls Football League



## Team Manager's Match Preparation and Match day Checklist

This document is meant as a guide for all managers' on how to prepare for matches. This is meant as a guide for the home team manager. However if you are the away team and have not been contacted by the Thursday before the match then please do not hesitate to contact the home team manager/secretary.

### Monday before Match day

On Receipt of referee confirmation e-mail, ensure pitch is available for use and confirm time of kick-off with your club. Contact opposition manager/secretary and referee by text, phone call or e-mail to confirm time. (All 3 can be used for a belt and braces approach)

Send out a message (text, e-mail) to all members of your team confirming kick-off time and opponents.

In the event of bad weather leading up to a game, keep the opposition, referee and players updated.

### Match day

- a) Arrive in plenty of time to have pitch set-up and ready BEFORE players and opposition turn-up. This includes, corner flags, goals, nets and respect lines.
- b) Welcome the opposition management team, players and parents. If possible offer opposition manager a cup of tea/coffee. Agree when respect handshake will be carried before the match takes place.
- c) Welcome referee to match – introduce teams to referee. Offer referee a cup of tea/coffee if available. Inform referee of respect handshake
- d) Warm-up your team
- e) Ensure your team is ready for action 5 minutes before kick-off in readiness for respect handshake.
- f) KICK-OFF – offer encouragement and support to your team. Applaud good play from both sides.
- g) Half-Time – Provide half-time team talk to your team
- h) KICK-OFF – offer encouragement and support to your team. Applaud good play from both sides.
- i) FULL-TIME – Pay the referee (if you have not paid already)
- j) FULL-TIME – Whatever result, shake hands with opposition manager, team and parents if possible, Shout 3 cheers for "TEAM". Provide full-time team talk to your team.
- k) Logon to league website and complete the on-line match form by 7pm and send a text to John Kavanagh 07849 612402 with match result.

### Manager's Kit

- a) First Aid kit, Balls – including match ball, Bibs, Spare Match Kit, Ear Tape