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
TEennis

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
_____ Great 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 form 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 officials 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