

## Game Administrator Checklist

### Prior to a home game

- Make sure there is a score keeper, a timer, a spotter, and a first aid helper (who brings ice cubes in a gallon ziplock and stands around to help with a bandaid or ice if needed. This is also the person who takes water to the huddle at half time or timeouts).
- Helpers should be on the field at least 20 minutes before the game. Remind helpers to appear neutral and not cheer.
- Type or bring a pre-printed score sheet with own team's names on it, in uniform number order.

If the weather or field is questionable, use your chain of command to make calls. Refs need at least 2 hours notice but the sooner the better.

**One hour before the home game**, arrive for set up which includes:  
(Shed/Goal combos)

- Goals are moved into place (by the players)
- Set up 3 tables as per diagram
- Put 4 chairs at the scoring table
- Set up either the score board on its tripod or our simple score stand. Have a digital kitchen timer as well for penalties.
- Have several new game balls at the table in case one goes into the weeds.
- Put the horn on the table.
- Also good idea to have a rule book on hand in case the table personnel wonders about rules such as what to do in case of a tie.
- Put out Timer Instructions
- Put score sheet and pencils with erasers on table with a clipboard
- Put out 6 cones to mark the field as per diagram
- As you walk the field, check for trash, rocks, anything that might cause a problem
- Provide water—we are now trying the 6 pack totes, or there are the orange coolers that need cups and can be carried in a tote. Have trash cans nearby or tie a trash liner to the table leg.) Water is usually available at the hose on the north side of the field. If not working, use the drinking fountains and turn the head outward.
- Have a med kit ready
- Unlock bathroom. Key is in shed on a nail on the right side near the door hinges.

Greet opposing team and refs and they arrive.

**About 15 minutes before the game**, have the score keeper get the roster for the opposing team. Have the each coach check off the starting players.

**After the game,**

- Have score keeper get refs to sign the score sheet
- Make sure the score keeper goes to each coach for the 3 MVP's for each other's team
- Clean up
- Lock shed, goals, bathrooms

**After a home game**

- Submit game stats to the district website [ctgirlslax.org](http://ctgirlslax.org) *that night* using **password**
- As a courtesy, copy score sheet and send it to the coaches or a parent writing newspaper articles.

Game administrator handles any field or crowd issues. Also think through who would call 911 in an emergency (has never happened with me).

For away games at the high school level it is nice if a parent sits at the scoring table to not only help their team keep correct record of who got what goal or assist but also to keep additional stats for the coach's benefit. Sitting with the other parents also build good rapport throughout the district.