



Captains Match Day Checklist 2014-15

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| Match Subs: | Collect weekly subs from players, £5 players, £3 benchers. Ensure record is kept of non-payers and monies returned to Treasurer. |
| Expenses: | Travelling expenses of £0.15 per mile permissible, (cars must be full – maximum of 5 cars payable). |
| Kit: | Ensure all shirts, physio bag and any other kit is returned to Pavilion on match days and placed outside of kit cupboard. |
| Pitch: | Ensure all training balls, post protectors and flags etc are returned to the container and locked away securely. |
| Match Balls: | Ensure all match balls are returned to pavilion and placed inside kit cupboard. |
| Water Heaters: | Ensure these are switched on prior to match and switched off afterwards. |
| Changing Rooms: | Ensure changing rooms and showers are swept clean, litter placed in bins and emptied if necessary. No kit to be left in changing rooms. |
| Match Card: | Ensure this is fully completed in capital letters (Surname, Forename) signed and handed to referee prior to match. Collect completed card from referee after match. This should then be handed in to be scanned and emailed to League Secretary within 48hours. |
| Result: | Ensure match result and score is phoned in to Russells 0116 2332200 no later than 5pm, include number of tries for each team so bonus points can be applied. |
| Pavilion: | Ensure this is left clean and tidy and all unnecessary electrics switched off and all exit doors and windows locked. |