

Junior Age Group Match Checklist

Leek Hockey Club – England Hockey Championship Match Checklist

Entries for age group competitions typically need to be made by early August. Matches are then scheduled by England Hockey and published on www.englishockey.co.uk.

Useful Contact – Roger Gayes, Junior Hockey Manager: 07703600047

Pre-match day

Activity	Notes
Book pitch	Contact Jules Brooks on 07875561948
Notify opposition of time and pitch details at least 10 days in advance	It is also worth asking the opposition to confirm the colour of their kit and that they are able to provide a level 1 umpire
Update fixtureslive.co.uk with match time and pitch details at least 10 days in advance	A club administrator on fixtureslive needs to do this e.g. Jules Brooks
Team shirts	Arrange to borrow shirts for the team from one of the Saturday teams Blue shirts for home games, white for away games, with matching socks It may be possible to wear blue shirts for away games if this does not clash with opposition colours
Practice balls	Arrange to borrow practice balls from one of the Saturday teams
Match ball	Ensure you have a reasonably good match ball

Drinks bottles	Arrange to borrow drinks bottles and fill with water from one of the Saturday teams
First aid kit	Arrange to borrow a first aid kit from one of the Saturday teams
Arrange umpire(s)	Usually a Level 1 umpire is required by each side but check regulations
Select team and notify via the club website	Confirm meet time and location, kit colour and match fee <i>plus</i> set an expectation for players and parents to go to the home team clubhouse for post-match refreshments Match fee for junior cup competitions is £2 on weekends where there are Saturday matches, otherwise the standard junior match fee of £4 applies
Communicate with players not selected	Clearly inform players within the relevant age group who are not selected the reasons for this and what they can do to improve their chance of selection for future games
Print match report forms	Use forms available at www.englishockeyclub.co.uk under details for age group unless specific forms have been sent by England Hockey by email
Post-match refreshments	If you are playing after a Mens 1st team game ask Jules Brooks to purchase extra pies, otherwise you will need to sort alternative e.g. arrange to put potatoes in the oven before the match
Pitch keys	Contact Pete Cordon to arrange collection of pitch keys unless there is a preceding game; access to Fulmar Centre may also need to be arranged and check whether pitch needs to be locked and/or set-up for football

Clubhouse keys	Arrange for someone to open the clubhouse after the game; all team captains and the Badgers manager should have a set of clubhouse keys
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Match day

Activity	Notes
Open pitch	Gates may also need to be opened; pitch keys are typically hung up on screw in home dug-out
Open Fulmar Centre	It is advised not to leave the Fulmar Centre open throughout the game as there have been issues in the past with other people accessing the building
Complete match report forms	<p>In theory these need to be submitted to the umpires in advance, but in practice they tend to be completed by managers and umpires after the game</p> <p>Keep a track of the score using the match report form during the match</p> <p>Ensure both managers and both umpires sign the form to confirm players and score respectively</p>
Collect match fees	Put in envelope with team sheet and put in metal, locked box in cooler room behind the bar at the clubhouse
Collect team shirts	Need to be counted-in, washed and returned to relevant team captain
Lock pitch	Lock the yellow hut

	<p>Lock pitch gate as required; if the pitch is in use subsequently leave the gate closed but unlocked</p> <p>You may need to pull the nets across the pitch after your match</p>
Check Fulmar Centre is shut	<p>Check the Fulmar Centre for lost property and that it is empty</p> <p>Ensure the outside door of the Fulmar Centre is closed</p>
Return pitch keys	<p>These currently need to be returned to Jules Brooks</p>
Lock clubhouse	<p>Having ensured the clubhouse is tidy, including dishes and tables cleaned, glass dishwasher loaded, lights turned off etc., check the back door is barred shut, window shutters are down and lock the front door</p> <p>If you have an alarm code, turn on the alarm</p> <p>Return keys to the appropriate keyholder</p>
Update fixtureslive.co.uk with result	<p>A club administrator on fixtureslive needs to do this e.g. Jules Brooks, by 10am on the Monday after the match</p> <p>For triangular matches, England Hockey will update the results on receipt of the match report form</p>
Submit match report form	<p>Fax or email a scanned copy of the match report to England Hockey</p>
Write match report	<p>Email leekhccomms@gmail.com with score, scorers and match report by end of the day Sunday.</p>
Update club website	<p>Put score and match report on club website</p>