

Scheduler Worksheet

Opposing team: _____ Region: _____ Level: _____

Scheduler: _____ Manager: _____

Scheduling conversation: _____
(Facebook messenger, email or text. Be sure to write their email or phone number here, too)

Game date: _____ Time: _____ Location: _____

Home ☐ Away ☐ Game added to Crossbar: ☐

Email sent to Michele: ☐ Confirmation from Michele: ☐ (home games only)

Notes: _____

Make

Team Manager Worksheet

Game day confirmation: ☐ Game added to Gamesheet: ☐ (home games only)

Parent assignments Clock: _____ Gamesheet: _____ Box: _____

Girls locker room? Yes ☐ No ☐ Location: _____
(Away Games Only)

Notes: _____

Game Day Management

HOME	AWAY
☐ Check in with opposing team’s Manager ☐ Verified opposing team’s roster ☐ Stop the Bleed bag on home bench ☐ First Aid kit in manager bag ☐ Binder with player information in bag End of Game ☐ Verify coaches and referee’s have signed the gamesheet before submitting ☐ Enter scores into crossbar and MHR	☐ Check in with opposing team’s Manager ☐ Verified our team’s roster ☐ Stop the Bleed bag on visitors bench ☐ First Aid kit in manager bag ☐ Binder with player information in bag End of Game ☐ Enter scores into crossbar and MHR