

WEDNESDAY CHECKLIST

1 WEEK IN ADVANCE

- Check your fixture
- Book officials or reconfirm with them
- For home fixtures requiring payment for umpires/referees complete the green form and hand in to the Student Activities Co-ordinator.
- Announce your team through team sheets using the notice board in the University Sports Centre or at training sessions.
- Communicate your fixture details to the team (e.g. meeting times)

ON THE DAY OF FIXTURE

- Collect any kit or equipment
- Collect umpire/referees fees from the Student Activities Co-ordinator
- Fill out your passenger list and collect £2.00 transport money from each person and leave with Student Activities Co-ordinator before you leave.
- Check if you are sharing transport with any other teams

AFTER FIXTURES

- Hand in score sheet or email result to Students Activities Co-ordinator before 10.00am next day (BUCS reg: 9.1). If there are any protest forms hand these in too.
- Drop off any kit at the drycleaners. We use UClean 129-131 Chorley Old Road, Bolton BL1 3BD. Tell them you are from the University of Bolton Students' Union. After cleaning this will be returned to the Students' Union.
- Start to plan for the next weeks fixture.