

TOWCESTRIANS YOUTH RUGBY – MATCH DAY REQUIREMENTS



NOTES:

1. Before matchday confirm with Fixtures Secretaries/ Committee number of matches to be played and pitch allocation.
2. Confirm that main clubhouse will be unlocked before anticipated arrival of helpers.
3. Suggested timings assume normal start time of 10.30 am, (Junior matches normally kick-off at 11.00 am).
4. Useful to have chalk in kitbag for changing room doors!! Experience indicates that mini teams do not make much use of changing rooms, however Junior teams normally expect to be allocated a changing room for each age group. Home changing rooms are those nearest player's entrance.

Requirement.	Numbers	Timing	Comments
PRE-MATCH: Unlock changing rooms, players' entrance and store-shed. Mark out mini pitches, erect age group signs and completed pitch plan board. Mark out junior pitches with flags. Allocate and mark changing room doors with team names.	2 to 3 people. (Usually coaches)	Start 9.30 am latest.	Keys on large leather fob hanging in physios' room. Signs, plan board, cones and flags in store-shed. Chalk usually on top of changing room door frames.
CAR PARKING: Marshalls to be in place. Indicate changing rooms to visitors.	3 to 4 people.	Start 10.00 am latest.	One person at entrance, one person 'half way' and two to park vehicles as close as possible in four rows. Maintain one way system around main car park in front of clubhouse for parents 'dropping off'.
CATERING: Open serving hatch for tea, coffee etc. Establish numbers for post-match food and issue tickets to coaches/team representatives. Cook food & serve meals at hatch. Clean –up!	2 to 4 people	Start 9.45 am? 12.00 approx.	Prices on permanent display in kitchen. If not possible estimate maximum of twenty per team. Ingredients will be available in the kitchen.
POST-MATCH: All signs, cones and flags to returned to store-shed. Store-shed and players' entrance to be locked.	1 to 2 people.	12.30 approx.	Keys to be returned to original 'hanging nail'!