



Match Checklist

General

- Ensure all players are registered with BI and GABB.
- Have a list of all coach and player BI numbers (this will be on the GABB registration form for your team) – check with Aidan if required.
- Be aware of the GABB rules and regulations for your division – printed copy in the scoreboard for home games.
- Be aware of what fines are imposed on the club for non-compliance – Appendix of GABB rules.
- Immediately inform the executive committee if you have a non-compliant situation.
- Continuously watch fixtures in Spond for changes. Inform John Caulfield (087 9663827) of any home game changes so that the gym booking can be modified accordingly.

Game

- Confirm minimum and maximum players permitted by GABB rules are available to play.
- All coaches to have Basketball Ireland licence on their person for the game.
- For home game, ensure John Caulfield is aware of the match time, including time for warm-ups.
- For games, ensure you have the following:

All Games	Home Games
<ul style="list-style-type: none">• Team Kit• Player BI Numbers• First Aid Kit• Leather ball, warm up balls of the correct size	<ul style="list-style-type: none">• Scoreboard• Scorebook• Table officials – get your parents involved• Ensure the gym floor is clean and safe for all players.• Place chairs for spectators on the sideline, if required.• Place chairs out for home and away team players.• Table Officials table set up.

Post- match

- **For home games**, scan or take a picture of the white score sheet and e-mail to gabbregistrar@gmail.com **within 2 hours** after the game.
- **For home games**, post the result **within 2 hours** of the game to the match link forwarded by the Club Secretary via the club email.
- There are 3 sheets in the score book. The white one stays in the book (take a picture). The one just below is given to the winning team, the second one below is given to the losing team.
- Teach players about etiquette after a game – line up, shake hands, thank referees and table officials.
- Teach your players to clean up the bench after themselves and to leave the dressing room clean.
- Return all chairs, tables etc to the storage locations after the game.
- For home games, do not leave the gym unoccupied.
- Take some pictures and send a brief match report to the club PRO – Fiona.
- Complete an incident report form if needed for any injuries that may have occurred.