

Week of the Game
Daily Check List for Coaches and Administrators

FOR FOOTBALL GAMES

MONDAY

1. **Notify officials and visiting team as to game time, game date, names of all officials, the officials' fees.**
2. News release on week's activity for Tuesday's papers. Local advertising (window cards, radio, school broadcasts, special talks, etc.).
3. Clear details on any special event for this week's game with pep groups, band and any other authority involved.
4. Recheck travel plans if this week's game is away from home. If traveling by school bus, work out in detail. Well-organized trips are the safest. Notify home coach of exact arrival time. Ask for any information desired.

TUESDAY

1. Get program information in hands of printer TODAY.
2. See to any repairs needed on field.
3. Receive report of finances of previous game, concessionaire's receipt and plan with concessionaire anything necessary for week's event.
4. Check to be sure medical personnel will be available for game night (including ambulance).

WEDNESDAY

1. News release for Thursday's paper with pictures if possible.
2. Check with police, county sheriff, etc., on:
 - A. Handling crowd
 - B. Parking
 - C. Time of duty
 - D. Last week's problems
3. Secure travel money if teams are away this week.

THURSDAY

1. News release with line-ups, names, positions, and game time and place.
2. Check with gate handlers, ushers, program vendors, etc., as to assignments, time of duty and emergency action.
3. Secure programs.
4. Have student managers check all game equipment to be used and be sure it is available and in perfect condition.
5. Check on all accommodations for visiting teams and officials.
6. Try out public address system with game announcer present.
7. Check with band director and yell leaders on routine matters.
8. Check field lights and all other lights in area.

FRIDAY

1. Check field as to:
 - A. Marking
 - B. Condition
 - C. Benches
 - D. Decorations
 - E. Sanitation and safety of stands, restraining cables and fences
 - F. Lock all outside gates
2. Check game equipment:
 - A. Game balls
 - B. Officials' equipment for determining legality of ball
 - C. Down box and chain
 - D. Placement and condition of yard markers
 - E. Drinking water
 - F. First aid supplies and stretcher
3. Check with all workers, medical and security personnel as to duties and the time of duty.
4. Make certain of meeting and arranging for needs of press, officials, and visitors.

REMEMBER--Fewer problems arise, less school time is lost, and a better game assured when the pre-game activities are well organized.

REMEMBER TOO--Teach responsibility, citizenship, dependability, sportsmanship, and loyalty **FIRST**, then victory!!!