

Game Day Checklist

Game Day Manager Information:

Name: _____ Email: _____ Phone #: _____

Club Sport: _____ Opponent: _____ Date of Game: _____

	ITEM	DATE COMPLETED
Pre-Game	1. Request an EMT (1 Week in advance) Review policy in HB	
	2. Ensure that fields have been reserved	
	3. Any Items needed for game day should be requested at least 48 hour in advance.	
	4. If needed, ensure that officials have been contacted and know game information (time, location, etc.)	
	5. Examine the field prior to game time to ensure that field conditions are safe	
	6. Ensure all students participating have completed the appropriate registration process. No one should participate in game or scrimmage without being registered for club sport participation.	
	7. Have EMT, officials, ect... Complete Independent Contract Form.	
Post-Game	8. Complete Event Summary form immediately after game. Form can be found on myNU under " RESOURCE TAB. " On the bottom right hand side of the resource page you will find the link for " EVENT SUMMARY "	
	9. Submit Independent Contract Form with Check Request to the Kiernan Center front desk after the game.	
	10. If there was an event of a severe injury or situation that may need immediate attention, please contact John Spanbauer at (716) 286-8055 or (716) 799-9184	
	11. At the completion of all duties, this form should be submitted to the Kiernan Center front desk.	
	12. Please use back of page if there are any other items that you think the administrator for club sport should be made aware of.	

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