

WEEKLY CHECKLIST

This checklist covers the main jobs that will need to be covered each week when preparing for a home game, away game and training sessions.

TRAINING SESSIONS

- Confirm Training Sessions (Field, S&C, Rehab) with AU, Coach or Facility
- Book Changing Rooms if needed / available with Facility
- Make sure ALL Kit and Equipment required is available – may need to discuss with your coach
- Reminder to all members of training sessions
- Twitter
- Facebook
- Text

HOME GAMES

- Confirm Kick Off Time with Facility if it is not going to be the standard kick off you must inform AU, BUCS and opponents
- Confirm Pitch and Changing rooms are booked with AU or Facility
- If the weather forecast is bad – have you got an alternative venue you can contact
- Promote the game. Twitter, Facebook etc...
- Contact Referee to confirm Venue / Kick off time at least 48 hours before kick off
- Make sure all players are registered [here](#)
- Make sure ALL Kit and Equipment required is available – may need to discuss with your coach
- Print and fill in an official RFL team sheet for the referee, please note your AU may require you to fill in another team sheet for them
- Set up the pitch (Post Protectors, Corner Flags etc... or ensure venue staff do so)
- Meet and Greet away team on arrival and show them to their changing room – someone who is not playing ideally so that it does not disrupt preparations.
- Tweet score updates – raise profile
- Tweet Result @UniversityRL

AWAY GAMES

- Contact Away team to confirm venue and Kick Off time
- Ensure transport is booked and will get you to the away game in good time for warm up etc... Be Clear who does this – is it a Committee Role or an AU/SU Role
- Promote the game. Twitter, Facebook etc...
- Make sure you have ALL kit and equipment you need before you set off
- Make sure all players are registered
- Make sure the Home team provide a team sheet and you fill it in and submit to the referee before kick-off – have one with you just in case
- Tweet Result @UniversityRL

OTHER IMPORTANT THINGS TO CONSIDER

- If there are any problems that may prevent you from fulfilling your fixture you must contact your AU Immediately to ensure all BUCS competition rules are adhered to. If there are any changes to your fixture (Kick off time change, venue change, cancellation or postponement) you must contact your RFL appointment match official immediately.
- Please have a look at all the BUCS Rugby League rules by following this [link](#). This should clear up any problems you may have. If not please contact your AU/SU or your Regional Education Officer.

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