



# Weekly Checklist



## Date

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fixtures</b>	If you have a kit clash talk to BG about the plan	Contact Beth ASAP if you have a problem If you have a different captain tomorrow let Beth know!	Make some sport happen	Talk to members and make sure you have a team for the following Wednesday Contact BG if you may have a problem	Talk to Beth by today if you need to move a game!
<b>Confirmations</b>	All unis should have confirmed Beth will send final fixture conf. as early in the day as possible	Make sure you have double checked your confirmation and your team know the details		Check confirmation from BG Get in touch with SB if you have concerns	
<b>Travel</b>	Travel confirmed with details Give BG Train ticket info by 10AM Contact if worried about timings	Train tickets ready to pick up	Make sure you have the driver's no. Make sure the team are on time Contact BG if there are any issues	Get in touch with BG if you are concerned/ want to request a different mode of transport after confirmation	Beth will book buses today!
<b>Venues</b>		Beth will send your changing room code (Falmer Pitches)	Pick up all litter!	If 'own transport' make sure you know where it is and pre-agree travel expenses with SB	
<b>Officials</b>			Meet & greet		
<b>Match Fees &amp; Team Sheets</b>		Make sure you pick up your team sheet	Fill in Team sheet and collect match fees	Pay in match fees from day before	
<b>Results</b>	Chase outstanding results		Text to SB so Beth can get excited	Check results on BUCS, Beth will do this too but it doesn't hurt to be sure! It is easy to get the scores the wrong way round.	
<b>Futsal &amp; Other weekend fixtures</b>	Text to SB so Beth can get excited Confirmation of next weekend Pay in match fees		Match fee/team sheets will be in pigeon holes Beth will book travel	Final confirmation for weekend from BG Keep a note of oppo/officials tel. no.	Final check from BG - Do you have all you need?
<b>Miscellaneous</b>		Distribute BUCS Essential info Distribute Individual Entries info Note entry deadlines	Tell us if you are playing under protest!	If you have given a walkover SB will get in contact today Wash Kit	