



Club Address Charles Lux Pavillion, Toorak Park,  
580 Orrong Rd, Armadale, Melbourne Victoria

Postal Address Melbourne Rugby Union Football Club Inc.  
P.O. Box 192, South Yarra, VIC, 3141

Phone Telephone: (61) 420 962 181  
Fax Facsimile: (61) 2 9024 4186

## **MANAGERS CHECKLIST**

### **Medical Kit**

- Liniment/Deep Heat etc
- Petroleum Jelly
- Band-aids
- Vaporub
- Pain killers
- Surgical Tape 1inch
- Scissors
- Antiseptic
- Pain Relief Spray
- Elastic Bandage

The above items assume that professional medical support is available.

### **Other Kit**

- Electrical tape – available from Safeway at \$1.13 per roll
- Stop spanner
- File – for smoothing out stops
- Water bottles
- Water container
- Kicking tee

These items may be purchased. Keep the receipts and invoice the Club

### **Before Game**

- Sweep the change rooms, layout the medical kit and have the jerseys hung up by half time of the previous match
- Fill out VRU form with all players names, positions and jersey numbers – change the jersey numbers on the form, if necessary

### **During the Game**

- Keep the score on the VRU form
- Note all players who get a game on the VRU form
- Note all cautions on the VRU form
- Get the water bottles on the field at every opportunity, except during penalty kicks.
- Crawl to the Ref by offering him a drink at half time and every other time when you are on the field

### **After the Game**

- Collect our footballs
- Offer the Ref another drink and get him to sign the VRU form. For home games invite him back to the club rooms after the first grade match
- Collect jerseys and count them in. If there is a discrepancy, reconcile jumpers against the form
- Give the yellow form to the Statistician. Ensure all members who played are clearly marked
- Fax the VRU team sheet to the VRU by Monday AM.
- Give results and scorers to Laurie Lindsay
  - Home Games – Before 5PM for press notification
  - Away Games – As soon as possible for web site notification

**Take jumpers to Wash House Laundry near the corner of High St & Orrong Road and point out any repairs. The laundry will arrange the repairs.**