

# DABA MATCH MANAGER



## DUTY

### SETTING UP

1. Unlock main door
2. Inspect playing surface and fill out the inspection sheet
3. Unlock benches
4. Turn on score boards (running the time down on the clock until the first game)
5. Put out bench mats to sit on
6. Get boxes out for each court and correct sized ball (size 6 for women, size 7 for men)
7. Put voting slips on bench with a pen for umpires
8. Set up iPad's – go into each game and put code in if needed
9. Get teams playing to put in their team players, making sure they put only the players that are playing on that particular night – **DOUBLE CHECK THIS BEFORE GAME STARTS AND REMOVE ANY PLAYERS NOT PLAYING**
10. Supply ice packs etc. if needed, fill out injury reports, and keep checking bench/games are running smoothly
11. Make sure umpires fill out the voting slips and put their code into the iPad at the end of each game!!

### LOCKING UP

1. Put everything back where you got it from
2. Make sure that the games on iPad's have been uploaded
3. Lock benches up and turn things off
4. Make sure voting slips have been put in the voting box
5. Make sure iPad's are put on the charger
6. Lock the cage
7. Check all doors around the stadium to be sure they are all locked
8. Do a general tidy if you think it's needed (bottles left on benches)
9. Turn off all the lights
10. Ensure everyone has left the stadium
11. Lock doors