SYDNEY OUTFIELDERS

GAME-DAY CHECKLIST

2026/27 SEASON

USE WITH THE CURRENT COMPETITION RULES. COMPLETE CAPTAIN-TO-CAPTAIN / WITH THE GAME UMPIRE WHERE INDICATED.

GAME-DAY CLOCK

6:30pm FIRST PITCH	**6:40pm** 7 PLAYERS ON FIELD	**3** MAX FILL-INS	**7** RUN CAP PER INNING	**90** MINUTE GAME LIMIT	**11:59pm** SCORE SHEET IN BY

BEFORE THE FIRST PITCH

FIXTURE & TEAM

- ☐ 01 **Check the fixture**
  Confirm the opponent, field, home/away allocation, published civil twilight and mandatory end time.
- ☐ 02 **Confirm player availability**
  Have at least **7 eligible players by 6:40 pm**. Use up to **3 fill-ins only to reach 7**. Fill-ins must be current Playing Members, present by 6:40 pm and recorded on the score sheet.

FIELD & EQUIPMENT — Home team sets up the field.

- ☐ 03 **Check the kit**
  Confirm all required equipment is present. Remove and report anything damaged, missing or unsafe.
- ☐ 04 **Check field safety**
  Check the playing surface and surrounds for hazards. Isolate or resolve unacceptable risks before play begins.
- ☐ 05 **Meet the Association Umpire**
  If no Association Umpire is present, confirm who will act as the **Fallback Umpire for each half-inning**.
- ☐ 06 **Confirm the field setup**
  With the umpire and opposition co-captain, check the **pitching line, strike plate, bases, safety base, commitment lines and any field hazards**.

SCORE SHEET & GAME ARRANGEMENTS

- ☐ 07 **Prepare the score sheet**
  Make sure everyone recording the game knows how to complete the score sheet correctly.
- ☐ 08 **Confirm the game clock**
  Confirm the **mandatory end time** with the umpire and opposition co-captain. Make sure both teams know when the game must finish.
- ☐ 09 **Exchange batting and pitching orders**
  Confirm each team's **continuous batting order and required pitching order** for all eligible players taking part.
- ☐ 10 **Confirm accessibility adjustments**
  Agree any **designated runners or other accessibility adjustments** with the umpire and opposition co-captain and record them where required.
- ☐ 11 **Brief your team**
  Remind players that **captains raise rules questions**, umpire decisions must be respected, safety concerns should be reported immediately, and play should remain inclusive, fair and good-humoured.

DURING THE GAME

- ☐ 12 **Keep the score sheet current**
  Record innings, runs, attendance, late arrivals, departures, injuries, fill-ins/substitutions and batting statistics (**AB / H / HR**) as the game progresses.
- ☐ 13 **Manage participation, time and safety**
  Share fielding opportunities fairly, maintain the required game-day gender balance where practicable and keep track of the **7-run cap, 90-minute limit and mandatory end time**. Stop play for any immediate safety concern or serious injury.

Emergency: Call **000** for serious injury or immediate danger. A player with suspected concussion **must not return that day**.

AFTER THE GAME — BEFORE PEOPLE LEAVE

- ☐ 14 **Confirm the final result**
  Confirm the final score with the opposition co-captain and Association Umpire.
- ☐ 15 **Sign the score sheet**
  The **away captain, home captain and Association Umpire** must print their names and sign. If no Association Umpire attended, tick the **No Umpire** box.
- ☐ 16 **Complete the private post-game record**
  Complete your team's **blind Match MVP vote, opposition Captains' Award nomination and required Team Spirit/ recognition ratings**. Do not share these with the opposition.
- ☐ 17 **Take the weekly team photo**
  Take the photo before players leave and respect all photography/ video opt-outs.
- ☐ 18 **Record incidents separately**
  Complete an **Incident Report** for injuries, first aid, accidents, hazards, serious conduct or other reportable events. Keep sensitive information off the score sheet.
- ☐ 19 **Record any rules protest**
  Note the protest on the score sheet and submit the written protest to the Committee **within 24 hours**.

PACK DOWN — Home team packs away the field.

- ☐ 20 **Complete the Kit Bag Checklist**
  Account for all equipment, check it is safe and pack it correctly. Report anything missing or damaged.
- ☐ 21 **Assign the kit before leaving**
  Confirm who is taking the kit for the following week or returning it to storage. Complete any required sign-in/out. **Never leave an unassigned kit at the field.**

SUBMIT AFTER THE GAME

- ☐ 22 **Submit the game records by 11:59 pm**
  Send a clear image of the **completed and signed score sheet**, plus any required incident reports or supporting records, to **info@sydneyoutfielders.org.au**.

Submit as soon as practicable after the game. Never send sensitive reports through the Captains Chat.