



## MATCH DAY CHECKLIST FOR TEAM MANAGERS/COACHES (UNDER 8 AND ABOVE AGE GROUPS)

### Before the game

- Confirm the time and location for the match (it does change)
- (Home Team) Confirm if pitch setup or pack-up is scheduled for your team
- Confirm you have enough players for the match
- Check on the pitch status in the event of wet weather
- (Home Team) Print the match sheet
- Ensure you have the referee payment sheet
- Ensure you have the correct money for referees
- Check you have all the team player ID cards
- Check you have your manager/coaches ID card and officials vest

### Before the start of the match

- (Home Team) When scheduled, organise the setup the pitch for play prior to kick-off
- Cross out absent players from the match sheet
- Write in any borrowed players on the match sheet
- Ensure all players shirt numbers are recorded and are correct on the match sheet
- Pay the referees and ensure they sign the payment sheet
- (Home Team) Ensure Ground Officials are present at the field
- Handout player ID cards 5 minutes prior to the match commencing

### After the match is completed

- Confirm the score and sign the match sheet with the opposition manager and referee
- Take a photo of the sheet as evidence to avoid score disputes
- Collect all player ID cards from the referee (be sure to count them)
- (Home Team) Drop the signed match sheet in at the Club House score box
- (Home Team) When scheduled, organise the pack-up the pitch and return equipment
- Email the Club at [info@ajfc.net.au](mailto:info@ajfc.net.au) with the Match Score