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

Day(s) before the Match

☐ [Dribl App] Confirm the <u>time and location</u> for the match (it does change)

☐ [AJFC Website] Confirm if <u>pitch setup or pack-up is scheduled</u> for your team

☐ Confirm you have enough players for the match

☐ Check on the <u>pitch status</u> in the event of wet weather

☐ [Dribl App] Conform your game status in the event of wet weather

☐ [Dribl App] Confirm your team details (available players, borrowed players and jersey numbering)

☐ Ensure you have the <u>referee payment sheet</u> or <u>game leader payment sheet</u>

☐ Ensure you have the correct money for referees or game leaders

☐ Check you have your Team Official vests and ID Cards for access to the technical area

Before the start of the Match

☐ [Dribl App] Confirm your opposing team has been entered

☐ When scheduled, organise the setup the pitch for play prior to kick-off

☐ [Dribl App] Re-confirm your team details

☐ (Under 12 and Above Teams) Confirm opposition team details entered in Dribl (player numbers, coach and manager details) and review opposition player ID's against players on the pitch with the Referee; opposing Team Manager will do the same for your team

☐ [Dribl App] (No Referee Present) Agree a person to act as a non-accredited referee for the game with the opposition team manager and enter details into Dribl

☐ Pay the referees or game leaders and ensure they sign the payment sheet

☐ (Home Team) Ensure your team has a ground official present at the field

After the Match is completed

☐ [Dribl App] Enter your game score, game notes for disputes or issues

☐ Resolve any issues with referee before leaving the field

☐ [Dribl App] If still in dispute, add game notes to explain issue or problem

☐ [Dribl App] "Complete" the game to finalise the result

☐ When scheduled, organise the pack-up the pitch and return equipment to Club Shed