# ***To be completed by Club Team Manager or Coach or Captain***

# STEP ONE – Players & Names

* “Shirt Numbers”, “Players Names in FULL” and “Team Captain Name” is completed on the front of the card
* Requirement of By-laws regarding any incorrect names and that “Shirt Numbers” may not be duplicated.

# STEP TWO – Team Player Permits & Permissions

* Please indicate with (\*P) alongside the name of players where playing on Special Permits of the Association OR Granted by Opposing Coach/Captains
* Complete prior to commencement of the game, should Include the Player’s “Name & Club” & ensure that Permits is signed by Team Captains or Coach of both teams.

# ***To be completed by UMPIRES or (if in place) TECH-BENCH OFFICERS***

# STEP THREE – Check that match card has been correctly completed

* Players Names and Shirt Numbers, Check-off the number of players listed on the card match the number of players on the field/bench.
* If advised by teams that a player will be late for the game, make a note and then ensure that should that player not front up for the game, that their name is removed (& Initial) in liaison with the Team Manager/Coach or Captain.
* Clear the bench of non-essential personnel and spectators.
* In absence of a “Technical Bench” Determine which of your Umpiring Team, will be carrying & controlling the Match Card to record Scores and Control Cards etc.

# STEP FOUR – Card control during match

* Goals, Issue of Control Cards (Green, Yellow, Red), Control the time penalties of own issued cards
* Player Injuries (Liaise with Team Managers/Captains for record is made of injury for any future referral, should it be required)

# ***To be completed by UMPIRES***

# STEP FIVE – Conclusion of Game

* Total the Match Score – at end of the game
* Obtain Signatures – from Team Captain OR Team Manager/Coach (if is a Junior Game) at the end of the game, to confirm acceptance game result. This to be done prior to allocating the Match Voting
* Transfer the scorers from the front of the card to the back with their Goal Total Should the number of scorers be greater than the available spaces provide, you may make a notation “Refer Front”.
* For Club Votes - Best (3 votes) through to 1 vote Best (3 votes) through to 1 vote BEST ON GROUND
* For Association Awards Best (3 votes) through to 1 vote (These players are to be chosen from the Club Votes above)
* Record of Missing Umpires, Record any Umpire Comments
* If a ‘replacement umpire’, then comment with “Name and Club, replacing missing umpire/s”
* Umpiring Reports, Report of Players (e.g. Red Cards) and/or Abuse by Players/Officials, Umpires should keep record of such report and follow up with written report to the Association within 48 hours of match conclusion

REMINDER – recommendation - that voting is completed as last point after signing of card by Captains or Managers/Coaches

PLEASE DO NOT FORGET - to fill in the MEDIA SHEET with details ‘except’ Association Voting.

# Thank You - Clubs and Umpires

* Your support in ensuring that the Match Cards are correctly filled out will make the tasks of Association Record Keepers a lot easier.
* In addition, will ensure:
  + No Penalties to Clubs or Players for provision of incorrect information
  + A correct record of players who played the game is maintained (for Finals)
  + That correct players receive the accolade acknowledgement (Voting & Goals) throughout the year, OR do not miss out receiving accolades due to an oversight through incompletion or incorrect completion