HOW TO FILL OUT GAME MATCH CARD
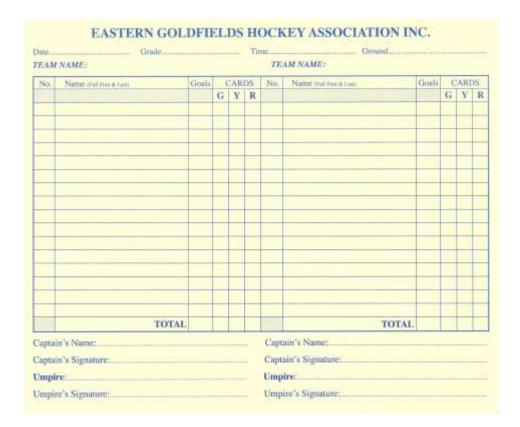
Eastern Goldfields Hockey Association Incorporated

Version 2018

STEP ONE
- To be completed by Club Team Manager or Coach or Captain

- **ENSURE -** that "Shirt Numbers", "Players Names" and "Team Captain Name" is completed on the front of the card

- **PLAYERS NAMES – IN FULL - "First & Last"** are to be neatly printed on card to assist umpires and record keepers

- **MANAGERS / COACH** – are reminded of requirement of By-laws regarding any incorrect names and that "Shirt Numbers" may not be duplicated.

- **PERMIT PLAYERS** – please indicate with (*P) alongside the name of players where playing on Special Permits of the Association OR Granted by Opposing Coach/Captains

- **IT IS NOT THE 'UMPIRES' JOB TO REVIEW ANY QUESTIONS ON BYLAWS,** they are there to control the game and make report (if required) for the Association.

STEP TWO

- To be completed by Club Team Manager or Coach or Captain

Refer to Back of Card:-

TEAM PLAYER PERMITS

- These should be completed by the Team Managers/Coach AND/OR Captains

- Recommendation – to complete prior to commencement of the game

- Should Include the Player's "Name & Club".

- **REMINDER** – it is not the Umpires job to police this.

- **REMINDER** – ensure that Permits is signed by Team Captains or Coach of both teams.

STEP THREE
- To be completed by UMPIRES or
(if in place) TECH-BENCH OFFICERS

UMPIRES / TECH-BENCH

- Check that match card has been correctly completed by Team Managers, Coach or Captain, with:-

  - Players Names and Shirt Numbers

- Check-off the number of players listed on the card match the number of players on the 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 personel 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.
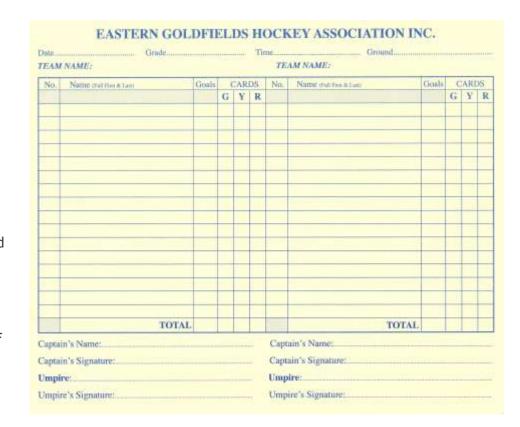
STEP FOUR

FRONT OF CARD

- **Record on Match Card**

  - Goals

  - Issue of Control Cards

- **Game Control Cards**

  - Umpires in absence of Tech-Bench

    - Ensure record is kept on the issue of

    - Control the time penalties of own issued cards.

- **Reminder - PLAYER INJURY (Back of Card)**

  - This may/will require liaison with Team Managers/Captains for records at end of the game.

  - Ensure record is made of injury for any future referral, should it be required.

- **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.***
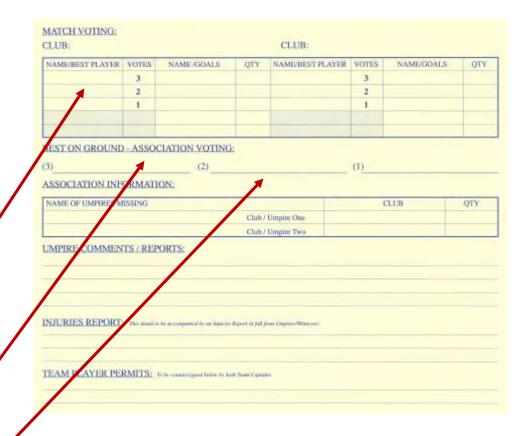
STEP FIVE
- Completed by the Umpires

AT THE CONCLUSION OF THE GAME

- Record the allocations of:

  - GOALS

    - 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".

  - VOTES

    - CLUB BEST

      - Best (3 votes) through to 1 vote

    - BEST ON GROUND - For Association Awards

      - Best (3 votes) through to 1 vote

      - **ENSURE** – *These are players are chosen from the "Club Allocations" – AND – **ARE NOT** "separate other players"*

STEP SIX
– completed by the UMPIRES

AT THE CONCLUSION OF THE GAME

- **Record of Missing Umpires**

  - Record Club Name

- **Record any Umpire Comments**

  - If a 'replacement umpire', then comment with "Name and Club, replacing missing umpire/s"

  - Umpiring Reports

    - i.e. 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

- **Record of Injuries** (if not completed by Tech Bench when in place)

  - Players Name, Club and Shirt Number

  - Nature of Injury (if known or provide a guide)

  - Name of Witness to injury

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

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 records of players who played the game is maintained
    * Name on card is recorded as having played

  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