

COMPLETING THE MATCH CARD

Blank Match Card

Part of the Match Card needs to be completed before the game and part needs to be completed after the game. It is important that Match Cards are completed correctly. When errors occur, no matter how small they seem, Tahmoor Club is fined. As Manager, it is important that if you cannot be there on the day, that there is another person who can do the job and *who knows how they are to be completed*.

TO BE DONE BEFORE THE GAME

Outside of card: Example Outside

- It is the responsibility of the Home team to complete the outside (right side) section, relating to the home details. See example. This is to be done before the game.
- Do not complete anything on the left side until after the game.

Inside of card: Example Inside

1. Use surnames only - no initials or first names.
2. All rego numbers must be included, including for the coach and manager.
3. See Tips for filling out the Card when there is no single goalkeeper.
4. Any players who are not on the field at the start must have an (R) for reserve next to the name. If a player is written in before the game, but the player does not come to the game, do not cross out the player's name, but place an (R) against the player on the card.
5. If players are borrowed from another team, indicate the team they are from.

TO BE DONE AFTER THE GAME

- Check the details the referee writes down as soon as possible, preferably before the referee leaves - ie players stood down, score, etc and sign the back of the form. Do not write anything else on the back, this is the referee's job.
- If you do not agree with the score talk to the referee. If the ref is gone, **do not** sign the match card, and let the club know ASAP so that they can follow this up. If any players are sent off, the secretary of the club needs to know **by 6.30pm on Sunday** with the players name, rego number, team and offence code.

These are the basic rules for completing match cards. For more information --> Rules.

Tip for Filling out the Match Card

1. Player and Official Information

Keep a list of the team with all the information you need to complete the form. Better yet, use the blank version of the Match Card on our website and complete it as you would every game.

Leave it in the kit bag so that someone else has it if you cannot attend.

An example:

1	HOPE	94-876
2	JONES	94-123
3	SMITH	94-5381
4	SHEENS	94-586

	ROACH	94-869	(Coach)
	MCCABE	94-879	(Manager)

2. When There is no Single Allocated Goalkeeper

Older mini and younger junior teams should not have a single allocated goalkeeper. The best way to complete the card is to allocate each player to the same shirt number (all except No1). Complete the Match Card as per this list.

On game day, when you know who is going to be the goalkeeper first, cross out that number (a single line) and put the number "1" next to the crossed out number.

2	JONES	94-123
1 1	SMITH	94-5381
4	SHEENS	94-586

3. What if You are Not Sure?

When in doubt - ask any member of the committee for advice. If needing help filling out match cards, ask - even if you are at an Away match.