

## Guidelines to Completing Association Match Card

The following is a guide to completing a match card by both the Home Team and Away Team. Either the coach or manager from respective teams should ensure when completing the Association match card that the required information is provided or actions taken:

- Step One: Front Page**
- Date - insert DD/MM/YY
  - Age - U10 (as applicable)
  - Div - 4 (as applicable)
  - Ground - Home ground ie Birriwa
  - Home Team - insert home team name or abbreviation ie MTA or Mt Annan
  - Visitors - insert away team name or abbreviation ie HAR or Harrington Park
- Score - is the responsibility of the Referee  
**(No Score to be recorded for U6/U7's)**  
Start and Finish time is the responsibility of the referee.
- Step Two: Inside Page**
- Home Team – insert as per step one if team has been assigned a letter or colour insert as appropriate alongside team name
  - Visitors – insert as per step one
  - Surname Home team – insert the surname of the player only **Note: no players initial or first name to be used**
  - Rego No – insert the player's registration number as assigned by the Association.
  - Stood Down Players – insert players surname only and registration number in the box applicable.
  - Visitors – to be completed by visiting team and complete as per step two.
- Step Three:**
- Where a player is a reserve ensure that the letter RES is inserted against the surname of the player and in the column provided.
  - Where a player is borrowed from a lower division ensure that the players details are inserted as per step two, however, ensure that

the players age group and division is inserted against the players name ie Stephens U/10 Div 2.

Where the player is a borrowed player from a lower division and is a reserve ensure that the players details are inserted, as per above, and the letters RES against the players name, age and division are inserted.

#### Step Four: Rear Page

Cautions, Send Offs, Ground Officials, Referees Comments, Referees and Assistance Referees section is the responsibility of the Referee to complete, either as an official or unofficial. These particular fields are **not repeat not** for use by coaches, managers or club officials to complete or to make comment.

Home Team Signature – to be signed by either coach or manager from respective teams at the completion of the match. Both team coaches and managers are reminded that they are required to sign the match card.

If there is a discrepancy with score result or send off player's information recorded by the referee on the match card, coaches and managers are required to forward a report to their respective clubs secretaries.

If a coach or manager makes an error in filling out the match card simply place a line through the error and rewrite the information required.

If a coach or manager inserts a player name against the wrong shirt number place a line through the number and insert the correct shirt number above ie player is recorded as number 3, however, is wearing shirt number 9 cross out 3 and insert 9 above.

All clubs are reminded that only Blue or Black ball point pen only to be used. If an error is made **do not repeat do not** use liquid white out or any other correction fluid as this shall incur a fine.

Find attached a copy of a match card as an example; take particular note of the referee's requirements.