

MATCH DAY OPERATIONS CHECKLIST

HOME CLUB

Field of Play

- * Lines properly marked, including 10m kick-off, and 5m and 15m throw-in lines
- * Hazards (sprinklers, cricket pitches) properly covered
- * Flags, corner posts, goal post pads in place
- * Field of Play roped off
- * The Sportsground Checklist' form is fully completed and stored

Facilities

- * Both change-rooms clean and tidy
- * Sufficient hot water available
- * Male and Female toilets available, clean and properly stocked

First Aid

- * Stretcher readily accessible
- * Ascertain ambulance access
- * First Aid kit stocked and readily accessible
- * Ice for injuries available to both clubs
- * Doctor or qualified first-aid person in attendance

Match Officials:

- * Ground Marshal visible and accessible on sideline for all matches
- * Accredited club Touch Judge provided for each match
- * Recommended that a qualified club referee be on standby
- * Referees welcomed and offered food, drink and invited to post-match function

During the Match

- * Three (3) match-quality footballs available at all times during all matches
- * Three team runners only to enter Field of Play (FOP)
- * Coaches, Managers and Reserves behind rope
- * Sin-binned players must leave the FOP and remain under the direct control of the Ground Marshal for the full 10 minutes
- * Reserves only to enter FOP after reporting to TJ, and referee signals permission

Team Manager

- * Accurately completes result sheet (including sin bins)
- * Ensures only registered players take the field
- * Record and submit Rolling Substitution forms to the referee – have a good supply of substitution cards

After the Match

- * Result sheets collected
- * Fax in Team Sheet to Administration Officer before Monday
- * Post White Section of Team Sheet to Admin. Officer before 5 pm Wednesday

Be Good Hosts

- * Possibly contact the opposing club in the week leading up to the match
- * Provide a well stocked canteen throughout the day
- * Invite the visiting team to your post-match function