

EASTERN REGION WOMENS FOOTBALL LEAGUE - MATCH DAY CHECKLIST



Match Day Checklist	Complete ✓
Pre Game	
Line Marking - Ground, 40m-50m Arc, Coaches Box + Water Carrier/Trainer Boxes, Interchange	
Senior Team Online Lodgement - Must be lodged prior to commencement of game	
Designated clash jumper game the AWAY team must change their jumper (in finals the club who finishes higher on the ladder during home and away season retains its jumper)	
Players wishing to wear guards should have them pre approved by the League to avoid potential issues on game day. Umpires may inspect guards on game day and may disallow the guard if prior approval has not been obtained.	
Game Day	
Ground Inspection - before first game both teams	
Goal Post Padding and Flag Holders in place	
Stretcher located at Interchange Bench	
Team Manager brings 3 copies of the Match Day Team Sheet from FootyWeb (all players must be registered)	
Team Manager introduces themselves to ALL Umpires	
Team Manager provides Team sheet to umpires by half time	
Team Manager gives 2 footballs to umpires (spare ball to be located at Interchange Bench) at least 30 minutes prior to game start time	
Ensure all ground access gates are securely closed (All gates closed once spectators leave the field)	
Game Day Officials	
Team Manager fills all Match Day roles and ensures volunteers understand role and responsibilities	
4 Officials plus runner in coaches box	
Minimum 1 Accredited Level 1 Trainer; all trainers must have First Aid Accreditation	
Maximum 6 trainers (includes water carriers i.e. 3 trainers + 3 drink carriers) must wear approved bibs	
- Trainers dressed correctly (Approved trainers bib)	
- Water Carriers dressed correctly (Approved bib)	
- Runner dressed correctly (Approved runner shorts and runner polo/t-shirt)	
- Umpire Escort (Approved umpires escort bib)	
- Club supplied goal umpires and boundary umpires dressed correctly (if applicable)	
- Players dressed in correct uniform including under garments and bike shorts	
- Ensure players are not wearing jewellery, nails cut and hair tied up	
- Interchange steward for home game	
- Timekeeper both home and away games	
- Scoreboard attendant if home game (timekeeper)	
Team Manager should ensure that all officials conduct themselves in accordance with League (and Club) Code of Conduct.	
During Game	
Games must start on time	
Reserve home and away game must finish 5 minutes prior to scheduled Senior start time (can adjust break times)	
Quarter durations consist of 20 minutes	
Break duration 5/15/5 - Team Managers should monitor break times	
Post Game	
Team Manager must check in with the umpires 10 minutes after the end of the game to collect match day footballs, get the all clear and find out if there were any reports.	
Umpires will collect the paperwork from all games - the umpires that do the last game for the day collect ALL the paperwork	
Team Manager shall ensure all scores, goal kickers and best players for ALL games lodged by 6.30pm on Sunday	
Complete Umpires Report - constructive comments please	
Team Managers must check the accuracy of FootyWeb team player information and remove any emergencies or any late changes to ensure the information is 100% accurate. Complete by 5pm Monday post game	
Report from game if set penalty is offered decide whether to accept or not. You have til 11am Monday morning to accept the set penalty post the game. If the matter is referred direct to Tribunal organise Tribunal Advocate and player the hearing will be Tuesday night. Monitor the club inbox and website for hearing time.	
Ensure AWAY rooms are left clean and tidy post the game	
Encourage all players and officials to have a drink in the oppositions club rooms following the game	