



MATCH DAY CHECKLIST FOR NON-COMPETITION TEAM MANAGERS/COACHES (AGE GROUPS - UNDER 8 TO UNDER 12)

Day(s) before the Match

- [Dribl] Confirm the time and location for the game (it does change)
- Confirm you have enough players for the game
- Arrange with coaches or managers to borrow players if required; check with the AJFC Competition Secretary if any doubts about eligibility
- [Dribl] Where necessary, use Forfeit Request feature in Match Sheet to submit a forfeit request 48 hours before the match start time
- [Dribl] Monitor the status of your game in the event of wet weather
- Confirm if pitch setup or pack-up is scheduled for your team in the AJFC Pitch Setup Schedule; organise team members, parents and/or supporters to attend 30 minutes prior to kick-off and assist with setup or remain after the game to assist with pack-up
- [Dribl] Confirm your team details (available players, borrowed players and jersey numbering)
- (Home Game) Ensure you have your Game Leader payment sheet and the correct cash payment for your Game Leader
- Check you have your Team Official vests and ID Cards for access to the technical area

Before the start of the Match

- When scheduled, arrive 30 minutes prior to kick-off to coordinate and setup the pitch for play
- [Dribl] Re-confirm your team detail and *Submit Team*
- [Dribl] Confirm your opposing team has been *Submitted*
- [Dribl] *Confirm* opposition team details entered in Dribl (player numbers, coach and manager details)
- (Game Leader Present) Pay the accredited game leader prior to the start of the match. Ensure their name is recorded on your AJFC Game Leader Payment Record sheet
- [Dribl] (Game Leader Not Present) Agree a person to act as a non-accredited game leader for the entire game with the opposition team manager and enter their details

After the Match is completed

- Check the score and resolve any issues with the opposition coach, game leader and/or game leader mentor before leaving the field
- [Dribl] If required, add a Dispute to detail any issue or problem
- [Dribl] Enter your game score (remember to SAVE)
- Vacate the technical area as soon as possible to allow the next game to start ON-TIME
- When scheduled, coordinate and pack down the pitch and return all equipment to Club Shed