



## GAME DAY CHECKLIST FOR TEAM MANAGERS/COACHES (AGE GROUPS - UNDER 13 AND ABOVE)

### Day(s) before the Game

- [Dribl] Confirm the time and location for the game (it does change)
- Confirm you have enough players for the match
- Arrange with coaches or managers to borrow players if required; check with the AJFC Competition Secretary if any doubts about eligibility
- [Dribl] Use the Match Sheet - Forfeit Request feature if necessary 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 (Washout Rescheduled or Washout Cancelled)
- 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)
- Check you have your Team Official vests and ID Cards for access to the technical area

### Before the start of the Game

- 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)
- [Dribl] Confirm opposition team details (player numbers, coach and manager details); Match Officials will review player ID's against players on the pitch; check this is done for the opposition team
- [Dribl] (No Referee Present) Agree a person to act as a non-accredited referee for the entire game with the opposition team manager and enter their details
- (Home Team) Ensure your team has a Ground Official present at the field and add their details to the Match Sheet

### After the Game is completed

- Check the score and resolve any issues with match officials before leaving the field
- Confirm match officials will report any injury or incident during the game
- [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
- Report any injury or incident during the game to the Club
- [Dribl] If required, add a Dispute to explain any issue or problem