

MATCH BOOKLETS – How to complete

It is the Clubs' responsibility to complete team booklets legibly. All entries shall be printed clearly in dark blue or black pen only.

Team Manager - Before Game (See match sheet example)

- All appropriate sections shall be completed.
- Player's full names must be entered in alphabetical order by surname.
- Player's registered in a lower team must be listed in alphabetical order by surname with their division of registration in the registered divisions column after the registered team list. E.g., All PL1 players listed first in alphabetical order, then any substitutes players from other divisions listed below.
- New Registrations or Changes to Registration must be placed beside players name in brackets.
- Defaulting Clubs may be fined at the discretion of the Management Committee.

Umpires

Before Game

- Report to allocated field (Grass) or Tech Bench (Turf) 15 minutes prior to game. Turf Umpires are to advise the BWAH Tech Official of their name and club to be recorded on the Workers Register.

After Game

- Check both match booklets for correct result, scores and any player cards.
- Grass umpires are to advise the team managers of your name and club for recording on the match sheet.
- If you are a Volunteer Umpire, this must be indicated on the match booklet.

GRASS UMPIRES ONLY

- ***Umpires who give a card are to write the card details on the back of the match sheet for the club whose player got the card (given the card should be recorded on the front of that sheet). The details are to be supplied as are follows:***

<i>Club Name</i>	<i>Player Name</i>	<i>Card Type (Y/G/R)</i>	<i>Card Reason</i>	<i>Card Duration (mins)</i>	<i>Umpire Name & Signature</i>
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Captain's Responsibilities - After Game

- Check results, goal scores, player cards, umpire names recorded (grass only) and record BWAH Best & Fairest Nomination (for all senior divisions only except PL1 – who have their own specific form to record Best & Fairest and Players Player votes).

Team Managers (Grass) & Club Judges (Turf)

During and After Game (See match sheet example)

- Record the scorers in appropriate section.
- Record substitutes who take the field.
- Cross off the names of any players listed who have not taken the field.
- Record any player warning cards given.
- At the completion of the match, fill in results section fully (win/loss draw, goals for and against), check both match booklets for correct result, and have the captains and umpires check match booklets to agree with result.
- Turf - Sign match booklets when correct.
- Grass – write both umpires names and club on match sheet.
- Once finalised, remove the white sheet from your own team match booklet and immediately hand into the Rasey Park/Downey Park Saturday Administration Area (Grass) or BWAH Tech Official (Turf). Keep your Match Booklet with the green carbon copy for future reference.