



Busselton District Junior Football Association

Match documentation

The match documentation consists of:

- **Team Sheets:**

- *Prior to match day...* In preparation for match day, Team Managers should print off at least two copies of the Team Sheet from the SportingPulse Membership database. One copy is to be forwarded to the Association after the match. The other copies are for Club records.
- *Prior to the match start time...* Team Managers should check the Team Sheet against the players that show on the day:
 - For players that do not show, simply put a line through their name
 - For players that show and are not on the team sheet, record their surname, first name and date of birth. Remember that players are not permitted to play without a completed and validated registration form
 - Add or correct jumper numbers
 - Add or correct the names of the coaches, team runners and water carriers
 - Field Umpires may ask to see the Team Sheet at any time so please have it prepared
- *After the match...* Any Yellow Cards or Red Cards are to be marked on the Team Sheet. The **Field Umpires must print their name on and sign** each Team Sheet after the match.
- **JLT match day checklist.** The checklist is to be completed prior to the commencement of play, as per the instructions on the checklist.
- **Score cards (Year 8s and Year 10s only).** Score cards are to be handed to the Goal Umpires prior to the start of play, with a pen or sharpened pencil (pencil works better in the wet). At the end of play, the Goal Umpires must confirm scores and sign each score card. Please ask goal umpires to record the match start and finish times on the score cards.
- **Match report – Umpires.** This is to be handed to the Field Umpires to complete at the end of the match.
- **Umpire vote card (Year 8s and Year 10s only).** The vote card and envelope is to be handed to the Field Umpires at end of the match. The Field Umpires are required to record their fairest and best votes, place the card in the envelope, seal the envelope and sign across the seal.

NOTES:

- The Team Manager of the **Home Team** is responsible for distributing the above match documentation prior to the match and collecting it again at the end of the match.
- After the match, the completed match documentation is to be placed in the match documentation envelope and posted to: **BDJFA Results, PO Box 230, Busselton WA 6280, on the same day as the match.**
- After the match, the Team Manager should update the database to remove players that did not play and to add players that did play. This is important for each player's game statistics. Any other statistics that the Club requires may also be recorded in the database and saved. Access to the SportingPulse Membership database may be arranged by the Club Registrar.
- Team Managers may consider keeping copies of the SMA Injury Reporting Form (Form MI) for First Aiders / Sports Trainers to complete on match day, for Club records.
- Forms are available on the BDJFA website... bdjfa.sportingpulse.net
- The above match documentation is for the Association. Your Club may require other information that it requires such as statistics and Club vote cards. Please check with your Club. Club required information is not required by the Association.