



SECTION 38k – MATCH MANAGER CHECKLIST SHEET – Pg 1 of 2

NOTE: Match Managers should refer to reverse page for quick reference on requirements of this role.

AGE GROUP – U9 / U10 / U11	
Match Managers	
Umpires	
Game Report / Incidents:	

AGE GROUP – U12		
Match Managers	a)	b)
Umpires	a)	b)
Game Report / Incidents:		

AGE GROUP – U13		
Match Managers	a)	b)
Umpires	a)	b)
Game Report / Incidents:		

AGE GROUP – U14		
Match Managers	a)	b)
Umpires	a)	b)
Game Report / Incidents:		

AGE GROUP – U15		
Match Managers	a)	b)
Umpires	a)	b)
Game Report / Incidents:		

AGE GROUP – U16		
Match Managers	a)	b)
Umpires	a)	b)
Game Report / Incidents:		

Doc No RF 0910

NORTHERN TASMANIAN JUNIOR FOOTBALL ASSOCIATION Inc.
CONTROLLED DOCUMENT 2015

SECTION 38k – MATCH MANAGER CHECKLIST SHEET – Pg 2 of 2

CHECKLIST – Please review for each game and note any issues where required	NOTES
Has the home team supplied the minimum of two (2) Match Managers.	
Did the away Team offer the supply of one (1) Match Manager? Was it agreed by the Home Team?	
Were red vests worn at all times by Match Managers?	
Were references available: By – Laws of NTJFA and the up-to-date AFL Laws of Australian Football?	
Was the Sports Match Day Checklist completed, signed and copies filed / provided to NTJFA?	
Were umpires supplied with a properly inflated Match Ball, Match / Team / Interchange Forms, Best and Fairest Vote cards for all games?	
Was a second ball available at the interchange? (to be used at the umpires discretion only).	
Did the Umpires have Red and Yellow cards and know how to use these for send offs?	
Was there an exclusion zone around the Coach's box and a marked line one (1) metre from the boundary line so as to keep the Coaches back from the playing surface?	
Were each Team's Runner(s) and Water Carriers clearly identifiable?	
Were a Timekeeper and Interchange Stewards available at least 10 minutes prior to the official start time?	
Were the Interchange Stewards provided with one (1) copy of each Team's Match / Team / Interchange Form?	
Was the Match Manager required to clear players sent off by the Umpire to return to the game?	
Ensure that Spectators are no closer than three (3) metres from the boundary line (or outside boundary fences where erected).	
Did Team Officials and Coaches support the Match Manager in regard to spectator management?	
Ensure that all Officials are listed on Match / Team / Interchange Form. After this form is given to the Field Umpire(s) they are not to be altered.	
Did the Match Manager ensure that they were the only person(s) who approached the Umpires during the quarter and halftime breaks?	
Were the Runner(s), Water Carriers and, where required, the Trainer qualified?	
Medical Practitioner of each team the only persons to enter the playing arena during the progression of a match.	
Was it necessary to restrict playing Arena access during the course of the game?	
Ensure that the Best and Fairest card, Scorecards, all Match / Team / Interchange Forms are marked with Goal Scorers, Best Players and any Umpire Report Forms are ready to be passed onto the Competition Manager.	
Were Match / Team / Interchange Forms completed by the Match Manager at the conclusion of the game?	
Has a process been confirmed to ensure all Game Day paperwork is sent to the Competition Manager within twenty-four(24) hours after the last game on the day?	