

2018 Game Day Check List



NOTE: This document is a guide to assist clubs and match officials and is not meant to override the Rules of Competition. It is the responsibility of Match and club officials to make themselves familiar with the relevant Rule of Competition.

The following game day checklist has been established for both the clubs and the Match Officials:		Tick
Pre-Game	Match Officials for the main game (NPL & State Leagues) are required to be at the venue at least sixty (60) prior to kick-off or forty five (45) minutes if they are the reserve referee	
	Upon arrival Match Officials should introduce themselves to a home team official and be escorted to the referees dressing room	
	Match Officials will conduct a field inspection prior to kick-off <ul style="list-style-type: none"> ○ Make sure the field is playable and not dangerous and check the following: ○ Corners flags ○ Check the goals and the nets ○ Check for appropriate field markings, including Technical Area, Stretcher, etc and advise the club official of any problems and ensure they are fixed prior to getting changed. 	
	Conduct a pregame meeting with your assistant referees (if present)	
	Obtain Team Sheet with starting lists by team managers – forty five (45) minutes prior to kick-off. <ul style="list-style-type: none"> ○ Scan the team sheet and make sure it is complete with all names, numbers & signatures ○ Provide each manager with an opposition copy / Provide each manager with the media copy 	
	Agree on a time with the team manager for a players equipment check	
	Players' equipment check are done in the change rooms, 10 minutes prior to kick-off. Check for and ask players to remove unsafe items... <ul style="list-style-type: none"> ○ Shinguards – adult shinguards for adult players / No jewellery (taping is not allowed) / Safe studs on footwear / Team colour / Undergarments / Goalkeeper jersey 	
	Obtain the game balls from the home team	
	Wait for field marshals or security to be escorted onto the field of play	
	The Referee will conduct the toss of the coin with the team captains three (3) minutes prior to kickoff <ul style="list-style-type: none"> ○ Ceremonial Hand Shake Procedure should take place five (5) minutes prior to kickoff if required by the Rules of Competition. ○ If no Hand Shake Procedure call both teams onto field 2-3 minutes before kickoff. ○ Count 11 players are in their own half. Place the ball and signal for the game to start at the prescribed time. Note the start timing and which team kicked off. ○ AR's to check nets and AR1 to check Technical Area. 	
		Tick
Game	At half time the Match Officials must collect all three match balls and take them into the change room. Await either Security personnel or club Marshals to escort you.	
	Keep a proper distance from both teams as they to go into the change rooms first	
	Match Officials will consult each other and complete the team sheet at half time. Ensure that the teams return to the field to commence the 2 nd half on time and that any substitutions are carried out correctly prior to re commencement.	
		Tick
Post-Game	At the end of the game stand near the centre of the field until both teams complete a handshake and await either Security personnel or team Marshals before leaving the field	
	Collect all three match balls and return them to the home team	
	Complete the 'Team Sheet within fifteen (15) minutes at the of the match and if required communicate the result and any other details to the appropriate authority within this time period.	
	Return team sheets to club officials	
	The home team treasurer will pay all match officials	
The Referee must forward all paperwork to the FFV within forty eight (48) hours and it is recommended that you retain a copy of all paperwork for future reference.		