

New Team-sheet – Completing on the Day - Coach and Manager

There are four main parts which need to be completed:

1. Top Section:

This will list all your players registered in this team.

- Please check that the players listed on the team sheet are participating. If a player is absent then cross out all information. **A player listed on the team sheet, which is not crossed out is deemed to have played.**
- **If a player is suspended then they cannot participate, please cross out their name.**

EXAMPLE

CHK	Shirt	ID Number	Players Name	Goals	Caut/Send
	2	12345678	Jovanovski, Sam		
	15	23456789	Smith, Tiger		
	4	34567891	Watts, Alvin		

- Please either
 - check that the shirt number is correct against the player. If it is wrong, cross it out and put the correct number down. OR
 - put the shirt number against the player if missing. *Tip: Allocate the same shirt number to your field players, let your secretary know and then this can be included on the team sheet.*

EXAMPLE

CHK	Shirt	ID Number	Players Name	Goals	Caut/Send
	2	12345678	Jovanovski, Sam		
12	15	23456789	Smith, Tiger		
	4	34567891	Watts, Alvin		

Do not put a player down twice or give them 2 numbers – if you change goal keepers then inform the referee – they should keep a record of the change and they can note this on the team sheet if required.

2. Middle Section:

This is where you make any additional amendments to the player listing; specifically any person who is a late registration and is not in your team list or a borrowed player from another team – you need to write down the team they normally play in.

Borr	Shirt	ID Number	Players Name	Goals	Caut/Send
12/4	2	12345678	Tendulkar, S		
12G1	16	23456789	Wyers, G		

3. Lower Section

This is where the coach and/or manager information is put.
Where there is no FFA number then write ACTING.

Note: All coaches and managers need to have an ID Card to be in the technical area; ask the host club if you can borrow an Acting Team Official Card if you do not have a card – please return it at the end of the game.

4. Signing the Team Sheet

At the conclusion of the game and after the referee has completed his/her responsibility the coach/manager needs to check that the team sheet is correct – scores and cautions / send offs. If there is an issue please see the Match Day Supervisor and try to resolve the problem.

Either sign the team sheet or if there is a dispute complete an incident report which can be downloaded from FSC website and submit to your club within 24 hours.