

This is a guide for team officials on how to complete Team Sheets for *Senior* matches including Youth matches. *Team Sheets are required for all matches.*

## Before the Match

Team Manager will complete the following details:

- Name of your Team
  - Name of your Opposition
  - Competition and Venue
  - Date and Scheduled Start time of match
  - Name of First aid person in attendance
  - Name of team official
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- List the Player ID Number and Name of all Players that will participate in the match.

**Note that the first 11 lines are for the starting 11 players in the match**

Ensure that the shirt numbers of all Players are correct.

You can change the listed numbers on the Team Card if required.

Note that you cannot add players to the Team Card after the start of the match.

The completed Match Sheet must be handed to the referee fifteen (15) minutes prior to kick-off.

The referee will list their name and those of their assistant referees.



## After the Match

The referee will complete the following details:

- Substitutions made (excluding interchanges)
- Disciplinary actions – i.e. cautions and send-offs
- Goalscorers (time goal scored in the match)
- Half time and Full time scores

The Team Manager will:

- Check the details on the Team Sheet and then sign at the bottom in the space provided.

Any issues are to be discussed and any changes to be made only by the referee who will initial any changes.

The referee will then:

- Sign the Team Sheet as a final record of the match

*Note: Team Managers are responsible for the correct completion of the Team Card.  
Fines can apply to Clubs for incomplete or incorrect information.*