



# EASTERN FOOTBALL LEAGUE - MATCH DAY CHECKLIST



Match Day Checklist	Complete ✓
<b>Pre Game</b>	
Ground Inspection - Thursday	✓
Line Marking - Ground, 40m-50m Arc, Coaches Box + Water Carrier/Trainer Boxes, Interchange	
Senior Team Online Lodgement - Pre Game must be Lodged by 10am the Friday before the game	
Clubs must collect their EFL records from the League office by 4.30pm Friday	
Designated EFL clash jumper game the AWAY team must change their jumper (in finals the club who finishes higher on the ladder during home and away season retains its jumper)	
Players wishing to wear guards should have them pre approved by the League to avoid potential issues on game day. Umpires may inspect guards on game day and may disallow the guard if prior approval has not be obtained.	
<b>Game Day</b>	
Ground Inspection - before first game both teams	
Goal Post Padding and Flag Holders in place	
Stretcher located at Interchange Bench	
Team Manager brings 2 copies of the Match Day Team Sheet from FootyWeb (all players must be registered)	
Team Manager introduces themselves to ALL Umpires	
Team Manager provides Team sheet to umpires at half time in U19's, Reserves, Veterans and Womens.	
Team Manager provides Senior Men's Team sheet to umpires 30 minutes prior to the Senior Game and exchanges with opposition	
Team Manager gives 2 footballs to umpires (spare ball to be located at Interchange Bench) at least 30 minutes prior to game start time	
Ensure all ground access gates are securely closed (All gates closed once spectators leave the field)	
<b>Game Day Officials</b>	
Team Manager fills all Match Day roles and ensures volunteers understand role and responsibilities	
4 Officials plus runner in coaches box	
Minimum 1 Accredited Level 1 Trainer; all trainers must have First Aid Accreditation	
Maximum 6 trainers (includes water carriers i.e. 3 trainers + 3 drink carriers) must wear EFL approved bibs	
- Trainers dressed correctly (EFL Trainers Bib)	
- Water Carriers dressed correctly (EFL Bib)	
- Runner dressed correctly (EFL runner shorts and runner polo/t-shirt)	
- Umpire Escort (EFL Umpires escort bib)	
- Club supplied goal umpires and boundary umpires dressed correctly (if applicable)	
- Players dressed in correct uniform including under garments and bike shorts	
- Ensure players are not wearing jewellery, nails cut and hair tied up	
- Interchange steward for homes game	
- Timekeeper both home and away games	
- Scoreboard attendant if home game (timekeeper)	
Team Manager should ensure that all officials conduct themselves in accordance with League (and Club) Code of Conduct.	
<b>During Game</b>	
Games must start on time - 10am U19's, 12.05pm Reserves and 2.10pm Seniors	
U19 home and away game must finish 5 minutes prior to scheduled Reserves start time (can adjust break times)	
No alcohol should be served during U19 games	
Reserve home and away game must finish 5 minutes prior to scheduled Senior start time (can adjust break times)	
Break duration 5/15/5 - Team Managers should monitor break times	
<b>Post Game</b>	
Team Manager must check in with the umpires 10 minutes after the end of the game to collect match day footballs, get the all clear and find out if there were any reports.	
Umpires will collect the paperwork from all games - the umpires that do the last game for the day collect ALL the paperwork	
Team Manager shall ensure all scores, goal kickers and best players for ALL games lodged by 5.30pm on the day of the match	
Complete Umpires Report - constructive comments please (this is not <b>compulsory</b> )	
Team Managers must check the accuracy of FootyWeb team player information and remove any emergencies or any late changes to ensure the information is 100% accurate. Complete by 5pm Monday post game	
Report from game if set penalty is offered decide whether to accept or not. You have til <b>11am Monday morning</b> to accept the set penalty post the game. If the matter is referred direct to Tribunal organise Tribunal Advocate and player the hearing will be Tuesday night. Monitor the club inbox and website for hearing time.	
Ensure AWAY rooms are left clean and tidy post the game	
Encourage all players and officials to have a drink in the oppositions club rooms following the game	