

The Home Club is responsible for printing the team sheet for the match which should prefill players listed in the team.

In the top section using ink,

- Cross out any player participating by putting a line through their Shirt No, FFA No and name. If suspended .. write “stood down” ... **A**
- Add any player who is in the team by writing their FFA number and surname, given name from their ID card ... **B**
- Update shirt numbers. (Cross out shirt number if wrong and write new shirt number) ... **C**

If you change goal keepers during the match, inform the referee who will adjust the shirt number on their records and team sheet at the end of the match.

In the middle section using ink

- Add any players you are borrowing from other club teams.

In the Bor column ... age and division e.g. 12/2

Writing their FFA number and surname, given name from their ID card ... **D**

In the Lower Section, using ink

- Update/amend the Coach and/or Manager’s. Write their FFA number and surname, given name from their ID card. In the case of a person filling in for the match who is not registered then “ACTING” is to be used for the FFA number. ... **E**

If a game is being played under protest then indicate this by writing Playing Under Protest at the TOP of the team sheet. You must within 24 hours lodge the protest through your club secretary.

AT THE END OF THE MATCH

At the conclusion of the game and after the referee has completed their responsibilities, 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/ Match Official and try to resolve the problem. ... **F**

Either sign the Team Sheet or if there is a dispute put in a written report which must be submitted by Club within 24 hours.