# MATCH SHEET
# Mini Roos
# DRIBL GUIDE

## TEAM OFFICIALS
## RECORDERS

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10:58
◀ App Store

←        18:00

Preview    **Match Sheet**    Line-Up    Knockout

**Pre Game**

**Home Team**
■ Home team submitted
■ Home team confirmed
>

**Away Team**
■ Away team submitted
■ Away team confirmed
>

**Referees**
■ 0 referees allocated
>

**Officials**
■ 0 officials allocated
>

**Game**

**Cards**
■ 0 cards entered
>

**Goals**
■ 0 goals entered
>

**Penalty Shootout**

Match Centre    **Following**    Notifications    Profile

**MATCH SHEET DRIBL REQUIREMENTS FOR COACHES, MANAGERS OR TEAM RECORDERS**

## REGISTRATION

Team Officials must be registered in Play Football with a passport style photo – i.e. head shot, no sunglasses, no hat, no other person in the photo. Before registration, ensure that the picture has been set to approximately 122 x 156 pixels (this can be done is a simple app like paint)

The Club must accept your registration and once data has synced the club assigns you to the team in Dribl. The Association will then make you "match sheet active".

## DRIBL APP

Coaches and Managers need to download the Dribl App and can self-activate as follows:

2023-FSC-Dribl-User-Guide.pdf (footballsouthcoast.com) – Steps 1 to 5

## KNOWN ISSUE

Supporter accounts are generally created when you first sign up to Dribl and you did not have an active registration with a club at the time or it was created prior to your registration being approved by your club.

Supporter accounts do not hold any privileges in Dribl and access to match sheets is granted via your member account.

To resolve this, you will need to delete your supporter account using these steps:

1. Open the *DRIBL* app.
2. Tap **Profile** from the navigation bar.
3. Tap **Account & security** from within the **Settings** options.
4. Tap on **Delete** within the **Delete account** setting.
5. Tap on **Delete** to confirm.

The supporter account will be deleted immediately, and you will need to follow these steps to activate your member account.
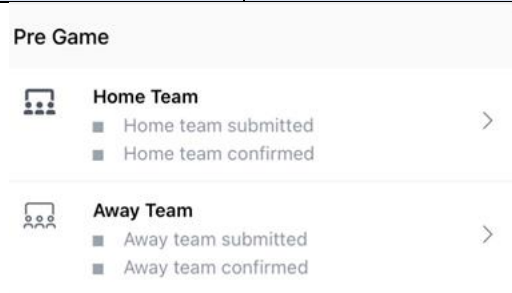
| Match Sheets – PRE-GAME TEAM SELECTION | When – Anytime, suggest 2 days before game. |
|---|---|

Pre Game

**Home Team**
- ■ Home team submitted
- ■ Home team confirmed

**Away Team**
- ■ Away team submitted
- ■ Away team confirmed

1. Login to the Drip App
   From **home screen** select the match to administer and note if you are home or away team (left or right)

   Select **'Match Sheet'** then choose home or away team from the **'Pre-Game'** options.

2. Prepare your team in the match sheet.

   The first game will take more time to set up than following matches.

   - Assign each player with a **"shirt"** number. Most teams may not have an actual shirt number for their kit, simply assign each player with a number.
     *In the following match, the shirt number will automatically be assigned to that player.*

     Tap on the player and look for "**Set Jersey Number**".

   - Select players from your team that are playing.

     Availability for team members needs to be set by clicking on ticks to activate the tick to and needs to include manager and coaches.

     A **green P** will also activate – this indicates that they are playing. This can be updated on the match day if there is a change in availability.

   - Add any Borrowed players from another team by
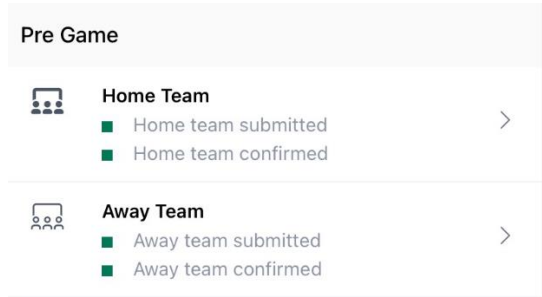
     Tap on the **'add player'** icon on top right-hand side.

     Select the player (will list eligible players) OR can hit 'search' button

     Click on the player who will be added on the team list.

     Tap and hold on borrowed player to 'Set jersey number', enter jersey number.

Prepare & Submit Team – Dribl

| Match Sheets – **SUBMITTING** Team on match day PRE-MATCH ADMIN. | When – On Match Day – 20/30 minutes before kick-off |
|---|---|

1. Login to the Drip App

From **home screen** select the match to administer and note if you are home or away team (left or right)

Select **'Match Sheet'** then choose home or away team from the **'Pre-Game'** options.

2. Review the team in the match sheet (if you haven't set up the team – read Pre-Game Team Selection)

Check the players participating have a **green P** against their name?

Add any borrowed players which are not on the match sheet, assign shirt number if required.

Any player not playing must not have a green P against their name. Simply click on the P to toggle it off.

*(You do not need to indicate who is starting, and you do not need to put in positions!)*

Any borrowed player listed previously who is now not participating can be deleted.

3. The most important step is to **SUBMIT** the team.

Click Submit.

Once the match sheet is submitted, the opposition and referee can view your team sheet.

[Prepare & Submit Team – Dribl](#)

| Match Sheets – ID Check and **CONFIRMING** on match day. PRE-GAME ADMIN. | When – On Match Day – 15-20 minutes before kick-off |
|---|---|
| 1. Login to the Drip App<br>From **home screen** select the match to administer and note if you are home or away team (left or right)<br><br>Select **'Match Sheet'** then choose your opposition team from the **'Pre-Game'** options.<br><br>When they have submitted their team, you will see the opposition sheet and photos.<br><br>2. Review the other team list. (This is compulsory)<br><br>Do an ID check by tapping on 'member Id icon' top right-hand corner to bring up photo and member cards. Swipe left to go through each member card.<br><br>*Fix up any errors then resubmit.*<br><br>3. Return to team sheet and select **'Confirm Team'** button. This needs to be done otherwise the match sheet will not be able to be completed. | [Confirm Opposition Team – Dribl](#)<br><br>Pre Game<br><br>Home Team<br>■ Home team submitted  ><br>■ Home team confirmed<br><br>Away Team<br>■ Away team submitted  ><br>■ Away team confirmed<br><br>The four squares need to be green before kick-off!<br><br>Key points:<br>• Once confirmed this will lock out any changes that can be made.<br>• The opposition can unconfirm team sheet for additional changes (e.g. adding late player arriving).<br>• No changes will be able to be made to player list after half-time, the match-sheets are locked. |

| Match Sheets – ADDING A REFEREE<br>PRE GAME ADMIN | When – On Match Day – Before kick-off |
|---|---|

Required for:

When no referee is appointed by club, or the referee is a no-show. This will allow the Home Team Manager to have referee admin rights to enter cautions, send offs, score, and complete match sheet on behalf of the referee.  (U6 and U7 you will need to add "club" as the name of the person)

Check the summary … referees re appointments (from home screen)
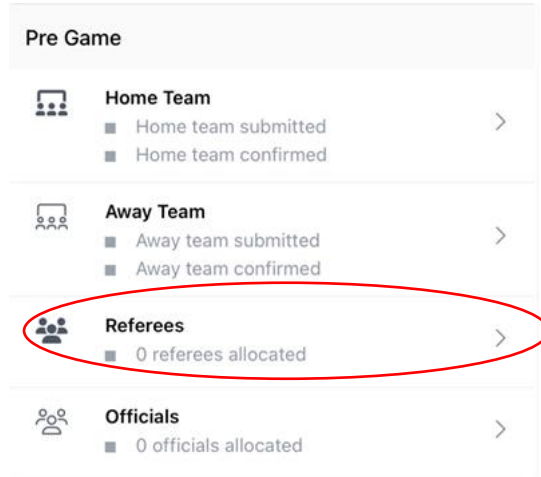


Add here

1.  Login to the Dribl app
    From **home screen** select the match to administer

2.  Select **'Match Sheet'** tab and select **'Official'** in **Pre-Game** options

    Tap on **'add official's.**

    For missing Referee … Add name and select role **"Non – Accredited Referee".**

Add Official – Dribl

| **PRE-GAME ADMIN FINISHED FOR TEAM OFFICIALS**<br><br>**Club recorders should add any ground officials.** |
|---|

| Match Sheets – Enter Full Time Score.<br>POST GAME ADMIN | When – On Match Day – Before leaving the Ground after Full Time. |
|---|---|

Both teams are required to enter the full-time score. Compulsory for 8's, 9's, 10's 11's. These results will not be published and are necessary to do each phase of the draw. Not required for 6's and 7's

1.  Login to the Dribl app
    From **Home screen** select the match to administer
    select **'Match Sheet'**  and select **'Score'** from the **Game** section.

2.  Enter home and away scores for full time.

    Tap on **'submit'**

| Match Sheets – ENTERING SCORES, DISCIPLINE, GOAL SCORERS – NO REFEREE APPOINTED | When – On Match Day – Full Time |
|---|---|
| | WHO - Home Team and "Non – Accredited" Referee |

When the home club has added the referee (see pre-game admin) as **"non-accredited"** referee, it will be their responsibility to enter the goals, scores, and discipline for the "non-accredited" referee as they do not have Dribl access to this match sheet.

The referee needs to be present and relay to the home team recorder, manager the information below

1. Home Team - Login to the Dribl app
   From **home screen** select the match to administer

2. Tap **'Match Sheet'** and choose 'Cards' if any disciplinary action was taken.

   Enter team, find the name of the player, which half, and minute (approx. if not known) and the offence (codes appear).

   **Submit**

Repeat Step 2 to add more discipline.

3. Tap **Scores**

   Enter home and away scores for full time.

   **Submit**

4. Go to **'Post Game'** option and choose **'Complete Match Sheet'.**
   If any warning, follow instructions to resolve and repeat this step.

**For U6's and 7's if a score is asked then, enter 0 – 0. We do not keep the scores for these age groups.**

Goals – Dribl,   Offence Cards – Dribl     Complete Match Sheet – Dribl

| POST GAME ADMIN COMPLETED |
|---|
| FINAL CHECK – TEAM OFFICIALS |

The match sheet needs several things done before it can be completed automatically.

PRE-GAME

1. Both teams need to have submitted their team
2. Both teams need to have confirmed the opposition team (after ID check)

POST GAME
3. Both teams need to have entered the full time score


Note – In Dribl, from the home screen, select the match to administer.
        A green box next to a function indicates an entry has been recorded.
        Check that you have done your part!

Remember that your club secretary is a volunteer as well and by doing this will save them from having to chase you up!

Issues from the weekend will appear on the website and team / club recorders need to correct their part by Tuesday 9:00am.

| FORFEIT – ADVANCED NOTICE | WHEN - MINIMUM 24 HOURS BEFORE MATCH |
|---|---|

Before using Dribl, the team official contacts their Club in the first instance and discuss the reason and see if borrowing is an option.

If proceeding then,

1. Login to the Dribl app
   From **home screen** select the match to administer

2. Select **'Match Sheet'** tab
   From **'Post Game'**, select forfeit request.

3. Tap Add Forfeit
   Select your team and enter reason.
   Tap Submit.

Your club secretary should be contacting FSC and the opposition club secretary informing them of the forfeit.

The forfeit needs to be confirmed by the Association. When this occurs, Dribl will notify the teams involved.

| FORFEIT | WHEN – ON MATCH DAY |
|---|---|

Where a team forfeits on match day then the team claiming the forfeit follows the Dribl steps above but enter the opposition team in step 3 above.

| DISPUTES | |
|---|---|

1. Login to the Dribl app
   From **home screen** select the match to administer

2. Select **'Match Sheet'** tab and select '**Disputes'** in **Post- Game** options.

3. Tap + to "add dispute"

   If it is in relation to a goal scorer … enter **"Title" –** Goal Scorer and enter information in comment.

   If it is in relation to a dispute re ineligible players, breach of competition rules then,

   Enter in **"Title"** - Playing under Dispute (Do not enter comments)

   If it is in relation to any other matter, then enter in **"Title"** *"Incident"* (Do not enter comments)

   Tap **'Submit'.'**

Where you enter playing under dispute or incident then prepare an email containing the facts – opinions should be avoided. Send the email to your Club Secretary. The Club will then review and determine the next step.

[Disputes – Dribl](#)