


How to fill in a Match Card

								Orange & District Football Association							
Grade: <input type="text"/>				Date: <input type="text"/>				<div data-bbox="1112 430 1437 556" style="border: 1px solid black; padding: 5px;">1/ Game details</div>							
Field No.: <input type="text"/>				Time: <input type="text"/>											
Location: <input type="text"/>															
Home Team: (...)			Referee recorded home			team final score >>>>>>>>>>			<div data-bbox="1023 829 1282 913" style="border: 1px solid black; padding: 5px;">2/ Team Name</div> <div data-bbox="1023 987 1429 1144" style="border: 1px solid black; padding: 5px;">3/ Team details – please use the stick-on template</div>						
SHIRT NO.	FFA NO.	Home Team (Print Name)	Goal	Y/C	Time	R/C	Time								
Home Team - Manager												<div data-bbox="1023 1428 1421 1564" style="border: 1px solid black; padding: 5px;">4/ Manager's agreement of the final score</div>			
Print Name: <input type="text"/>			Signature <input type="text"/>			Full Time Score: Home Team: Away Team: <small>please lodge result to referee</small>									
ENSURE YOUR TEAM HAS A VESTED GROUND OFFICIAL PRESENT BEFORE THE GAME STARTS															
Home Team - Ground Official									<div data-bbox="1023 1585 1453 1795" style="border: 1px solid black; padding: 5px;">5/ Ground Official – Print your name at any time & sign at half & full time.</div>						
Print Name: <input type="text"/>			Signature Half Time: <input type="text"/>			Signature Full Time: <input type="text"/>									

Note: This is one side of the Match Card used here for convenience but it is expected that both sides of the card will be filled in by the responsible team.

1. Team Name:

Simple but commonly forgotten. Please make sure your team name is filled in. You can use the template for Player Details to include your team name.

2. Player Details:

Player details can be recorded in the table below and printed as needed for each game. Remember to cross out any players that do not take the field i.e. away for a particular week and make sure that numbers are correct i.e. no swapping of shirts.

If the template is used with the team name included remember to cross out Home or Away as needed for the current game.

To use the template below simply copy the table and paste into a new word document then print.

SHIRT NO.	FFA NO.	Home Team (Print Name)	Goal	Y/C	Time	R/C	Time

3. Manager Details:

Print your full first and last names i.e. no initials. Make sure you sign only when you have reviewed **all** of the information on the card and it is correct.

4. Final Score:

As manager you should be tracking the score throughout the match. At full time put the score on the card.

As manager you are also responsible for updating the match score in eScore

Password = **escore20**

<https://www.orangefootball.org.au/e-score-card-register>

5. Team Official:

Teams in U12's to All Age are required to Supply a Ground Official for their own games who must wear the Officials Vest.

The official is required to print their full first and last names i.e. no initials and sign at half and full time.

Officials provide unbiased eyes and ears in the case of a problem that would be referred to the ODFA. They are not required to intervene. They are tasked with recording what is happening in sufficient detail to inform ODFA if called upon.

- Rule 15. Ground Officials & Team Captains a) All competitive age groups teams must supply a ground official for their own Match, Ground officials must print their name and club on the back of the official match card at both half and full time. The teams nominated Ground Official can be anyone over the age of 18 years who is not playing or coaching that game. b) All ground officials are to wear clothing that easily identifies them as Ground Officials. (i.e. brightly coloured bibs). d) Ground Officials must have read and be familiar with the Ground Officials – Roles and Responsibilities document, which can be found on the ODFA website at (<https://www.orangefootball.org.au/codes-of-conduct>) Failure to supply ground officials will result in a fine of \$50 per offence. d) All teams must have a player in a Captains armband. The nominated Captain remains the Captain for that game unless leaving the grounds & taking no further part in the match. The Captain has no special privileges under the rules of the game. But may be called upon to bring his players into line with the Referees expectations. He is the only player who can approach the Referee with any questions & this must be done without breaching any rules & must be done at a time allowed for by the Referee & the code of conduct.

6. Before the Match:

Team name and player details must be written in or stuck to the card.

An official must be identified and given the officials vest which must be worn for the duration of the match (assuming they remain the official).

The official must print their full name on the card, no initials.

7. At Half Time:

The official must sign the match card.

8. At Full Time:

The official must sign the match card again.

Manager to verify the score and record it on the card.

After verifying that all information is correct the manager will print their full name (no initials) and sign the card.

The manager must record the final score in eScore as soon as practical after the match

Password = **escore20**

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