

# MiniRoos, Junior & Girls Match Card Information

Match cards are to be filled out for all Football West competitions for the result of the game to become official. Match cards must be filled out correctly to enable players and clubs to be covered by Football West insurance. The purpose of correctly filled out match cards also provides fairness throughout the game with the match card ensuring a number of laws and rules are followed.

## **Requirements**

It is the **home team's** responsibility that all fields of the match card are completed of the standard that Football West requires. This includes;

- ✓ Match cards to be completed in Blue or Black ink
- ✓ Writing must be in CAPITAL LETTERS
- ✓ Cut and paste team lists are acceptable
- ✓ Use the correct match card for the age group
- ✓ Liquid Paper or White Out is not accepted on match cards

## **Submitting the Match Card**

Match cards from 8's to 18's must be submitted to Football West postmarked no later than 5pm Tuesday OR received at the Football West Office no later than 5pm Wednesday following the completion of the match concerned. Fines will be applied after this time as per the Rules of Competition.

Posting the match card prior to **4pm on the Sunday** will ensure deadlines are met for publishing results online and other purposes.

Post Match Cards to: PO Box 214, Maylands WA 6931

Hand Deliver Match Cards to: Gibbney Reserve, Ferguson Street, Maylands. (Office Hours are 9:00 – 5:00, Mon-Fri)

## **Fines or Forfeits**

Please ensure all match cards are signed and filled out correctly by both clubs. Forfeits of games as well as fines will apply should the competition match cards not be filled out incorrectly. These fines and forfeits are stated in the competition rules.



## Description

- 1. Date of match**
  - State the date of when the match takes place.
- 2. Time of kick off**
  - State the time of which the game commenced.
- 3. Age group**
  - The age group of the competition the two teams are competing in (eg. Under 9's)
- 4. Division/Color of competition**
  - State the name of the group that is being played in. This will be the name of league that the game is taking place.
  - MiniRoos Leagues will generally be named as a colour (eg. 10 North Green)
  - Junior Leagues (12-18s) are named as a division (eg. 12 Division 3)
- 5. League or cup round (12-18's only)**
  - State as to whether the game is part of the league home and away fixtures or the knock out cup competition.
- 6. Ground/Venue name of match**
  - State the name of the ground of which the game is being played at.
- 7. Team names**
  - Each team is to state the names of each teams/clubs competing.
- 8. Player shirt/kit number**
  - Please state each number of each player from your respective teams. Do this on a weekly basis if players are changing jerseys/kit numbers. This is important for referees to be able to identify players on the field.
- 9. Surname of players**
  - Football West requires the player's first initial of their given names, followed by the surname.
- 10. Player registration number**
  - State the FFA registration number of each player for your team. If you are unsure of your player's registration numbers please contact your club. Each club has a login for [MyFootballClub](#) in which they can help you with getting a copy of your player's numbers.
- 11. Goal scorers for each team**
  - State the total number of goals scored by each goal scorer for the entire game (Indicate with a tally, ie. 3 goals = III)
- 12. Yellow & red cards received**
  - State the total number of yellow/red cards received by players given by the referee in the corresponding columns for anyone who received a card within the game (Indicate with a tally, ie. 2 yellow cards = II)
- 13. Own goals scored by opposition**
  - State the number of own goals scored by your opposition (if any).
- 14. Final score for your team**
  - State the final score or tally of goals for each team. If a team has not scored any goals (ie. 0) please place a 0 in the box.
- 15. Team manager signature**
  - Each manager is to sign off the match card team lists that they are true and are

not giving false information.

*Back of Match Card*

<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	 <p>Football West PO Box 214, Maylands Western Australia 6931 Tel: +61 8 9422 6900 Fax: +61 8 9271 7299</p> <p>www.footballwest.com.au www.footballwest.tv</p> <p><b>Please fill in this section of the card. Clubs will be fined if this section is not completed.</b></p> <p>CONFIRMATION OF COMPLETED GAME We, being representatives of the Home and Away Teams, confirm the information provided on this match card is a complete and accurate record of the game that has taken place today.</p> <p>Home Team Name (PRINT): _____ (Coach/Manager) Home Team Signature: _____</p> <p>Away Team Name (PRINT): _____ (Coach/Manager) Away Team Signature: _____</p> <p><input type="checkbox"/> Signed by both teams <input type="checkbox"/> Home team checked card for errors <input type="checkbox"/> Postmarked no later than Tuesday following match completion <input type="checkbox"/> Posted to Football West @ PO Box 214, Maylands WA 6931 or <input type="checkbox"/> Lodged at Football West office, Gibbney Reserve, Ferguson St in Maylands</p> <p>Ground Marshall 1: _____ Ground Marshall 2: _____</p> <p>CHECKED BY CLUB OFFICIAL Club Official Name (PRINT): _____ (example committee member) Club Official Signature: _____</p>	<p>INSTRUCTING REFEREES ONLY</p> <p>Referee Name: _____ ← 6</p> <p>Phone Number: _____ ← 7</p> <p>Advised of any suspended players?: Y / N ← 8</p> <p>GAME DURATION: 2 x 20 minute halves (no additional time)</p> <p>Match Details or incidents: _____ ← 9</p>
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**Game Completion**

- |                               |                                   |
|-------------------------------|-----------------------------------|
| 1. Home team name & signature | 4. Match day official signatures  |
| 2. Away team name & signature | 5. Club official name & signature |
| 3. Match card checklist       |                                   |

**Referee Information (Referees responsibility)**

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 6. Referee name                      | 8. Suspended players for either team |
| 7. Referee ID Number (if applicable) | 9. Match details & incidents         |

**Description**

- 1. Home team name & signature**
  - Home team manager to sign here. This effectively states the team is accepting all information on the match card as correct.
- 2. Away team name & signature**
  - Away team manager to sign here. This effectively states the team is accepting all information on the match card as correct.
- 3. Match card checklist**
  - A representative from the host club must ensure all these areas of the match card are completed correctly. Failure to complete may result in a financial penalty towards the club.

**4. Match day officials signatures**

- Match day officials/ground marshals for the game must ensure they have signed the match card.

**5. Club official name & signature**

- Club official to sign here. This again ensures the authenticity of the match card and information placed on it.

**6. Referee name**

- State name of referee officiating the game (whether an official Football West referee or not).

**7. Referee ID Number**

- If you have an official referee officiating the game, please state the referee ID number.

**8. Suspended players for either team**

- State whether there have been any send offs (red cards) or suspensions during this game.

**9. Match details & incidents**

- State any important incidents that occurred during the match (eg. Injuries, suspensions, crowd behavior)