

## INFORMATION For Managers – Teamsheets

### **Managers:** Responsibility of Team Managers –

1. The home team manager must ensure that they have obtained from their Club a copy of the team sheet for that day's game prior to attending at the game.
2. The home team manager must complete their section of the team sheet with all relevant information including any upgraded players. Upgraded players *MUST* be written in the appropriate place on the team sheet. The home team manager must then give the sheet to the opposition manager at least 15 minutes prior to the scheduled kick off time. The opposition manager must then complete his/her side of the sheet.
3. Check the opposition's ID Cards prior to kick off by lining teams up and checking opposition ID Cards. Both Managers *MUST* then sign the team sheet in the appropriate place to confirm that ID Cards have been checked.
4. The home team Manager *MUST* give the team sheet to the referee at least 5 minutes prior to the scheduled kick off time.
5. Be responsible for his/her team's players and spectators.
6. Sign the official team sheet at the completion of the game to confirm that the correct score has been recorded and note any send off codes.
7. All Managers should check each Thursday the games that are uncovered by the referees (not all games can be covered). This will allow plenty of time for managers to organise someone to referee half of the game. The link is on our website [www.ghfa.com.au](http://www.ghfa.com.au) then go to the Referee uncovered games link.
8. All Managers should check each Thursday the website [www.ghfa.com.au](http://www.ghfa.com.au) to make sure of the venue and time of their game in case it has been necessary for the Association to make any alteration. Any late changes on Friday will be notified to the relevant Club.

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