



Penshurst West FC

Match Sheet Procedure

Examples of the current SGFA approved match sheets are available from our club Website, click on 'Documents' and then click on 'SGFA Documents'

- Separate match sheets must be completed by both teams.
- Match sheets should be filled out at least 15 minutes before game time using black or blue ink. (Not felt pen or pencil)
- All relevant sections must be completed. The club incurs a **fine** if the match sheet is not filled out correctly.
- It is recommended that new RTO's/coaches/managers complete a sample match sheet at start of the season so this can be referred to when completing the match sheet on game days. It is also suggested that players wear the same shirt number for the season so you are not trying to work out who is wearing what shirt on game day.
- The **starting players** must be **ticked** on the Match Sheet. The Referee will record substitutes during the game.
- RTO's must sign the match sheet at the end of the game after ensuring the referee has written the score correctly. Also take note of any Yellow or Red cards and **keep a record of these**. It is each team's responsibility to record yellow cards and to hand in with the match sheet, ID cards of players who have received three yellow cards. Likewise ID cards for players receiving red cards should be handed to the referee.
- If a player has been sent off, confirm with the referee what the player has been charged with. You can then refer to the guidelines of the RTO Handbook for information relating to suspensions. Also inform the Secretary about the sending off and the charge. In some cases the player may need to appear at a SGFA Judiciary Meeting.
- **There is NO appeal against a yellow card.**
- Completed match sheets must be handed in at Olds Park Canteen during opening hours. The Match Sheet Co-ordinator is responsible for advising scores to the Association by 6.30pm. It is therefore essential that match sheets are delivered on time. The club will be fined for each score that is not advised.

The Match Sheet Co-ordinator also has to deliver match sheets to the Association offices by 9am every Monday. The club will be fined for each missing match sheet. If you have any problems meeting the aforementioned deadlines please contact **Rebecca Harrison on 0451 467 650**.



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- All incidents and injuries must be recorded on the match sheet. Serious incidents should also be advised to the club secretary immediately. (0425 265 779). Failure to record incidents and injuries could jeopardise the club's ability to pursue these matters in the future. The Association will deal only with the club secretary so please do not attempt to contact them direct.
- If there is to be a challenge to a red card offence, the Secretary is to be notified by the Sunday after the match so that a 'Notice to contest send-off of player' form can be sent to the Association. This form can only be sent by the Secretary and must arrive at the Association by Monday 6:00pm following the game.