



Match Day Football Envelope Check List

The following items must be in the Match Day envelopes duly completed and signed. The paper work must not be altered in any way before or after use

The **Home Club** has the responsibility to collect and collate all paper work from the officiating umpires and opposition team.

Please note that the home club must email all Reports of players to michael@ aflbarwon.com.au no later than 6.00pm on the day of the game.

Match Day Envelopes must be delivered to AFL Barwon **NO LATER** than 9.30 am on the first working day after the scheduled match.

Seniors			
2	<input type="checkbox"/>	Team sheets – Original	Produced using the AFL Vic Country Data Base, signed and handed to umpire
1 or more	<input type="checkbox"/>	Interchange Sheet	signed by interchange steward
2	<input type="checkbox"/>	Goal Umpire cards	signed by both goal umpires and central umpire
2	<input type="checkbox"/>	Timekeepers cards	signed by both time keepers and central umpire
1	<input type="checkbox"/>	Umpires Report	signed by all umpire/s officiating
1	<input type="checkbox"/>	Best & Fairest envelope	completed and sealed by umpires
	<input type="checkbox"/>	Player Reports	original copy of reports of players
Reserves			
2	<input type="checkbox"/>	Team sheets – Original	Produced using the AFL Vic Country Data Base, signed and handed to umpire
1 or more	<input type="checkbox"/>	Interchange Sheet	signed by interchange steward
2	<input type="checkbox"/>	Goal Umpire cards	signed by both goal umpires and central umpire
2	<input type="checkbox"/>	Timekeepers cards	signed by both time keepers and central umpire
1	<input type="checkbox"/>	Umpires Report	signed by all umpires officiating (including Club umpires)
1	<input type="checkbox"/>	Best & Fairest envelope	completed and sealed by umpires
	<input type="checkbox"/>	Player Reports	original copy of reports of players
Colts			
2	<input type="checkbox"/>	Team sheets – Original	Produced using the AFL Vic Country Data Base, signed and handed to umpire
1 or more	<input type="checkbox"/>	Interchange Sheet	signed by interchange steward
2	<input type="checkbox"/>	Goal Umpire cards	signed by both goal umpires and central umpire
2	<input type="checkbox"/>	Timekeepers cards	signed by both time keepers and central umpire
1	<input type="checkbox"/>	Umpires Report	signed by all umpires officiating (including Club umpires)
1	<input type="checkbox"/>	Best & Fairest envelope	completed and sealed by umpires
	<input type="checkbox"/>	Player Reports	original copy of reports of players
1	<input type="checkbox"/>	Spirit of Football	Voting sheet for Spirit of Football – completed by Umpires

NB: Originals of all Player Reports or a clear photo must also have been emailed to michael@ aflbarwon.com.au on day of game by 6.00pm.



Seniors

Reserves

Under 19's

Umpires Match Report

Match FC v FC

Round No Date Start Time

Delays	Quarter	Length of delay	Club at fault	Comments
	Start			
	¼ time			
	½ time			
	¾ time			

Were team players and club officials correctly attired as per guidelines (Yes / No) provide details below.

Were there any issues with the ground/facilities/match day environment or any other incidents of concern to the Umpires?

Note details below (or on back of sheet if necessary).

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Were there any Yellow or Red Cards Issued?

Player	No	Club	Y or R	Report Y or N	Charge

Umpires	Name (Please print)	Field, Boundary or Goal	Signature	Club if Non - GFUL

Home Team Manager's Signature

Away Team Manager's Signature

Match Venue: Date of Inspection: Time:
DD/MM/YYYY HH:YY (24)

Home Team: Away Team:

Yes (Acceptable) If you are satisfied the conditions are safe to start play please mark (x) the "YES" column.

No (Action Required) If you find a safety concern please mark (x) the "NO" column and record your actions in the space provided

Please refer to the [Match Day Checklist Guidelines](#) for further information, terms and conditions.

(Acceptable)

(Action Required)

YES

NO

1. Weather Conditions:

1.1 In regard to player safety, are the weather conditions satisfactory for play to commence?

2. Field of Play:

2.1 In regard to player safety, are the playing surfaces satisfactory for play to commence?

2.2 Has all visible debris, that may affect player safety, been removed?

2.3 Are the game formats and ground markings in-line with the AFL "Laws of the Game"?

2.4 Are all sprinkler covers intact and level with the playing field?

2.5 In regard to player safety, are the perimeter fences and/or signs free from visible hazards?

3. Facilities:

3.1 In regard to safety, are the public areas (e.g. seating and walkways) free of visible hazards?

3.2 In regard to safety, are the player's areas (e.g. change rooms) free from visible hazards?

3.3 Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?

4. Other Factors (please insert details of safety areas specific to your circumstances):

4.1 Are the following area/s (below) satisfactory for play to commence?

N/A

5. Please provide details of actions taken to address your safety concerns.

6. Declarations

I / We declare that I / We are authorised representatives of the nominated Teams.

I / We declare that after reasonable inquiry, the following statements are true and accurate

- A. the above inspection (Match Day Checklist) was completed as per the above date and time
- B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5)
- C. both teams are satisfied that the playing conditions are acceptable prior to the commencement of play

Who Signs the Checklist?

As the home club is responsible to ensure the greater environment of the venue is safe for members and guests, an authorised (18+ years of age) home club representative signs the form. As the away team players and entourage participate in the game under the same conditions, an authorised (18+ years of age) away team representative also signs the form.

<p>Home Team Authorised Representative's Name (please print)</p> <input type="text"/> <p>Position at Club <input type="text"/></p> <p>Home Team Authorised Representative's Signature</p> <input type="text"/>	<p>Away Team Authorised Representative's Name (please print)</p> <input type="text"/> <p>Position at Club <input type="text"/></p> <p>Away Team Authorised Representative's Signature</p> <input type="text"/>
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The advice in this form is general advice only. To help you decide if the cover suits you, please read the Product Disclosure Statement. We can provide you with further information. Please contact us to request. This insurance is arranged by Marsh Advantage Insurance Pty Ltd (ABN 31 081 358 303, AFSL 238 369) ('MAI'). MAI are not the insurer.

Marsh recommend a copy of this Game Day Checklist is retained on file for seven (7) years by the home team.