

# OSSF, Junior and Youth 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** ensures deadlines are met for publishing results in the newspaper and for other promotional 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 correctly. These fines and forfeits are stated in the competition rules.



## **Description**

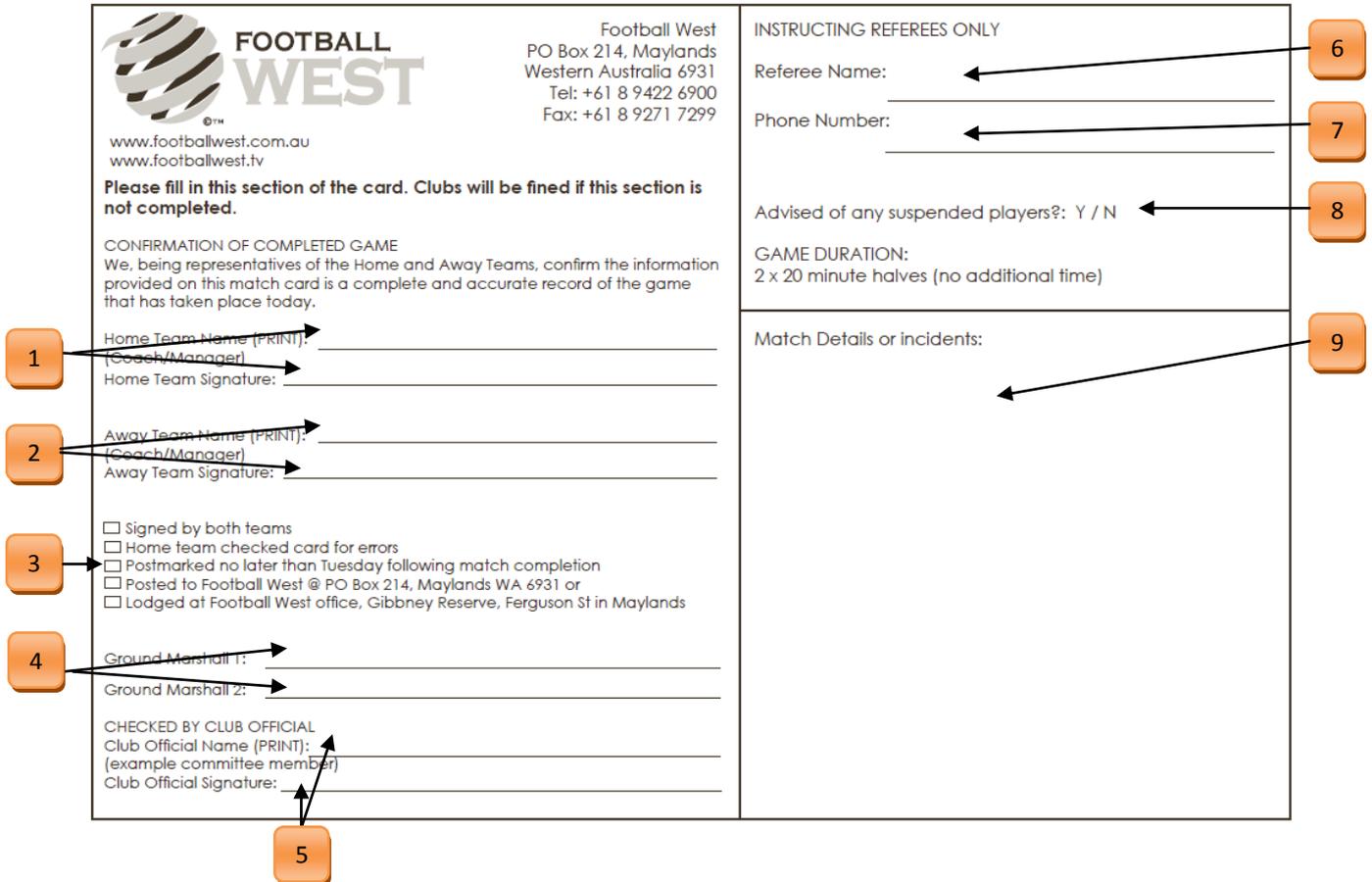
- 1. Date of match**
  - State the date of when the match takes place.
- 2. Time of kick off**
  - State the time of which the game commenced.
- 3. Age group**
  - The age group of the competition the two teams are competing in (eg. Under 9's)
- 4. Group/color of competition (8-11's only)**
  - State the name of the group the game is being played in. This is usually a color or other name given to the junior leagues. (eg. North Green)
- 5. Division/Color of competition (12-18's only)**
  - Similar to the group/color name given to each league in juniors. Unlike junior the 12-18's leagues are graded and therefore are named as a division. State the division of the competition the game is being played in.  
League or cup round (12-18's only)
- 6. 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.
- 7. Ground/Venue name of match**
  - State the name of the ground of which the game is being played at.
- 8. Team names**
  - Each team is to state the names of each teams/clubs competing
- 9. 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.
- 10. Surname of players**
  - For this entry, Football West requires the player's first initial of their given names, followed by the surname.
- 11. 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 <https://live.myfootballclub.com.au/playerreg/Logon.aspx> in which they can help you with getting a copy of your player's numbers.
- 12. 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)
- 13. 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)
- 14. Own goals scored by opposition**
  - State the number of own goals scored by your opposition (if any).
- 15. 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.

**16. 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*



The form is divided into two main sections. The left section contains the 'Football West' logo, contact information, and a 'Please fill in this section of the card' warning. It includes fields for Home and Away team names and signatures, a checklist of completion requirements, and fields for Ground Marshalls and Club Official signatures. The right section is titled 'INSTRUCTING REFEREES ONLY' and includes fields for Referee Name and Phone Number, a field for 'Advised of any suspended players?', a 'GAME DURATION' section, and a large 'Match Details or incidents' field. Numbered callouts (1-9) point to specific fields: 1 (Home Team Name), 2 (Away Team Name), 3 (Checklist), 4 (Ground Marshall 1), 5 (Club Official Name), 6 (Referee Name), 7 (Phone Number), 8 (Suspended players), and 9 (Match Details).

**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 incidents that occurred during the match (eg. Injuries, suspensions, crowd behavior)