

## APPENDIX 8

### **APPENDIX 8**

#### **Report Sheet**

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# North West Football League of Tasmania Inc OFFICIAL MATCH REPORT

PLAYED AT..... DATE.....

.....V.....

TICKETS SOLD ..... @ ..... - \$ .....

..... @ ..... - \$ .....

..... @ ..... - \$ .....

..... @ ..... - \$ ..... Programme sales.....

..... @ ..... - \$ .....

PASSES .....

TOTAL ATTENDANCE..... = GROSS GATE TOTAL - \$.....

### EXCLUDING VALUE OF PRORAM SALES

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LEVY PAYABLE TO NWFL - \$.....

OTHER ITEMS PAYABLE TO NWFL - \$..... = - \$.....

- \$.....

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TIME SHEET	Correct	Not In Order.....
SCORE CARDS	Correct	Not In Order.....
INTERCHANGE SHEETS	Correct	Not In Order.....

NAME OF PLAYERS AND CLUB REPORTED.....

.....

.....

.....

.....

.....

REMARKS.....

.....

.....

.....

CLUB SECRETARY,  
MATCH MANAGER OR NWFL CLUB DIRECTOR.....

(PRINT) (SIGN)

This form to be completed together with other documents and forwarded to the NWFL  
To be received no later than the last mail on the Tuesday following Match Day

## APPENDIX 8

# North West Football League of Tasmania Inc.

## REPORTED PLAYERS, EARLY GUILTY PLEA AND TRIBUNAL INFORMATION SHEET

Within twenty minutes of the conclusion of a game the Match Manager must visit the Umpires change rooms and among other things ascertain if there have been any reports.

If a report has been made he must inform the relevant Team Manager(s) who should also visit the Umpires room to collect any paperwork relating to the report. Failure of a Team manager to attend rooms will not invalidate a report. All parties must have a copy of the report, both clubs (if applicable), reporting umpire and a copy must be put in the match envelope and sent to the League by the Match Manager.

If an "Early Guilty Plea" can be taken, in consultation with other parties it should be determined if the player is eligible to accept this option and if so, if he wants to follow that course. This will be communicated usually on the Monday following a game.

Any charges laid by the Match Review Officer in reference to video reports will be communicated to that club on a Monday afternoon following the game with the intended penalty.

The reported player sheet must be also emailed to the above and then placed in the match envelope.

Tribunal hearings will normally be held from 7pm on the Wednesday following the game at NWFL Headquarters or Old Robins rooms, Ulverstone Recreation Ground Victoria Street Ulverstone.

**APPENDIX 8**

SHEET 3

**North West Football League of Tasmania Inc  
MATCH DAY SUMMARY SHEET**

**HOME TEAM** \_\_\_\_\_ **OFFICIAL SCORES** **VISITING TEAM** \_\_\_\_\_

(From official goal umpire cards)

VENUE: \_\_\_\_\_ DATE: \_\_\_\_\_

.....GOALS	.....POINTS	.....GOALS	.....POINTS
.....GOALS	.....POINTS	.....GOALS	.....POINTS
.....GOALS	.....POINTS	.....GOALS	.....POINTS
.....GOALS	.....POINTS	.....GOALS	.....POINTS
.....BEHINDS	.....BEHINDS	.....GOALS	.....POINTS
.....BEHINDS	.....BEHINDS	.....GOALS	.....POINTS
.....BEHINDS	.....BEHINDS	.....GOALS	.....POINTS
.....BEHINDS	.....BEHINDS	.....GOALS	.....POINTS

**REPORTED PLAYERS INFORMATION**

**PLEASE NOTE:**

to be sent to NWFL by 6:00pm on match day or within 60 min of the conclusion of the senior game  
If possible sooner following Sunday matches

**If No Reports Please print across the sheet "ALL CLEAR" and send**

Name and Number of Reported Player	Club and team/grade of the Reported Player	Offence (Rule Number &Description)	Reporting Umpire	Name and Number of Player Offended Against

**Match Manager** \_\_\_\_\_ **(Print Name)** \_\_\_\_\_ **Signature** \_\_\_\_\_

## GOAL UMPIRE'S OFFICIAL SCORE CARD

GAME: SENIORS / DEVELOPMENT / COLTS / WOMENS

DATE:

Home Team:			Visiting Team:							
	Goals	Behinds	<u>Progress Score</u>			Goals	Behinds	<u>Progress Score</u>		
			G.	B.	Pts.			G.	B.	Pts.
1 <sup>st</sup> Quarter										
2 <sup>nd</sup> Quarter										
3 <sup>rd</sup> Quarter										
4 <sup>th</sup> Quarter										

Remarks: All clear/ Report

Signed.....

Countersigned .....

# North West Football League of Tasmania Inc

## BEST AND FAIREST PLAYER

**SENIORS** .....**V**..... DATE.....  
..... ROUND.....

UMPIRES VOTING SLIP

(Please print player's full name not initial)

NAME	No.	CLUB

3 VOTES (BEST)  
2 VOTES (2<sup>nd</sup> BEST)  
1 VOTE (3<sup>RD</sup> BEST)

CENTRAL UMPIRE.....  
(Print) (Sign)

# North West Football League of Tasmania Inc

## BEST AND FAIREST PLAYER

**SENIORS** .....**V**..... DATE.....  
..... ROUND.....

UMPIRES VOTING SLIP

(Please print player's full name not initial)

NAME	No	CLUB

3 VOTES (BEST)  
2 VOTES (2<sup>nd</sup> BEST)  
1 VOTE (3<sup>RD</sup> BEST)

CENTRAL UMPIRE.....  
(Print) (Sign)

# North West Football League of Tasmania Inc

## BEST AND FAIREST PLAYER

**SENIORS** .....**V**..... DATE.....  
..... ROUND.....

UMPIRES VOTING SLIP

(Please print player's full name not initial)

NAME	No.	CLUB

3 VOTES (BEST)  
2 VOTES (2<sup>nd</sup> BEST)  
1 VOTE (3<sup>RD</sup> BEST)

CENTRAL UMPIRE.....  
(Print) (Sign)

**North West Football League of Tasmania Inc**

**BEST AND FAIREST PLAYER**

DATE.....

**DEVELOPMENT** .....V.....

ROUND.....

**UMPIRES VOTING SLIP**

(Please print player's full name not initial)

NAME	No.	CLUB

3 VOTES (BEST)  
2 VOTES (2<sup>nd</sup> BEST)  
1 VOTE (3<sup>RD</sup> BEST)

CENTRAL UMPIRE.....  
(Print) (Sign)

**North West Football League of Tasmania Inc**

**BEST AND FAIREST PLAYER**

DATE.....

**COLTS** .....V.....

ROUND.....

**UMPIRES VOTING SLIP**

(Please print player's full name not initial)

NAME	No.	CLUB

3 VOTES (BEST)  
2 VOTES (2<sup>nd</sup> BEST)  
1 VOTE (3<sup>RD</sup> BEST)

CENTRAL UMPIRE.....  
(Print) (Sign)

**North West Football League of Tasmania Inc**

**BEST AND FAIREST PLAYER**

DATE.....

**WOMEN** .....V.....

ROUND.....

**UMPIRES VOTING SLIP**

(Please print player's full name not initial)

NAME	No.	CLUB

3 VOTES (BEST)  
2 VOTES (2<sup>nd</sup> BEST)  
1 VOTE (3<sup>RD</sup> BEST)

CENTRAL UMPIRE.....  
(Print) (Sign)

**APPENDIX 8**

SHEET 6



**INTERCHANGE SHEET**

<b>Round:</b>	<b>Match:</b>	<b>Vs</b>
<b>Venue:</b>		<b>Date:</b>

**Competition (PLEASE CIRCLE BELOW):**

Women			Colts			Development			Seniors		
<b>Team:</b>						<b>Team:</b>					
<b>Quarter 1</b>											
<b>Int</b>	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int
COMMENTS											
<b>Quarter 2</b>											
<b>Int</b>	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int
COMMENTS											
<b>Quarter 3</b>											
<b>Int</b>	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int
COMMENTS											
<b>Quarter 4</b>											
<b>Int</b>	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int	Int
COMMENTS											

**Interchange Steward:**



**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**North West Football League of Tasmania Inc**

**TIME SHEET**

.....V.....  
 U12 / U14 Girls / U14 Boys / U17 Girls / U16 Boys

PLAYED AT..... DATE.....

<b>FIRST QUARTER</b>	<b>TIME</b>	<b>THIRD QUARTER</b>	<b>TIME</b>
Umpires Enter Field.....	.....	Umpires Enter Field.....	.....
.....Enter Field.....	.....	.....Enter Field.....	.....
.....Enter Field.....	.....	.....Enter Field.....	.....
Start.....	.....	Start.....	.....
Finish.....	.....	Finish.....	.....
Time Off.....min.....sec.		Time Off.....min.....sec.	
Time bet. 1 <sup>st</sup> & 2 <sup>nd</sup> Qr.....min.....sec.		Time bet. 3 <sup>rd</sup> & 4 <sup>th</sup> Qr.....min.....sec.	
<b>SECOND QUARTER</b>	<b>TIME</b>	<b>FOURTH QUARTER</b>	<b>TIME</b>
Start.....	.....	Start.....	.....
Finish.....	.....	Finish.....	.....
Time Off.....min.....sec.		Time Off.....min.....sec.	
Time bet. 2 <sup>nd</sup> & 3 <sup>rd</sup> Qr.....min.....sec.			
<b>REPORT ON FIRST HALF</b>		<b>REPORT ON SECOND HALF</b>	
On Time/Late.....min.....sec.		On Time/Late.....min.....sec.	
On Time/Late.....min.....sec.		On Time/Late.....min.....sec.	

**COMMENTS**

.....  
 .....  
 .....  
 .....

TIMEKEEPER.....  
 (print) (signature)

CLUB.....

TIMEKEEPER.....  
 (print) (signature)

CLUB.....

**APPENDIX 8**

**NWFL MATCH MANAGERS HOME GAMES LIST OF PROCEDURES**

SHEET 8

*Suggested approximate times*

**THESE ARE A GUIDE ONLY. DUTIES MAY VARY FROM CLUB TO CLUB**

SENIORS	DEVELOPMENT	COLTS	WOMEN	PROCEDURE
			7.00 AM	Gate Float and attendance forms for Gatekeepers
				Open & Check:
				1. Gatekeepers Box
				2. Visitors & Home team change rooms
				3. Gates onto ground
				4. Scoreboard & time keepers box/room
				5. Toilets
				6. Umpires change rooms
			7.40 AM	Complete top section of all forms for all teams (whole day)
				1. Match Summary Form
				2. Interchange sheet
				3. Reported players sheet and report books
				4. Goal Umpires form (2 each)
				5. Time keepers forms
1.45 PM	11.40 AM	9:45 AM	8.00 AM	Pump up match footballs (3) and spare for each game
				Deliver forms for all matches to timekeepers
1.55 PM	11.55 AM	10:05 AM	8.20 AM	Obtain copies 2,3 & 4 from home team manager & check
				Obtain copies 2,3 & 4 from visiting team manager & check
				Provide copies 3 & 4 of home team list & check with programme
				Provide copies 3 & 4 of visiting team list & check with Programme
2.00 PM	12:00 PM	10:10 AM	8.25 AM	Deliver to Umpires change rooms
				1. Deliver team sheets to umpires for signing
				2. Match footballs
				3. Best & Fairest voting forms and envelopes
				4. Goal Umpires Score forms
				5. Reported players form
				6. Reported players report book
				7. Key to Umpires change rooms for security purposes
2.05 PM	12:05 PM	10:15 AM	8.30 AM	Check arrival and readiness of
				1. Interchange steward
				2. Timekeeper
				3. Scoreboard/time clock attendants
2.10 PM	12.15 PM	10:25 AM	8.55 AM	Check Umpires have entered ground and readiness for game start
2.20 PM	12.20 PM	10:30 AM	9.00 AM	Game commences
				FAX/ EMAIL DEVELOPMENT AND COLTS SHEETS TO EXAMINER AND ADVOCATE
				At each quarter break check that time clock is working OK
				Scoreboard OK, ball boys etc, OK
				Provide water for Umpires if required
4.45 PM	2:45 PM	12:45 PM	10:45 AM	10 – 15 minutes after each game:
				1. Collect timekeepers & interchange stewards reports
				2. Collect top sheet of team lists from both team managers
				3. Check goal kickers and best players are completed
				4. Collect footballs, Umpires vote and goal umpires cards
				5. Check "all clear from Umpires"
				If any reports: Team Managers from both teams to report to Umpires
				Check reports and collect copies. MAKE SURE rule book and penalty
				is available in case reported player wants to take SET PENALTY
				Complete reported players sheet and have player sign accordingly
				6. After senior game collect key to Umpires change room
				7. Collect gatekeepers attendance form, check figures and money received
				8. FAX/ EMAIL COMPLETED TEAM SHEETS TO EXAMINER AND ADVOCATE
				9. FAX/ EMAIL THE FOLLOWING TO THE NWFL BEFORE 6.00 PM
				a. MATCH SUMMARY FORM
				b. TEAM SHEETS FOR ALL THREE GAMES (Signed by Umpires)
				c. REPORTED PLAYERS SHEET even with "ALL CLEAR"
				BACK UP VIDEO ONTO THE NWFL SUPPLIED HARD DRIVE
				POST TO NWFL TO REACH OFFICE BY TUESDAY
				Check list for each match (to be stapled for separate games)
				UMPIRES VOTING ENVELOPES
				GOAL UMPIRES CARDS
				INTERCHANGE SHEETS
				REPORTED PLAYERS SHEET
				TIMEKEEPERS SHEET
				OFFICIAL MATCH REPORT
				Add to above the MATCH SUMMARY FORM Fully completed and CHEQUE