

# **INSTRUCTIONS FOR MATCH MANAGERS**

## **NEW MATCH BOOKS**

- **There are two match books on the bench – each should be used for alternate games.**
- **Enter match details – SENIOR/JUNIOR; DATE; TIME; GRADE: GROUND**
- **Please ensure that both teams enter the player details in the match book.**
- **Advise the person writing in the book to press firmly so that all sheets are legible.**
- **At the end of the game, each team should sign the match sheet and take a copy (blue or pink).**
- **Match Managers should place the white sheet in the black folder, leaving the yellow sheet in the book.**
- **It would be appreciated if you put the cardboard dividers back in to the book in the correct position (under yellow sheet and white sheet beneath)**

## **TIMING OF GAMES**

- **All under-age games this season are 2x25 minute halves.**
- **You must ensure that the game finishes 5 minutes before the advertised starting time of the next game – even if it means cutting the game short.**