



2025 Match Day Responsibilities & Requirements – All Competitions

1. HOST TEAM RESPONSIBILITIES

For each match, the designated host team is responsible for:

1.1 Match Operations:

- Provide a timekeeper and scoreboard operator
- Supply an AFL Masters-branded approved match ball for each match (Men's Sz 5 / Women's Sz 4)
- Assign two (2) goal umpires per scheduled match (New for Women's Competition in 2025)
- Supply goal umpire scorecards for each game (*Supplied to club by the league or [Download Here](#))

1.2 Game Day Management:

- Complete the Marsh Match Day Checklist ([AFL Matchday Checklist | Marsh](#))
- Welcome visiting teams and officials, providing an introduction to the facilities
- Appoint a Game Day Manager (recommended) to assist teams with access to ice, goal flags, or other required amenities and act as the point of contact for visiting umpires and teams
- Ensure clear guidance on emergency procedures (e.g., fire evacuation, ambulance call-out, defibrillator/stretchers access)

2. HOME TEAM RESPONSIBILITIES (First-Named Team)

2.1 Pre-Match:

- Print the Team Sheet from PlayHQ (including player names & jumper numbers)
 - Jumper numbers may be handwritten if not already allocated but must be updated in PlayHQ post-match.

2.2 Match Responsibilities:

- Ensure all players sign the Team Sheet before taking the field
- Clearly record any borrowed players (including jumper number, signature, and affiliated club) on the Team Sheet
 - All borrowed players must have a Match Day Permit on PlayHQ (can be processed post-match)
- Provide the completed Team Sheet to the umpires at the **start of half-time**
- Goal umpire payment recommendation: \$65 per person, per match



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2.3 Post-Match:

- Collect Team Sheets (both teams) and Score Cards from umpires/goal umpires
- Enter all match scores into PlayHQ by **8:00pm on game day**, including quarter-by-quarter scores
- Update PlayHQ with the following by **8:00pm Monday, post-match**:
 - All registered players who participated in the match
 - Goal kickers
- Upload the following documents to the [AFLVM website](#) by **8:00pm Monday, post-match**:
 - Both teams' Team Sheets
 - Score Cards & Timekeeper Report
 - Umpire Checklist

NEW UPDATE – Online optional Report on Field Umpires form: [Click Here](#) by **8:00pm Monday**

3. AWAY TEAM RESPONSIBILITIES (Second-Named Team)

3.1 Pre-Match:

- Print the **Team Sheet** from PlayHQ (including player names & jumper numbers)
 - Jumper numbers may be handwritten if not already allocated but must be updated in PlayHQ post-match

3.2 Match Responsibilities:

- Ensure all players sign the Team Sheet before taking the field
- Record any borrowed players on the Team Sheet (same requirements as Home Team)
- Provide the completed Team Sheet to umpires at the **start of half-time**

3.3 Post-Match:

- Update PlayHQ with:
 - All registered players who participated in the match
 - Goal kickers (recorded by **8:00pm Monday, post-match**)
 - **NEW UPDATE** – Online optional Report on Field Umpires form: [Click Here](#) by **8:00pm Monday**
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Important Notes for All Teams:

- Home Team must upload both Team Sheets and two (2) verified Score Cards by **8:00pm Monday**.
- Team Sheets will be locked at **8:00pm Monday post-match**.
- Players must be registered and selected via PlayHQ to appear on the Team Sheet.
- Each teams' coach must be registered and included on team sheet
- Clubs are responsible for player eligibility. Unqualified, ineligible, or unregistered players may result in a League investigation.
- Players who do not sign the Team Sheet will **not** be credited with a game (no votes or goals will be recorded).
- **Finals eligibility:** Players will not be added to Team Sheets retrospectively. Ensure registrations are correctly managed.
- **Minimum team size:** A match can only commence or continue with at least 14 players, including shared opposition players.
- **Player sharing:**
 - Clubs are encouraged to lend players to the opposition to ensure matches proceed.
 - The borrowing team must list shared players on their Team Sheet (including name & origin club).
 - A Match Day Permit on PlayHQ must be obtained post-match.
 - A team may field one additional player if the opposition has fewer than 18 players. However, playing equal numbers is encouraged.

Additional Resources:

- **AFL Coaches Code of Conduct** – [Click Here](#)
- **PlayHQ User Guides** – [Click Here](#)
- **Laws of Australian Football (2025 Edition)** – [Click Here](#)
- **AFL National Community Policy Handbook (2025 Edition)** – [Click Here](#)
- **Marsh Matchday Checklist** – [Click Here](#)
- **Concussion Guidelines** – [Click Here](#)
- **Timekeeper Report** - [Click Here](#)
- **Umpire Checklist** - [Click Here](#)