

# DRIBL

## Match Day Process for Coaches and Managers

Junior and Women's Community Competitions



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### Team Submission deadlines

- 45 minutes before kick off – Submit your team's match sheet (changes can be made after this time)
- 30 minutes prior to kick off – Confirm opposition team's match sheet (no more changes can be made without consultation with away team or referee)

### Key Match Day Steps

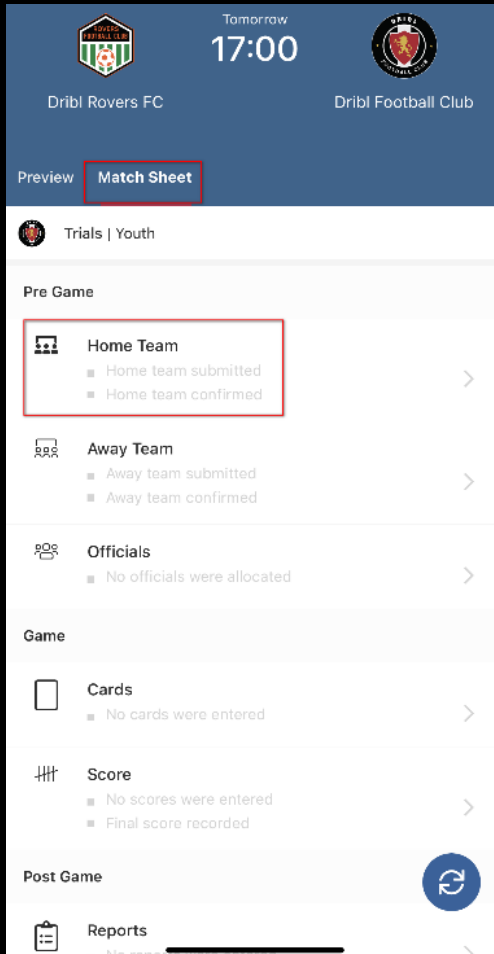
- ✓ Mark Players, Coaches and Managers as Available
- ✓ Assign shirt numbers
- ✓ Select your starting 11 and subs
- ✓ Select your goalkeeper and captain
- ✓ Unselect any players not participating/unavailable
- ✓ Submit Team
- ✓ Confirm Team
- ✓ Review Match Sheet and Statistics



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**MATCH SHEET OVERVIEW**



**Note: you will not be able to perform match day tasks if the club administrator steps of mapping and approving members to teams have not been completed**

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## How to Complete your Match Sheet via Dribl

Find the relevant match and corresponding match sheet

1. Ensure you are logged in to the Dribl app as a coach/manager/club admin with Reporter access (you will not be able to perform match day tasks if this has not been completed)
2. Click on the Fixtures tab and find the relevant fixture or use the filters at the top of the page to narrow down your search
3. Select the relevant fixture
4. Select the match sheet tab and then select if you are the home or away team (the first listed team is home and second team is the away team)



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← Availability 8 ☰

Home Away Referees Officials

Dribl Rovers FC

Coaches

Jose Mourinho

Managers

Pep Guardiola

Players

Alisson Becker  5  GK  2  S  P

David Beckham  5  3  S  P

Kevin De Bruyne  8  4  S  P

Lionel Messi  10  c  6  S  P

Matt Simon  1111  5  S  P

Neymar Junior  12  7  S  P

Roberto Firmino  9  S  P

Submit Team 9

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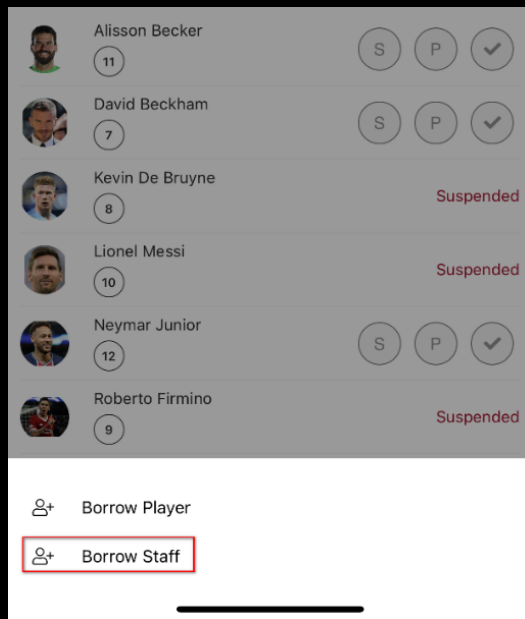
## Perform all Pre-Match Tasks

Once you have located your Match Sheet and team, the availability screen will allow you to prepare your match sheet and complete the following tasks

1. Specify which coaches, managers and players are participating in the match
2. Select your goalkeeper
3. If any players are unavailable/not playing ensure they are not ticked and remain a grey unticked circle
4. Select the players who are (A) - available, they will be listed with a green tick and (P) for Playing (this will be your bench players)
5. Allocate your starting 11 by selecting (S) for Starting
6. Select your captain
7. Allocate shirt numbers
8. Borrow players, coaches and managers if required
9. Submit Team (must be completed 45 minutes prior to kick off)



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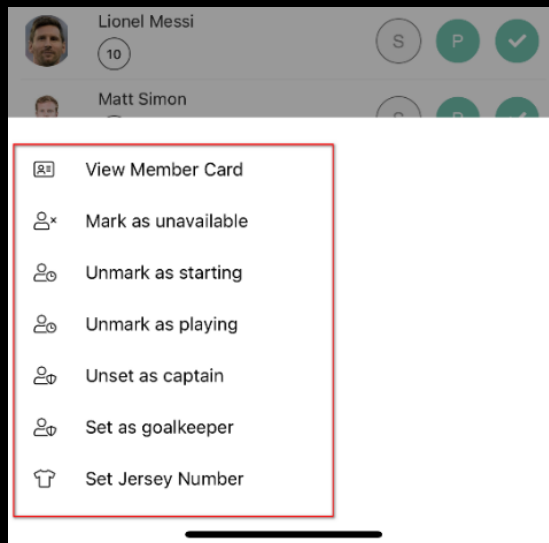
**Note: Club admins, coaches and managers MUST ensure borrowed players meet the relevant Competition Rules and Regulations in regards to player movement and eligibility. The onus is on the club and team to ensure the Competition Rules and Regulations are not breached**

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## How to borrow players and team officials

- The players, coaches and team officials that are available for selection on the match sheet are those that have been mapped to the relevant team via your Club Administrators
- Players are mapped to a team they predominately play with and you can then borrow players from other teams to fill in on match day
- You can also borrow any registered coach or team official ensuring they are registered and hold the appropriate qualifications
- To borrow a member, select the + icon on the top right hand corner
- Select the relevant role and search for the member and then select them onto the match sheet
- Ground Stewards are to be added under the officials tab, a short video is included at the end of this document





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## How to modify match sheet fields

- Click and hold on the participants name you wish to modify, this will launch the additional options box
- Select the data field you wish to modify and make the relevant changes



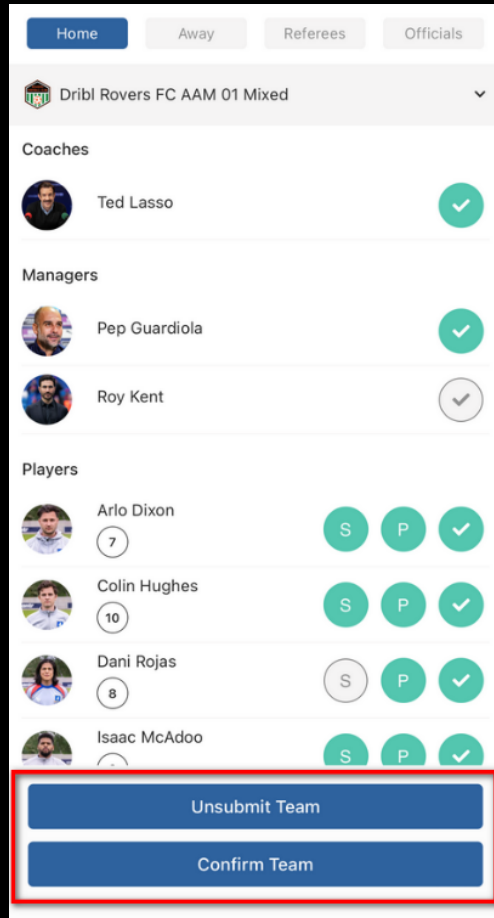
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The screenshot shows the 'Dribl Rovers FC AAM 01 Mixed' team page. At the top, there are navigation tabs: 'Home' (selected), 'Away', 'Referees', and 'Officials'. Below the team name, there are sections for 'Coaches', 'Managers', and 'Players'. Each coach and manager has a profile picture, name, and a green checkmark. The 'Players' section lists four players: Arlo Dixon (number 7), Colin Hughes (number 10), Dani Rojas (number 8), and Isaac McAdoo. Each player has a profile picture, name, number, and three buttons: 'S' (Substitute), 'P' (Player), and a checkmark. At the bottom, there are two blue buttons: 'Unsubmit Team' and 'Confirm Team', which are highlighted with a red border.

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## Team Submission

- Once you have completed the match sheet steps above and finalised your starting line up, substitutes, shirt numbers and team officials click on the submit team button
- This step **MUST** be completed 45 minutes prior to kick off
- If a change needs to be made due to injury or player availability and the opposition has yet to confirm your team, you can select 'unsubmit team' and make the required changes
- If the match sheet has been confirmed by the opposition, you will need to approach the referee or the opposition to un-confirm your match sheet and make the relevant changes



**Note: Once teams are confirmed you can no longer modify your team selection. If any changes are required you will need to approach the away team or referee who will be able to un-confirm the team and allow the changes to be made. Any changes will need to be in line with the Competition Rules and Regulations**

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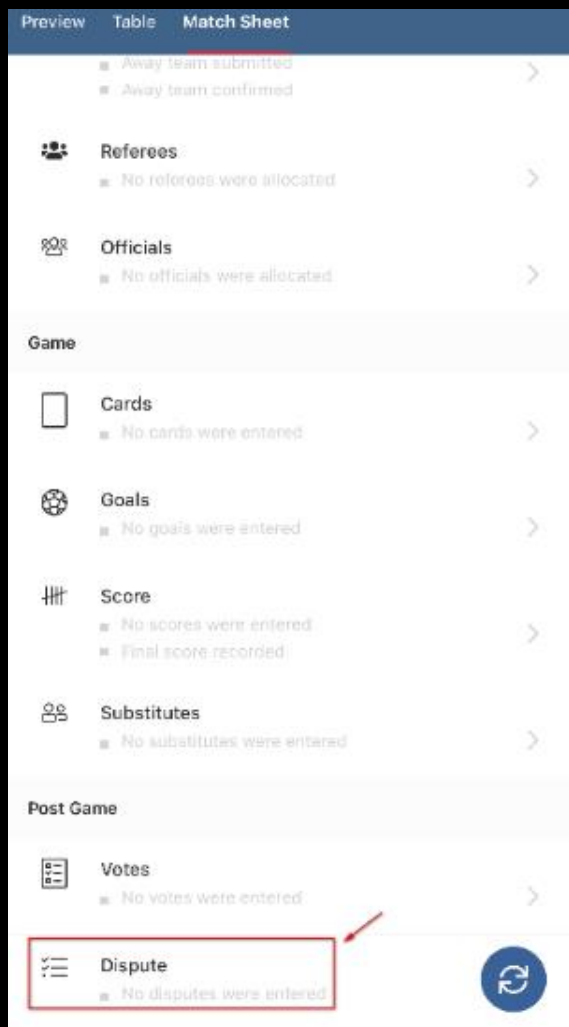
## Confirm Opposition Team

- Teams will be required to confirm their opponent's team as part of the match day process
- Select the oppositions team tab
- Review the opposition's match sheet checking all information has been completed and their line-up is correct
- If there is a discrepancy in the opposition team a dispute may be lodged via the app
- This step **MUST** be completed 30 minutes prior to kick off





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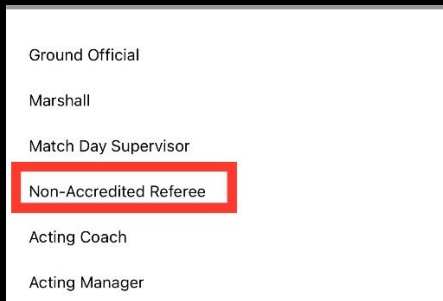
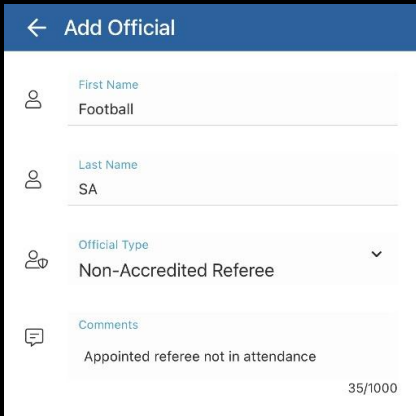
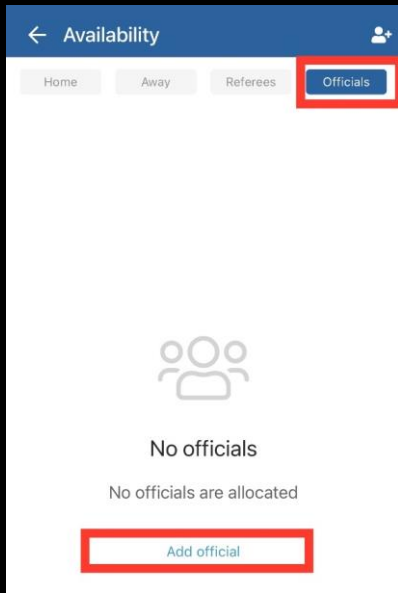


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## Post Match

- Post match statistics such as goal scorers, substitutes, yellow and red cards will be completed by the referee
- Once the match sheet is completed by the referee, team managers and coaches should check all statistics and information entered is correct
- If a situation occurs where a team believes an error has been made, a dispute can be raised within the app which will be reviewed by Football SA
- Injuries – if an injury needs to be reported on the match sheet the team manager is to notify the referee who will add this as a report. Alternatively please contact the relevant Competition Administrator to add the injury \* note an enhancement will soon allow managers to complete this task

**Note: Disputes must be raised within 24 hours of the match being completed**



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## Non-Attendance of a Match Official

- In the event there is no referee appointed or in attendance, clubs can follow the below steps
- Within the Match Sheet tab on the app, select Officials
- Tap add and select Non-Accredited Referee
- Enter the Club Referees name and the reason in the comments
- They will now be able to perform all pre and post match functions as a referee
- The referee or a club official will then need to perform the below steps to complete a match sheet and mark the match as Complete.

**Note: Disputes must be raised within 24 hours of the match being completed**



## Club Referee Short Video Guides

How to enter Goals:

<https://youtu.be/ofCgotcZCOY>

Update Scores:

[https://youtu.be/V0MAr0Q\\_jNE](https://youtu.be/V0MAr0Q_jNE)

Add Substitutions:

<https://youtu.be/CWZDhfZJ0Dk>

Submit Votes:

[https://youtu.be/iuaK\\_djnPOk](https://youtu.be/iuaK_djnPOk)

Entering Red and Yellow Cards:

<https://youtu.be/fzINcQuMoSU>

How to complete a Match Sheet:

<https://youtu.be/nqubB9DvzLU>

**Note: The Home Team can assist the club referee with performing these steps**

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## Club Referee Steps

- The below is a summary of the key steps that the club referee will need to ensure are completed:
- Pre-match
  - Ensure both the home and away team have been submitted
  - Confirm/review both the home and away teams line up ensuring the starting players, substitutes and shirt numbers are correct
- Post-match
  - Enter the half time and full time scores
  - Enter goal scorers
  - Enter any yellow or red cards issued during the match
  - Enter substitutes if applicable
  - Check all information is correct and then click on the complete match sheet button to finalise the match



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## Important Note

- Players can not be manually added to match sheets as per previous seasons
- Players will need to be registered and approved on both Play Football and Dribl prior to being able to participate in any games
- As such, these steps will need to be completed at least 1 business day prior to the match. If they are not on the Dribl match sheet they **can not play**

## Additional Video Guides

Prepare and Submit Team

<https://youtu.be/oatiRHT8GfU>

How to confirm opposition team

<https://youtu.be/HufvXsAF1vQ>

How to add Ground Stewards and Officials

<https://youtu.be/KRApUwVbROY>