



COMPETITION MANAGEMENT GUIDE

FFA CUP 2019 CAPITAL FOOTBALL PRELIMINARY ROUNDS

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SECTION 1: APPLICATION OF THIS GUIDE

This guide has been prepared by Capital Football to serve as a reference to all Clubs regarding the Competition Management Processes that are in place for the FFA Cup 2019 Capital Football Preliminary Rounds.

SECTION 2: REGISTRATION PROCEDURE REMINDER

All players and team officials must be registered and made active to their respective Club on Play Football and be listed on the Clubs submitted Player Roster and Team Official Roster.

SECTION 3: SPORTS TG (STG) ACCESS

If you do not have STG access to your club you will need to be granted access. Access is provided on an individual basis, not a generic Club login.

If you have not set up a STG Passport you will need to do so by going to the following link and registering for an account: <https://passport.sportstg.com/signup>

After you have set up your account you will receive an automatically generated email from STG asking you to confirm your email address by clicking on a link. After you have confirmed your email, please complete the access request form which can be located here: <https://form.jotform.co/90547490915868>

On the access form, please select “Team Level Access” and then select “FFA Cup”.

SECTION 4: TEAM SHEETS & ONLINE RESULTS ENTRY PROCEDURES

It is the responsibility of the Away Club, or second listed club to make their player selection in STG by 2:00pm on the day prior to the match.

The Home Club, or first listed club, is required to enter their player selection in STG, and then print and provide the team sheet on match day.

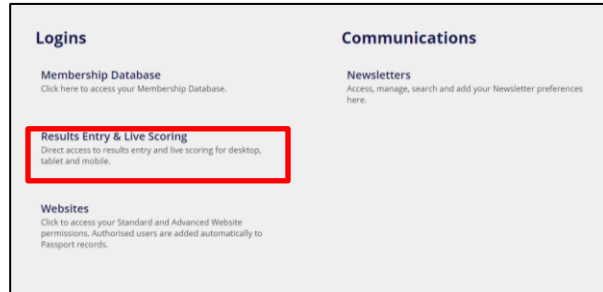
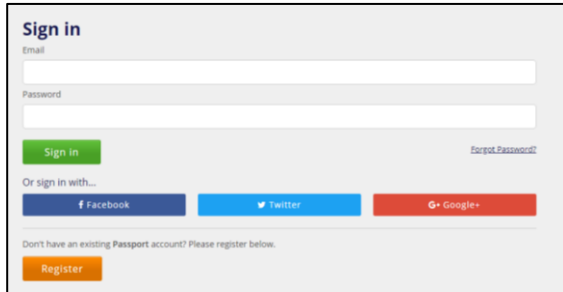
After the conclusion of the match, the **Winning Club** is responsible for entering the half time and full time results **within 45 minutes** of the completion of the final match of the day.

Results will automatically upload to the website at times set by Capital Football.

SECTION 5: LOGIN TO STG & DATABASE SELECTION

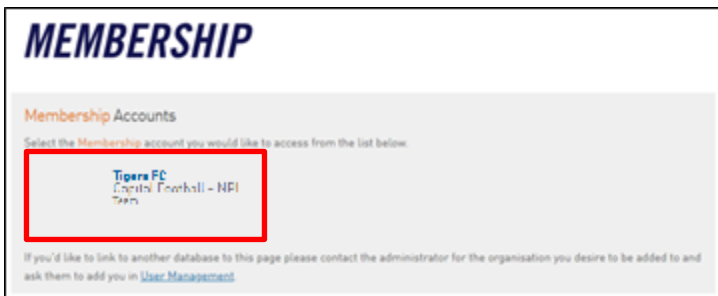
After access has been set up on your STG Passport, sign in here; <https://passport.sportstg.com/account>

Enter your STG Passport email address and associated password then click “Sign In”. If you can’t remember your password use the “Forgot Password?” functionality. Once logged in select “Results Entry & Live Scoring”.



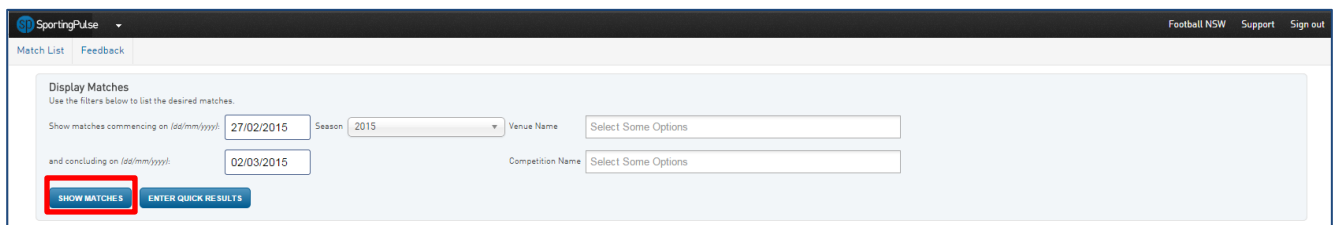
You will then be taken to a new screen which will display any Club's you have access to. Click on the relevant Club.

Please note: Please ensure you select your Club with "Team" underneath as this should be your FFA Cup Team.

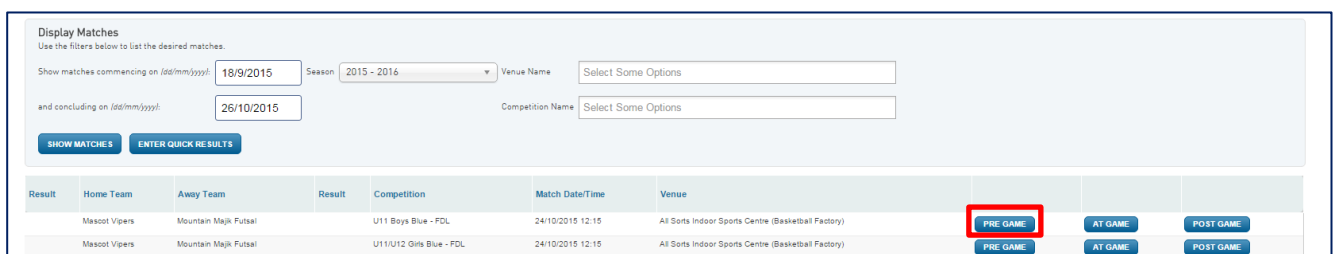


SECTION 6: LOCATING UPCOMING FIXTURES

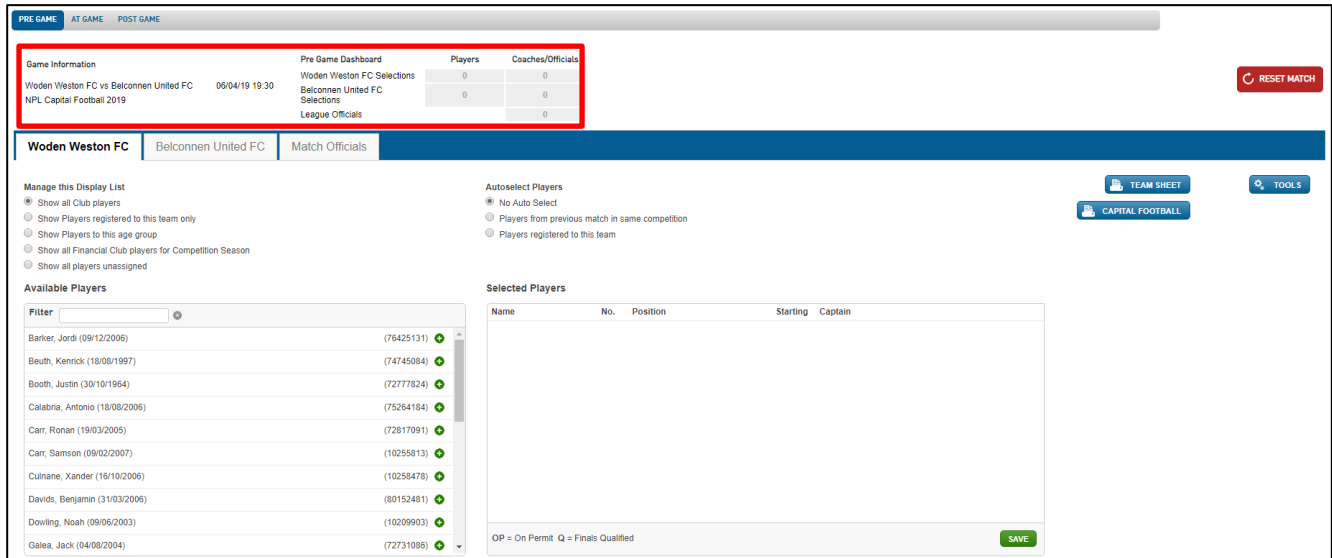
After clicking on your Clubs name, you will be taken to a screen to view fixtures. Enter in the date parameters for the fixtures you are searching for and click "Show Matches". You can also select to see only certain competitions by using the filters to the right hand side.



This new screen will display the matches that meet your search criteria. Click on "Pre Game" to the right hand side of the fixture details.

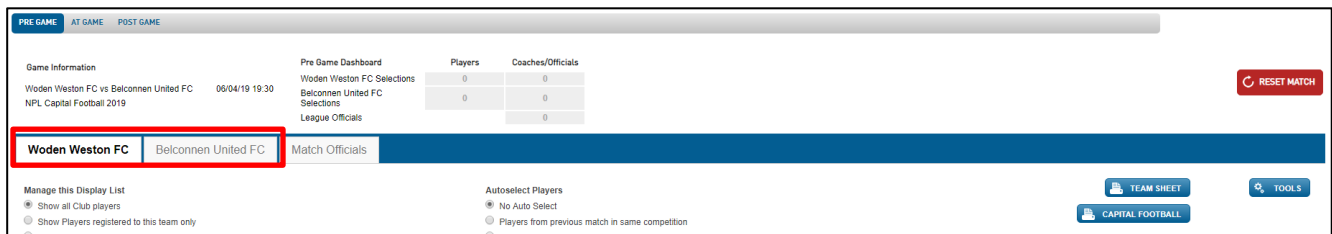


You will then be taken to the screen below. At the top of the screen you will see the details for the match you are in as well as information on how many players, if any, have been allocated for either team.




SECTION 7: ALLOCATING PLAYERS ONTO TEAM SHEETS


Once you are in the “Pre Game” section of the relevant match, click on your Club.



To the left of the screen, you will see a list of all players registered in your Club.

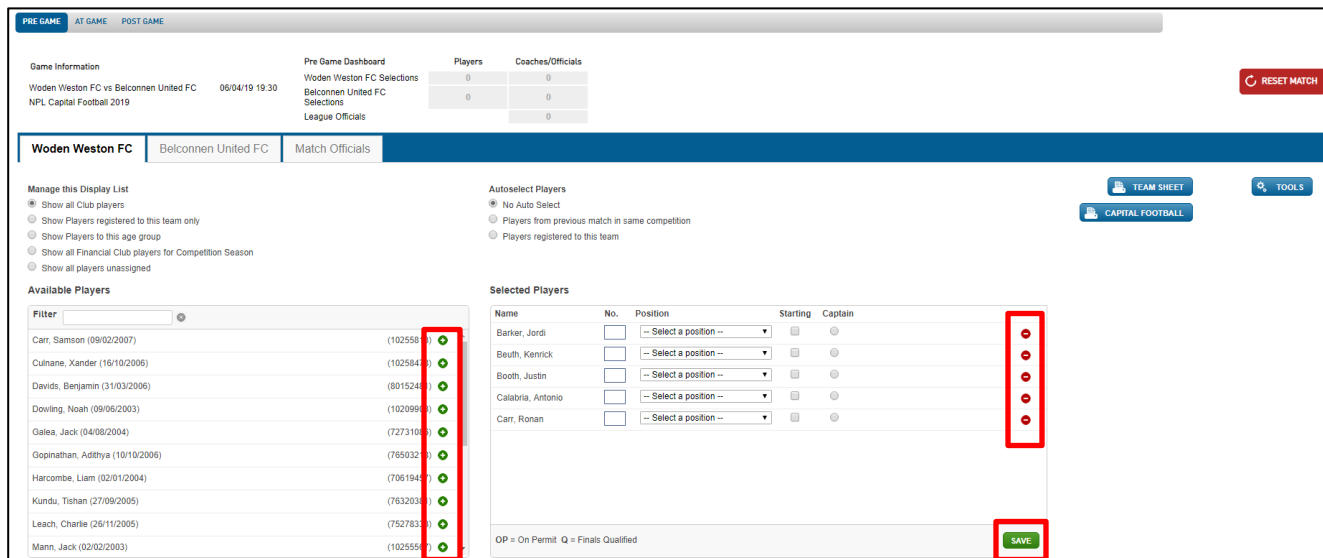
You can use the scroll bar to look for players (defaulted to alphabetical listing by surname) or you can start typing their name in the search field above the player list. Upon locating the players you wish to add to the team sheet, click on the green plus “+” to the right of their name. This will move the player across to the area on the right hand side of the screen. 

After you have selected all of your players for the first game, you will then have the option in future weeks to select “*Players who played last week*”. This will populate the right hand side with the information (including shirt numbers) that was used the week prior.

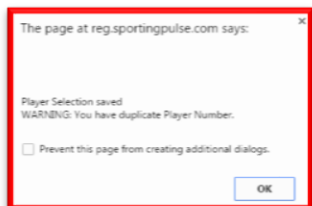
If you make an error when making your team selections, or if the automatic selection brings across players who will not be participating in the in this fixture click on the red minus “-” sign to the right of the players name to remove them from the team selection. 

After you have completed your player selection, enter in the shirt numbers for each of the players, then click on the “Save” button below the players list on the right.

Please note: Clubs are **NOT** required to select the position or indicate who is starting / the captain.

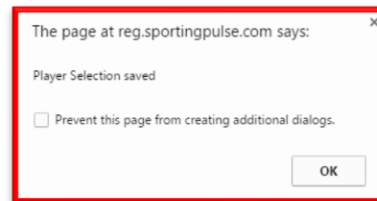


If you have incorrectly entered a shirt number more than once, you will receive a message screen advising you so. After making corrections, click “Save” again and you will receive a message screen with “*Player selection saved*”.



← Message screen for duplicate shirt numbers

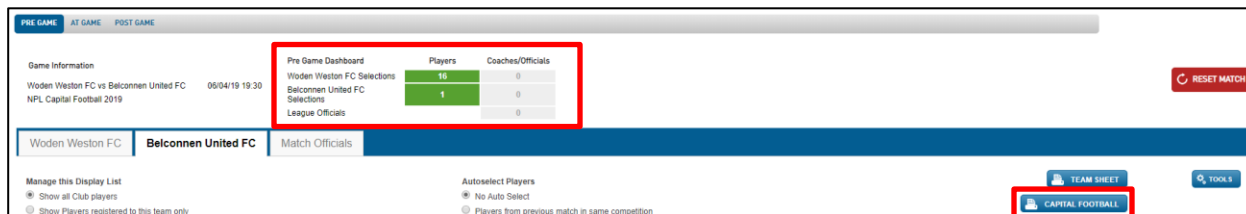
Message screen for player selection saved →



SECTION 8: TEAM SHEET PRINTING

The Home Club is responsible for printing and providing all team sheets on match day.

When you log into STG and click into each fixture, you will be able to see how many players have already been allocated for each team for this fixture as indicated at the top of the screen. After confirming that all players have been selected, simply click on “*CF - Outdoor*”.



The team sheet will then open in a new window and look similar to the example below.

CAPITAL FOOTBALL TEAMSHEET																							
HOME TEAM					AWAY TEAM																		
Gungahlin United Matildas					Vs	Woden Valley United																	
DIVISION: Capital Football					REFEREE:																		
GRADE: ActewAGL Girls U12 Division 1					ASSIST REF:																		
VENUE: Harrison Playing Fields					ASSIST REF:																		
DATE: 08/09/18 13:45					4TH OFFICIAL:																		
Shirt #	FFA NUMBER	Gungahlin United Matildas	Started (Y)	SUB No.	GLS	Yellow CODE	Red CODE	MIN.	Shirt #	FFA NUMBER	Woden Valley United	Started (Y)	SUB No.	GLS	Yellow CODE	Red CODE	MIN.						
	84395136	Barkhadle, Amaar								83289589	Abbey, Isabelle												
	80757628	Aamer, Hasan								80058559	Abdeen, Abdullah												
	83384828	Aamer, Maria								79181410	Abdeen, Omar												
	59987594	Abbas, Badreldin								84321256	Abdulla, Ali												
	77823649	Abdi, Farhad								80882263	Abdulla, Suhail												
	83756874	Abdulloh, Ali Imron								78828708	Abeyrathne, Akila												
	82896531	Abraham, Jacob								78828088	Abeyrathne, Tinura												
MANUAL AMENDMENTS TO PLAYER LISTING									MANUAL AMENDMENTS TO PLAYER LISTING														
Manger/Secretary:									Manger/Secretary:														
Home Team: 1/2 Time: _____ Score _____					Away Team: 1/2 Time: _____ Score _____																		
Full Time: _____ Score _____					Full Time: _____ Score _____																		
Managers are to sign the Team Sheet at the end of the match signifying that all details are correct. Ensure that scores are checked as no appeals are permitted once Team Sheet is received by FOOTBALL NSW LIMITED.																							
HOME TEAM OFFICIALS						CLUB GROUND OFFICIALS - Please Print Clearly			VISITING TEAM OFFICIALS														
						JACKET No.																	
						1																	
						2																	
						3																	
PLAYERS STOOD DOWN - Please Print Clearly						PLAYERS STOOD DOWN - Please Print Clearly																	
FFA No.	HOME PLAYERS NAME					FFA No.	AWAY PLAYERS NAME																
REFEREE'S SIGNATURE: _____																							
Note: Goal Scorers and Substitutions are to be recorded. Incorrect numbering of players is also to be reported.																							

Please note: When printing, please ensure your team sheet is landscape, you can remove headers and footers, and that it is fitted to print on one page.

SECTION 9: TEAM SHEET COMPLETION & SUBMISSION

Prior to the match, a Team Official from each Club is required to double check the information displayed on the team sheet is correct, this includes:

- Putting a line through any player who is not participating in the match;
- Checking the shirt numbers are correct and adjusting any that may have changed;
- Should a player not be listed on the team sheet, that is now participating in the match, please clearly write their name and FFA number on the team sheet.

They should also list down the name of the Club Vested Official/s (CVO) for the match in the “Club Ground Officials” section.

Please note: **The team sheet is not to be signed prior to the match.**

At the conclusion of the match (after the Referee has completed to the team sheet), a team official from both Clubs is required to sign the team sheet.

Please note: Signing the team sheet indicates that the information listed is correct. If you believe anything is incorrect, please query this with the Referee on the day. If you still believe the information is incorrect, do not sign the team sheet, and the appropriate Club Delegate is to submit an email to emma.salzke@capitalfootball.com.au within 24 hours following the Match, outlining the issues.

The **Winning Team** is required to email a copy of the team sheet to teamsheets@capitalfootball.com.au within 24 hours following the Match.

Please note: It is asked that the **Winning Team** takes a photo of the team sheet and emails the photo straight after the match to assist with the processing and preparation for the next round.

SECTION 10: TEAM OFFICIALS LIST COMPLETION & SUBMISSION

For each match, both Clubs are required to complete a Team Officials List. Each Club will be sent a Club specific excel document, with all of the Clubs relevant data available for selection.

Prior to the match, the Club will need to:

1. Select the Venue;
2. Select the Round;
3. Type in the Match Date;
4. Type in the Kick Off Time for the specific match;
5. Select the Home Team;
6. Select the Away Team;
7. Select the Role and Name of each Official who will be sitting in the Technical Area;
8. Print the Team Official List and take it to the Match.

Please note: The Team Official Names will be pre-populated based on the Team Official Roster. Should further people be added to your Team Official Roster, an updated list will be provided to the Club to be used. Anyone who is not available to be selected on the Team Official List is not permitted/eligible to be in the Technical Area.

Should you need to make alterations on the day, please cross out the name of the person who will no longer be in the Technical Area and clearly write the name of the person replacing them in the space next to this. Please ensure that the person manually listed is permitted/eligible (i.e. is available to be selected on the excel sheet).

Once the appropriate changes are made, a Club Official is required to sign the Team Official List to confirm that the information displayed is correct. They are to then hand the Team Official List to the Referee prior to the match. During/after the match, the Referee will confirm that the number of Team Officials in the Technical Area, reflects the number listed and will then sign the Team Official List. The Team Official List for each Club will then be returned with the Team Sheet.

Both Clubs are required to email a copy of their completed Officials list to teamsheets@capitalfootball.com.au within 24 hours following the Match.

SECTION 11: ONLINE RESULTS ENTRY

To enter results, follow the same steps required to locate the fixtures as per Section 7.

Rather than clicking on “Pre Game” when you locate your fixtures, click on “Post Game”. This will take you to the results area for the fixture.

Display Matches
 Use the filters below to list the desired matches.

Show matches commencing on (dd/mm/yyyy) Season Venue Name

and concluding on (dd/mm/yyyy) Competition Name

Result	Home Team	Away Team	Result	Competition	Match Date/Time	Venue			
	Masoot Vipers	Mountain Majk Futsal		U11 Boys Blue - FDL	24/10/2015 12:15	All Sorts Indoor Sports Centre (Basketball Factory)	<input type="button" value="PRE GAME"/>	<input type="button" value="AT GAME"/>	<input type="button" value="POST GAME"/>
	Masoot Vipers	Mountain Majk Futsal		U11/U12 Girls Blue - FDL	24/10/2015 12:15	All Sorts Indoor Sports Centre (Basketball Factory)	<input type="button" value="PRE GAME"/>	<input type="button" value="AT GAME"/>	<input type="button" value="POST GAME"/>

To return to the list of fixtures, click on “Match List” in the blue bar at the top of the screen.

After clicking “Post Game” you will see the screen below. The Winning Club must enter the **half time and full time scores** for each team. You will notice that the “Results” (bottom of page) will automatically update to win/loss/draw according to the results you enter. Click on “Update Match Scores”.

Please note: **The Winning Club must enter the scores within 45 minutes of the completion of the final match of the day.**

Game Information
 Woden Weston FC vs Belconnen United FC 06/04/19 19:30
 Full Time Score Yellow Cards Red Cards
 Woden Weston FC Belconnen United FC

Woden Weston FC Belconnen United FC

Half Time Score

Minutes Inj. Time Type Player

Full Time Score

Minutes Inj. Time Type Player

Please note: Clubs are not to enter any data into the “Match Summary” box at the bottom of the “Final Match Scores” page.

Match Summary:

SECTION 12: CAPITAL FOOTBALL SUPPORT CONTACT

Please contact the following should you have issues:

Emma Salzke

Phone: (02) 6189 2209

Email: emma.salzke@capitalfootball.com.au