



**CAPITAL
FOOTBALL**

**COMPETITION
MANAGEMENT GUIDE
2020 MINIROOS COMPETITIONS**

ISSUED 2 JULY 2020

VERSION 2

VERSION CONTROL

VERSION	DATE	AUTHOR	RATIONALE
1	4/05/2020	Capital Football	Created for 2020 Season
2	2/7/2020	Capital Football	Updated for new document template

CONTENTS

VERSION CONTROL	2
SECTION 1: GENERAL.....	4
1 Application of this Guide	4
2 Registration Reminder	4
3 Sports TG (STG) Access	4
4 Team Sheets & Online Results Entry Procedures.....	4
SECTION 2: PRE-GAME REQUIREMENTS	5
1 Login to STG & Database Selection	5
2 Locating Upcoming Fixtures	5
3 Allocating Players onto Team Sheets.....	6
4 Team Sheet Printing	7
SECTION 3: COMPLETION & SUBMISSION.....	9
1 Team Sheet Completion & Submission	9
2 Capital Football Support Contact.....	9

SECTION 1: GENERAL

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 2020 season. All details within this guide will apply to all grades within the following Competitions, unless specified:

- U10 & U11 MiniRoos Competitions

2 REGISTRATION REMINDER

All players, coaches and team / club officials are required to be registered on the Play Football Registration System (as previously communicated to all Clubs).

All persons must be made 'active' in the Play Football Registration System, in order to be eligible to play / coach / manage during the 2020 season.

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.com/capital_football/2020-sports-tg-stg-access-request

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 Friday prior to the weekend fixture or 2:00pm the day prior to a midweek match.

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

After the conclusion of the match, the Home Club is responsible for entering any manual amendments to the team sheet (players added or removed from the team sheet, shirt number changes). How to do this is outlined further in Section 3 of this guide.

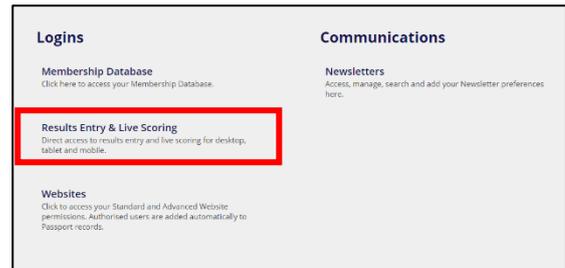
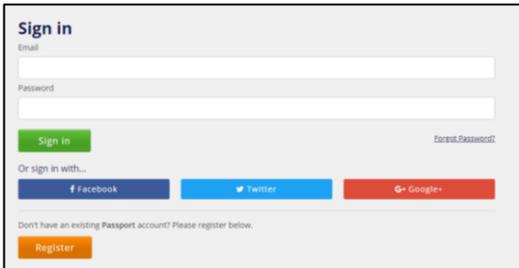
Results will automatically upload to the website at times set by Capital Football.

SECTION 2: PRE-GAME REQUIREMENTS

1 LOGIN TO STG & DATABASE SELECTION

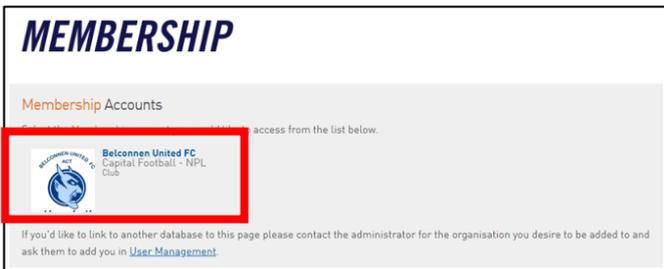
After access has been set up on your STG Passport, sign in here; <https://passport.sportstg.com/account>

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”.



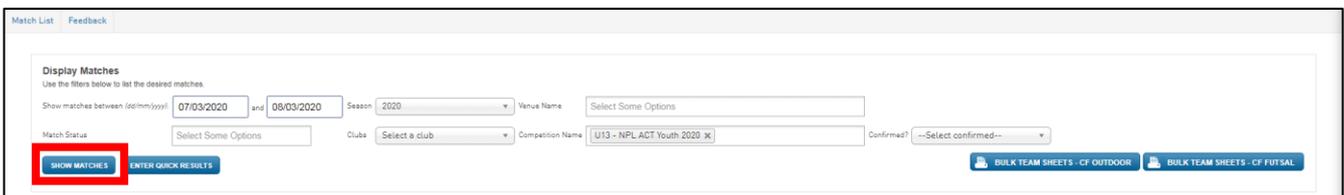
You will then be taken to a new screen which will display any Club’s you have access to. Click on the relevant Club.

Please note: If your Club runs both NPL and Senior/Junior, please ensure you select your Club with “Capital Football” underneath.

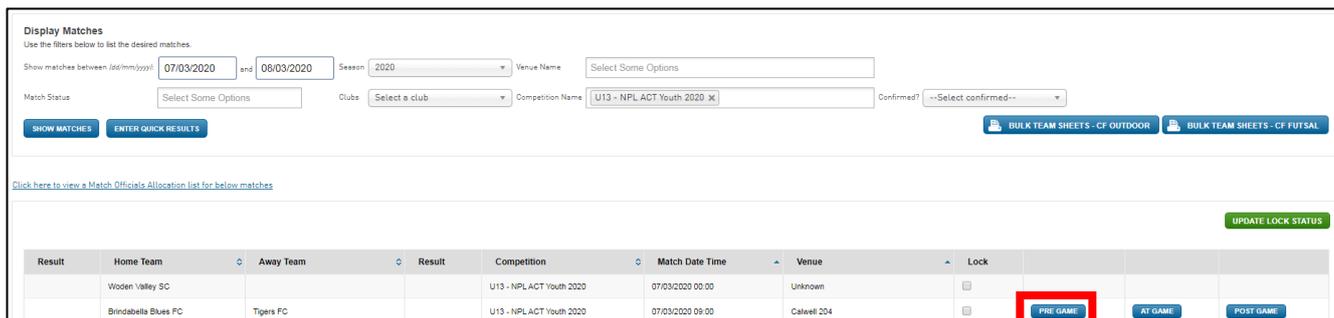


2 LOCATING UPCOMING FIXTURES

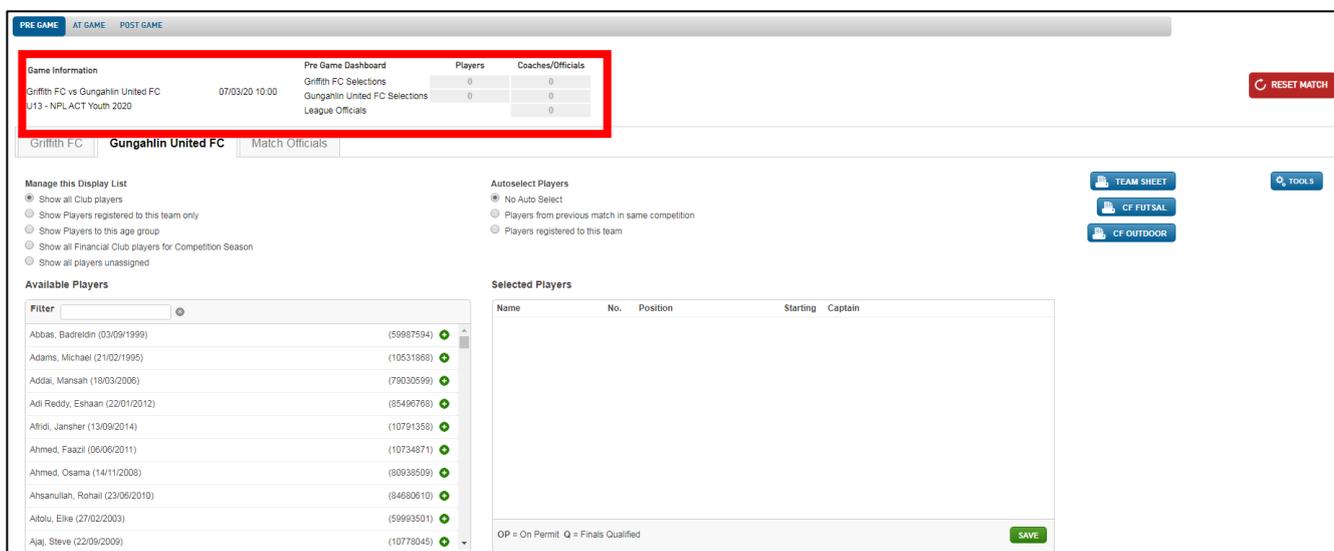
After clicking on your Clubs name, you will be taken to a screen to view fixtures. Enter in the date parameters for the fixtures you are searching for and click “Show Matches”. You can also select to see only certain competitions by using the filters to the right hand side.



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.

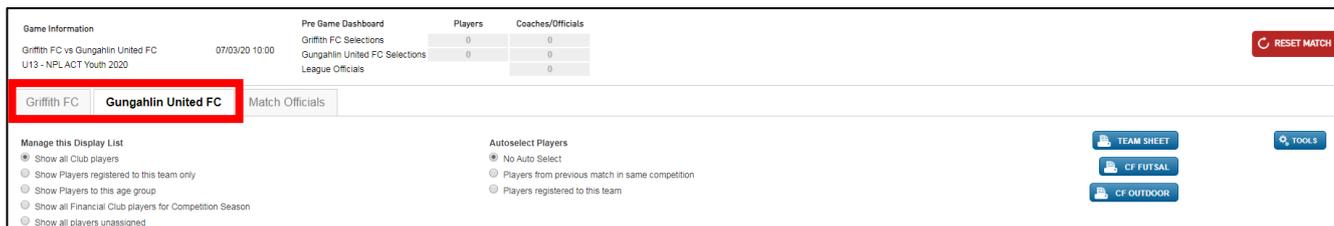


You will then be taken to the screen below. At the top of the screen you will see the details for the match you are in as well as information on how many players, if any, have been allocated for either team.



3 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.

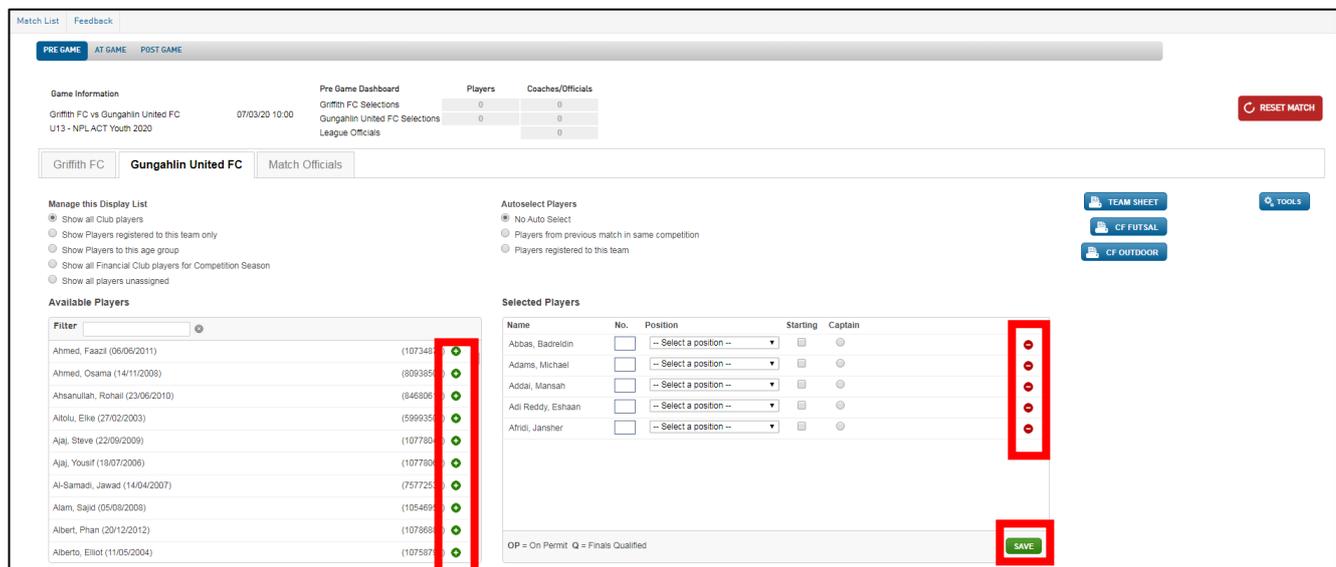
You can use the scroll bar to look for players (defaulted to alphabetical listing by surname) or you can start typing their name in the search field above the player list. Upon locating the players you wish to add to the team sheet, click on the green plus “+” to the right of their name. This will move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

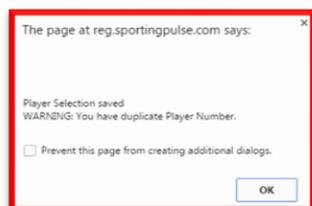
If you make an error when making your team selections, or if the automatic selection brings across players who will not be participating in the in this fixture click on the red minus “-” sign to the right of the players name to remove them from the team selection.

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.

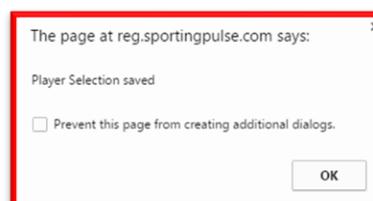


If you have incorrectly entered a shirt number more than once, you will receive a message screen advising you so. After making corrections, click “Save” again and you will receive a message screen with “Player selection saved”.



← Message screen for duplicate shirt numbers

Message screen for player selection saved →



4 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”.



SECTION 3: COMPLETION & SUBMISSION

1 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:

- Score line is correct *
- 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, FFA number and shirt number on the team sheet.

They must also list down the name of the Club Vested Official/s for the match.

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.

The Home Club is required to email a copy of the team sheet to teamsheets@capitalfootball.com.au by 5:00pm on Monday following the weekend's Match, or 24 hours following a mid-week Match.

Please note: It is recommended that both Clubs take a photo of the team sheet on match day for their own records. It is also recommended that the Home Club then emails the photo of the team sheet at that point in time.

* Score line will only be used for internal purposes only.

2 CAPITAL FOOTBALL SUPPORT CONTACT

Please contact the following should you have issues:

Megan Lane / Phone: (02) 6189 2212 | Email: megan.lane@capitalfootball.com.au