

**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

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## **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: <u>https://passport.sportstg.com/signup</u>

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/200720130177845

### 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

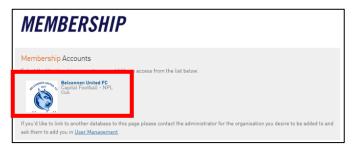
Enter your STG Passport email address and associated password then click *"Sign In"*. If you can't remember your password use the *"Forgot Password?"* functionality. Once logged in select *"Results Entry & Live Scoring"*.

Sign in		
Password		
Sign in		Eorgot Password?
Or sign in with f Facebook	🕊 Twitter	G+ Google+
Don't have an existing Passport account? Ple Register	ase register below.	

Logins	Communications
Membership Database Click here to access your Membership Database.	Newsletters Access, manage, search and add your Newsletter preference hore.
Results Entry & Live Scoring Direct access to results entry and live scoring for desktop, tablet and mobile.	
Websites Click to access your Standard and Advanced Website permissions. Authorised users are added automatically to Passport records.	

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.

Mate	ch List Feedback				
	Display Matches Use the filters below to list the desire	ed matches.			
	Show matches between (dd/mm/yyyy	# 07/03/2020 and 08/03/2020	Season 2020 * Venue Name	Select Some Options	
	Match Status	Select Some Options	Clubs Select a club * Competition Name	U13 - NPL ACT Youth 2020 x	Confirmed?Select confirmed v
	SHOW MATCHES ENTER QU				BULK TEAM SHEETS - CF OUTDOOR

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.

Display Mat Use the filters be	ches slow to list the desired	i matches.												
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Click here to view	a Match Officials All	location list for below	matches											
														UPDATE LOCK STATUS
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	Brindabella Bl	lues FC	Tigers FC			U13 - NPL ACT Youth 2020		07/03/2020 09:00	Calwell 204			PRE GAME	AT GAME	POST GAME

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.

PRE GAME AT GAME POST GAME			
Game Information Griffith FC vs Gungahlin United FC 07/03/20 10:00 U13 - NPLACT Youth 2020	Pre Game Dashboard Players Ceaches/Official Griffith FO Selections 0 0 Gungahin Unter FO Selections 0 0 League Officials 0	ala	
Griffith FC Gungahlin United FC Match O	Officials		
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Available Players	Selected Players		
Filter	Name	No. Position Starting Captain	
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Adams, Michael (21/02/1995)	(10531868) 💿		
Addai, Mansah (18/03/2006)	(79030599) 📀		
Adi Reddy, Eshaan (22/01/2012)	(85496768) 📀		
Afridi, Jansher (13/09/2014)	(10791358) 🕥		
Ahmed, Faazil (06/06/2011)	(10734871) 🕥		
Ahmed, Osama (14/11/2008)	(80938509) 🔿		
Ahsanullah, Rohail (23/06/2010)	(84680610) 🔹		
Aitolu, Elke (27/02/2003)	(59993501) 🔹	Finale Quelled	
Ajaj, Steve (22/09/2009)	(10778045) • • OP = On Permit Q =	Finais Quaimed	SAVE

### **3 ALLOCATING PLAYERS ONTO TEAM SHEETS**

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

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Griffith FC Gungahlin United FC	Match Officials	Autoselect Players	
Show All Club players     Show Players registered to this team only     Show Players to this ace group		<ul> <li>No Auto Select</li> <li>Players from previous mate</li> </ul>	ame competition
		Players registered to this te	

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.

PREGAME AT GAME F	POST GAME									
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Available Players	ssigned			Selected Players						
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Ahmed, Osama (14/11/2	2008)		(809385())	Adams, Michael	Select a position	•	•	•		
Ahsanullah, Rohail (23/0	06/2010)		(846806)	Addal, Mansah	- Select a position	•	•	•		
	3)		(5999350)	Adi Reddy, Eshaan	Select a position	•	•	•		
Aitolu, Elke (27/02/2003)										
Aitolu, Elke (27/02/2003	n		· ·	Afridi, Jansher	- Select a position	<b>T</b>	•	•		
Ajaj, Steve (22/09/2009)			(107780-) 💿	Afridi, Jansher	Select a position	•	•	•		
Ajaj, Steve (22/09/2009) Ajaj, Yousif (18/07/2006)	3)		(107780-) ● (107780-) ●	Afridi, Jansher	Select a position	•	٢	۰		
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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"*.

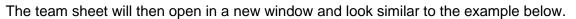
The page at reg.sportingpulse.com says: ×	Message screen for duplicate shirt	The page at reg.sportingpulse.com says: ×
Player Selection saved	numbers	Player Selection saved
WARNING: You have duplicate Player Number.	Message screen for player selection –	Prevent this page from creating additional dialogs.
ОК	saved	ОК

### 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*".

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REFERE'S SIGNATURE:		REFEREE'S SI	GNATURE:							·								

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 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 <u>teamsheets@capitalfootball.com.au</u> 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