CAPITAL FOOTBALL

COMPETITION MANAGEMENT GUIDE

2020 SENIOR LEAGUE COMPETITIONS

ISSUED 2 JULY 2020

VERSION 2

VERSION CONTROL

VERSION	DATE	AUTHOR	RATIONALE
1	5/05/2020	Capital Football	Created for 2020 Season
2	2/7/2020	Capital Football	Updated for new document template

CONTENTS

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:

- Community League Men's
- State League Men's
- Masters League Men's
- State League Women's
- Masters League Women's

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/200720307836853

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 the half time and full time results **within 45 minutes** of the completion of the final match of the day. ***Each Club is individually responsible for entering in the Player Match Statistics for their respective Club after the match.*** This includes the allocation of any Goals, Red Cards and Yellow Cards as well as 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 4 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"*.
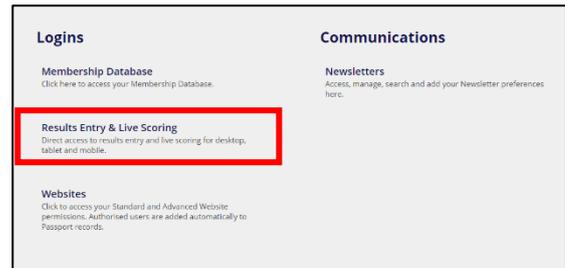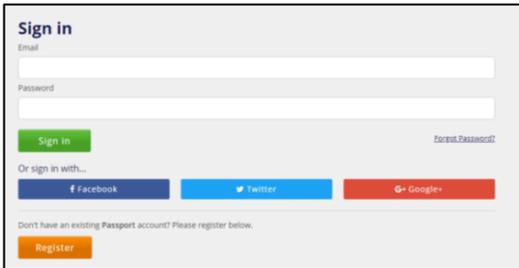

You will then be taken to a new screen which will display any Club's you have access to. Click on the relevant Club.

Please note: If your Club runs both NPL and Senior/Junior, please ensure you select your Club with *"Capital Football"* underneath.
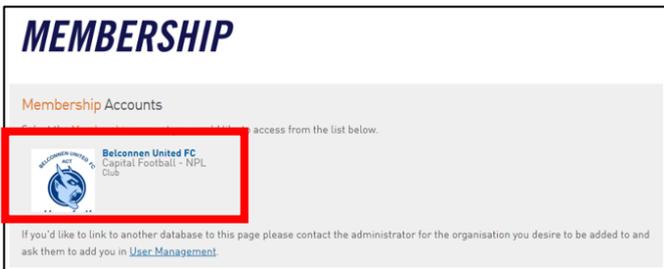
2   LOCATING UPCOMING FIXTURES

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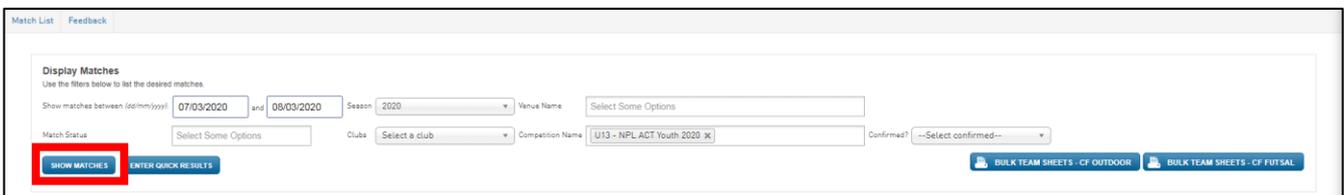
This new screen will display the matches that meet your search criteria. Click on "*Pre Game*" to the right hand side of the fixture details.

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*".

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

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:

- 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. 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 nick.vanaalst@capitalfootball.com.au by 5:00pm Monday following the weekend's Match, or 24 hours following a mid-week Match, outlining the issues.

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.

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

Please note: The Team Official Names will be pre-populated based on the registrations on Play Football to the Club. Should further people be registered, 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.

Below is an example of a Team Official List:

TEAM OFFICIALS LIST

Southern Tablelands United FC

COMPETITION	GRADE	VENUE
NPL Youth	U18	McKellar Park
ROUND	**MATCH DATE**	**KICK OFF TIME**
1	Saturday, 2 March 2019	3:00:00 PM

HOME TEAM	AWAY TEAM
Belconnen United FC	Southern Tablelands United FC

TEAM OFFICIALS

#	Role	Name	Offence Code	Time
1	Head Coach	John Smith		
2	Assistant Coach	Bob Smith		
3	Team Manager	Greg Smith		
4	Physio	Ben Smith		

CLUB OFFICIAL SIGNATURE	REFEREE SIGNATURE
Please Note: The Club is signing to indicate the information outlined on this Team Officials List is correct	*Please Note: The Referee is signing to confirm the number of Team Officials listed above, reflects the number in the Technical Area*

SUBMISSION

Both Clubs are required to email a copy of their completed Team Officials List to teamsheets@capitalfootball.com.au by 5:00pm on Monday following the weekend's Match, or 24 hours following a mid-week Match

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 by 5:00pm on Monday following the weekend's Match, or 24 hours following a mid-week Match.

SECTION 4: POST GAME REQUIREMENTS

1 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.

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 Home 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 Home Club must enter the scores within 45 minutes of the completion of the final match of the day.*

While the Home Club is responsible for entering match results, each club is responsible for entering their own information surrounding manual amendments, Goal Scorers Red/Yellow cards and Substitutions (U23, Reserves and 1st Grade competitions only). *Each Club is required to have entered this information within 24 hours of the conclusion of the match.*

Both Clubs must click on "*Pre-Game*" to be taken to the player selection area and are required to update any manual amendments made on the day, these include:

- Players added onto the team sheet;
- Players crossed off the team sheet;
- Changes to shirt numbers.

Once complete, press *"Save"* and return to **"Post Game"**.

To enter the Goal Scorers and Red/Yellow cards for your Club, on the *"Final Match Scores"* tab, click on *"Add Scorer/Add Recipient"* under the relevant heading. This will allow you to select the appropriate player that the statistic needs to be assigned to.

Once you have assigned all the necessary statistics in the Final Match Scores tab click on *"Update Match Scores"*.

Please note: If there is an Own Goal, please do not record this against a specific player, but rather enter it under the Club that the goal counts towards their total, in the *"Own Goal"* section.

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

Please note: Data entered in the "*Final Match Scores*" section (with the exclusion of minutes), will be displayed on the website, so please ensure the data entered matches what is listed on the team sheet.

If an error is made, statistics can be removed from the Final Match Scores section by clicking on the *"Remove"* button.

2 CAPITAL FOOTBALL SUPPORT CONTACT

Please contact the following should you have issues:

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