COMPETITION MANAGEMENT GUIDE

2021 MINIROOS COMPETITIONS

ISSUED JANUARY 2021

VERSION 1

VERSION CONTROL

VERSION	DATE	AUTHOR	RATIONALE
1	30/10/2021	Megan Lane	Created for 2021 Season

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 2021 season. All details within this guide will apply to all grades within the following Competitions, unless otherwise 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 2021 season.

3   SPORTS TG (STG) ACCESS

If you do not have STG access to your Club or team 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/203280446369862

4   TEAM SHEETS & POST MATCH 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.
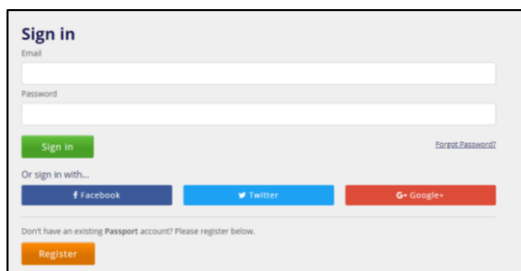
After the conclusion of the match, both Clubs are responsible for entering any manual amendments to the team sheet (players added or removed from the team sheet, shirt number changes). How to do this is outlined further in Section 4 of this guide.
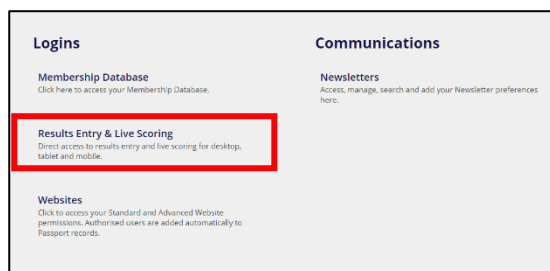
SECTION 2: PRE-GAME REQUIREMENTS

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"*.
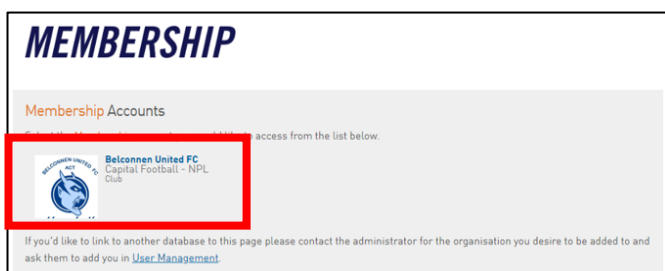

You will then be taken to a new screen which will display any Clubs or teams you have access to. Click on the relevant Club or team.

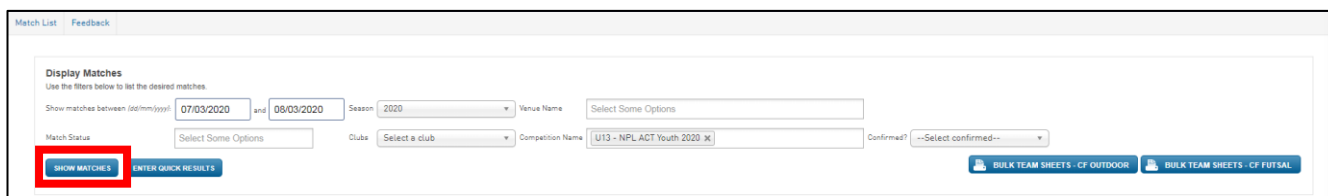Please note: If your Club runs both NPL and Senior/Junior, please ensure you select your Club/team with *"Capital Football"* underneath.


2   LOCATING UPCOMING FIXTURES

After clicking on your Club or teams 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.
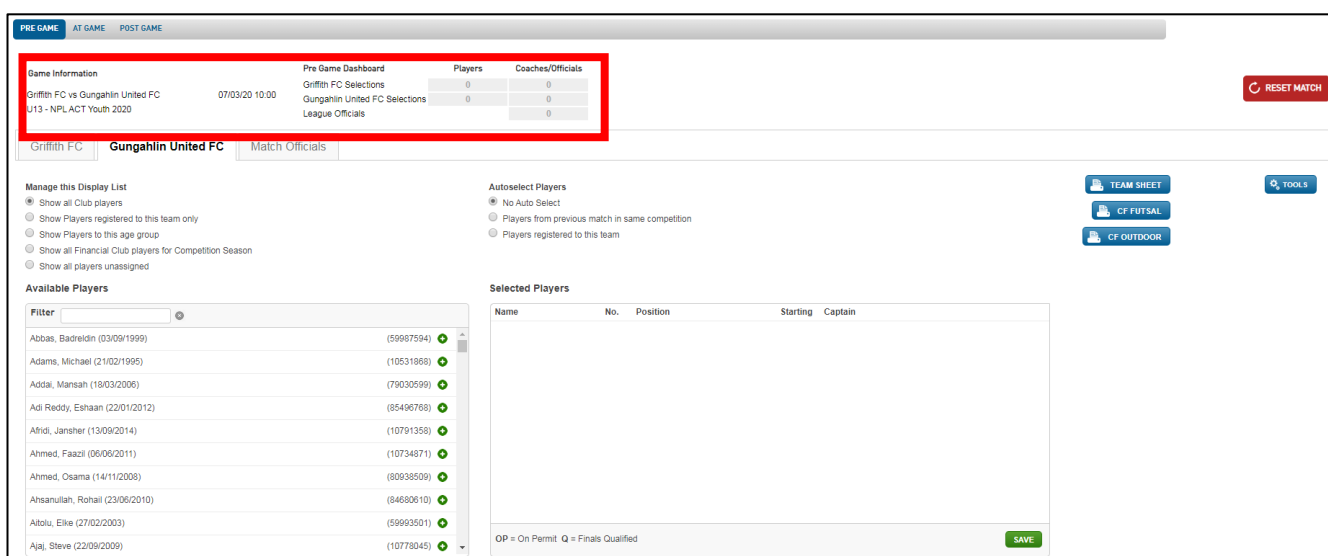
This new screen will display the matches that meet your search criteria. Click on "*Pre Game*" to the right hand side of the fixture details.
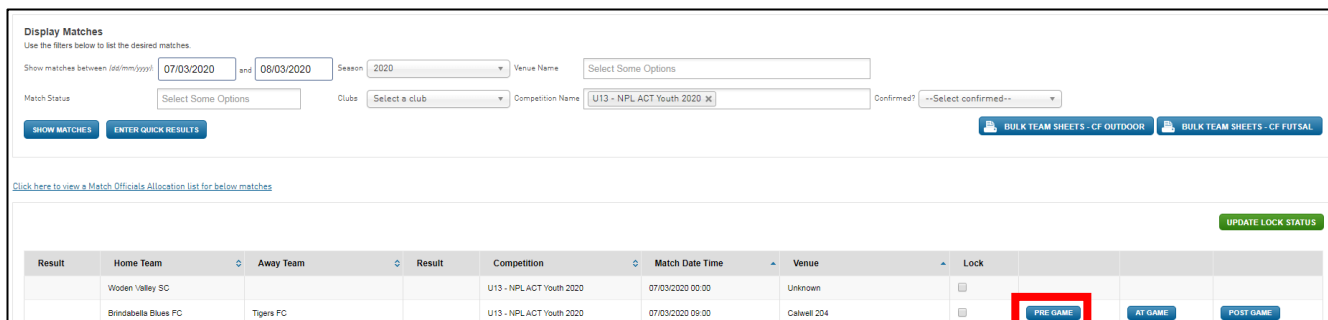
You will then be taken to the screen below. At the top of the screen you will see the details for the match you are in as well as information on how many players, if any, have been allocated for either team.

3   ALLOCATING PLAYERS ONTO TEAM SHEETS

Once you are in the *"Pre-Game"* section of the relevant match, click on your Club.
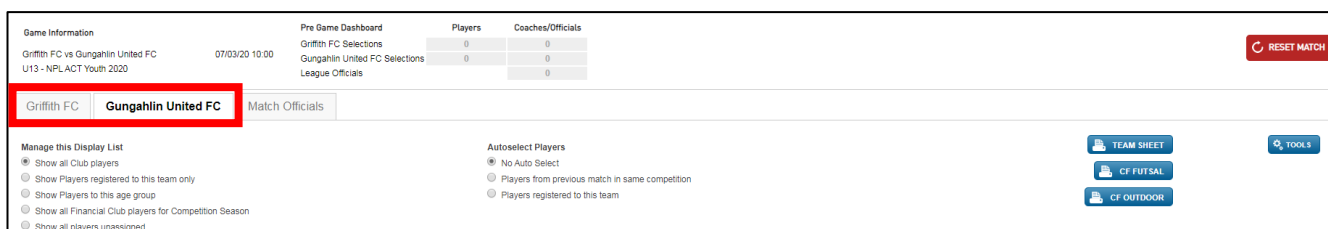
To the left of the screen, you will see a list of all players registered in your Club.

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;
- 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.

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.

An official from either team is asked to fill out the score on the team sheet for their relevant team. **Please note**: the scores will only be used for internal purposes and will not be displayed publicly.

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.

SECTION 4: POST GAME REQUIREMENTS

1   UPDATE TEAM SHEET

While the Home Club is responsible for entering match results, each club is responsible for entering their own information surrounding manual amendments for players. ***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;

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

Please note that you are not required to enter goal scorers, if you do these will be removed by Capital Football.

2   CAPITAL FOOTBALL SUPPORT CONTACT

Please contact the following should you have issues:

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