



**CAPITAL  
FOOTBALL**

**COMPETITION  
MANAGEMENT GUIDE  
2021 FFA CUP PRELIMINARY  
ROUNDS**

**ISSUED MARCH 2021**

**VERSION 2**

# VERSION CONTROL

VERSION	DATE	AUTHOR	RATIONALE
1	25/02/2021	Capital Football	Created for 2021 Season
2	4/03/2021	Capital Football	Updated for new SportsTG Interface - GameDay

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

- FFA Cup 2021 Preliminary Rounds

## 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.

## 3 GAME DAY (SPORTS TG) ACCESS

If you do not have Game Day 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 Game Day 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 Game Day asking you to confirm your email address by clicking on a link. If you require access please email [megan.lane@capitalfootball.com.au](mailto:megan.lane@capitalfootball.com.au) and advise what Club you need access to.

## 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 Game Day 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 Game Day, and then print and provide the team sheets 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.

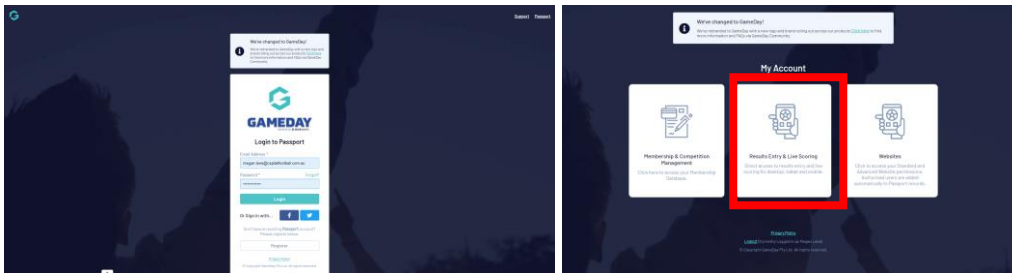
Results will automatically upload to the website at times set by Capital Football.

# SECTION 2: PRE-GAME REQUIREMENTS

## 1 LOGIN TO GAME DAY & DATABASE SELECTION

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

Enter your Game Day 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”.



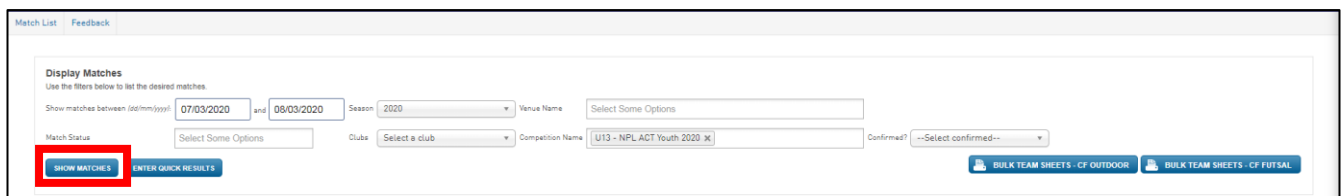
You will then be taken to a new screen which will display any Clubs or teams you have access to. Click on the relevant Club or team.

Please note: If your Club runs both NPL and Senior/Junior, please ensure you select your Club/team with “Capital Football – NPL” underneath. You may need to scroll to see this option.



## 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.

**Display Matches**  
Use the filters below to list the desired 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--

[SHOW MATCHES](#) [ENTER QUICK RESULTS](#) [BULK TEAM SHEETS - CF OUTDOOR](#) [BULK TEAM SHEETS - CF FUTSAL](#)

[Click here to view a Match Officials Allocation list for below matches](#) [UPDATE LOCK STATUS](#)

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock
	Woden Valley SC			U13 - NPLACT Youth 2020	07/03/2020 00:00	Unknown	<input type="checkbox"/>
	Brindabella Blues FC	Tigers FC		U13 - NPLACT Youth 2020	07/03/2020 09:00	Calwell 204	<input type="checkbox"/>

[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**  
Griffith FC Selections: 0  
Gungahlin United FC Selections: 0  
League Officials: 0

**Players**  
0

**Coaches/Officials**  
0

[RESET MATCH](#)

Griffith FC | **Gungahlin United FC** | Match Officials

**Manage this Display List**

- Show all Club players
- Show Players registered to this team only
- Show Players to this age group
- Show all Financial Club players for Competition Season
- Show all players unassigned

**Available Players**

Filter:

Abbas, Badreldin (03/09/1999)	(59987594)	<input checked="" type="checkbox"/>
Adams, Michael (21/02/1995)	(10531988)	<input checked="" type="checkbox"/>
Adda, Mansah (19/03/2006)	(79030599)	<input checked="" type="checkbox"/>
Adi Reddy, Eshaan (22/01/2012)	(85496768)	<input checked="" type="checkbox"/>
Afridi, Jansher (13/09/2014)	(10791356)	<input checked="" type="checkbox"/>
Ahmed, Faazil (06/06/2011)	(10734871)	<input checked="" type="checkbox"/>
Ahmed, Osama (14/11/2008)	(80838509)	<input checked="" type="checkbox"/>
Ahsanullah, Rohail (23/06/2010)	(84680610)	<input checked="" type="checkbox"/>
Atoli, Elke (27/02/2003)	(59993011)	<input checked="" type="checkbox"/>
Ajai, Steve (22/09/2009)	(10778045)	<input checked="" type="checkbox"/>

**Autoselect Players**

- No Auto Select
- Players from previous match in same competition
- Players registered to this team

[TEAM SHEET](#) [TOOLS](#)  
[CF FUTSAL](#)  
[CF OUTDOOR](#)

**Selected Players**

Name	No.	Position	Starting	Captain

OP = On Permit Q = Finals Qualified [SAVE](#)

### 3 ALLOCATING PLAYERS ONTO TEAM SHEETS

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

**Game Information**  
Griffith FC vs Gungahlin United FC 07/03/20 10:00  
U13 - NPLACT Youth 2020

**Pre Game Dashboard**  
Griffith FC Selections: 0  
Gungahlin United FC Selections: 0  
League Officials: 0

[RESET MATCH](#)

Griffith FC | **Gungahlin United FC** | Match Officials

**Manage this Display List**

- Show all Club players
- Show Players registered to this team only
- Show Players to this age group
- Show all Financial Club players for Competition Season
- Show all players unassigned

**Autoselect Players**

- No Auto Select
- Players from previous match in same competition
- Players registered to this team

[TEAM SHEET](#) [TOOLS](#)  
[CF FUTSAL](#)  
[CF OUTDOOR](#)

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

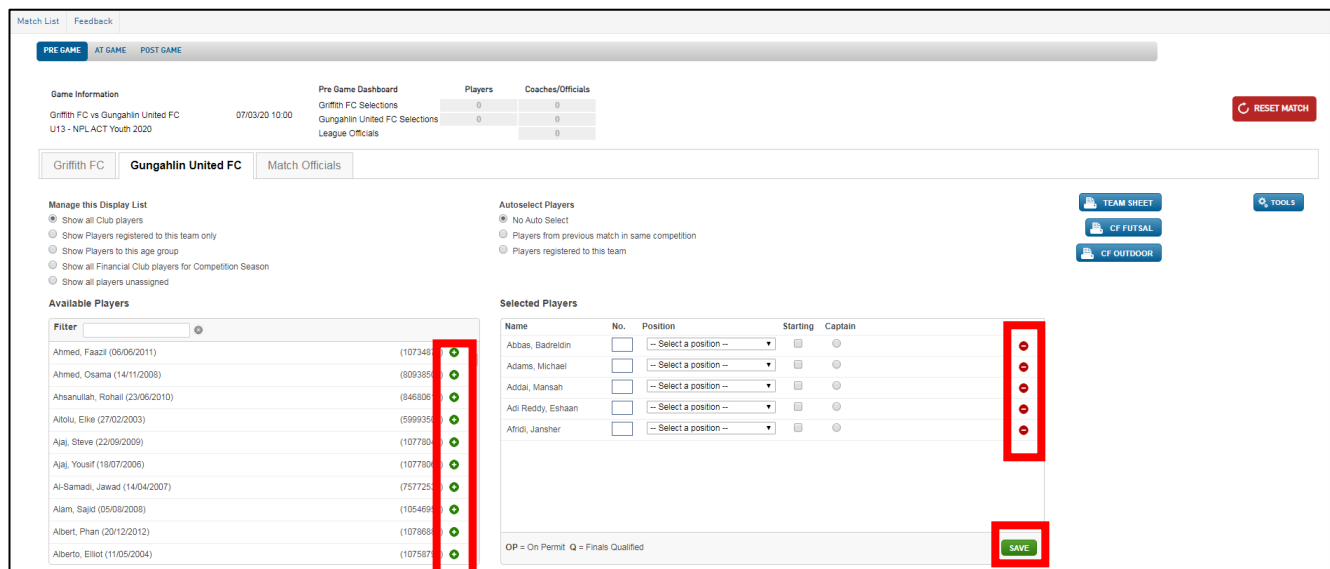
You can use the scroll bar to look for players (defaulted to alphabetical listing by surname) or you can start typing their name in the search field above the player list. Upon locating the players you wish to add to the team sheet, click on the green plus “+” to the right of their name. This will move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

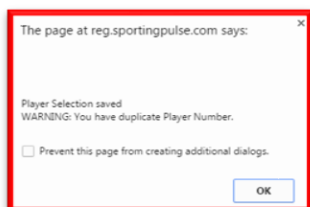
If you make an error when making your team selections, or if the automatic selection brings across players who will not be participating in the in this fixture click on the red minus “-” sign to the right of the players name to remove them from the team selection.

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.

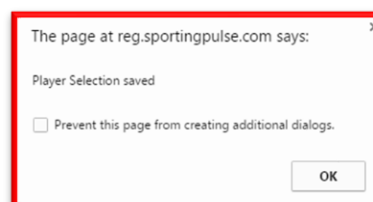


If you have incorrectly entered a shirt number more than once, you will receive a message screen advising you so. After making corrections, click “Save” again and you will receive a message screen with “Player selection saved”.



← 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 Game Day 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 FOOTBALL HOUSE 23 PHIPPS CT, BAYVIEW ACT 2020 members@capitalfootball.com.au										
<b>HOME TEAM</b> Griffith FC					Vs	<b>AWAY TEAM</b> Gungahlin United FC				
<b>DIVISION:</b> Capital Football - NPL					<b>REFEREE:</b> _____					
<b>GRADE:</b> U13 - NPL ACT Youth 2020					<b>ASSIST REF:</b> _____					
<b>VENUE:</b> Ted Scobie Oval 2					<b>ASSIST REF:</b> _____					
<b>DATE:</b> 07/03/20 10:00					<b>4TH OFFICIAL:</b> _____					
<b>Shirt #</b>	<b>FFA NUMBER</b>	<b>Griffith FC</b>	<b>Starts (Y)</b>	<b>SUB No.</b>	<b>GLS</b>	<b>Yellow CODE</b>	<b>Red CODE</b>	<b>MIN.</b>		
<small>MANUAL AMENDMENTS TO PLAYER LISTING</small>					<small>MANUAL AMENDMENTS TO PLAYER LISTING</small>					
Manger/Secretary: _____					Manger/Secretary: _____					
Home Team: 1/2 Time: _____ Score _____					Away Team: 1/2 Time: _____ Score _____					
Full Time: _____ Score _____					Full Time: _____ Score _____					
<small>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.</small>										
<b>CLUB GROUND OFFICIALS - Please Print Clearly</b>										
HOME TEAM OFFICIALS					JACKET No.	VISITING TEAM OFFICIALS				
					1					
					2					
					3					
<b>PLAYERS STOOD DOWN - Please Print Clearly</b>										
FFA No.	HOME PLAYERS NAME				FFA No.	AWAY PLAYERS NAME				
REFEREE'S SIGNATURE: _____										

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 a [Club Incident Report](#) 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](mailto:teamsheets@capitalfootball.com.au) within 24 hours following the Match.

## 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 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 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.

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](mailto:teamsheets@capitalfootball.com.au) within 24 following the 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.

The screenshot shows the 'Display Matches' section of a software interface. It includes search filters for dates (07/03/2020 to 08/03/2020), season (2020), venue name, match status, clubs, and competition name (U13 - NPL ACT Youth 2020). There are buttons for 'SHOW MATCHES', 'ENTER QUICK RESULTS', 'BULK TEAM SHEETS - CF OUTDOOR', and 'BULK TEAM SHEETS - CF FUTSAL'. A table lists matches with columns for Result, Home Team, Away Team, Result, Competition, Match Date Time, Venue, and Lock. The 'POST GAME' button is highlighted with a red box.

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock
	Woden Valley SC			U13 - NPLACT Youth 2020	07/03/2020 00:00	Unknown	<input type="checkbox"/>
	Brindabella Blues FC	Tigers FC		U13 - NPLACT Youth 2020	07/03/2020 09:00	Calwell 204	<input type="checkbox"/>

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

The screenshot shows a navigation bar with 'Match List' and 'Feedback' buttons. Below the bar are buttons for 'PRE GAME', 'AT GAME', and 'POST GAME'.

After clicking “Post Game” you will see the screen below. The Winning Team 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 Team must enter the scores within 45 minutes of the completion of the final match of the day.**

The screenshot shows the 'Final Match Scores' interface for a match between Griffith FC and Gungahlin United FC. It includes tabs for 'Final Match Scores', 'Griffith FC Player Scores', 'Gungahlin United FC Player Scores', 'Tribunal Records', 'Awards', and 'Match Confirmation'. There are input fields for 'Half Time Score' and 'Full Time Score' for both teams, along with 'Add Scorer' buttons. An 'UPDATE MATCH SCORES' button is visible.

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.

Final Match Scores	Griffith FC Player Scores	Gungahlin United FC Player Scores	Tribunal Records	Awards	Match Confirmation																																
<p>Griffith FC</p> <p>Half Time Score <input type="text"/></p> <table border="1"> <thead> <tr> <th>Minutes</th> <th>Inj. Time</th> <th>Type</th> <th>Player</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Add Scorer</td> </tr> </tbody> </table> <p>Full Time Score <input type="text"/></p> <table border="1"> <thead> <tr> <th>Minutes</th> <th>Inj. Time</th> <th>Type</th> <th>Player</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Add Scorer</td> </tr> </tbody> </table> <p>Own Goals <input type="text"/></p>		Minutes	Inj. Time	Type	Player	Add Scorer				Minutes	Inj. Time	Type	Player	Add Scorer				<p>Gungahlin United FC</p> <p>Half Time Score <input type="text"/></p> <table border="1"> <thead> <tr> <th>Minutes</th> <th>Inj. Time</th> <th>Type</th> <th>Player</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Add Scorer</td> </tr> </tbody> </table> <p>Full Time Score <input type="text"/></p> <table border="1"> <thead> <tr> <th>Minutes</th> <th>Inj. Time</th> <th>Type</th> <th>Player</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Add Scorer</td> </tr> </tbody> </table> <p>Own Goals <input type="text"/></p>				Minutes	Inj. Time	Type	Player	Add Scorer				Minutes	Inj. Time	Type	Player	Add Scorer			
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Minutes	Inj. Time	Type	Player																																		
Add Scorer																																					

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:

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:

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

**Nick van Aalst** / Phone: (02) 6189 2213 | Email: [megan.lane@capitalfootball.com.au](mailto:megan.lane@capitalfootball.com.au)