



SDFDC 2015 Junior Team Sheet Club Registrar Requirements

In 2015 the following practice will be adopted for forwarding JUNIOR TEAM SHEETS to the JCC Swans District Registrar.

This is already the current practice used by a number of our larger clubs and is the most efficient method for the JCC to monitor team sheets and eligibility related issues.

- In 2015 all Junior TEAM SHEETS are to be collected in the first instance, by individual CLUBS.
 - Each Club Registrar is responsible for ensuring their Junior team sheets are received by the District Registrar, Dee More at dmore@swandistrictsfc.com
 - **All Junior Team Sheets MUST be received NO LATER than 10am each Tuesday.** It is preferred that team sheets are scanned and sent as a SINGLE email.
 - If the Club Registrar does not have access to a scanner you may FAX the Team Sheets in
 - with a cover sheet & your club name **(ALL club team sheets must be attached)** Clubs are to ensure team sheets LEGIBLY list the full names of the Coach, Manager, Umpire and any other team official (runner, water boy, goal umpire) for clarification should the need arise.
 - Player's Jumper numbers are to be clearly listed.
 - Player's who do not participate in a match, must be removed BOTH on line after the game, and from the actual team sheet. Only players that participate in a match as a "player" will be credited with a game. *(Players who are water boys, injured or rostered off a match will not be credited with a game)*
 - In the event a team is subject to an "incident report or game day incident" the related
 - team sheets must be made available to the JCC within 48 hours of the incident.



SDFDC Match-Day Checklist Team Manager Requirements

- Players must register in accordance with the Swan Districts Competition by laws 2015. A player is not permitted to play up more than one (1) age group.
- Play Up Application forms must be submitted to the JCC District Registrar & Comp Director
- **Play Down Applications-** Must be submitted with detailed medical reports & as per By Law Requirements
- **Water Carriers- Adults are recommended** and encouraged, however the minimum age is (Year 7 turning 13 yrs)
- **Runners- Adults are recommended** however the minimum age is (Year 11 or 16/17 years) in Junior teams. Youth teams **must first obtain JCC approval** if they wish to appoint a runner that is not an adult.
- Adults are recommended in accordance with the global by laws for all Districts.

Club Umpires – Youth Matches

In Youth matches where parent umpires are required to officiate, please ensure parent umpires are informed they will need to award “**fairest and best**” votes at the conclusion of the match. **Both umpires must consult with one another throughout the game and “agree” on the players they deem to be the FAIREST and BEST.**

- Votes are not to be recorded on team sheets
- Votes are no longer recorded on voting slips. (they are submitted via an online app)
- Players receiving a yellow/red card are ineligible from receiving votes in that particular match.

Please Note: Votes are strictly CONFIDENTIAL and MUST NOT be disclosed to ANY third party. (This ensures the protection and integrity of the District voting system). If you encounter any issues you should make contact directly with the District Registrar Dee More on 0403 946 146.

ONLINE UMPIRE MATCH REPORT (Refer WA Junior Footy App)

At the conclusion of the game, the HOME umpire will be responsible for logging in to the “Online Umpire Match Report” app, and completing the match day formalities and votes. A manual will be supplied to each club to pass on to parent umpires to guide them through the process as/when required.

A username and password will be allocated to Club Presidents by the District Registrar (Dee More) on a weekly basis for use by the appointed parent club umpire when Swans SJFUA Umpires are not appointed.

* Clubs are required to provide internet and electronic device for umpires to complete “match day paperwork”

All **Original paper work** (team sheets, score cards and interchange sheets, where manually recorded) must be **retained by the HOME field umpire at the end of the game. The HOME Club** is responsible for delivering the original match day paper work to Swan Districts by 10am Wednesday. Please mark to the attention of Dee More, Swans District Registrar.

You may alternatively arrange to deliver directly to Dee prior to Wednesday.

If club umpires encounter any problems please contact Dee More directly on 0403 946 146.

Before The Game

- Home team – Ensure ground is marked correctly
- Home team - Change rooms are allocated to each competing team
- Home team – areas marked out – interchange (approximately 15 metres apart), and spectator line as per competition rules.
- Home Team - Ensure change rooms are clean and tidy.
- Home Team - Ensure Field Umpires are allocated for all matches
- Home team - Check score board and siren are supplied to allocated team officials in working order.
- Home team - Complete the Pre Match Checklist ensuring that all safety precautions have been taken into consideration prior to the game starting and then is signed by **both** Team Managers for verification.
- Home team - Check goal post padding is fitted correctly and safe condition prior to commencement of match and taken off after match concludes, unless there is a match after yours, then it becomes the team playing in the next game's responsibility.
- Both Teams- 10 – 15mins before bounce down present match football (in good condition) & team sheets to the Field Umpire prior to the commencement of the game as per competition rules.
- If applicable, ensure you present a copy of any approved application for “head protection” to the umpires before the start of each game.

Team Sheet

- Complete team sheet using eligible printing, complete all sections.
- Make sure jumper numbers correspond with sheet and player.
- Players Date of Birth entered (**players are only permitted to play up one age group in accordance with the competition bylaws/ players cannot play down without JCC approval as per the bylaws**).
- Cross out the names of players that are not playing.
- Name coach, manager, runner, water runners, managers and all officials must be recorded.
- If players registered in the team are already playing up an age group they are not permitted to play up any further. Clubs/team will be penalised if an ineligible player participates in a match they are not authorised to play in. It may also result in loss of points.
- Please note, under no circumstances can another player/person assume the identity of a listed player and falsely represent them (this is a very serious offence). It is the manager's responsibility to ensure all players taking the field are accurately represented as per the team sheet.

Appoint the following persons and provide them with the necessary equipment;

- An interchange steward – HOME TEAM ONLY – score card and interchange sheet
- A goal umpire - white coat, flags and score card
- A boundary umpire, whistle and correct attire (must wear closed in shoes) and must be capable of performing the required duties in accordance with bylaws.
- A timekeeper – HOME TEAM ONLY – stopwatch, siren
- Organise water runners and runners as per competition rules (no bare feet or thongs!)
- Ensure players are all correctly attired, i.e. no jewellery (watches, earrings, chains, wrist bands etc). Players must be attired in the correct club uniform, wearing football boots and the correct coloured socks and shorts. (players not complying may otherwise be asked to leave the playing arena by the field umpire)
- Ensure all valuables are locked away safely and not left in change room area.
- Ensure your team is on the ground **5 minutes** before the scheduled start time

During The Game

- Home team - Supply umpires with a drink at the end of each quarter breaks.
- Keep a list of goal scorers on your team sheet.
- Assist where needed in organisation of games.
- Control Spectator & Officials behaviour – **spectators must remain behind the spectator line and cannot enter the playing arena at any time whilst a match is in play.**
- Inform interchange steward of players entering and leaving field.
- Ensure your team adheres to the maximum time allowed at the end of each quarter breaks.
- Interchange steward – after every quarter consult with Goal umpires to ensure scorecards are consistent.

After The Game

- Interchange steward – consult with goal umpires and field umpires all is correct and pass paper work onto field umpires
- Attend the umpires room ASAP after the completion of the game (ask permission before entering their room)
- Umpires Team Sheet you are to enter your team's goal scorers
- Request your match ball from the umpire.
- If any players have been reported, you will be notified by the umpire.
- If one of your players has been reported (or an alleged victim of an offence) **ensure that they are aware** of the contents of the report and are aware of the date and time of the Protest & Disputes Board **which they must attend.**
- Please notify your club President of the incident.
- After matches ensure change rooms are swept out and all rubbish in bins provided.
- Ensure all equipment is collected from team officials - goal flags, balls etc.
- If required log on and complete online results section as soon as possible following the match.
Note: To be completed in conjunction with your Club registrar.

Pre-Game

- Log into Fox Sports Pulse or the WA JUNIOR FOOTY APP and sign-in with your Fox Sports Passport Select team and click on match results
Create team list.
- If you are experiencing difficulties please contact your Club Registrar or the Competition Registrar.
- Yr 3- Year 6 print off 1 x Team Sheet for each match. You must have on hand to present to officiating umpire or JCC official if required.
- Yr 7 – Yr 12 print off 2 x team sheets
- If the page doesn't fit to one single page go to 'print preview and click on 'shrink to fit'

Post-Game- Year 7- Year 12

- * Clubs are required to provide internet and electronic device for umpires to complete "match day paperwork"
- Original team sheet with goals/ yellow/red cards recorded will be photographed by umpires and sent to Competition Registrar , Dee More via WA Junior Footy App.
Interchange sheet required to be returned to district registrar (3 options below)
- * **Interchange sheet**
 - Submitted electronically using the App - emailed to District registrar
 - Photo taken of completed sheet – emailed to registrar
 - Completed and given to umpire at the end of the game (umpire to return to district registrar at training)
- Please make sure ALL officials full names are **legible** on original team sheet
- **Original paper work** (team sheets, score cards and interchange sheets, where manually recorded) must be **handed to field umpires at the end of the game**. Umpires will take to umpire training on Wednesday night for collection by Distict Registrar Dee More.
- Log onto **Fox Sport** and complete **match results**
- Edit team lists, very important that you **remove players that did not play in game**
- BOTH TEAMS enter final results and own goal scorers
No individual goal scorers are recorded for Year 7 teams. (Only Year 8 – 12). Swans District is the only District that record individual goal scorers. Please take due care to ensure you record these against the correct player. If you are unsure please check first. They are displayed on Fox Sports so we are quickly advised if there are errors, however it is the Managers responsibility to ensure they are entered correctly.
- Team sheet is to be kept for club record of games players have played and queries Comp Registrar may have.
- If applicable enter Yellow or Red Card information on line.
Team Results must be entered before 7pm Monday following each weekend game.
- Competition Registrar with then do an on line results synchronies – matches will be checked off with match paperwork.
- If there are no problems, results will then be uploaded on website Tuesday.

Post-Game Year 3-Year 6

- Manager sends completed original team sheet to their club registrar.
- There should be a line drawn through players that did not play. Managers need to log in and remove players that did not play post game (remember to press SAVE). Club Registrars are required to check team managers have done so before games are locked.
- Managers need to send Club Registrars original team sheets from the game, please **DO NOT** print a new corrected team sheet we require the original match day sheet.
- Make sure **ALL** parent and club officials full names are entered on the team sheet along with umpires name. **You must not include the details of a manager or coach that is absent. all persons listed must be in attendance.**
- Team sheet to be forwarded by CLUB REGISTRARS to competition registrar by 10am Tuesday after each game

Other Information

If Team Managers are completing their own team sheets prior to game day; they will need to **Register and Confirm a Sporting Pulse Passport**. Managers will need to contact their Club Registrar to be set up to receive “**team access – restricted access**”. Restricted access *will only allow Managers into their own team , they will not be able to edit any data*. Your club registrar will still be able to access all teams within the club.

Key Contacts

Swan Districts Competition Registrar

Dee More

Mobile: 0403 946 146

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Swan Districts Competition Director

Trevor Gosatti

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