



## Match Day Processes 2017

This list of processes is to be read in conjunction with the Rules, Regulations & Policies of SANFL Juniors. How the roles and responsibilities associated with match day processes is managed is at the discretion of each club (Registrars, Team Managers, Committee, etc.). Below is a list of requirements that need to be completed by clubs for each match day.

### Transfers/Clearances

- All player transfers must have a completed transfer request form ([SJ14](#)) lodged with SANFL Juniors before being submitted onto Fox Sports Pulse. Forms to be emailed to [sanfljuniors@sanfl.com.au](mailto:sanfljuniors@sanfl.com.au).
- Any Clubs wanting to Dual Register a player using a Type 2 Permit must lodge a request to SANFL Juniors before accepting and registering that player.
  - Limit on dual registrations as per rule 6.10.
  - If you have registered a player via Dual Registration without permission they may be deemed to be an Unqualified Player and penalties will apply.
- Transfers and Permits must be submitted by 12pm on the Friday before the match otherwise they will not be processed until the next business day.

### **RULES:**

*It is essential that the appropriate officials are familiar with the Rules of the SANFL Juniors, Codes of Conduct & Club policies. Player medical treatment plan (provided by the family if a player has a known medical condition) must be available at all matches and training sessions & the Team Manager should be aware of any alerts or immediate treatment requirements specified on those forms.*

### Match Day Paperwork

- Print three (3) Team Sheets from the database (1 for opposition, 1 for the Umpires and 1 for yourself).

### Home Club Paperwork

- Team Manager (home team) to collect Umpires Team Sheet for both clubs from the umpire/s at end of game.
- 3 x Scorecards which have been signed by both goal umpires and the timekeeper to be collected.
- Results and Best Players - Home clubs are to enter Results (scores) and Best Players (optional) into the SPORTSTG by midnight Sunday Night. Umpires enter scores via the match day app also.

### Away Club

- Goals kicked by individual players for Under 12 to Under 16.5's need to be entered into SportsTG for your team if you wish to have them published.

**NOTE - NO MATCH DAY PAPERWORK IS REQUIRED TO BE SENT TO SANFL JUNIORS UNLESS SPECIFICALLY REQUESTED**

Clubs should have all rounds match day paperwork on file if it is required to be submitted at a later date.

## TEAM SHEET/SPORTSTG TASKS

### Prior to the Match

Sign into Fox Sports Pulse web site and create the Team Sheet for your team's pending match:

- Competitions --> Match Results --> select 'PRE GAME' (for date of your match to be played)
- 'Selected Players' panel: from the 3 radio buttons select "Players registered to this team"
- 'Selected Players' panel will then show the list of your teams total available players
- Check it, adjust jumper numbers as required, either:
  - o Temporarily by manually entering or
  - o Permanently by using 'Tools' and the screen appearing from first drop down list selection  
'EDIT CLUB DEFAULT PLAYER NUMBER'
- Hit the green 'Save' button
- (Bottom of the screen) Update Team Officials, usually select "Select all staff from last week"
- Check, manually adjust if required, then select the green 'Save Team Officials' button
- Select the 'TEAM SHEET' button
- Check (resolve any duplicate jumper numbers) and print 3 three hard copies.

### At the Match

Please ensure to:

- Write with pen on all three Team Sheets who actually played including any jumper number changes
- Sign each of your team's 3 x Team Sheets
- Prior to the start of the game swap one of your three Team Sheets with the opposition Team Manager, there by having their updated Team Sheet as well as two remaining of your Team Sheets. Give the 2<sup>nd</sup> of your Team Sheet to the Umpire
- Match Day Incident report to be completed via the Match Day Paperwork App or via SportsTG when entering results
- Umpires and the HOME team are responsible for entering scores, votes and any reports on players and their match day incidents online

### After the Match

- Please sign in to the Fox Sports Pulse web site no later than midnight Sunday Night:
- Competitions --> Match Results --> select 'PRE GAME' (for date of your match just played)
- Adjust the Fox Sports Pulse web site team list so that only the players who actually played appear in the "Selected Players" list (Use the little red button with a tiny minus sign in them to remove a player from the- "Selected Players" list). Hence only those players who actually played will be credited with a game.
- If you need to you can manually adjust any jumper numbers
- Hit the green 'Save'
- Select 'POST GAME'
- 'Final Match Scores' tab
- Enter scores and result for both teams
- Hit the green 'UPDATE Match Scores'
- Clubs can choose to record goals scored and best player votes by individual players, however, this is not a requirement of the SANFL Juniors

### **Both Clubs**

- In the event of a player being reported, there is no need for clubs to notify SANFL Juniors as umpires will be reporting this via the Match Day Paperwork App.

### **Match Day Check List**

- Match Day Checklist can be completed online using the JLT app. Please fill out all information on the checklist.
- This form is for insurance purposes and must be completed by Home Club.
- If matches are halted due to weather, a new Match Day Checklist will need to be completed before games recommence.

### **Fines and Costs 2017 Season**

Please note this failure to comply with the above requirements may result in a fine or fines for your club. Any fines which remain outstanding following the minor round may jeopardise the clubs opportunity to host/participate in the Finals Series.

Other fines and costs are available in Appendix 10.6 – Fines

Failure to enter completed results into Database by 12 midnight Sunday	\$50 Per round
Failure to submit fully completed match day paperwork for the whole club by the required time, other than the Match Day Checklist	\$50 Per round
Playing an unqualified player First Offence	\$100 Per player plus loss of match ratio (Premiership Points for Youth Competition)
Playing an unqualified player Second Offence	\$250 Per player plus loss of match ratio (Premiership Points for Youth Competition)
Playing an unqualified player Third Offence	\$500 Per player plus team withdrawn from competition