



MATCH DAY PROCESSES

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 (SJ13) lodged with SANFL Juniors before being submitted onto SportsTG. Forms must be emailed to 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.
 - There are limits on 'Dual Registrations', as per rule 6.10.
 - If you have registered a player via 'Dual Registration' without permission, the player is deemed to be unqualified 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 SANFL Juniors Rules & Regulations, Codes of Conduct and Club Policies. A player's 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 the game.
- Collect three (3) scorecards, which have been signed by both Goal Umpires and the Timekeeper.
- Results and Best Players – Home clubs are to enter Results (required) and Best Players (optional) into SportsTG by COB Monday after each game. Umpires will 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.

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.



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TEAM SHEET / SPORTSTG TASKS

PRIOR TO THE MATCH

Sign into SportsTG 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).
- Just above the 'Selected Players' panel, there is 'Autoselect Players' with three (3) options below. Select "Players registered to this team".
- The 'Selected Players' panel will filter appropriately and show the list of your teams total available players. Check the list carefully and adjust jumper numbers as required, either:
 - Temporarily by manually entering; or
 - Permanently by selecting '**TOOLS**' (right of page) and clicking 'EDIT CLUB DEFAULT PLAYER NUMBER' in the drop down selection.
- Hit the green '**SAVE**' button on the 'Selected Players' panel.
- At the bottom of the page, update Team Officials. In the 'Autoselect Team Officials', there are three (3) options. Choose "Select all staff from last week" if Team Officials are the same as the week before.
- Check the list carefully and manually adjust if required, then select the green '**SAVE TEAM OFFICIALS**' button.
- Once completed, select the '**TEAM SHEET**' button to generate the team sheet for the upcoming match.
- Check the list carefully one last time and make any final changes if necessary e.g. duplicate jumper numbers. Once ready, please ensure that three (3) hard copies are printed.

AT THE MATCH

Please ensure to:

- Write with pen on all three (3) Team Sheets of who is actually playing, including any jumper number changes.
- Sign each of your teams three (3) Team Sheets.
- Prior to the start of the game, swap one (1) of your three (3) Team Sheets with the opposition Team Manager so each team has a copy of their oppositions updated Team Sheet. Of the two (2) remaining Team Sheets, provide one (1) to the Umpire and keep a copy for yourself.
- Complete a Match Day Incident Report for any issues/incidents that occur prior, during or after the match, and must be completed via the Match Day App or via SportsTG when entering results.
- Umpires and the HOME team are responsible for entering scores, votes, reported players, and match day incidents online.

AFTER THE MATCH

Please sign into SportsTG no later than midnight Monday evening:

- Competitions --> Match Results --> select '**PRE GAME**' (for date of your match just played).
- Adjust the SportsTG team list so that only the players who actually played appear in the 'Selected Players' list (use the little red button with a minus sign to remove a player from the 'Selected Players' list). Therefore, only those players who actually played will be credited with a game. If required, you can manually adjust any jumper numbers too.
- Hit the green '**SAVE**' button on the 'Selected Players' panel.
- One completed (or if the above isn't required), select '**POST GAME**'.



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- Go to the 'Final Match Scores' tab and enter scores and results for both teams.
- Once completed, hit the green 'UPDATE MATCH SCORES' button to publish results onto SportsTG.
- Clubs can choose to record goals scored and best player votes by individual players, however this is not a requirement of the SANFL Juniors.

PLAYER REPORTS

- 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 App.

MATCH DAY CHECKLIST

- 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 the home club.
- If matches are halted due to weather, a new Match Day Checklist will need to be completed before matches recommence.

PENALTIES

Please note that failure to comply with the above requirements may result in penalties, such as fines, to your club. The fines table below are breaches that are relevant to the Match Day processes, however for a comprehensive list, please view Appendix 10.6 – Fines, which can be found on the SANFL Juniors website.

Any fines which remain outstanding following the minor round may jeopardise the clubs opportunity to host/participate in the Finals Series.

BREACH	FINE
Failure to provide team sheet to umpire	\$50.00
Failure to enter completed match day results by midnight Monday	\$50.00
Any player playing under another name	\$500.00
Club playing ineligible, suspended, unregistered and/or over-age players as per regulation 6.11	
First instance	\$100.00 plus loss of match ratio
Second instance	\$250.00 plus loss of match ratio
Third instance	\$500.00 plus team withdrawn from competition
Fourth instance	Any further penalty that SANFL Juniors deems appropriate