



# 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 PlayHQ. Forms must 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.
  - 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 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) in PlayHQ by COB Monday after each game. Umpires will enter scores via PlayHQ also.

## AWAY CLUB

- Goals kicked by individual players for Under 12 to Under 18s need to be entered into PlayHQ 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 SHEETS / PLAYHQ TASKS

### PRIOR TO THE MATCH

Sign into PlayHQ and create the Team Sheet for your team's pending match:

- Select the "Squad" Tab → click the "Manage" tab, select the game that you wish to create the team sheet → "+ Select team" tab
- Then add the players to the team sheet (Line-up screen), players are added by clicking on the + symbol next to their name, carefully check the selections and add the jumper numbers as required → click Next Add the Coaching Staff → click Next Add Volunteers (Steward - Ground Marshall, Runner, Trainers etc.) → click Save
- Once completed, select the "Download Game Sheet" located on the main game page.
- Check the list carefully one last time and make any final changes if necessary e.g. duplicated 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 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 in the PlayHQ system 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 PlayHQ no later than midnight Monday evening:

- Select the "Squad" Tab → click the "Manage" tab, select the game that you need to add scores to → click "Edit Game Results" button
- Then enter the full-time scores (goals & behinds - it will automatically total the score) → click "Update Changes"
  - Then go into the Quarter Results and add the quarter-by-quarter scores (goals & behinds - it will automatically add the score for each quarter) → click "Update Changes"
  - Then go into the Player Stats, this is where you will add yellow cards, red cards, goals and points for each player in the team → click "Update Changes"
  - Then go into the Best Players (optional), this is where you will the top six (6) players for the game → click "Update Changes"



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## 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 PlayHQ System.

## MATCH DAY CHECKLIST

- 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 club's opportunity to host/participate in the Finals Series.

BREACH	FINE
FAILURE TO PROVIDE TEAM SHEET TO UMPIRE	\$50.00
FALIURE TO ENTER COMPLETED MATCH DAY RESULTS BY MIDNIGHT MONDAY	\$50.00
CLUB PLAYING INELIGIBLE, SUSPENDED, UNREGISTERED AND/OR OVER-AGE PLAYERS AS PER REGULATION 6.11. <ul style="list-style-type: none"> <li>FIRST INSTANCE</li> <li>SECOND INSTANCE</li> <li>THIRD INSTANCE</li> <li>FOURTH INSTANCE</li> </ul>	<ul style="list-style-type: none"> <li>\$100.00 PLUS LOSS OF MATCH RATIO</li> <li>\$250.00 PLUS LOSS OF MATCH RATIO</li> <li>\$500.00 PLUS TEAM WITHDRAWN FROM COMPETITION</li> <li>ANY FURTHER PENALTY THAT SANFL JUNIORS DEEMS APPROPRIATE</li> </ul>