

# Match Sheet Regulations

## A Guide

*Refer to Competition Regulations 15.1 for full match sheet regulations*

**The match sheet is a legal and regulatory document and is therefore a mandatory requirement.**

### **Penalties May Apply**

Failure to complete the match sheet may incur penalties such as a forfeit loss or points deduction for the offending team.

**Match sheets are to be completed within the Squadi online management system.**

Match sheets become available up to 5 days before the scheduled match time and close 15 minutes before the scheduled match start time (*i.e. not the time that the match starts, but the start time as listed in the draw*).

### **Best Practice:**

- *Complete the match sheet a day or two ahead of the scheduled match*
- *Changes to the match sheet (including borrowed players if not known ahead of time) should be made at least one hour before the scheduled start time*
- *Please remember not to select any more than the maximum 16 players in total (including up to a maximum 3 eligible borrowed players (4 in the M-League competitions))*

*Adopting this best practice should help to overcome any issues at match time as they can be overcome ahead of time).*

## Completing Team Sheets

To complete your Team Sheet tap on the Manager/Coach Card then select:

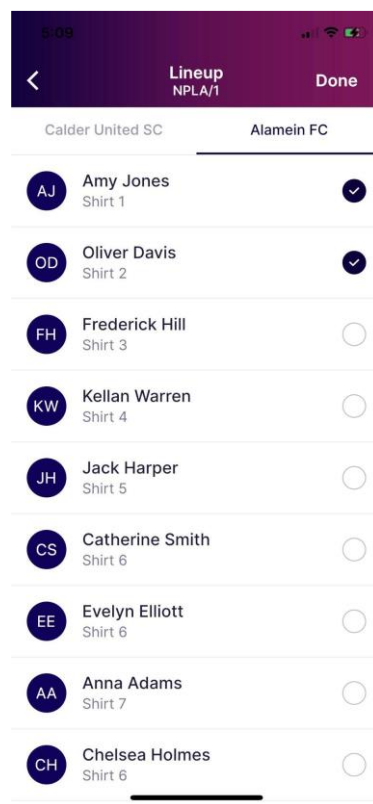
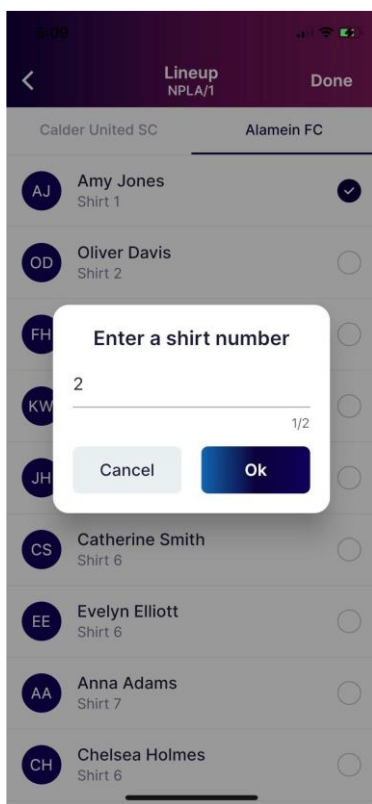
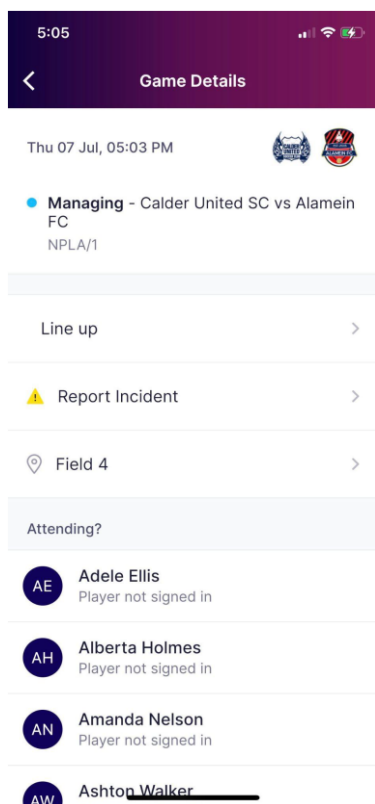
- ‘Team Sheet’ then navigate to your team list.
- Select either “Playing” or “Not Playing” in the box against each player’s name.
- Please note if there is no shirt number this will be asked in the same process, then click ‘Done’ (unless you change shirt numbers each week, the shirt number originally given will transfer to the next match upon selecting the player as “playing”

## Adding/Updating Team Officials

Select Team officials

- Search for registered users to your organisation to add/update a team official for that match.
- Once updated, select Confirm Team Officials.
- Select “Submit”

The match sheet is then complete.



## **Match Sheet Not Completed Before Access Becomes Unavailable**

*If Best Practice is followed, this should not be an issue. Further **Best Practice suggestion:** add several Managers to the side in case either the Coach or Manager is unavailable on Game Day.*

Advise your Club Secretary that you are unable to complete the match sheet – they may be able to do it on the team’s behalf if they have access to the website version of Squadi.

Alert the match official that you do not have access to the match sheet.

Advise the opposition team that you are unable to complete the team sheet.

The match official can enter the team on their behalf once the team sheet is locked.

The match official may request that the team list be provided to them in a hard copy form so that they can complete it at half-time or at the match conclusion if they do not have their mobile phone with them. This “team list” is to be provided to the match official before the match can proceed, noting that a maximum allowance of 10 minutes after the scheduled match time is allowed otherwise the match will be deemed a forfeited loss.

Once the team sheet is completed by either the team or their Club, or the Match Official, the team sheet becomes instantly viewable by the opposition team.

If there is a concern that a player may be participating in the match yet is not on the match card, a dispute should be raised through the concerned team’s home club.

*If the team sheet is not completed, thereby stopping a photo ID check, the opposition team can lodge a match dispute through their Club where the matter will be investigated by the MFA and the Competitions Management Committee.*

**Best Practice Idea:** *It is advisable for each team to bring a physical copy of their team sheet to give to the referees if they are asking them to enter the team on their behalf. The physical team sheet can also be shown to the opposing team if Squadi is not functioning.*

### **Match Not to Proceed**

- Should a team have not completed their match sheet and not provided a team list to the match official before, or no later than 10 minutes after the scheduled match time, the game will be deemed a forfeit loss against the offending team.
- Should a team refuse to complete their match sheet, the match will be deemed a forfeit loss against the offending team.

### **Match to Proceed**

- In the event of an "unofficial" referee, the match is to proceed. A dispute may be raised by either of the teams after the match if one or the other team has not submitted a team sheet. *The dispute is to be lodged through their Club where the matter will be investigated by the MFA and the Competitions Management Committee.*