



MEMORANDUM TO ALL ASSOCIATION CLUBS – 7 MAY, 2018

Please be aware that GHFA will begin enforcing the GHFA By-Laws with regards to forfeits and fines for incorrect submission of teamsheets, and fines for missing or incorrect shirt numbers, commencing with Round 6 this weekend.

With the performance issues for iCompMan being resolved, use of eTeamsheets over the recent weekend was good with a high rate of completion.

Teamsheets are required to be saved as completed in accordance with the GHFA By-Laws, for Digital Teamsheets, or for paper teamsheets where Digital Teamsheets cannot be completed due to iCompMan system outage only. Incorrect use of the Digital Teamsheet System by team managers or delegates will not be considered an acceptable reason for the use of paper teamsheets.

Digital Teamsheets

1. To ensure that your team does not forfeit a match you are required to save the Digital Teamsheet as "Complete" for your team AT LEAST five (5) minutes prior to the scheduled kick-off of the match so that this teamsheet can be reviewed by the opposition manager.
2. If the opposition manager has not completed their Digital Teamsheet by five (5) minutes prior to the scheduled kick-off time, then
 - a. You must approach the opposition team manager and request they save their teamsheet as Complete ASAP
 - b. If the opposition team manager does not complete their teamsheet prior to the kick-off of the match then
 - i. Approach the referee (before kick-off) and explain that the opposition manager has not completed their team sheet,
 - ii. The referee shall ask the opposition team manager to confirm they were requested to complete the team sheet and have not done so. Show the referee the Digital Teamsheet if required to indicate no teamsheet has been completed.
 - iii. If the opposition manager has not completed the teamsheet, then the referee shall make a note of such and complete an incident report on the digital Teamsheet, or submit an incident report via the GHFRA website attesting to the fact that the opposition team manager had not completed their teamsheet by kick-off.



- iv. The match shall proceed as a friendly match.
3. GHFA will review all incident reports (iCompMan or GHFRA) and will record the match as a forfeit and apply fines as appropriate.
4. Note that no protests will be accepted regarding player eligibility and identity if teamsheets are not confirmed by the opposition manager prior to the start of the match, except where the opposition's teamsheet is not submitted for review

Paper Teamsheets

1. Paper Teamsheets can be downloaded by Clubs after 5pm Thursday prior to the match. Teamsheets downloaded prior to this may not be complete as suspensions and/or registration changes may be completed until Thursday.
2. Teamsheets are the same used in 2017 and have the same requirements as per 2017.
3. Each teamsheet must have:
 - a. Name of each player participating on the day, including borrowed players
 - b. FFA number of each player, including borrowed players
 - c. Shirt number of each player, including borrowed players
 - d. Players not participating shall have their name crossed off by a full line through the players name, shirt number and FFA number
 - e. Name of manager
4. The teamsheet is to be provided by the home team.
5. A single teamsheet must be completed by both teams
6. The teamsheet must be handed to the referee prior to the scheduled kick-off.
7. Each team must have photo IDs of all players listed on the teamsheet ready to show the opposition team manager if requested prior to kick-off.
8. If Photo IDs were reviewed prior to the match kick-off, then these may be further inspected at any time during the match.



9. Failure to produce proper photo IDs, when requested prior to Kick-off, shall constitute grounds for a forfeit:

10. If the opposition fails to produce photo IDs as requested prior to kick-off, then

- a. Approach the referee (before kick-off) and explain
 - i. That Digital Teamsheets were not able to be submitted due to a iCompMan system outage.
 - ii. That the opposition manager has not provided either the necessary teamsheet or Photo IDs,
- b. The referee shall ask the opposition team manager to confirm they were requested to provide a teamsheet and/or photo IDs.
- c. If the opposition manager has not provided the teamsheet or Photo IDs, then the referee shall make a note of such and complete an incident report on the GHFRA website attesting to the fact that the opposition team manager had not submitted their teamsheet and/or Photo IDs by kick-off.
- d. The match shall proceed as a friendly match.

11. GHFA will review all incident reports (iCompMan or GHFRA) and will record the match as a forfeit and apply fines as appropriate.

Note for both Digital Teamsheet and Paper Teamsheets that

- a. The Referee's report is the important independent verification of a team's failure to submit a teamsheet and/or photo IDs.
- b. A Club referee has the same authority as an appointed referee in all matters.
- c. Club Referees can email incident reports if they do not have access to the Digital Teamsheet or GHFRA website. This should be done via their Club Committee.
- d. Referees are not the adjudicators of whether teamsheets are correct, nor can they determine if a forfeit applies or not. These are a matter for GHFA.
- e. Whether or not a team manager "confirms" the opposition Digital teamsheet is not relevant to the determination of match forfeit.



f. The team manager being on holidays or fails to arrive at a match is not acceptable as a mitigating factor.

All Managers should consider the following:

- A. All Managers should log on to the iCompMan System well before match day and verify that have the correct website and functioning username and password. Ensure you do this for all devices that you use for iCompMan access (e.g. PC, tablet and smartphone).
- B. Note that iCompMan is case sensitive for both Username and Password. Some smartphones automatically use uppercase for the first letter.
- C. Ensure that you have a delegate that has iCompMan access in case you are delayed or unable to attend. A family member that always travels with you to the game is not the best choice. The delegate can use your Username and Password.
- D. Update your team's digital teamsheet by Friday night prior to the match day. You don't have to submit it at that time, just save it as Pending, but it means that only small changes are likely to be needed at the match prior to kick-off.
- E. Please provide assistance to the opposition team manager or delegate if they are struggling.