



## Submission of electronic teamsheets.

Dear Team Managers

This is to confirm and clarify the procedures required for the completion of e-teamsheets for all matches from U10s upwards.

The GHFA By Laws require each team manager to complete the teamsheet including shirt numbers for every player taking part in the match and submit this to the opposition manager for checking at least ten (10) minutes prior to the commencement of the match.

If a completed teamsheet is not submitted, by one or both teams, for checking prior to the start of the match, the Association shall review the reason for non-submission, and determine if any penalties shall apply, including the forfeit of the match, if no valid mitigating circumstances apply.

Therefore:

1. Responsibility for submitting your teamsheet is yours, and yours alone. It is not the responsibility of either the opposition team manager or the Referee to advise you, remind you, or chase you up about not submitting your teamsheet.
2. The teamsheet must be submitted and available to the opposition manager at the required time prior to the match (see By Law 8.5.2).
3. If you do not submit your teamsheet by the required time (see By Law 8.5.2), then your club will be fined and your team will forfeit the match to the opposition, unless "valid mitigating circumstances apply".
4. If both teams do not submit teamsheets by the time required in By-Law 8.5.2, then both teams will be fined and neither team will receive points for the match, and the match will not be replayed.

### ***How will the Association determine if teamsheets have not been submitted and a forfeit applies?***

The iCompMan system has been updated to provide an Audit Trail of user entries including a time stamp. The Association shall review this data to determine teams that have not submitted teamsheets.

Forfeits and fines will be immediately applied, however, Clubs may appeal the application of forfeits if mitigating circumstances apply.

### ***The following are NOT valid mitigating circumstances (examples only, not exhaustive):***

1. The two managers agreed that they did not need to submit teamsheets.
2. I needed to wait for a borrowed or late player to turn up.

3. We had to use changed strip and all the players shirt numbers changed.
4. I forgot my login details.
5. I forgot my smartphone.
6. I just flew into Sydney an hour before the match and when I got to the match there was only enough time for me to warmup as a player.
7. "The iCompMan System didn't work", when the Association can show otherwise, for example, that other teams at that ground at that time, and at other grounds nearby were able to use the system.
8. I couldn't make it to the match and no one else would do it.
9. My smartphone battery went flat.
10. The coach couldn't decide the starting eleven players.
11. I don't know how to use the system.

### ***What CAN you do to ensure you submit teamsheets on time?***

1. Logon to the Digital Teamsheet system well before the match to ensure your login details are correct. Note that iCompMan logins are case sensitive and some smartphones may automatically put an upper case letter at the start of a password or username.
2. Pre-enter the teamsheet into iCompMan well before the match, e.g. on the Friday night.
  - a. "Submit" the teamsheet at that time, don't use "Pending".
  - b. If you need to add players, or remove players on the day, do so at least 15 mins prior to the match.
  - c. If the opposition manager has already "confirmed" your teamsheet, and thus locking out any changes, ask them to unlock the teamsheet so that you can make changes. To do this the opposition team manager needs to change your teamsheet to "Pending my Confirmation", then SAVE
3. Ensure that you have arranged for an alternate person to act as team manager for the purpose of submitting teamsheets in case you are delayed in getting to the match or cannot get to the match.
4. Remember to take your smartphone or tablet. Ensure your smartphone/tablet is fully charged.

### ***What is the Association doing?***

The Association is working with the iCompMan developer to improve the functionality of the system, and so there may be changes to the above in the near future.