

Section 14: Team Sheets

Introduction

This section of the by-laws deals with matters relating to the completion of team sheets. It also covers fines relating to non-compliance.

1. In all matches for teams in age groups Under 10 and above, the team managers of each team shall before the start of the match hand to the referee a completed team sheet containing a list of the proper names of the players in their respective teams. The team sheet must be printed in black or blue ballpoint pen. The team sheets shall be signed and personally witnessed by the opposing Team Manager, who also signs the sheet. Either team representative may inspect the team sheet during the game, upon request.
2. The use of felt-tipped or water soluble pens when making out a team sheet shall incur a fine.
3. The use of PENCIL or LIQUID PAPER will incur a fine and LOSS OF POINTS to the offending team, with a maximum of 3 points being awarded to the opposing team.
4. The home club shall be responsible for all team sheets of all their team's games. Team sheets must be delivered to the association's office no later than 7.00pm on the Tuesday following the match. Delivery methods may be in person, posted or sent electronically to the association. In all instances where team sheets are sent electronically, the club is responsible for ensuring that the original team sheets arrive at the association office within seven days.
5. In the event of a team sheet not arriving within 7 days, the home team shall be fined \$100 and incur LOSS OF POINTS.
6. The names are to correspond with numbers on the players shirts.
7. Players upgraded into the team must be included. The team sheet must be marked U/G and the age/div of the player recorded.
8. Marshal's names shall be printed and signed on team sheets at all times.
9. Signing of a team sheet at the end of a match is not an indication that either club participating will not protest the result or that the information contained on the sheet has been completed by the referee.

Instructions for the Completion of the Team Sheet

Team sheets will be produced by the Association and emailed to the home club's Competition Secretary or other nominated recipient on the Thursday prior to the game. The team sheet will list all of the eligible players for the team. **If a player's name is not printed on the team sheet, they are not eligible to play for the team.**¹ Do not under any circumstances add a player's name to the team sheet, with the exception of eligible upgrades from another team. Players added to the team sheet will be treated as ineligible players and will incur a fine and loss of points.

¹ It should be noted, that from time to time, the Management Committee will give permission to clubs to enter names on team sheets of correctly registered players of the team if their name has been omitted from the team sheet due to a malfunction or technical error caused by the registration system software. In such instances, clear directions are sent to clubs and the hand written names are verified by office staff when the team sheet is submitted for scrutiny. - 39 -

The home team manager will need to collect the team sheet from their club prior to the game. It is the responsibility of the home club to organize and effectively communicate their procedures for collection and depositing of team sheets with their team officials.

The team sheet must be completed and handed to the referee prior to the scheduled kick off time. No alterations to the team sheet are allowed after the game has commenced.

In the home team section of the team sheet the manager will:

- 1.** Enter shirt numbers against a maximum of 16 players. If shirt numbers are entered against more than 16 players, the 17th and any subsequent players will be deemed to be ineligible players. This will incur a fine for each ineligible player and the loss of points for the game. Players entered on the team sheet as upgraded players will be counted in the total number of players.
- 2.** If players are upgraded from another team, enter their details in the upgrade section and record the shirt number, player's name, registration number and team from which the player is being upgraded.
- 3.** The name of the registered team coach and manager will be printed on the team sheet. The coach and manager need to sign to indicate that they are officiating for the game. In the event that either the registered coach and/or manager are not in attendance, the stand-in coach and/or manager need to cross out the printed name and print their name and sign.
- 4.** Enter the home team marshal name and get the marshal to sign.
- 5.** Once all the home team details have been entered pass the team sheet to the away team manager. You must do this and allow reasonable sufficient time for the away team manager to complete their tasks.
- 6.** The away team manager needs to follow steps **1–4**.

Both managers need to inspect the identities of the opposition team and make certain the players listed are present, wearing the allocated shirt number and initial the team sheet next to each player that has been sighted. It is the responsibility of both managers to ensure that the opposition checks are done correctly and that the team sheet is completed accurately.

Fines will be levied against any team that does not correctly complete the team sheet or check the opposition player correctly. In the event that a shirt number is recorded on the team sheet, for which there is no opposition manager's initials to show that it is checked both teams will be fined for non compliance. - **40** -

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| Types of Errors If more than 16 players have shirt numbers entered next their name | Ineligible player fine and loss of points |
| If the marshal name is not recorded | Administration error fine |
| If the marshal has not signed team sheet | Administration error fine |
| If the score check is not signed | Administration error fine |
| If a players is listed in the upgrade players section of the form with no shirt number | Administration error fine |
| If a player is listed in the upgrade players section of the form with an incorrect player registration number | Administration error fine |
| The omission of an upgraded player's registration number shall be deemed by registrars to be due to the card not being available and will be treated as ineligible player. If the opposing team manager has initialled the team sheet stating that ID cards has been sighted, the total fine shall be divided evenly between the two offending clubs | Fine and loss of points |
| If the team from which a player is upgraded from is not recorded | Administration error fine |
| If a player is upgraded in breach of the upgrade rules i.e. a U12.1 player upgraded to U13.2 | Ineligible player fine and loss of points |
| If the total number of players with shirt numbers in the player details section of the form plus the players in the upgrade section of the form exceed 16 | Ineligible player fine for each player above 16 and loss of points |
| If manager does not sign the form | Administration error fine |
| If a substitute team manager completes the team sheet and does not change the printed managers name and sign | Administration error fine |
| If the coach does not sign the team sheet | Administration error fine |
| If a substitute coach is coaching the team and they don't change the printed coaches name and sign the teams sheet | Administration error fine |
| If there is a player on the team sheet with a shirt number that does not have the opposition managers initials | Administration error fine to the players club (Note 1) |
| Changing player details on a team sheet after the game is completed | Fine and loss of points |
| Use of liquid paper or pencil | Fine and loss of points |
| Playing an unregistered player | Fine and loss of points |