



**COACHES &
MANAGERS
HANDBOOK
2020**

WWW.HILLSFOOTBALL.COM.AU

This Handbook is intended as a guide only. Any issues arising out of any match should be raised immediately at Club level before being escalated to the Association. All rulings will be made in accordance with the Constitution and By-Laws of Hills Football, copies of which can be found on the HFI website: www.hillsfootball.com.au

1. OPERATIONS

GROUND OFFICIAL

Each club is to provide a Ground Official at all times to ensure the HFI By Laws, Codes of Conduct and Policies are adhered to. The ground Official will be identified with a fluoro vest.

MATCH BALLS

Each Home Team is to provide Two (2) match quality balls for each game.

TEAM SHEETS (REFER TO BY LAW 8.8)

For age groups U8 and over, team sheets must be completed before each match. The team sheets are to be completed online by both team managers with the following details completed;

- Players shirt numbers.
- Players who are participating in the match must be ticked.
- Upgraded players must be added by clicking add player add shirt number.
- Both managers are to review the team sheet before the start of the match to verify that they have sighted ID Cards.
- Both managers at the end of the match are required to update match status, results & referee name if not an association appointed referee.

ID CARDS (REFER TO BY LAW 8.5)

It is the responsibility of the team manager to check the oppositions Electronic ID Cards prior to the start of the match. This includes any substitutes or borrowed players.

Hills Football enforces a **NO CARD, NO PLAY** rule.

If a player who takes the field that is not registered to play with this team (registered and approved by the Association prior to the match) the team will automatically be forfeited. All registered eligible players will appear in the system.

To be considered registered to play. Your club **MUST** have all registrations approved before Wednesday 10am to be eligible for the weekends matches. If you have registered after 10am Wednesday, and have **NOT** been authorized by the Association you are **NOT** eligible to play.

It is **NOT** the referee's responsibility or decision to allow or disallow any players from taking the field. "the referee said I could play" is **NOT** an acceptable excuse.

GROUNDS

All Clubs are required to prepare their allocated playing field(s) to be suitable for games to be played. This includes visible line markings, a technical area (with either a rope or paint), corner flags, goals, and goal nets.

The referee has the final say on the safety of the fields and may declare a field unsafe for play.

MATCH DUTIES

- Only 2 team officials are permitted in the Technical Area (only one official may be standing)
- Substitute/Interchange players must enter the field of play from half way line
- Team officials are not to enter the field of play until signaled to do so by the referee

POST MATCH DUTIES

- At the conclusion of the match, the Referee and Team Officials will complete the team sheet
- Managers are to input the result, and take note of any cautions or send-offs and then save the team sheet as a true record
- Each team manager must keep a record of all recorded cautions for their players that occur during the season
- If your match is the last match scheduled for the day, your team should assist in the set down of the fields.

BORROWING / UPGRADING OF PLAYERS (REFER TO BY LAW 8.6)

Players may be borrowed from other teams within your club only.

- Except for Premier League, a limit of four (4) players shall be allowed to play up in a match for the same team per round

Please refer to Annexure 1, The Borrowing Matrix at the back of this document explaining which teams you may borrow from.

Junior Players

U6 to U11 (refer to BY Law 7.17)

- Players may be borrowed into any division in the same age group they are registered in or the above age groups. Players are not allowed to be borrowed into grades more than two years above their actual age.

U12 to U21 (refer to By Law 8.6)

- When a player is registered in a team above his/her true age, e.g. a true Under 11 is playing as an Under 13, he/she may not play up more than two years above his/her true age.
- Junior players may play for a team in their club other than the team for which they are registered only in the following circumstances: -
 - a) In the same age group – any higher division e.g.

Player registered in 12/2 division may play in 12/1 division team;
Player registered in 12/4 division may play in 12/1, 12/2 or 12/3 division teams.

- b) In the next higher age group – in the same or higher division e.g.;
- Player registered in 12/1 division may play 13/1 division;
 - Player registered in 12/2 division may play 13/1 and 13/2 division teams;
 - Player registered in 12/3 division may play 13/1, 13/2 and 13/3 division teams.

(a full explanation is below– The Borrowing Matrix)

2. COMPETITION RULES

LAWS OF THE GAME

All matches played under the auspices of the Association shall be played according to the laws of football as laid down by FIFA except to the extent that such laws are varied by these competition rules and/or by any binding decision of Hills Football or Football New South Wales or any other body as appropriate as the Association may from time to time determine.

INTERCHANGE / SUBSTITUTION

All matches apart from Premier League First Grade and Hills Football Cup Matches will have unlimited interchange. Before players are interchanged, the referee must be made aware and approve the change.

Men's Premier League First Grade and all Hills Football Cup matches will be played with 5 substitutions allowed. Once a player is substituted, he/she can no longer take any part in the match.

PLAYING EQUIPMENT

- Shin Pads are to be worn at all times during a match. Shin pads must be covered by the players socks at all times.
- Jersey numbers must be readable and visible on all playing jerseys, including the GK.
- Compression skins and tights may be worn. All Compression skins and tights must be the same colour as the shorts or playing jersey.
- Jewellery is not to be worn on the Field of Play (this includes all body piercings and rings). The referee has the authority to ask that any visible piece of jewellery is removed.
- Headscarfs may be worn. The headscarf must be the same colour as the playing jersey. The headscarf must not be connected to the players jersey and must not pose and danger to any player.

DURATION OF MATCHES AND BALL SIZES

Grade	Game Duration	Ball Size
U6/U7	40 mins	3
U8/U9	40 mins	3
U10/U11/U12	50 mins	4
U13	60 mins	4
U14	60 mins	5
U15/U16	70 mins	5
U17/U18/Girls Youth	80 mins	5
U21/AA/PL/PYL	90 mins	5
O35/O45	80 mins	5

CAUTIONS / SEND OFFS (REFER TO HILLS FOOTBALLS G&D REGULATIONS)

- A player who accumulates five (5) yellow cards in the Premiership shall serve a mandatory one (1) Fixture Suspension and any player receiving seven (7) yellow cards in the Premiership shall serve a mandatory two (2) Fixture Suspension. Notification shall be given to the player's Club as soon as possible after the fifth and seventh caution is received by HFI.
- A player who accumulates nine (9) or more yellow cards in the Premiership shall be referred by the General Manager to the GPT.
- Where a competition is played in a squad situation (1st & Reserve Grade) a player receiving his third official caution in Reserve Grade is permitted to fulfil his commitments to his club on the day. The player must then serve a one (1) match suspension in the next scheduled competition match and is unable to play in either grade on this day.
- Official cautions shall not carry over from season to season but suspensions will. The Official season is at the conclusion of the last competition match.
- A Player who accumulates two (2) Yellow Cards in the Final Series shall serve a mandatory one (1) Fixture Suspension. Notification shall be given to the player's Club as soon as possible after the second caution is received by HFI.

Note: There is no appeal against the receiving of a caution from the Referee

Code	Description
Y1	The player is guilty of unsporting conduct
Y2	The player shows dissent by action or word
Y3	The player persistently infringes the Laws of the Game
Y4	The player delays the restart of play
Y5	The player fails to respect the required distance when play is restarted with a corner kick, free kick or throw in
Y6	The player re-enters the field of play without the Referee's permission
Y7	The player deliberately leaves the field of play without the Referee's permission

FINES (PLEASE REFER TO BY LAW 12.1)

Forfeit Fees

U6 – U8	= \$15
U9 – U11	= \$20
U12 – U14	= \$25
U15 – U16	= \$30
U17 – AA	= \$75
PL1 & PYL	= \$100

In addition to the above fees, if notification of such forfeit is NOT given to the Association by 4.00pm on the Friday preceding the game then the team forfeit fee shall be double the appropriate fee.

Protest Fees	= \$200
Appeal Fees	= \$250
Late Team Registration Fee	= \$100
HFI General Fines:	
Undressed Grounds	= \$50
No Match Balls	= \$10

Team Sheet related fines, including:

- No, late or incorrect result submitted
- More than the allowed players on team sheet
- Non-numbered shirts
- Missing upgraded player's team on team sheet
- Non completion of team sheet (prior and post match)

First Offence = Written Warning

Second Offence = \$10 fine

Third Offence = 1 point deduction from team

Fourth Offence = 3 point deduction from team

Fifth Offence = Potential removal from competition

3. COACHING RESOURCES

Hills Football is committed to providing the best training and education for all of our coaches.

Community Pathway courses are specifically designed for the coaches who look after Participation players: the courses are short, easily-accessible and low-cost. All courses are tailored to the age group and levels you are coaching at.

Why should you consider enrolling in a coaching course?

- Learn the fundamentals of coaching your team
- Learn how to structure a session
- Ensure your players learn the correct techniques and structure

HILLS FOOTBALL COACH HUB – FACEBOOK GROUP

Hills Football has set up a private Facebook hub for our coaches. In this hub, we can share, discuss and learn everything football coaching. To join, please visit:

<https://www.facebook.com/groups/hillsfootballcoachhub/>

FFA COACHING RESOURCES

The FFA provides plenty of coaching recourses, information, sessions guides and tips to become a better coach. The resources can be found here:

<https://www.playfootball.com.au/coach>

CLUB COACHING COORDINATORS

Hills Football has launched a club coaching coordinator program. The CCC program find the local champion of each club that will be able to assist in the training and development of each coach within your club.

Video link – Why coaches need support:

<https://www.playfootball.com.au/coach/why-coaches-need-support>

Video link - How to implement a CCC:

<https://www.playfootball.com.au/coach/how-to-implement-a-ccc>

To find out more about coaching courses, resources and general coach information, please reach out to Hills Footballs Football Development Manager Zac Ribeiro

zac@hillsfootball.com.au

4. RESPONSIBILITIES OF THE REFEREE

The referee’s responsibilities are to administer the laws of the game ONLY. The referee is not required to check any player identification cards or make decisions on who can or cannot play. This is the responsibility of the team manager.

Example: A player is not fully registered with the Association and does not have a player ID card. “The referee told me I could play” is not a valid excuse and any penalties, fines or forfeits will stand.

A referee will perform their duties in line with the Laws of the game (including the field of play, players equipment and the ball) and this includes keeping a true and proper record of the game including providing reports for send offs and other incidents of note.

Referees are human and WILL make mistakes. You as a team’s coach or manager must lead by example and never encourage abuse or violence towards a referee or official. Hills Football enforces a zero tolerance approach toward referee abuse and any person found guilty will face severe penalties.

- **ANNEXURES**

ANNEXURE 1 – COACHES & MANAGER CODE OF CONDUCT POLICY

Hills Football Inc **Coaches Code of Conduct**

All Coaches & Managers must meet the following requirements in regards to conduct during any activity sanctioned by HFI, a member association or an affiliated club in your role as a coach / manager appointed by HFI, a member association or an affiliated club.

1. Do not abuse, harass or disrespect and Referee, Match official or ground official.
2. Do not tolerate acts of aggression.
3. Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
4. Recognise players' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
5. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status and other conditions.
6. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
7. Involve the players in decisions that affect them.
8. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
9. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.
10. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
11. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
12. Avoid situations with your players that could be construed as compromising.
13. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
14. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
15. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
16. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
17. Be honest and ensure that qualifications are not misrepresented.

Any Person or Club that does not comply with this Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and is subject to sanction under the HFI disciplinary policy, which is available on the HFI website.

ANNEXURE 2 – HILLS FOOTBALL GROUNDS LIST

Field Name	Address	Suburb
Annangrove Park	Annangrove Rd	Annangrove
Arnold Ave Sporting Complex	Arnold Avenue	Kellyville
Balcombe Heights (Masonic)	Seven Hills Rd	Winston Hills
Bella Vista Oval	Crown Terrace	Bella Vista
Bernie Mullane Sports Complex	Marella Ave	Kellyville
Caddies Creek Reserve	Milcroft Way	Kellyville
Coolong Reserve	Coolong St	Castle Hill
Crestwood Reserve	Cnr Crestwood Dr & Chapel Lane	Baulkham Hills
Eric Mobbs Reserve	Ferguson Ave	Castle Hill
Francesco Reserve	Francesco Cres	Bella Vista
Fred Caterson Reserve	Gilbert Rd	Castle Hill
Glenhaven Oval	Glenhaven Rd	Glenhaven
Gooden Reserve	Gooden Dr	Baulkham Hills
Hazel Ryan Reserve	Whitbread Pl	North Rocks
Hills Centenary Park	Cnr Commercial & Withers Rd	Kellyville
Hills Grammar School	Kenthurst Rd	Kenthurst
Hills Sports High School	Mackenzie Blvd	Seven Hills
Holland Reserve	Holland Rd	Glenhaven
Kenthurst Park	Roughley Rd	Kenthurst
Les Shore Reserve	Old Northern Rd	Glenorie
Max Ruddock Reserve	Romulus St	Winston Hills
McCoy Park	McCoy Street	Toongabbie
Murray Farm Reserve	Murray Farm Rd	North Rocks
North Rocks Park	Cnr North Rocks Rd & Farnell Ave	Carlingford
Pacific Hills School	Quarry Rd	Dural
Redbank Oval	Cnr Park St & Redbank Rd	Northmead
Russell Reserve	Withers Rd	Rouse Hills
Ted Horwood Reserve	Renown Rd	Baulkham Hills

your team list.

At the end of the match (or at any other time prior with the agreement of the Opposition Team Official, e.g. half time, or when a late player arrives), ask them to release your team list for editing. You can then follow the normal instructions to update the team list information and re-submit for the Opposition Team Official to review and confirm.

If you require updating of the team list after the match, speak to the Match Official immediately after the match to let them know that you are updating the team list (this is so they do not submit the Match Result and lock all changes to the matchsheet prior to your update).

If the Official Referee is unavailable immediately following the match, or for any other reason the player status cannot be updated, contact your Club Representative as soon as possible and have them immediately advise the Hills Office.

8. A BORROWED PLAYER ARRIVED LATE, HOW DO I ENTER THEM INTO THE TEAM LIST.

Please see FAQ 7

9. THE OPPOSITION TEAM CAN'T COMPLETE AND SUBMIT THEIR TEAM LIST.

This is not your fault, but please offer assistance to the opposition's team official if possible. You should complete your own team list and submit as normal.

Paper teamsheets can be used as a backup option

10. DO I HAVE TO FILL IN THE GOALS SCORERS AND MVP POINTS

These fields are not mandatory, however, your Club may wish you to use these fields for their monitoring purposes, e.g. season trophies etc.

Note that if this is required, it must be done prior to the Match Official locking the fixture.

It is important that you do not delay the finalisation of the Match Sheet waiting for goal scorer or MVP information.

11. Match Sheets

As a back up please save your Match Sheets as a PDF in case the system crashes.

8. FREQUENTLY ASKED QUESTIONS

1. HOW DO I CHANGE MY PASSWORD.

Contact the HILLS office

2. I HAVE FORGOTTEN MY LOGIN NAME OR PASSWORD.

At the iCompMan login screen, click on **Forgot my Login Name or password** and follow the directions.

3. MY LOGIN NAME AND PASSWORD DON'T WORK

The login page requires your login name, password and the captcha text to be all correct. Check that you entered the captcha text properly (it is case sensitive). The login screen will create a new captcha text when reloaded.

If you still can't login, please contact your Club representative to confirm your login details.

4. I CAN LOGIN, BUT IT DOESN'T SHOW MY TEAM

Visibility to teams is based on the access type requested by your Club. To view your team you must be registered in CompMan as a team official for that team. Your team may not have a fixture in the current window period. Please check your teams fixture list.

Please contact your Club representative to confirm your login details.

5. MY SMARTPHONE HAS NO BATTERY CHARGE LEFT

You can login to iCompMan from any smartphone with internet access. Please borrow a phone from a team member or parent and login to iCompMan from that phone. This applies to all circumstances where a team official does not have access to a smartphone, e.g. forgotten, lost, stolen, damaged, out-of-credit etc

6. OUR TEAM MANAGER DID NOT SHOW UP AT THE MATCH

There are many reasons that a team a manager may not show up at your fixture. It is recommended that at least two team officials are registered in iCompMan as users for each team to cater for this situation.

Please contact your Club representative to obtain the login details for your team's manager.

Ensure that you enter your name in the **Team Official** field of the My Team page to record who entered the data.

7. I MARKED A PLAYER AS PLAYING, BUT THEY DID NOT ARRIVE OR TAKE THE FIELD.

Once you team list for the match has been confirmed by the Opposition manager, you cannot go back in and untick the playing status of the player unless the Opposition Team Official releases

- c) Once the **Match Result** and **Match Officials** have been entered, click on the **Save Match Result** button to save the entries.
- D. Player Cautions
- a) To update the Caution or Send-Off codes for a player, from the **Home Page**, Figure 3, highlight the fixture to be updated (yellow background), then click on the **Update RESULT, MATCH OFFICIALS and other MATCH STATISTICS** button at the bottom of the screen to navigate to the **Match Results & Statistics** page, see Figure 8.
- b) Click the **Update Cards, Player Statistics, submit Referee Report** button to navigate to the **Player Statistics** page, see Figure 11.
- c) For HILLS fixtures, use the standard Caution codes Y1, Y2 – Y7 and the standard Send-Off codes R7 only. Do not enter any other data. The normal HILLS on-line reports will need to be made in addition to this report for Send-Off Codes R1-R6, or for incident reports.
- d) The **2nd Offence** tab should not be used. In the case of two cautions, an R7 should be selected under **1st Offence** only.
- e) Click the **Confirm** button to return to the **Match Statistics** page.
- f) Repeat for the remaining players that need to be updated.
- g) In case of an error, a player can be removed by selecting the red cross next to the player's name.
- h) When all required players have been updated, click the **Confirm** button to save the player statistics update and return to the **Match Results & Statistics** page, see Figure 8.
- 2) To complete the **Match Results & Statistics** update, click the **Save Match Result** button to navigate back to the **Match Sheets Home** page, see Figure 4.

7. Referee Update of Results and Match Statistics (Appointed Match Officials)

BCRB appointed Match Officials (Referees) are not responsible for reviewing or confirming team player lists or assessing player eligibility, these are the sole responsibility of the respective Team Officials.

BCRB appointed Match Officials are responsible for updating:

- i) Entering the **Referee, Assistant Referees** and **Fourth Official** when present.
 - ii) The match outcome of **Played, Abandoned** or **Postponed**, including **Ground condition** where appropriate.
 - iii) If played or abandoned, the **Match Result** including **Score**, either the full-time score or the score at the time the match was abandoned.
 - iv) Recording players that were Cautioned, or were Sent-off for a Second Cautionable offence.
 - v) If the ground dressing was not acceptable, or any other administrative information for BCRB, to be entered into the **Comments** section.
- ⚠ HILLS require that all Send-off reports, except for Second Cautionable Offences are reported using the HILLS on-line reporting system.
- ⚠ Any match incidents, except simple administrative issues for HILLS as above, should be reported using the HILLS on-line reporting system.

A. Match Selection

- a) Login to the SP Matchsheets system on your smartphone as per Section 3.
- b) Select the Match Sheet view as per Section 4
- c) With the Match Sheets list of Figure 4 displayed, select the required fixture to be updated by clicking on it. It will be highlighted in yellow background when selected.
- d) Click on the **Update Match Sheet** button to update/edit the Match Sheet for the highlighted fixture, as per Figure 8.

B. Match Result

- a) Select the appropriate **Match Status** in the **Match Status & Details** drop down:
 - Played** – the fixture was completed normally
 - Abandoned** – the fixture was commenced (kick-off) but was abandoned at some point during the match before final whistle.
 - Postponed** – the fixture was abandoned before kick-off, e.g. by the Club withdrawing the ground due to heavy rain.
- b) If the fixture was forfeited by either team, indicate which team has forfeited (**Home team** or **Away team**). Note that the home team is the team upper of the two team's names.
- c) If the fixture was **Played**, enter the full-time score.
- d) If the fixture was **Abandoned**, enter the score at the time it was abandoned.
- e) Do not enter scores if the fixture was **Postponed** or **Forfeited**.

C. Match Officials

- a) Select the names of the officials in the appropriate **Match Officials** entry under the **Referees & Officials** dropdown for each Match Official present. The **Match Official** fields are drop down lists and not free text fields. The drop-down lists will display the Referee names, but the SP Matchsheets fields will display only the BCRB ID Number when selected.
- b) **Match Day Supervisor**, please place a name.

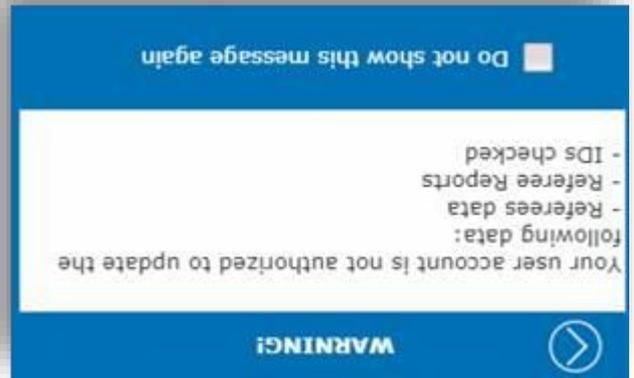
under **1st Offence** only.

i) Click the **Confirm** button to return to the **Match Statistics** page.

j) In case of an error, a player can be removed by selecting the red cross next to the player's name.

k) When all required players have been updated, click the **Confirm** button to save the Player statistics update and return to the **Match Results & Statistics** page, see Figure 8.

If a user is authorized to update only some of the data, a message to this effect is displayed as shown in Figure 9.



This message will be displayed every time the "Update Result ..." function is requested by the user. Users can disable the message by ticking the "Do not show this message again" option. In such cases a "Warning" icon is displayed in the page header and by clicking on it users can display the message details again.



Figure 11 Player Statistics Page

B. Update Match Players List

- If your team has a player arrive late to the match who was nominated as a player prior to the match (registered team player or borrowed player), or one of the nominated team players did not take part in the match, e.g. unused substitute, then your Team List should be updated immediately after the completion of the game (or at half-time if in the first half).
- 1) Advise the appointed Referee that you will be updating the Team List.
 - 2) Request the Opposition Manager to release your Team List:
 - To do this, the Opposition Manager needs to select "Review Opposition Match Sheet" and change the status to "Pending My Confirmation"
 - 3) If you are requested by the Opposition Manager to release their Team List, please do so promptly. You will be able to review and confirm their changes later.
 - Follow the instructions of Section 5 to update your team list and submit the team list for review by the Opposition Team Official. Let the Opposition Team Official know as soon as you have submitted your revised team list for review.
 - When advised by the Opposition Manager that they have submitted their revised Team List for review, please review and confirm promptly.

C. Update Match Statistics

The SP Matchsheets system has the ability to record several match statistics such as goal scorers etc. Hills requires that the Match Result only to be updated by Team Officials, except where:

- a) no appointed Referee is present, requiring Caution and Send-off codes to be entered by Team Officials
- b) Any other comments as required.

Click on the **Update Cards, Player Statistics, submit Referee Report** button to navigate to the **Match Statistics** page, see Figure 10.

a) For each player that needs updating for goals scored, Most Valuable Player (MVP) points or Caution or Send-Off codes, the player needs to be added to this list.

b) Select the player to be added from the team list and enter statistics.

c) Click on Confirm to return to the **Match Statistics** page.

d) Click the **Add Player** button to add more players, see Figure 10, and repeat b).

e) Click the **Update Player** button to change details for players who have been added, see Figure 11.

f) Repeat for the remaining players that need to be updated.

g) If there was no BCRB appointed Referee for the fixture, update the Caution and Send-Off codes for the **Offences** field. For Hills fixtures, use the standard Caution codes Y1, Y2 – Y7 and the standard Send-Off codes R1, R2 -R7 only. For Send-Off codes only, enter the **Minute of the game, Referees distance to the incident** and the **Description of the offence/report**. Please include a contact number for the referee in case the GPT needs to contact them for more information.

h) The **2nd Offence** tab should not be used. In the case of two cautions, an R7 should be selected

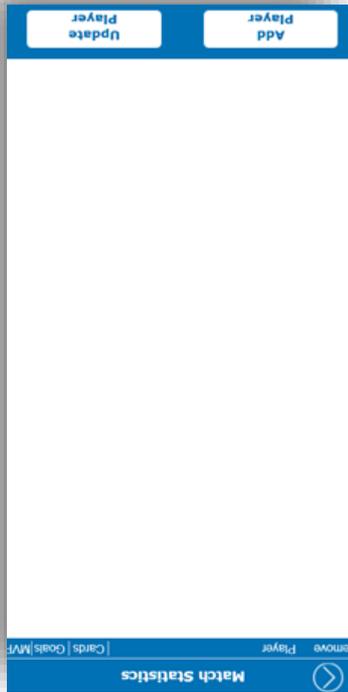
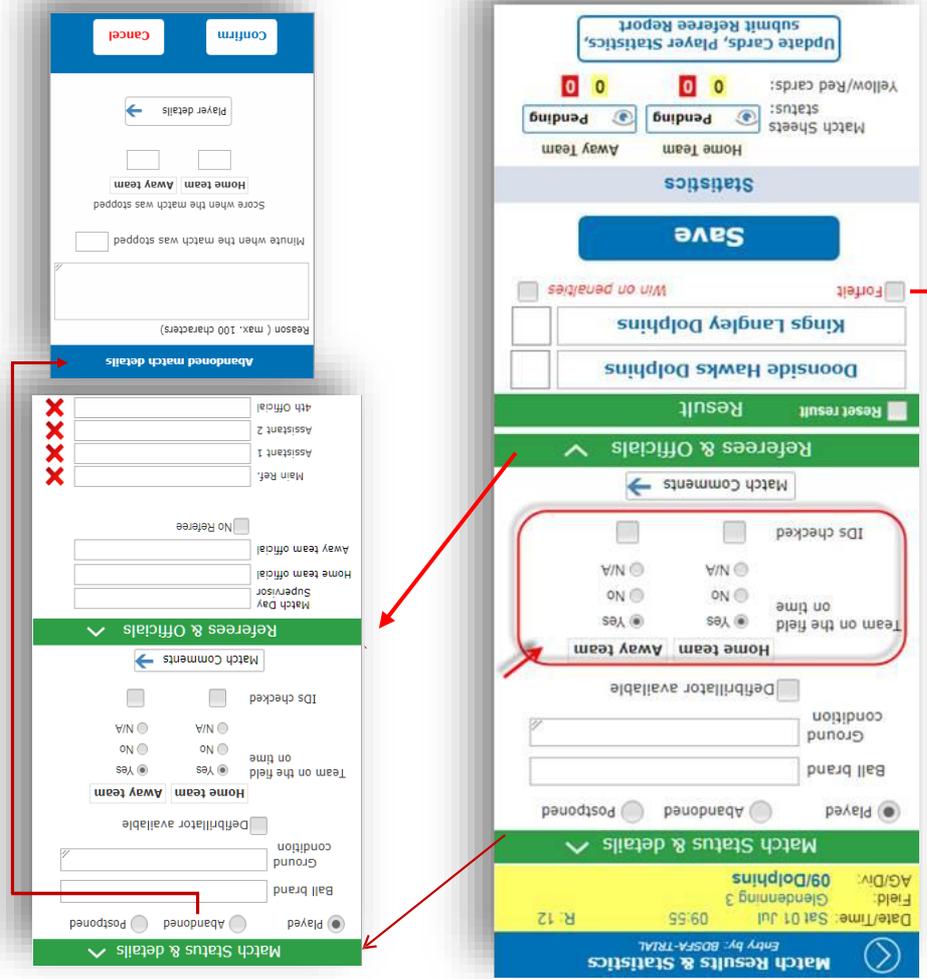


Figure 10 Match Statistics Page

Figure 9a Match Status & Details drop-down menus



6. Post-match Update of Results and Match Statistics (Team Officials)

A. Update Results, Match Officials and other Match Statistics

Club Officials, at the completion of the match, are required to update:

- Match Status – played, abandoned, postponed
- Ground Condition (optional)
- Match comments (optional)
- Scores
- Unofficial referee (if no referee appointed)

From the **Home Page**, Figure 3, highlight the fixture to be updated (yellow background), then click on the **Update RESULT, MATCH OFFICIALS and other MATCH STATISTICS** button at the bottom of the screen to navigate to the **Match Results & Statistics** page, see Figure 8.



Figure 8 Match Results & Statistics Page

1) Select the Match Status & details drop down

2) Select the appropriate **Match Status**:

Played – the fixture was completed normally
Abandoned – the fixture was commenced (kick-off) but was abandoned at some point during the match before final whistle.
Postponed – the fixture was abandoned before kick-off, e.g. by the Club withdrawing the ground due to heavy rain.

If you select **Abandoned or Postponed**, you will be prompted for more details. If the fixture was **Abandoned**, enter the reason, time it was abandoned and score at the time it was abandoned.

If the fixture was **Played**, enter the full-time score. Do not enter scores if the fixture was **Postponed or Forfeited**.
 3) If the fixture was forfeited by either team, indicate which team has forfeited (**Home team or Away team**). Note that the home team is the team upper of the two team's names.

4) The BCRB appointed Match Referee will enter the **Match Officials** under '**Referees and Officials**'. If there was no BCRB appointed Match Referee, then you must tick the **No Referee** box. If there is no BCRB appointed **Main Referee**, but there is one or more BCRB appointed Assistant Referees shall enter their names in the appropriate **Match Officials** entry, but the **No Referee** box should still be ticked. Note that the **Match Official** fields are drop down lists and not free text fields. If there is no Referee, then the name of the Referee or Referees should be entered in the **Comment** section, see top left of Figure 8.

⚠ Ensure you select **Save** when you have completed your entries

See Figure 8a below for the various screens

return to the Match Sheet prior to kick-off and finalise the entries with any late changes if needed.

When the Match Sheet is completed and ready for review, click the "Complete" item in the **Match Sheet Status** box, then click **Save Your Match Sheet**. This will change the status of the Match Sheet to make it visible to the opposition Manager for review.

D. Review Opponents Match Sheet

Match Sheets are to be confirmed by Opposition Team Officials prior to the fixture kick-off.

⚠ A Match Sheet cannot be reviewed/confirmed by the opposition team until you have completed and submitted your Match Sheet as per Section C Submit the Match Sheet for Review.

You must review the Opposition's Match Sheet as soon as possible after they have submitted their Match Sheet, as indicated by the solid green icon next to the Opposition team's name on the **Match Sheets** page of Figure 4.

Click on the **Review Opposition Match Sheet** button on the bottom of the **Match Sheets** page of Figure 4.

Review the Oppositions team information. If acceptable, tick the **Confirmed – this Match Sheet is in Order** selection, see Figure 7, then click the **Confirm** button to return to the **Match Sheets** page.

If there is information that is not acceptable, and you wish to raise a formal "dispute", then tick the **Disputed** selection, see Figure 7. A reason for the Dispute will be requested and must be entered, then click the **Confirm** button to return to the **Match Sheets** page. Disputed Match Sheets will be reviewed by the Hills Office subsequent to the match completion.

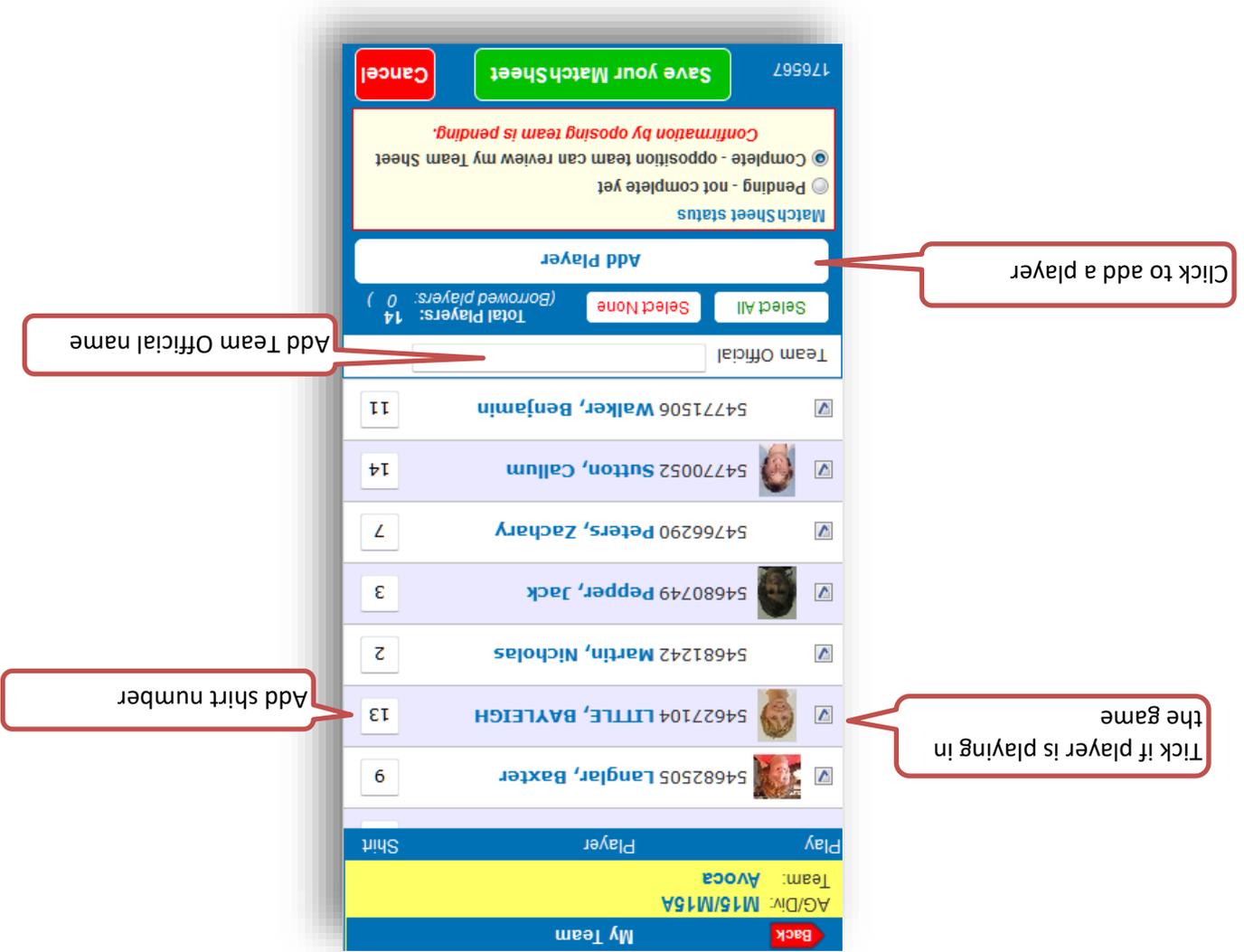


Figure 6 Borrowed Players Selection Page



Figure 7 Match Sheet Review Status

Figure 5 My Team Page



Use the **Surname/Reg. No.** search field to find the required player.

⚠ The eligibility of borrowed players may not be validated by CompMan for some competitions. Therefore, the user needs to ensure the borrowed player is eligible to play.

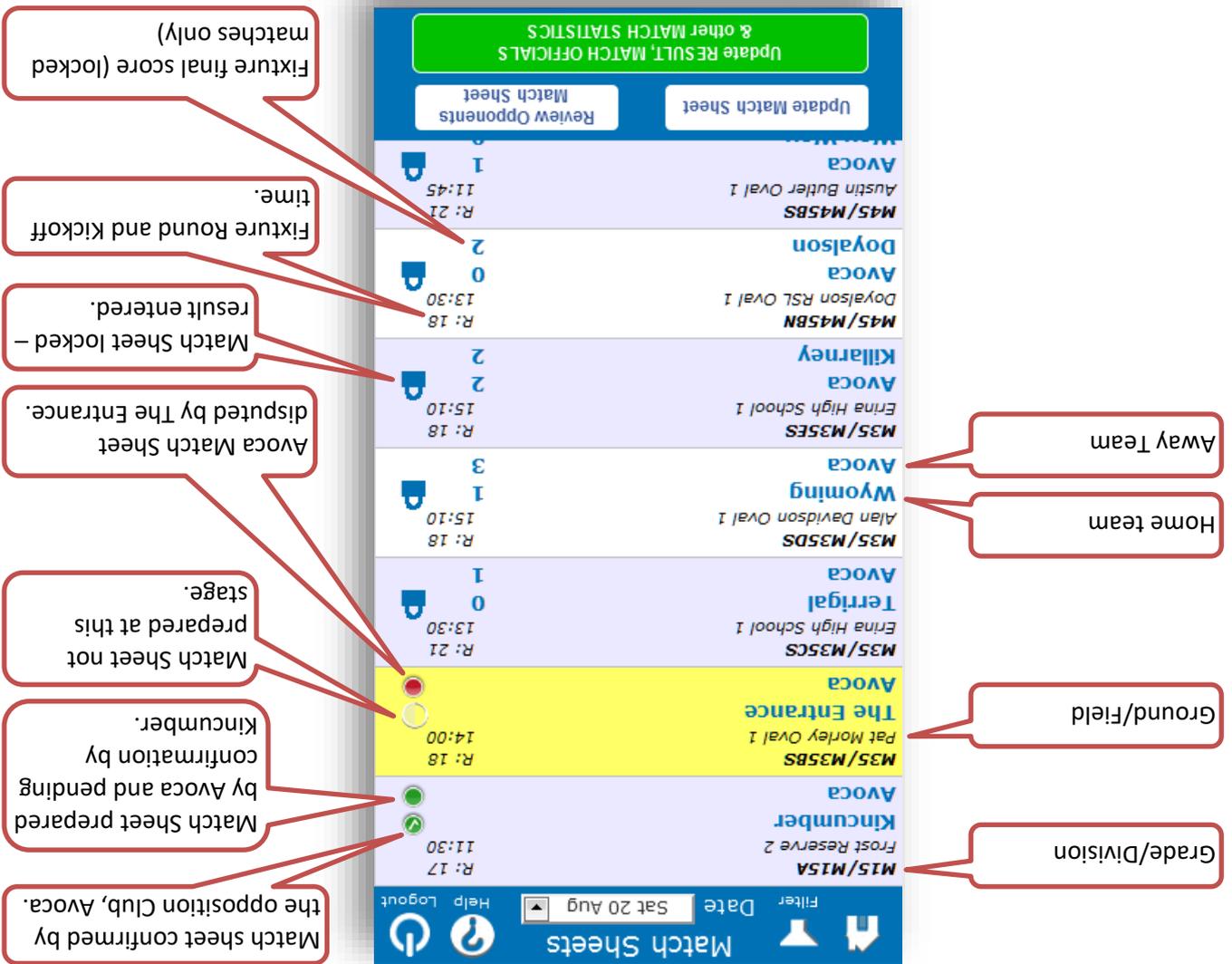
When the required player is found, click on the player to select. The player should be highlighted in yellow. The click on **Confirm Selected Player**, to return to the **My Team** page, see Figure 5. The borrowed player should be shown at the end of the team list with the flag "BP" next to it.

Ensure that the player is indicated as playing in the game, and that a unique shirt number is indicated, as per Figure 5.

C. Submit the Match Sheet for Review by the Opposition Team Manager

If you are preparing the Match Sheet well ahead of the fixture kick-off, you can save your changes as "Pending" allowing you to finalise the Match Sheet just prior to kick-off. In this case, click the "Pending" item in the **Match Sheet Status** box, then click **Save Your Match Sheet**. This will save your changes without submitting the Match Sheet to the opposition Manager for review. You can then

Figure 4 iMatchsheet Home Page showing Fixtures List



Players registered to the team appear and need to be ticked if they are playing, see Figure 5. Use the **Select All** button to tick all players listed. The **Select None** button can be used to clear all the ticks if you need to start again.

Enter a shirt number for each player that is playing in the fixture, see Figure 5. Shirt numbers for players who are not playing do not need to be deleted. Shirt numbers will be rolled over from week to week and will be automatically entered by the iCompMan system if you have setup shirt numbers in the full CompMan system. Contact your Club Registrar for the how to get shirt numbers automatically allocated to your players.

If you are filling in for the registered Team Official, add your name to the **Team Official** box, see Figure 5.

B. Add a Borrowed Player

If you are using a player from another team within your Club (an "upgraded" player), then you need to add that player to the Match Sheet using the "Borrowed Player" functionality.

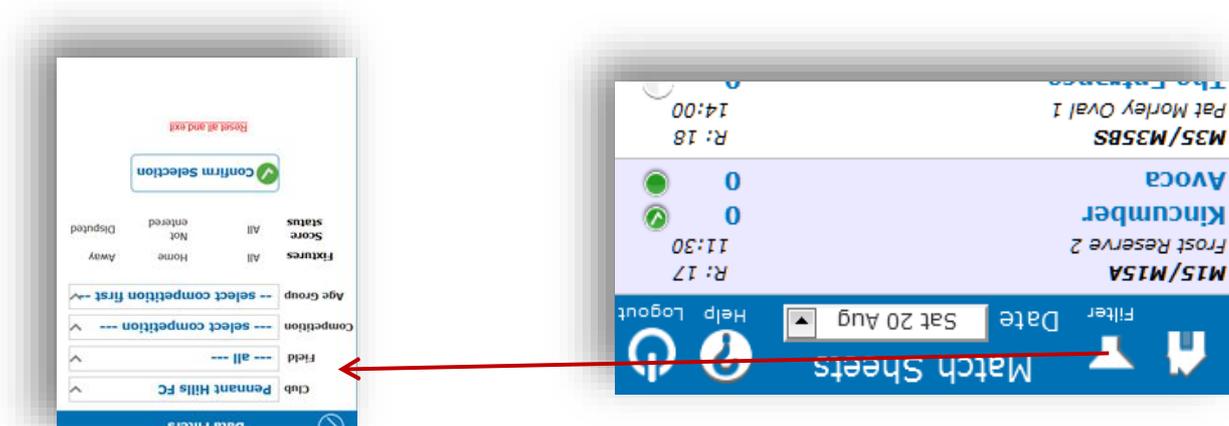
Click on the **Add Player** button to add a player from another team to the Match Sheet, see Figure 6.

4. Match Sheets List

The Match Sheets page displays fixtures for the selected date, see Figure 3. The program defaults to the current date. Users can choose a different date by clicking on the drop-down list, but it will only provide fixtures 1 day in the past (unless they are locked – this will be explained below), and for the next 2 days prior to the match.

A Club member login gives access only to that Club's fixtures. Your Club may have also restricted your access to your team only – this is based on the iCompMan team/s that you are registered in as a team official.

Figure 3 SP Matchsheets Home Page showing main buttons and the Data Filter Option



 The **Home** button on the top left will return the User to the iCompMan Home Screen of Figure 2.

 The **Help** button will provide general iCompMan help information (not this document).

 The **Logout** button on the top right will return the user to the iCompMan Login screen as shown in Figure 1.

 The **Filter** button allows users to select fixtures for a specific field/competition/Age group or Home/Away games only, see Figure 3.

For each fixture in the Match Sheet list, see Figure 4, the home team is shown as the upper of the two teams. Icons on the right of each fixture, as shown in Figure 4, indicate the status of that fixture's match sheet.

5. Prepare Match Sheet Prior to the Match Kick-Off (Team Officials)

A. Selecting Registered Team Players

With the Match Sheets list of Figure 4 displayed, select the required fixture to be updated by clicking on it. It will be highlighted in yellow background when selected.

Click on the **Update Match Sheet** button to update/edit the Match Sheet for the highlighted fixture. The **My Team** page allows selecting players who will play. It also enables to borrow players from other teams in your club. Regular players are listed in order by names whilst 'borrowed' players will be added to the bottom of the list with the "BP" flag. You need to ensure the borrowed players are eligible to play as the system will not check this automatically.

Hills Football CompMan SP Matchsheets – Smart Phone Version - User Guide

Note that e-teamsheets can be accessed on a PC or tablet as well, you will see the screen as below when you have logged in.

To access, select Competitions!/Matchsheet (electronic Match Sheets)

Logout

Version: 3.14

CompMan

Home System data Registrations **Competitions** Referees Messaging Support

Current Season 2018

Hills Football Inc Powered by CompMan

Session: 00:00:31

Competitions
Calendars
Ground closures
Borrowed Player Rules - Player exemptions
Draw Generator
Visual Scheduler
Fixtures List
Publish Fixtures
Results
Tables
Scores - online Scores update
MatchSheets report
MatchSheets audit
Offences
Suspension Rules
Judiciary
Statistics
Reports
Match Sheets print

MatchSheets (electronic Match Sheets)

- Email address

⚠ A team official must be registered with at least one team in iCompMan to receive access.

3. User Log-in

Open your smartphone internet browser, e.g. Safari.

Navigate to <http://www.icompman.com.au/iCompMan>

The iCompMan Login screen is as shown in Figure 1.

(in your browser) a 'cookie' with your last login data and you will not have to enter it again next time you load the login page. This will not work should you have turned off the browser option to accept cookies.

Enter your **Login name** and **password**.

Click the "Login" button.

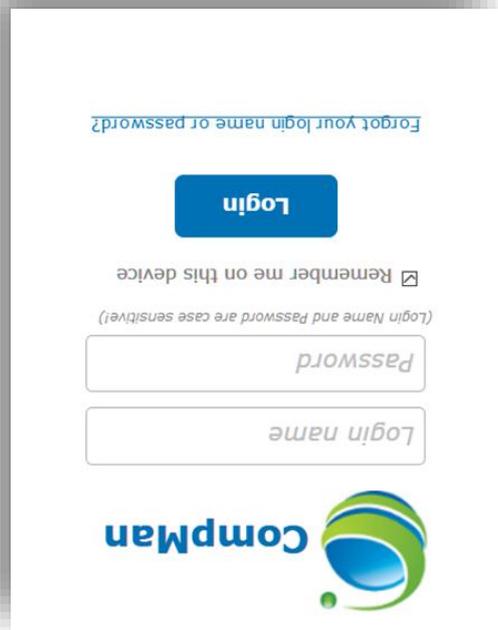


Figure 1 iCompMan Login Screen



Figure 2 iCompMan Home Screen

Once logged in, you will see the iCompMan Home Screen of Figure 2.

Select **MatchSheets** to begin iCompMan smart phone version.

The **iScores** selection is not released yet. Hills will advise when this available.

iCompMan **Desktop version**

⚠ Do not select the **Desktop version** if using a Smartphone. The Desktop version is intended for use on full screen browsers only. Using the Desktop version on a Smartphone may produce unexpected results.



Hills Football CompMan SP MatchSheets

Smart Phone Version

User Guide – 2019 version



Contents

1.	Overview.....	1
2.	User Access.....	1
3.	User Log-in.....	2
4.	Match Sheets List.....	4
5.	Prepare Match Sheet Prior to the Match Kick-Off (Team Officials).....	4
A.	Selecting Registered Team Players.....	4
B.	Add a Borrowed Player.....	5
C.	Submit the Match Sheet for Review by the Opposition Team Manager.....	6
D.	Review Opponents Match Sheet.....	7
6.	Post-match Update of Results and Match Statistics (Team Officials).....	8
A.	Update Results, Match Officials and other Match Statistics.....	8
B.	Update Match Players List.....	9
C.	Update Match Statistics.....	10
7.	Post-match Update of Results and Match Statistics (Appointed Match Officials).....	12
A.	Match Selection.....	12
B.	Match Result.....	12
C.	Match Officials.....	12
D.	Player Cautions.....	13
8.	FREQUENTLY ASKED QUESTIONS.....	14

1. Overview

The SP Matchsheets – Smart phone version enables Club Officials and Referees to record match data in real time using smart phones. The main functionality is as follows:

- Preparing and submitting teams' Match Sheets electronically
- Recording Match Results as well as other match statistics such as
 - o Score
 - o Goal scorers
 - o Yellow/red cards
 - o Referee names
 - o Team officials

2. User Access

The Office will create user accounts with the following details:

- First and last name
- Mobile number

Hills Football CompMan SP MatchSheets Smart Phone Version User Guide - 2019 Version

