Session 4 – Competition Management in System

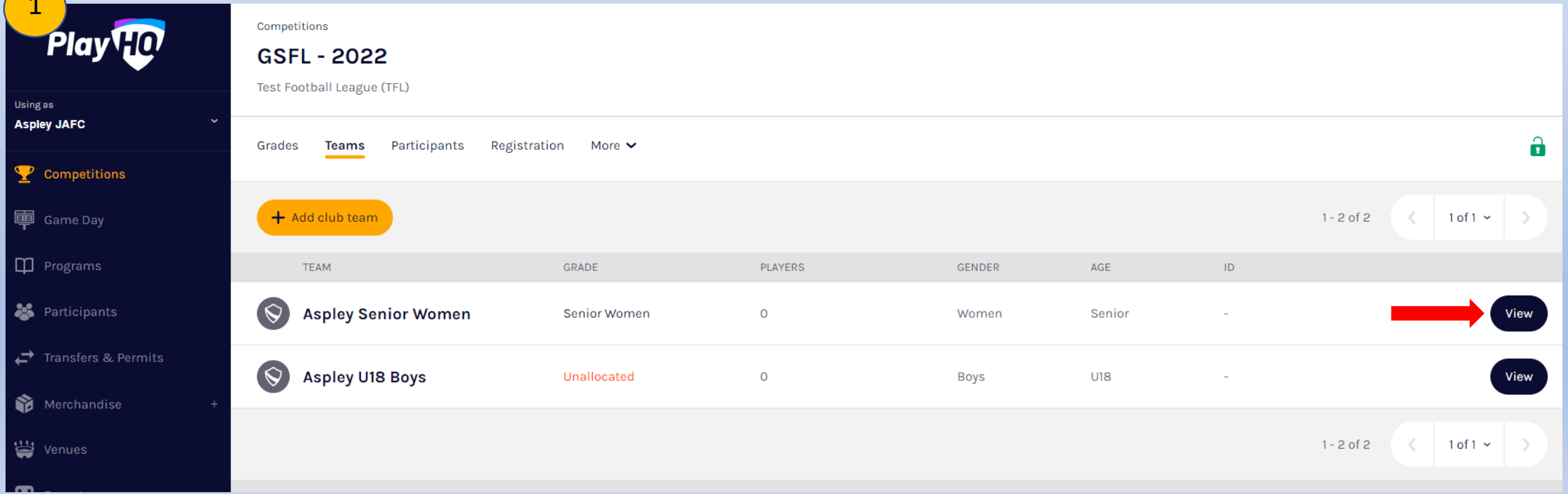
Video here - https://www.youtube.com/watch?v=1k41t_E0MFY

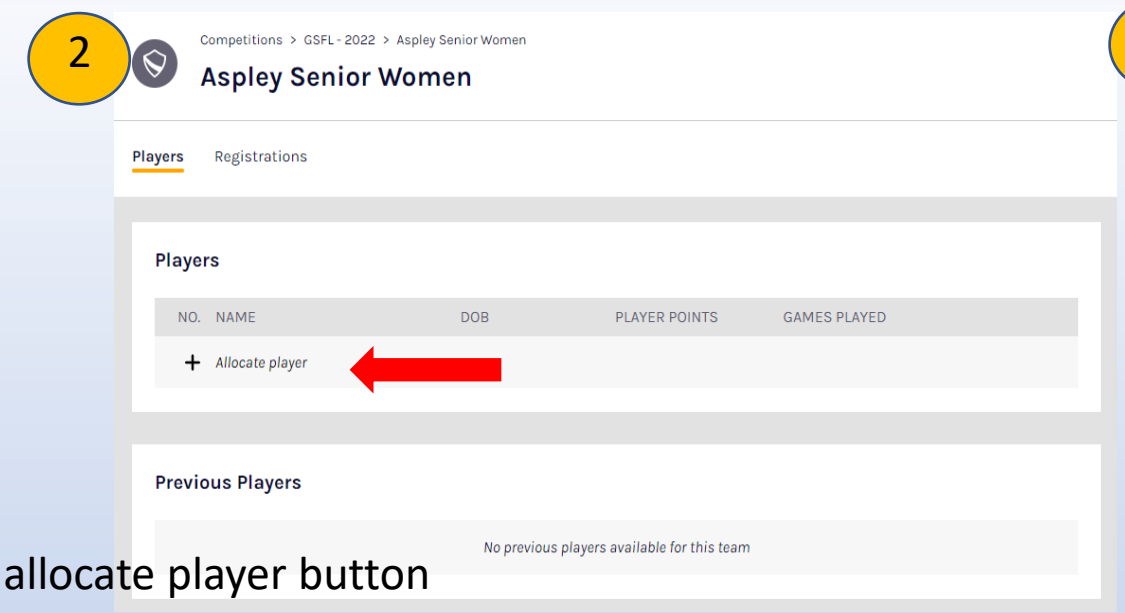
Allocating Players, Coaches & Officials to teams

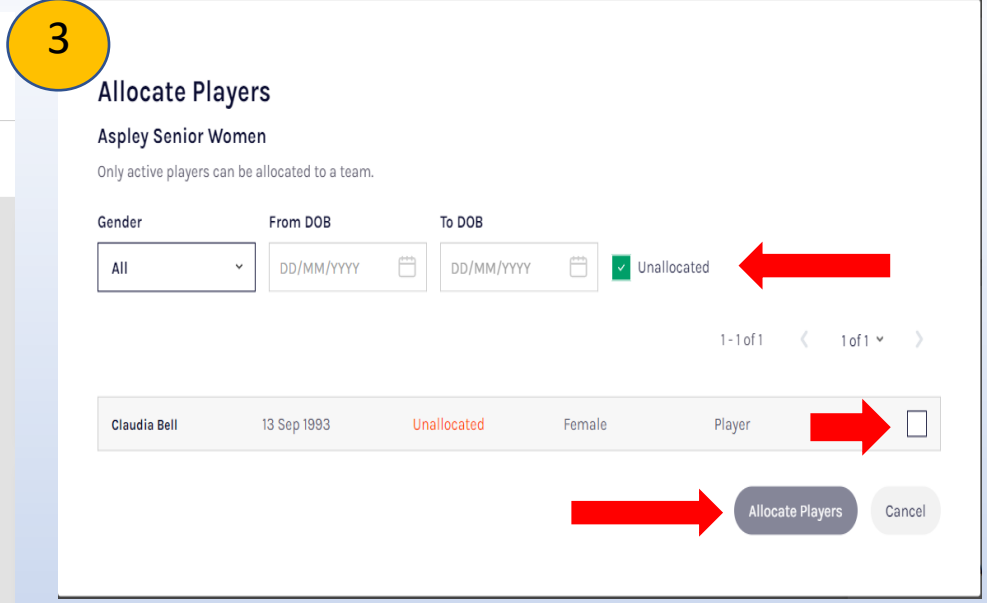
Allocating players and coaches and officials to teams before the season starts will make it easier and quicker. You can do once the season started for people who are late and need to be added however, we recommend clubs/league do this process before the season starts.

At League level go down into club you want to do or at club go to seasons → teams
Select team by clicking on view

1



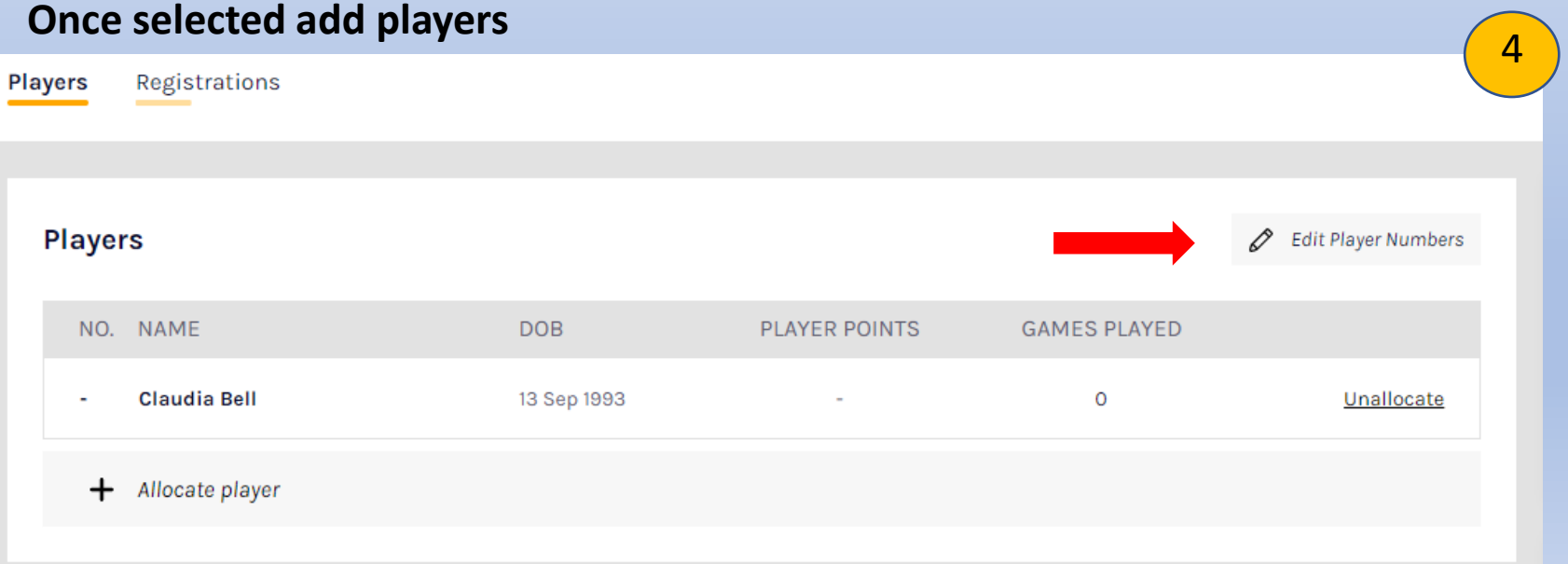




Click on allocate player button

A list will appear with eligible players to be selected in that grade. Players can be selected for more then one team if required. To find them untick unallocated.

Once selected add players



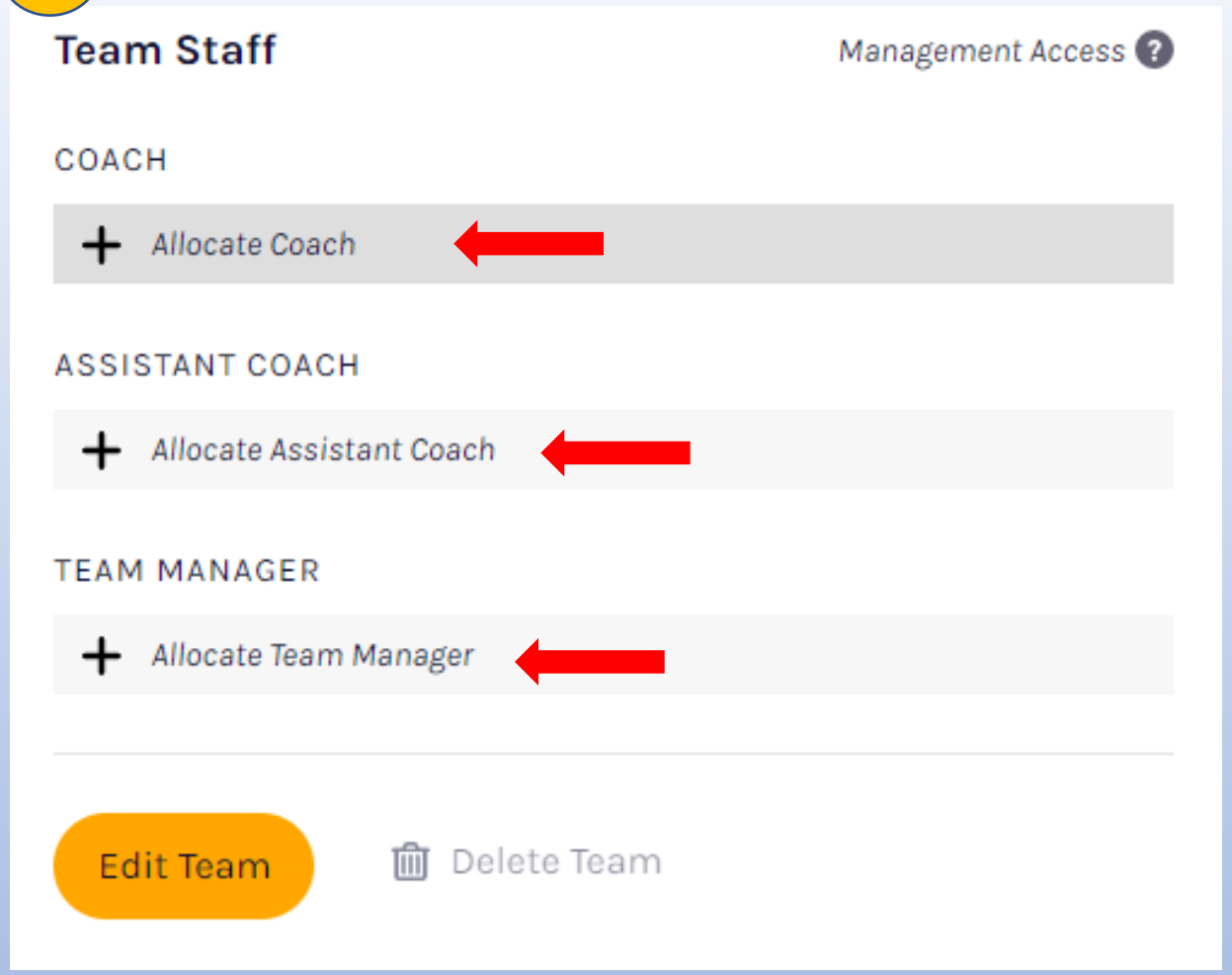
Jumper numbers can then be added to these players by clicking on Edit Player Numbers
These now can be edited game to game.

If you want to remove player from team list, simply click unallocate.

In regards to officials, on the same page, down in bottom right hand corner is where you allocate team staff (coach, assistant coach, team manager)

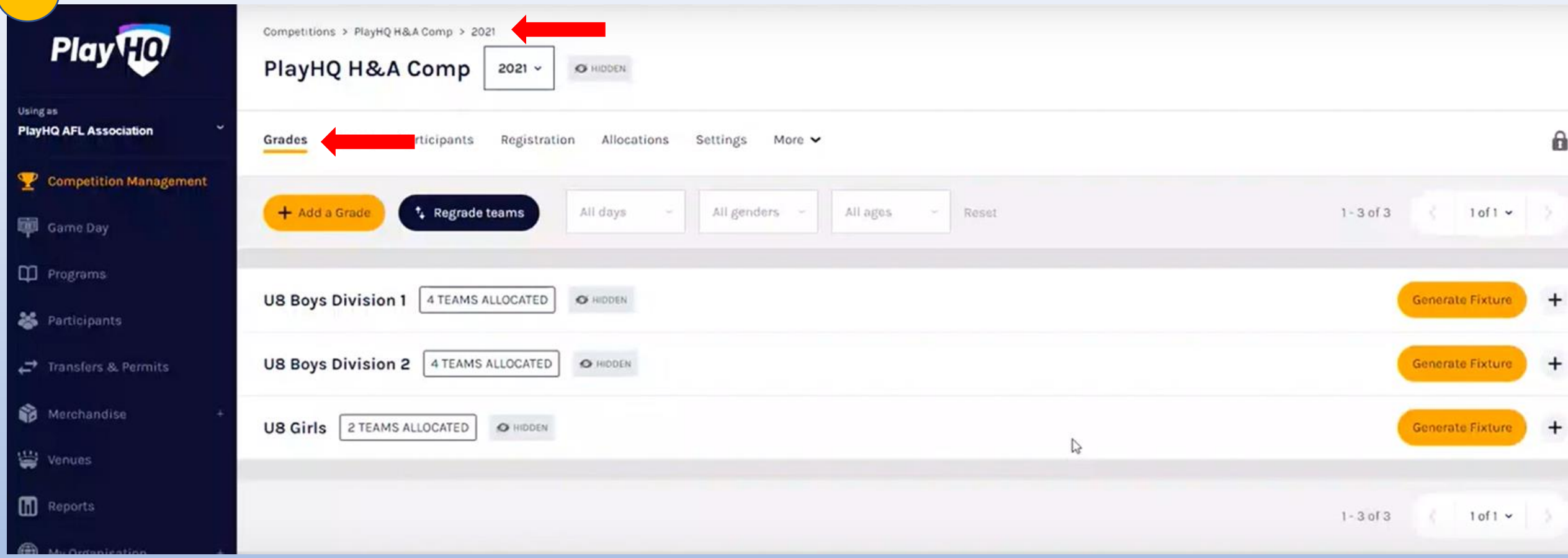
Click on the Add icon to add eligible people for these fields

5

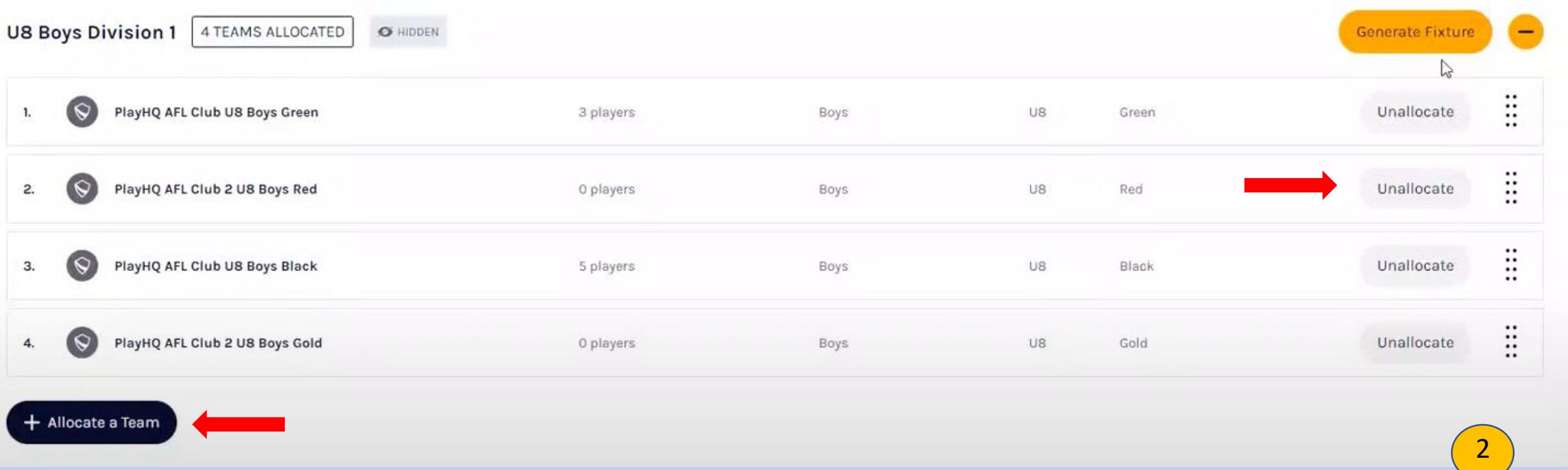


Regrading

1



If you need to regrade a fixture – under league level
Go to competition → season → grades

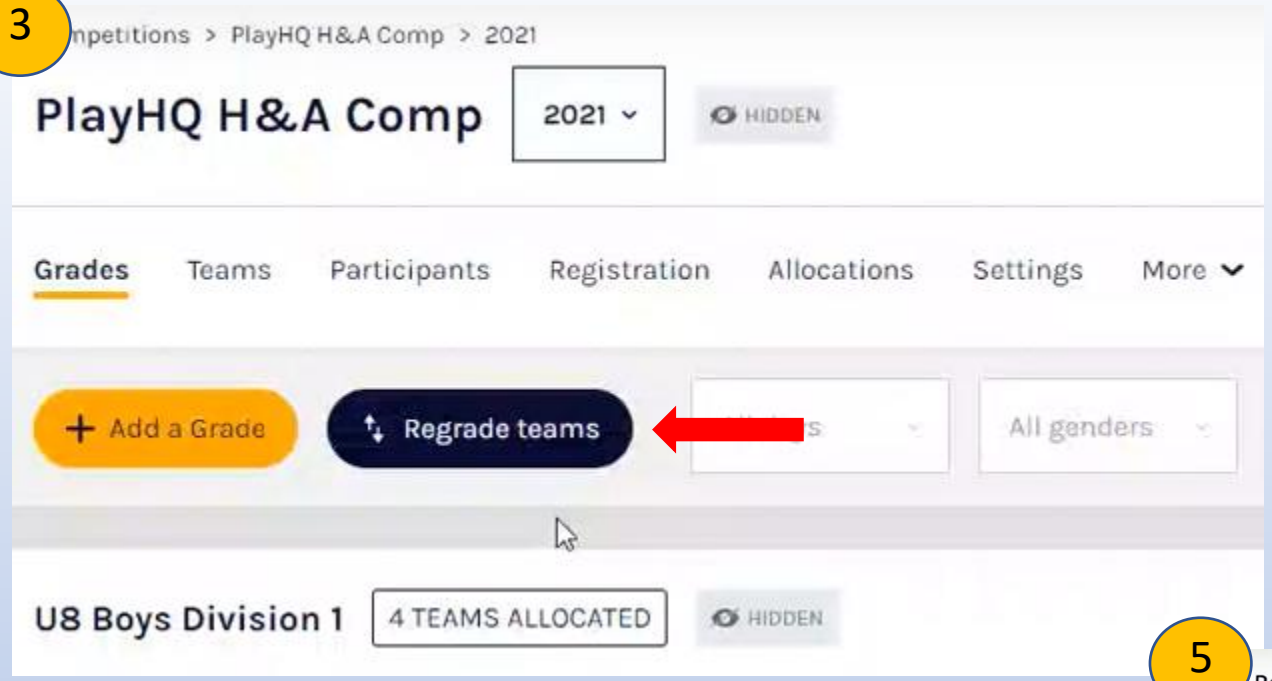


2

If fixtures have not been created, click on team you want to remove to start with. Do this by clicking on Unallocate next to teams name.

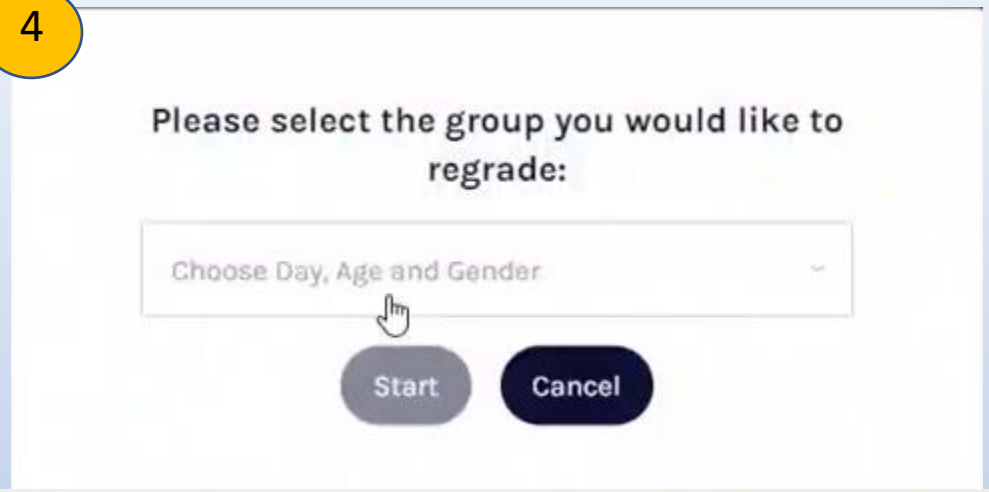
If you need to add a new team in, click on allocate team and select the new team.

3

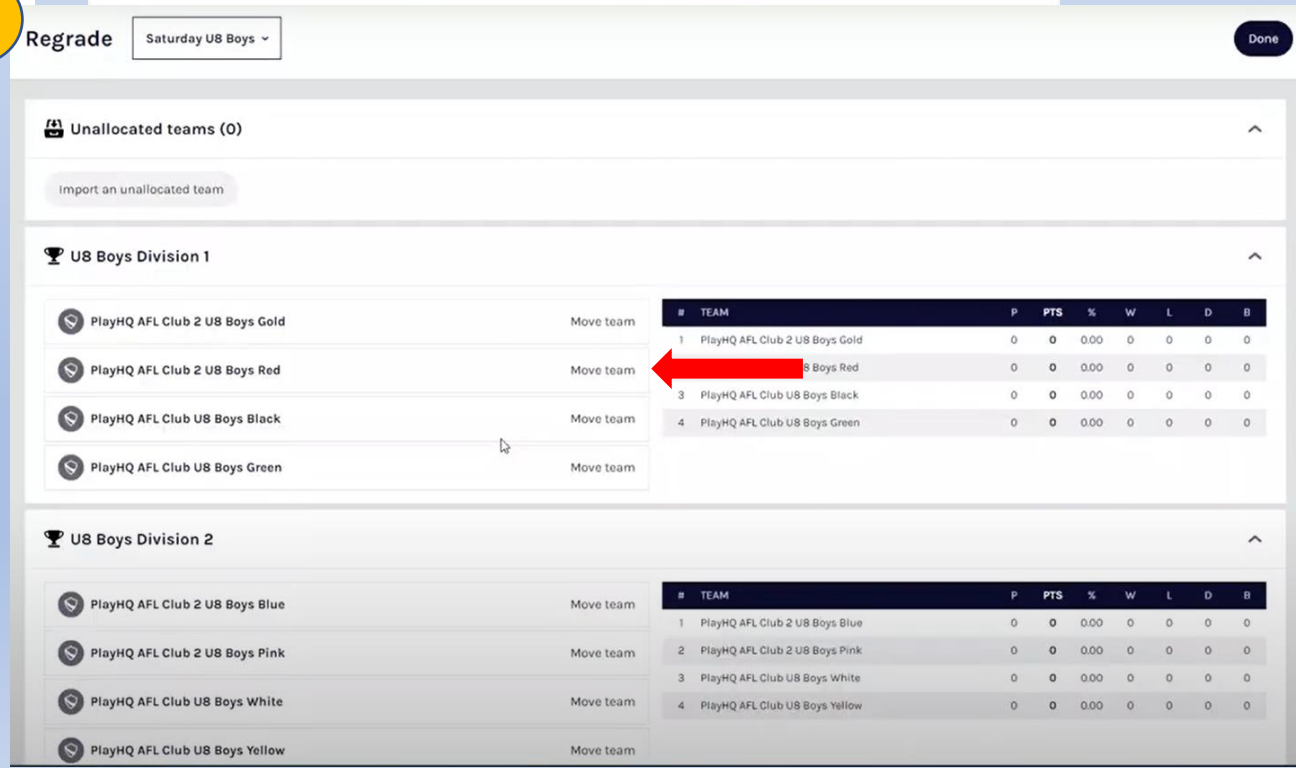


If fixtures have been generated – click on regrade teams. Select the group you would like to regrade

4



5



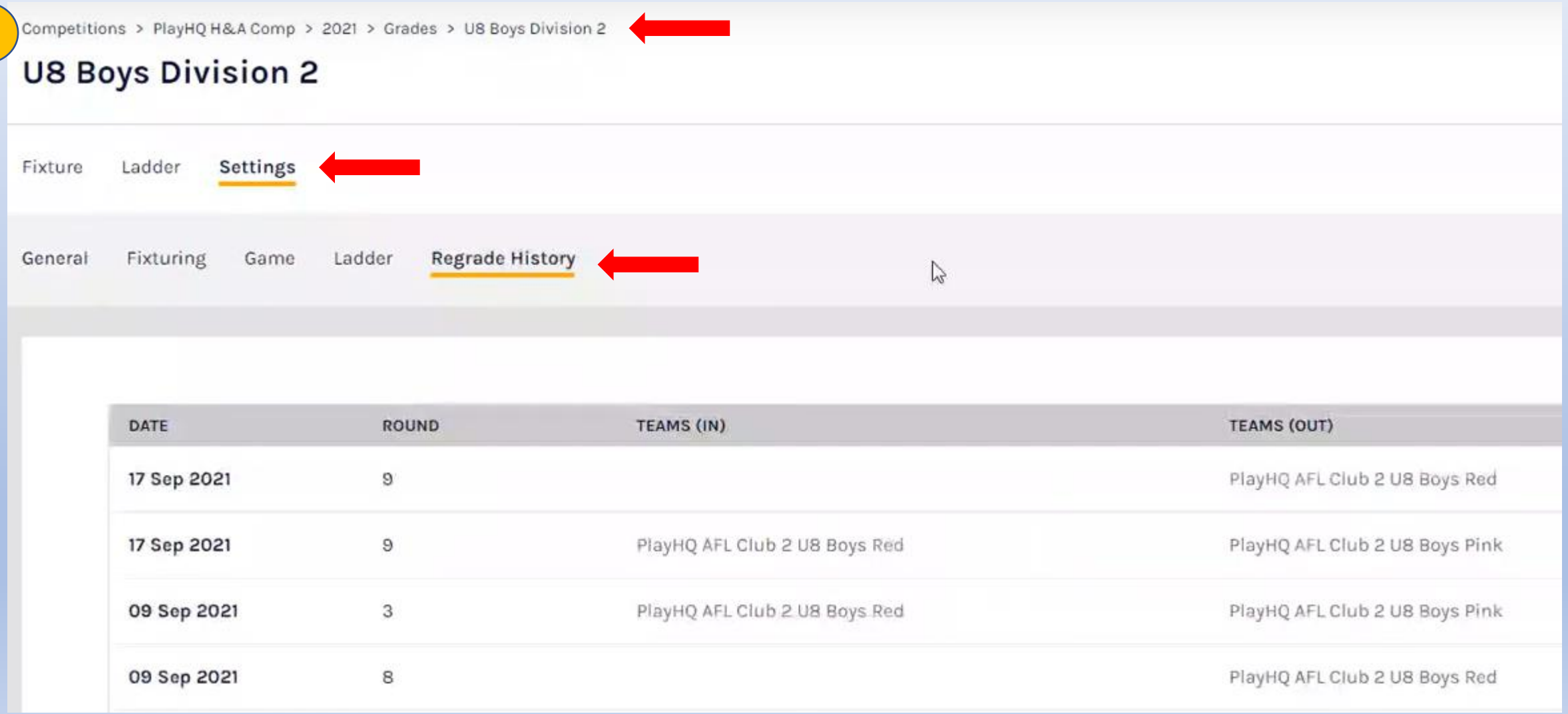
Click on the team you want to Move and where you want to move the team and click update changes. You can do a straight swap with another team as well. Once you make adjustment it will come up as a blue moved, this has not saved until you press update changes.

IF you move a team to unallocated teams, you can move them back into a grade later on if required.

Please note, when regrading teams at this moment, they take any premiership points etc. with them when they move. Option on what you want to carry over is being discussed and will be hopefully introduced in the near future.

To see Regrade history, under the Grade's settings – Regrade history.

6



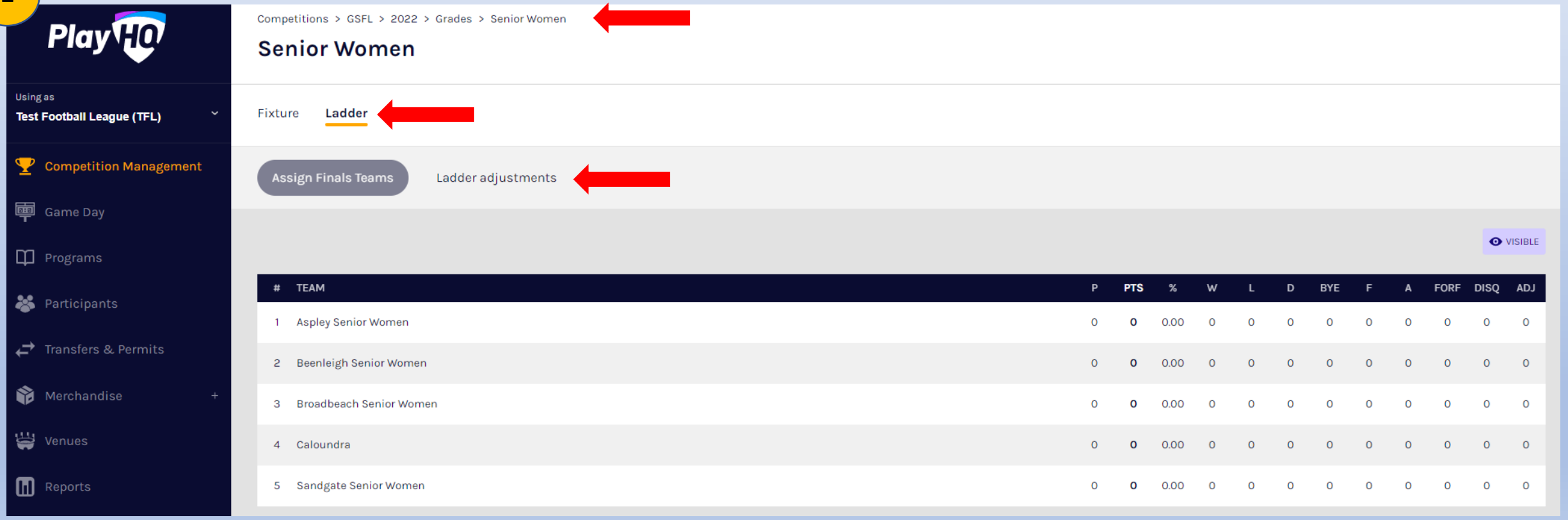
Ladder Adjustments

League level – Under grade

Ladder tab

Click on Ladder adjustment tab

1



#	TEAM	P	PTS	%	W	L	D	BYE	F	A	FORF	DISQ	ADJ
1	Aspley Senior Women	0	0	0.00	0	0	0	0	0	0	0	0	0
2	Beenleigh Senior Women	0	0	0.00	0	0	0	0	0	0	0	0	0
3	Broadbeach Senior Women	0	0	0.00	0	0	0	0	0	0	0	0	0
4	Caloundra	0	0	0.00	0	0	0	0	0	0	0	0	0
5	Sandgate Senior Women	0	0	0.00	0	0	0	0	0	0	0	0	0

2

Competitions > GSFL > 2022 > Senior Women > Ladder > Ladder adjustments

Ladder adjustments

Done

Manage ladder adjustments

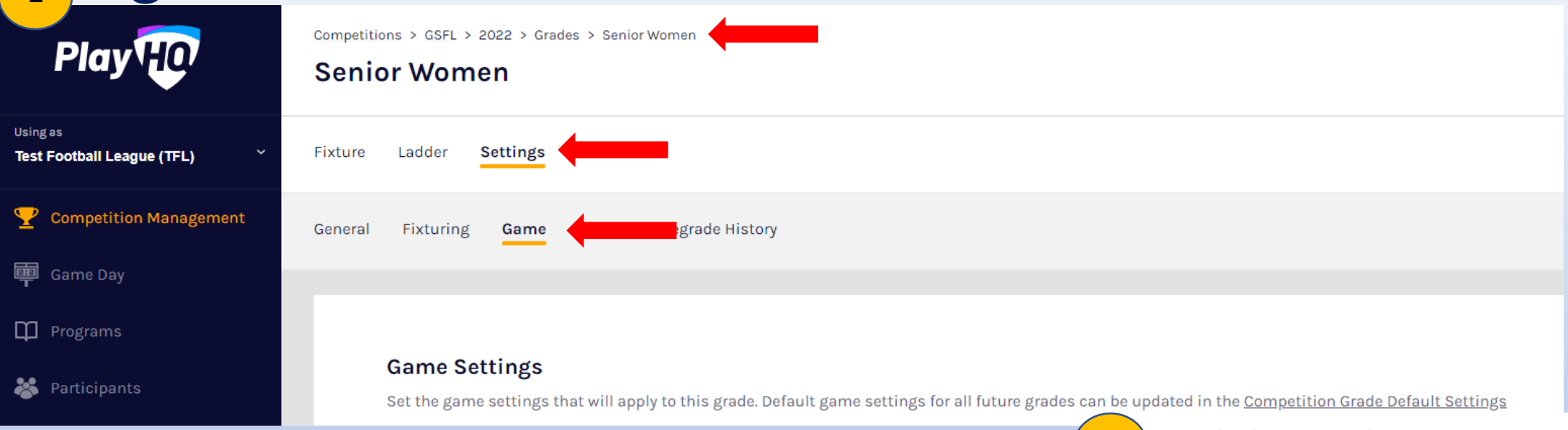
Adjust a teams ladder by "ladder points", "for" or "against" values, to accomodate for any changes which cannot be calculated normally. A positive or negative amount may be entered.

Round*	Team*	Type*	Amount*	Reason for adjustment*	
Select	Please select	Please select	0	i.e. playing with an unregistered player	+ Add

Enter ladder adjustment and click on add

Age Restrictions for Team Selections

1



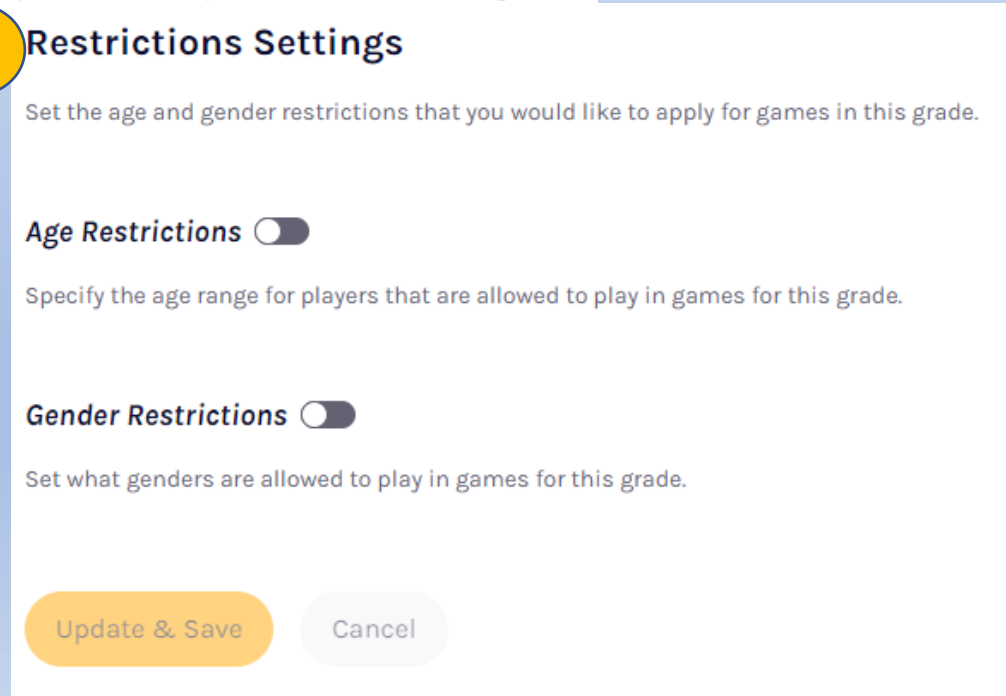
Settings you can put in place around what players can be selected based on age and gender for the team line up

Competition → Season → Grade → Settings → Game

Can do Age restrictions and Gender restrictions

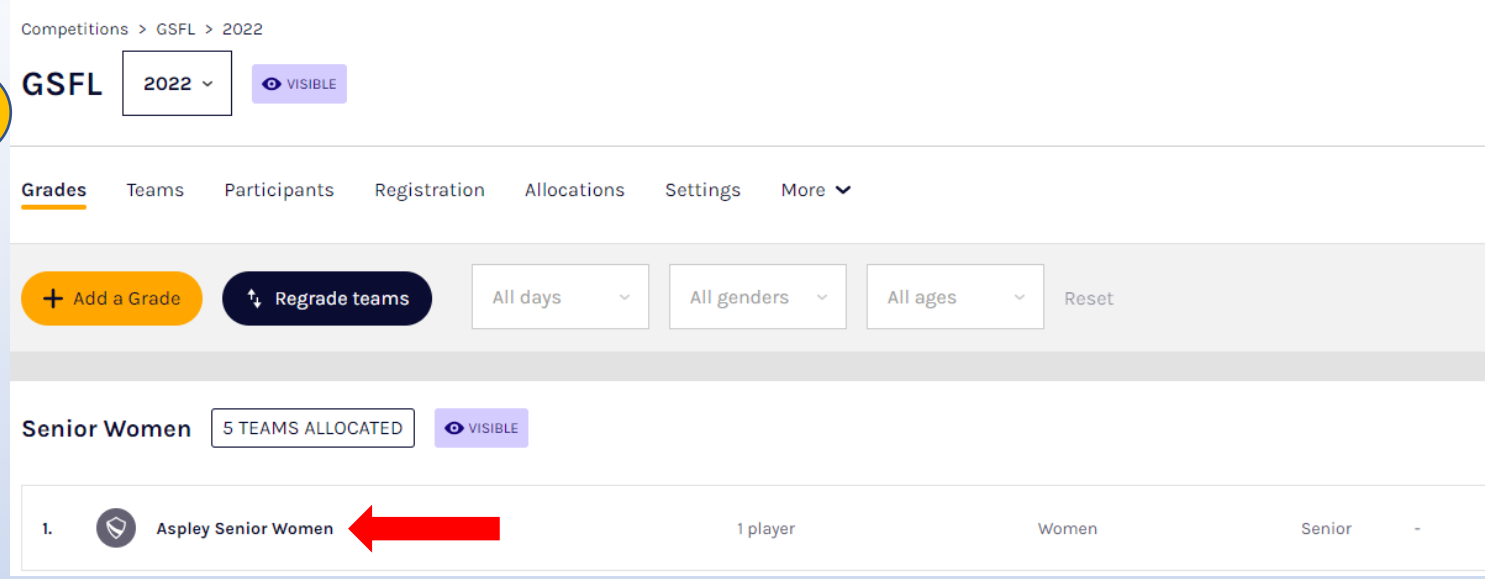
Instead of DOB PlayHQ uses Age range from a certain date.

2



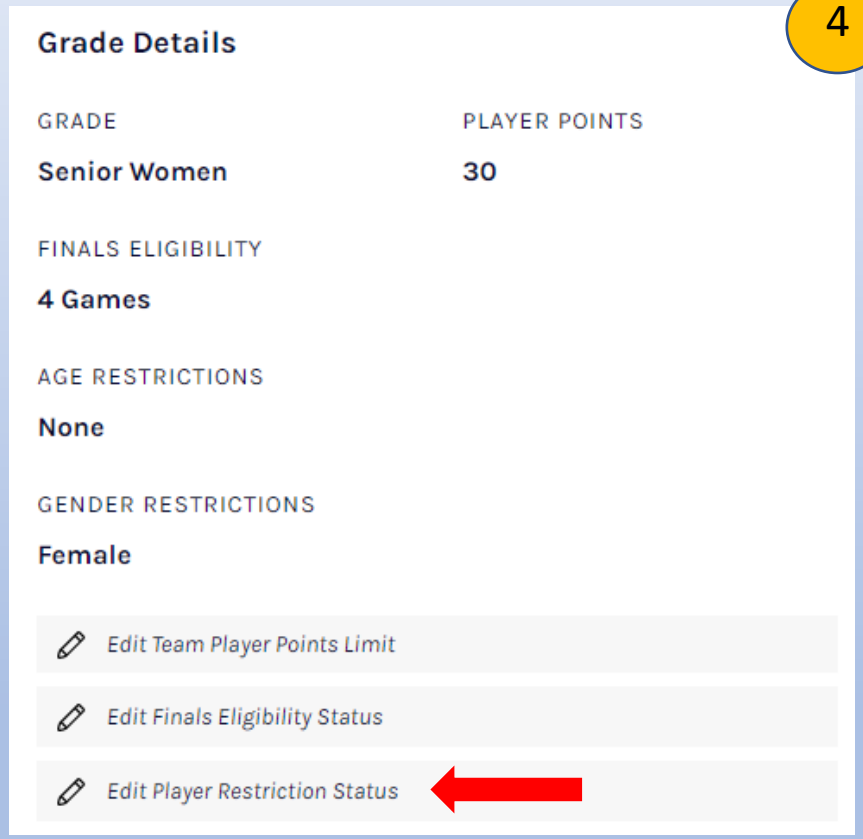
If a league wants to approve someone who isn't eligible but gets an exemption
This can only be done at League level not club.
under league level →season → grade & into team

3



Click on Edit Player Restriction status

4



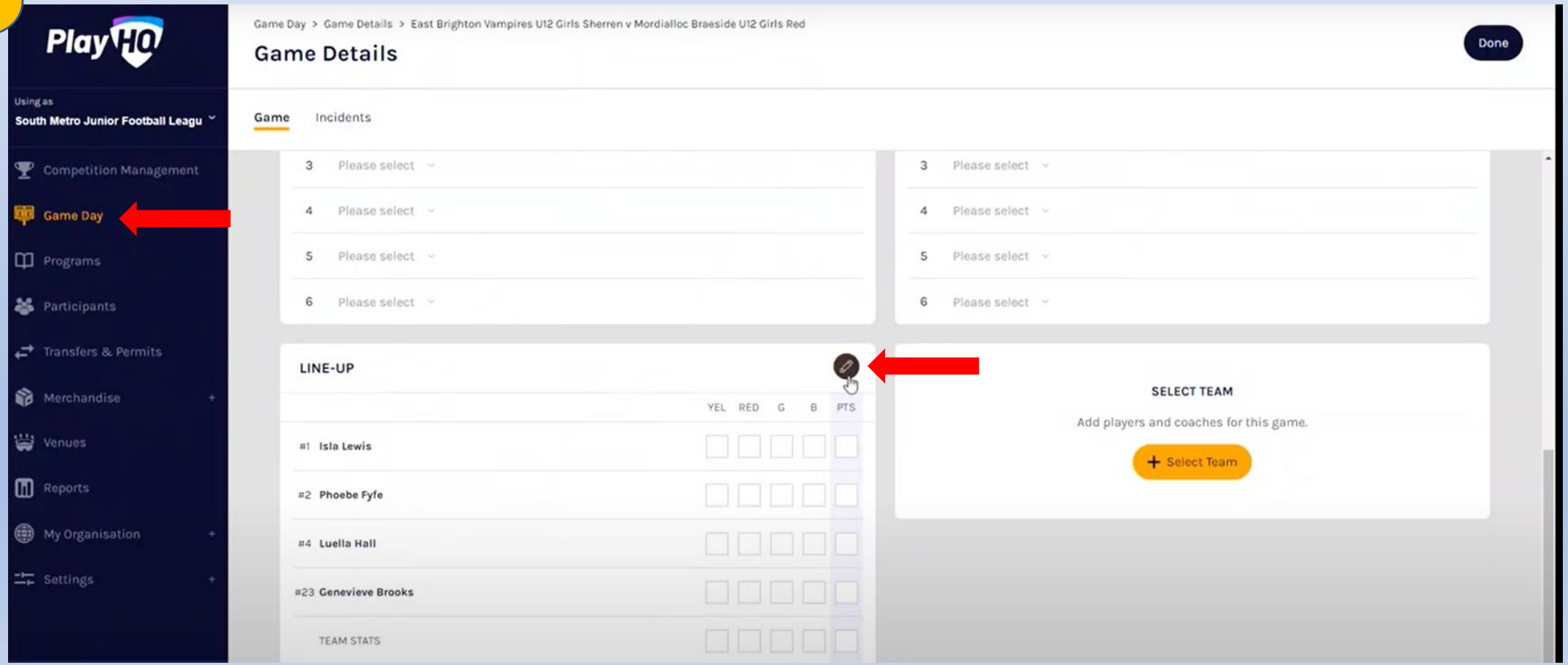
Scroll down to name who you want to exempt and click on give exemption.
You can also remove this later if you need to
When selecting team can also add player numbers if not allocated previously

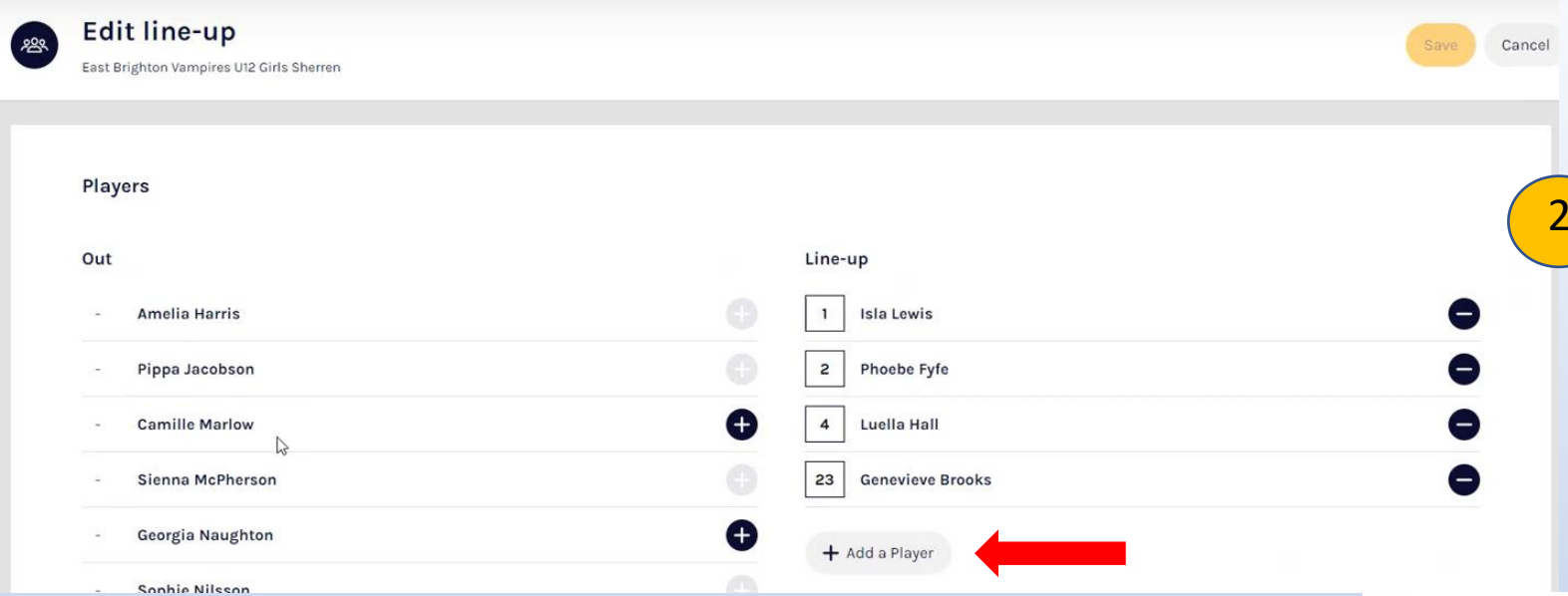
Selecting Players Not Allocated to Team in Lineup

New Function to select a player that hasn't been added to the team.

Under Game Day → Edit Lineup

1





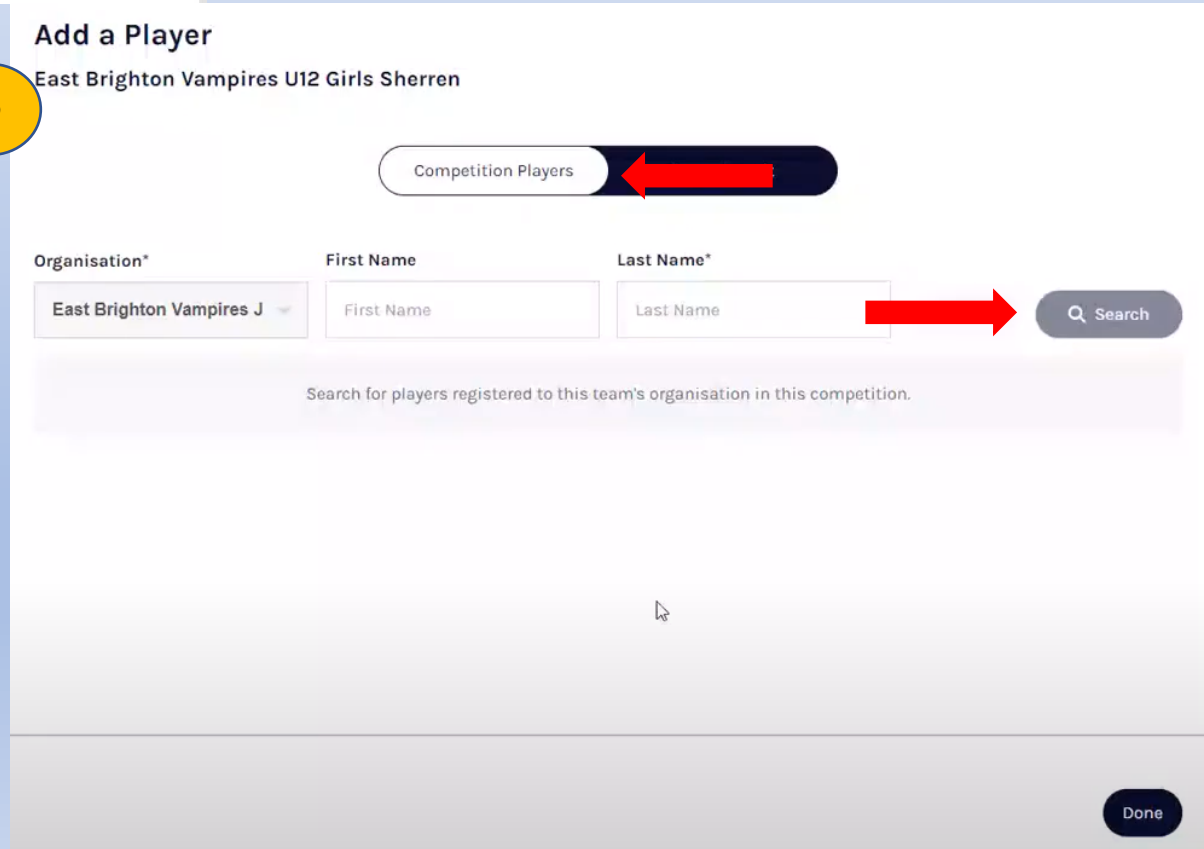
2

Click on Add a player

Competition Player – Team manager the option to search for any player that is registered in current season in their club

Click add & done

3

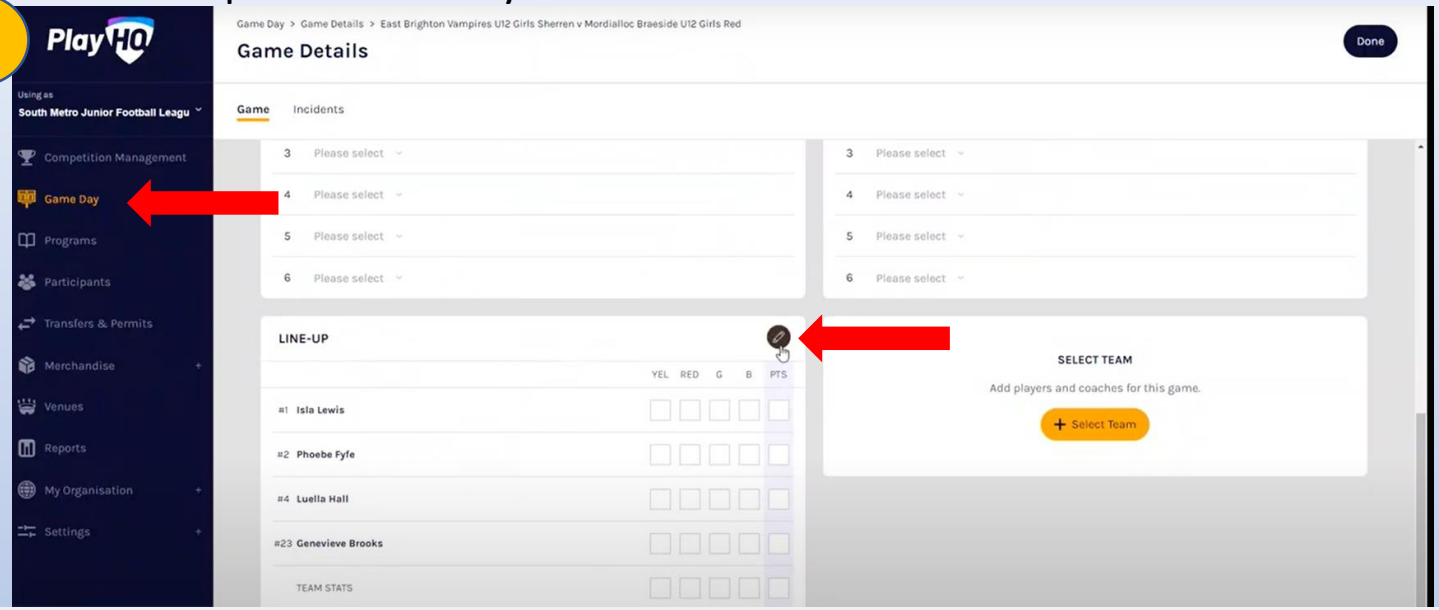


Game Permits

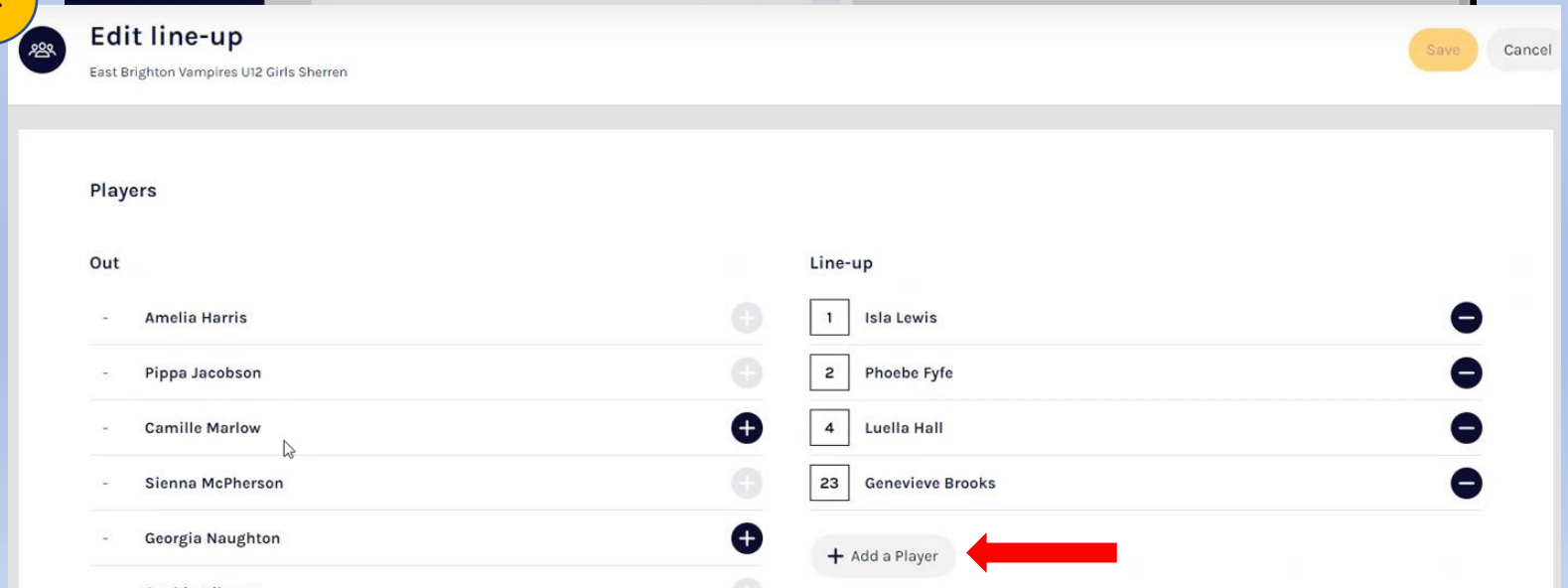
Match Day Permits are now called Game Day Permits. Must have an agreement in place to have access to permit

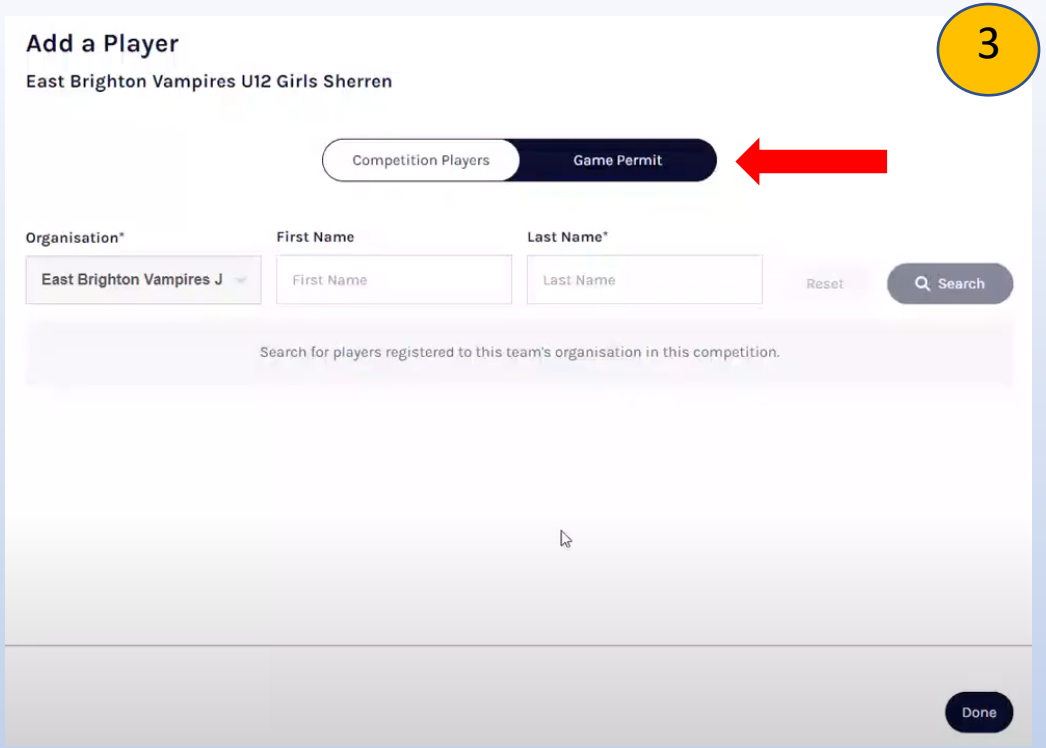
- Under Game Day → Edit Lineup → Add a Player

1



2





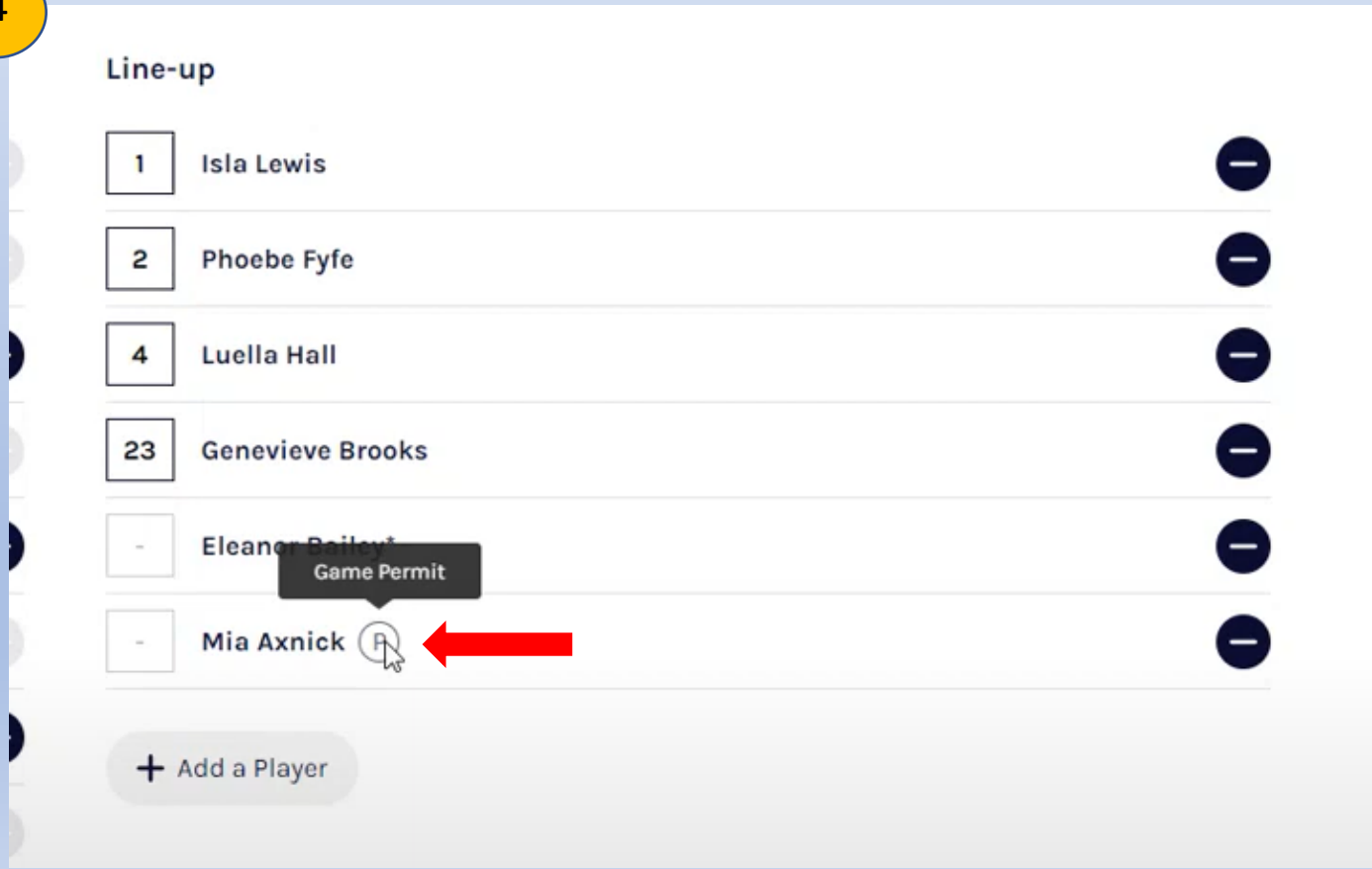
3

Click on Game Permit

Need to Search organisation (Club name player is currently registered at) and have their Last name

Click add & done

4



Player will be marked with a P

GP Game Permit & SP Season Permit hopefully to be introduced

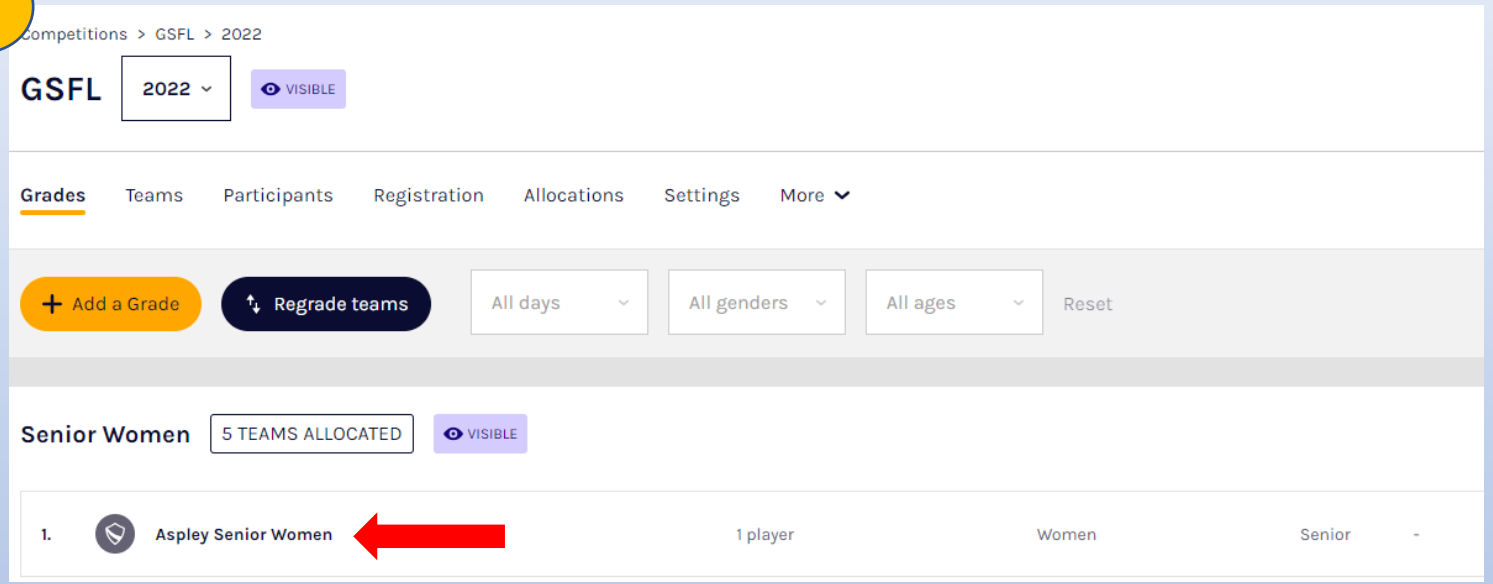
Organisations will be notified when a game day permit is submitted

Finals Eligibility

Only works for number of games played in a specific team
Doesn't, at the moment account for games played up and down
Can be set differently for each grade

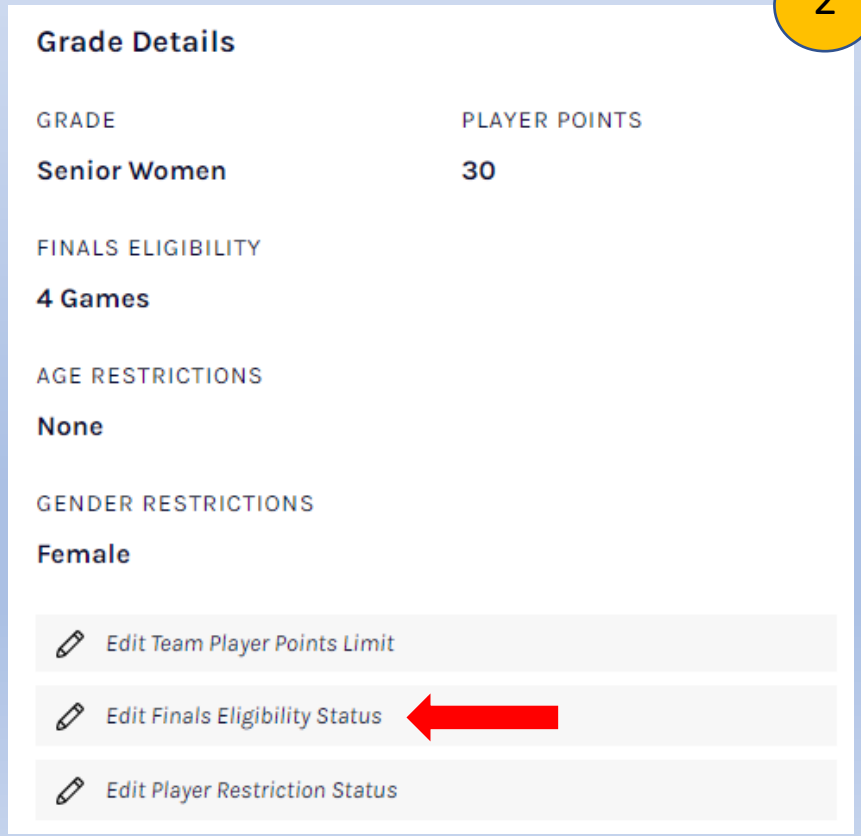
If a league wants to approve someone who isn't eligible but gets an exemption
This can only be done at League level not club.
under league level →season → grade & into team

1



Click on Edit Finals Eligibility status

2

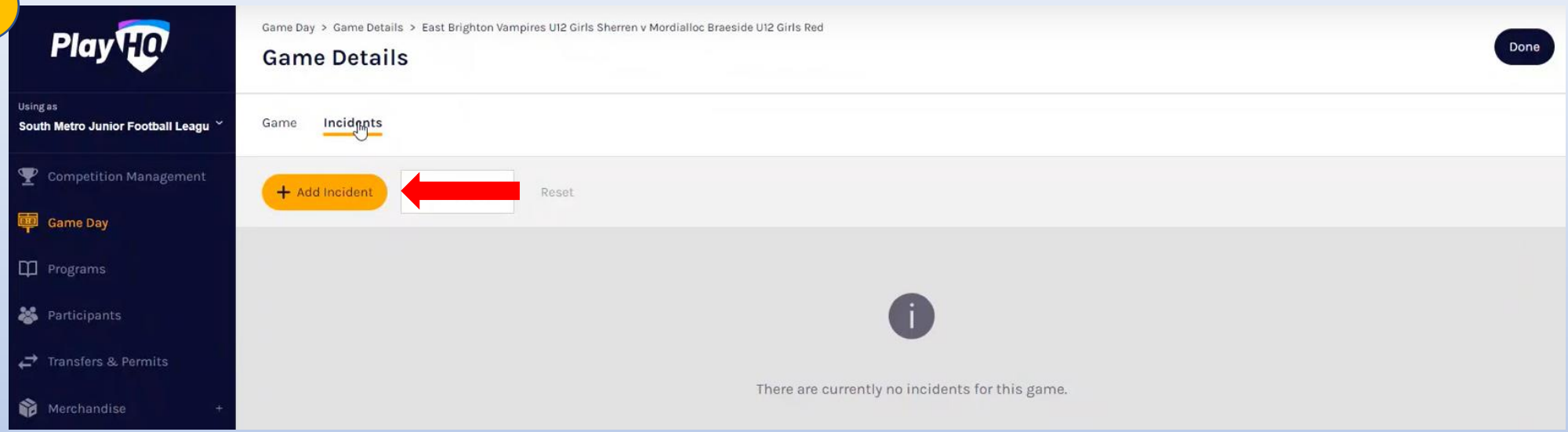


Scroll down to name who you want to exempt and click on give exemption.
You can also remove this later if you need to
When selecting team can also add player numbers if not allocated previously

Incidents & Suspensions

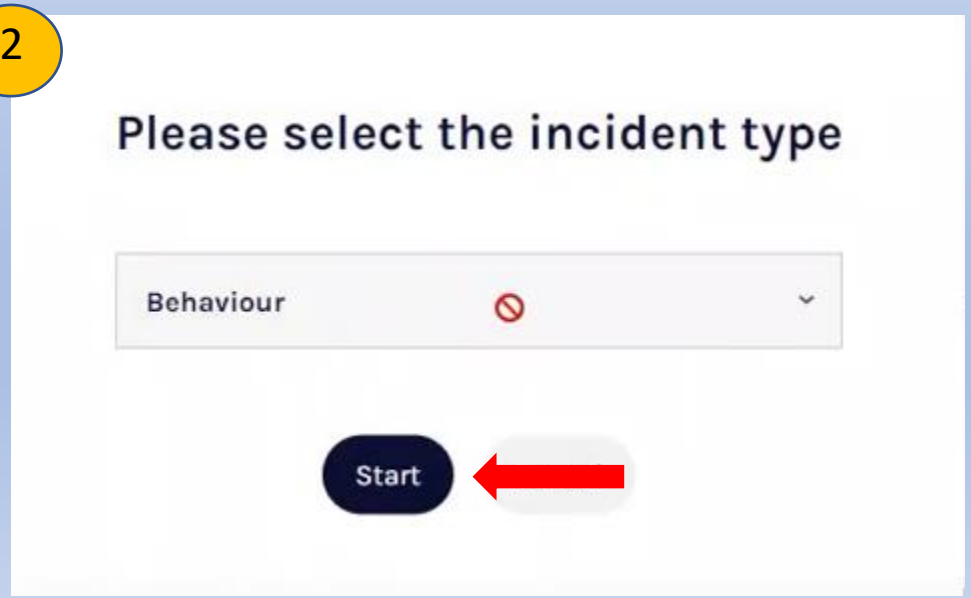
To lodge an incident → Game Day → Incidents → Add Incident

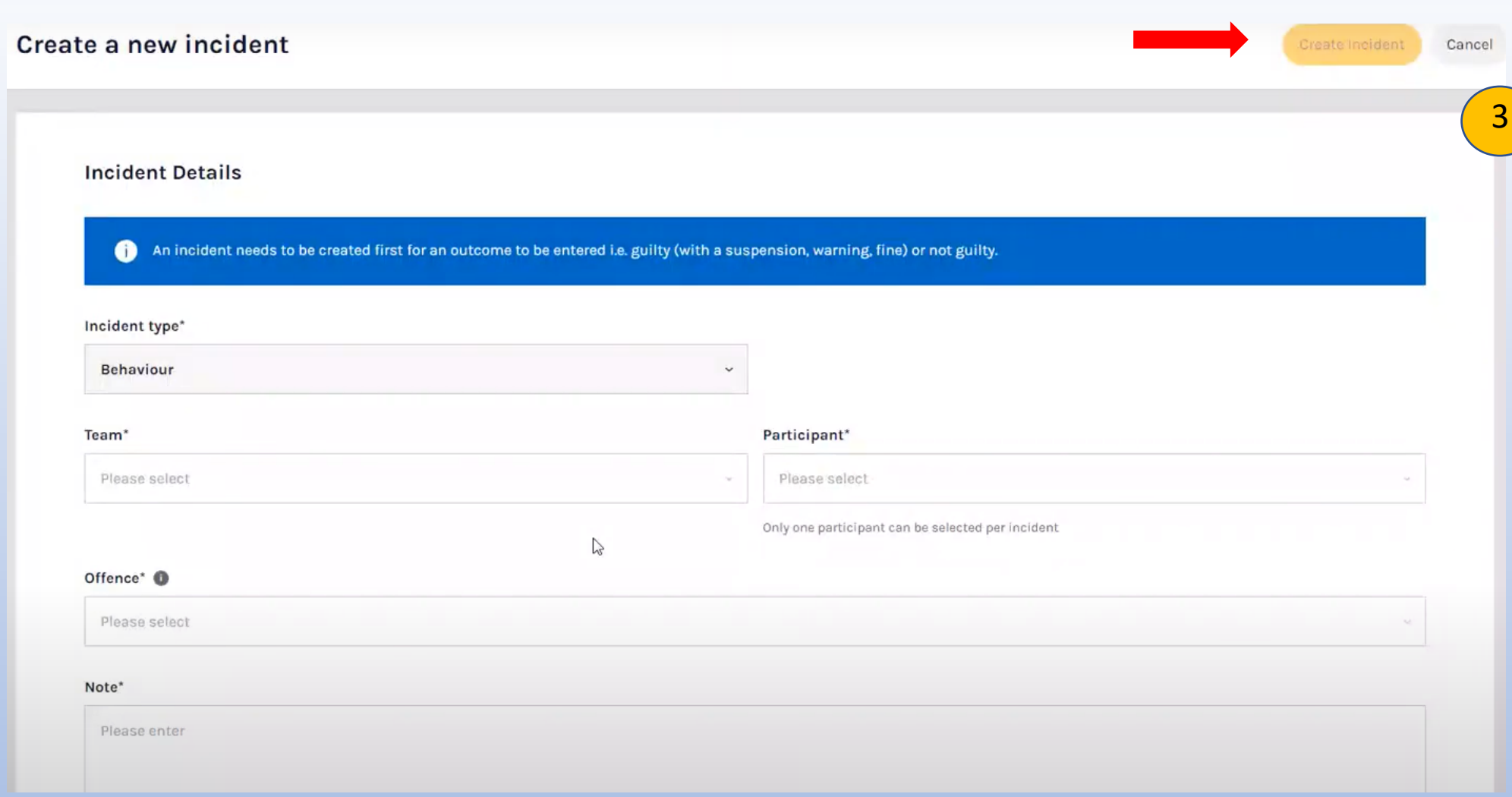
1



Select option, currently only have behaviour

2



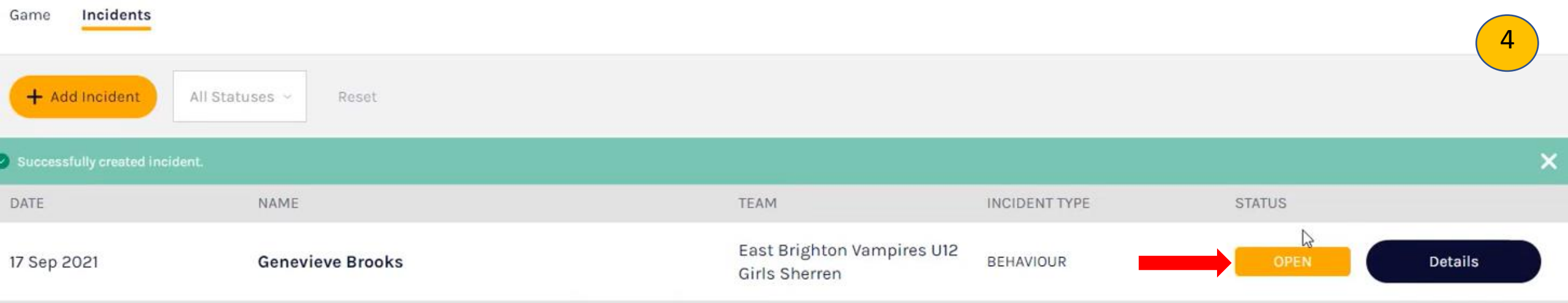


Fill in fields required

Make sure correct offence and add any other information into notes area

Add who reported incident

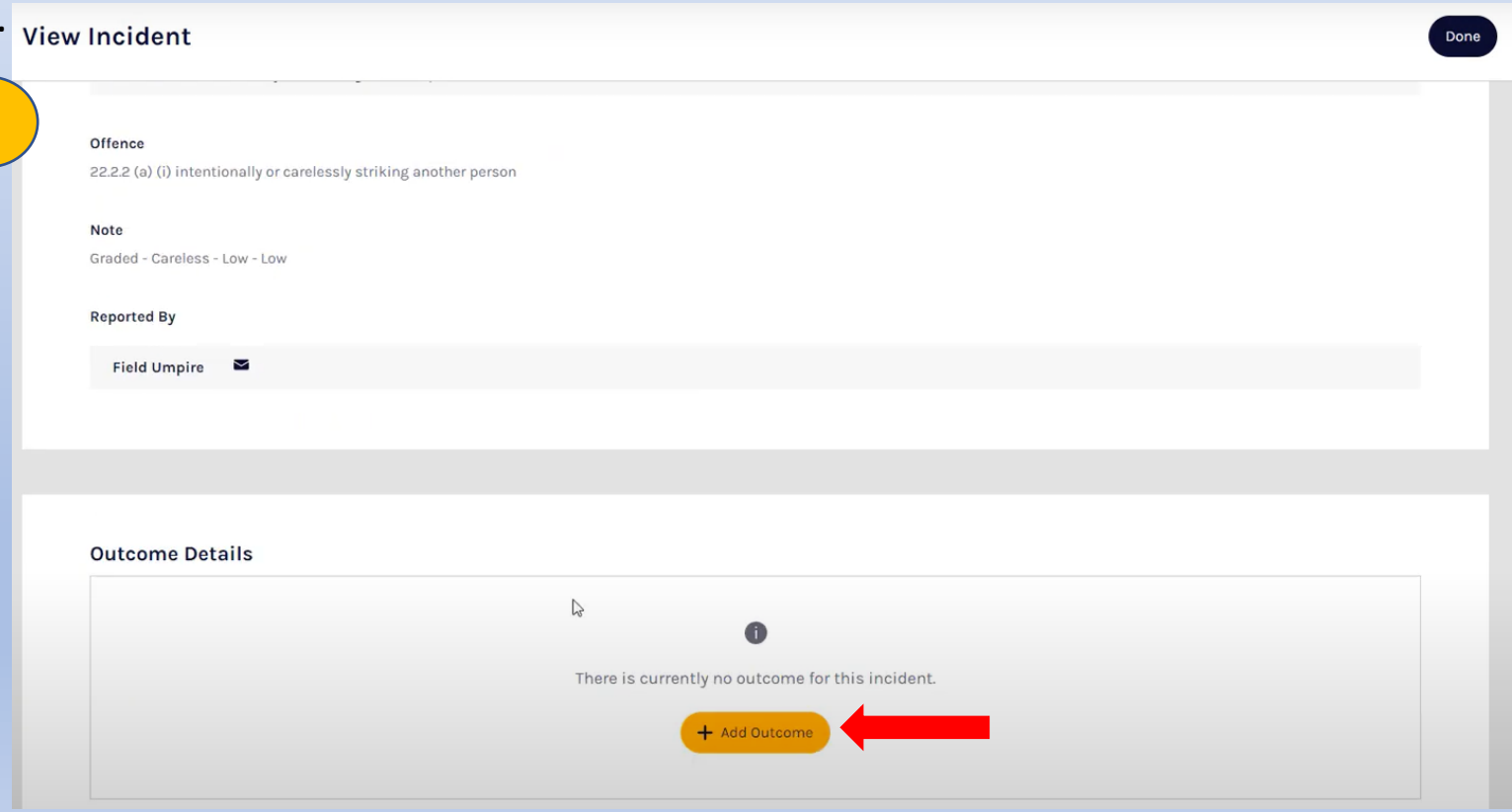
Click create incident



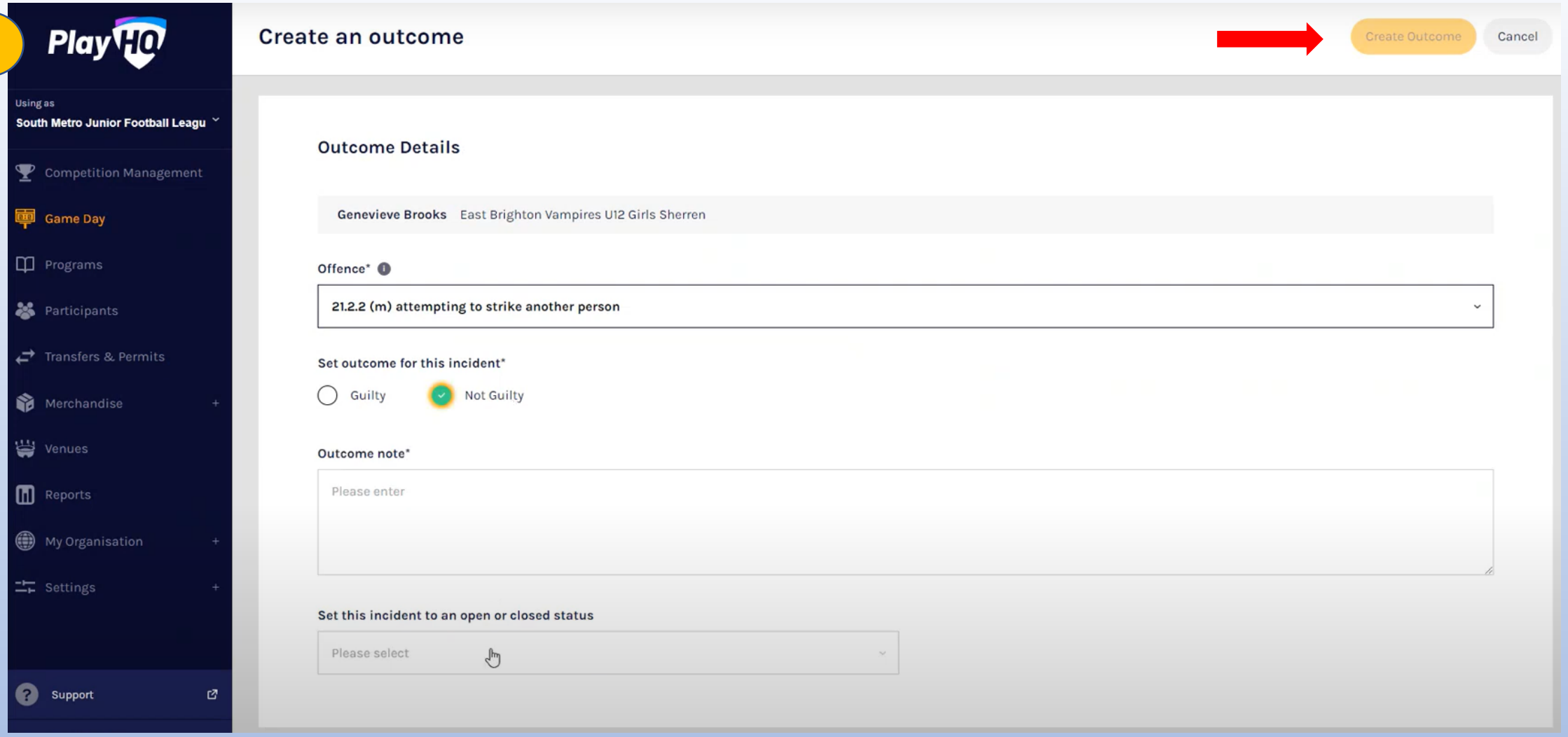
This will now stay open until you have an outcome.

Once you have an outcome:

Click on incident and click on add outcome



6



Fill in required information
Select guilty or not guilty

Add in penalty given and start and end date
Make sure to set open or closed