



# Session 4 – Competition Management in System

Video here - [https://www.youtube.com/watch?v=1k41t\\_E0MFY](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

PlayHQ

Using as  
Aspley JAFC

Competitions

Game Day

Programs

Participants

Transfers & Permits

Merchandise

Venues

Competitions

GSFL - 2022

Test Football League (TFL)

Grades **Teams** Participants Registration More

+ Add club team

1 - 2 of 2

TEAM	GRADE	PLAYERS	GENDER	AGE	ID
Aspley Senior Women	Senior Women	0	Women	Senior	-
Aspley U18 Boys	Unallocated	0	Boys	U18	-

1 - 2 of 2

2

Competitions > GSFL - 2022 > Aspley Senior Women

## Aspley Senior Women

Players Registrations

Players

NO.	NAME	DOB	PLAYER POINTS	GAMES PLAYED
+ Allocate player				

Previous Players

No previous players available for this team

3

## Allocate Players

Aspley Senior Women

Only active players can be allocated to a team.

Gender: All | From DOB: DD/MM/YYYY | To DOB: DD/MM/YYYY |  Unallocated

1-1 of 1 < 1 of 1 >

Claudia Bell	13 Sep 1993	Unallocated	Female	Player	<input type="checkbox"/>
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Allocate Players Cancel

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**

4

Players Registrations

## Players

Edit Player Numbers

NO.	NAME	DOB	PLAYER POINTS	GAMES PLAYED	
-	Claudia Bell	13 Sep 1993	-	0	<a href="#">Unallocate</a>

+ Allocate player

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

## Team Staff

Management Access ?

### COACH

+ Allocate Coach



### ASSISTANT COACH

+ Allocate Assistant Coach



### TEAM MANAGER

+ Allocate Team Manager

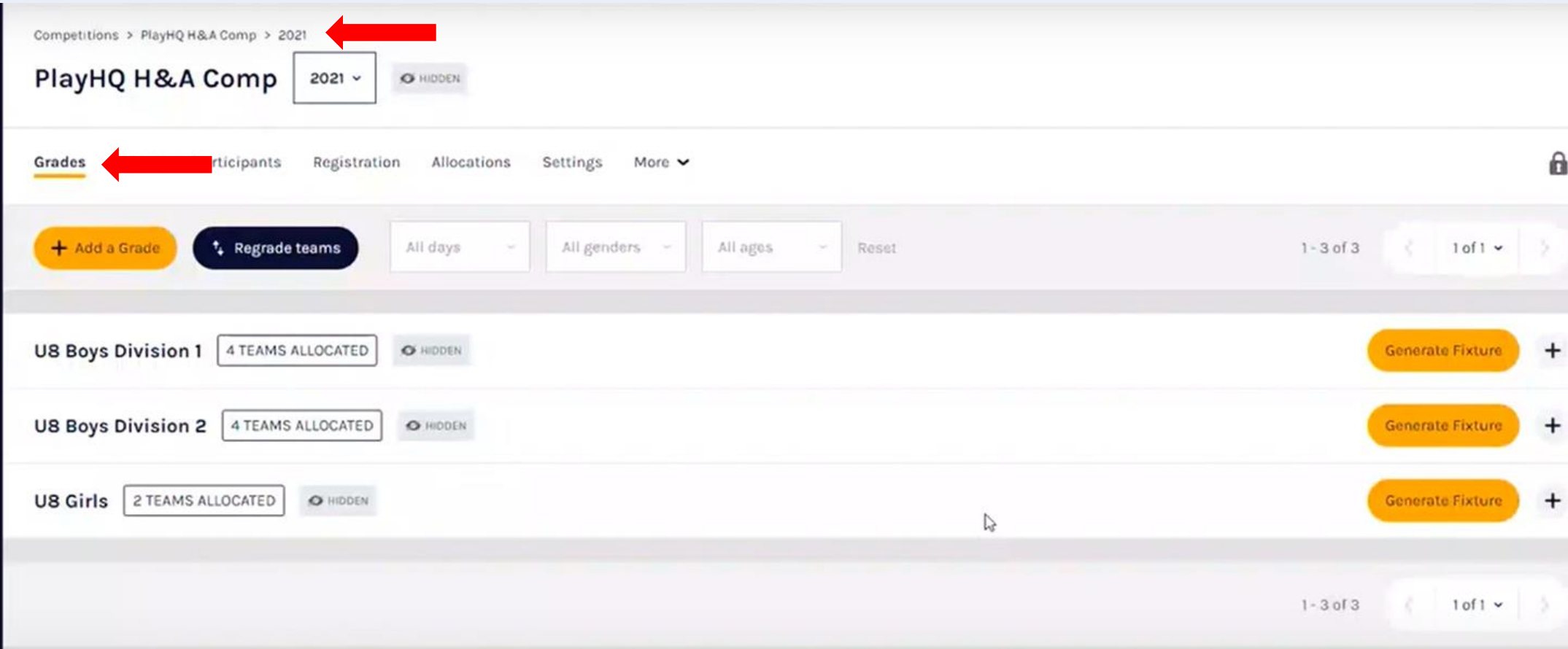


Edit Team









 Delete Team

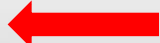
# Regrading

1



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

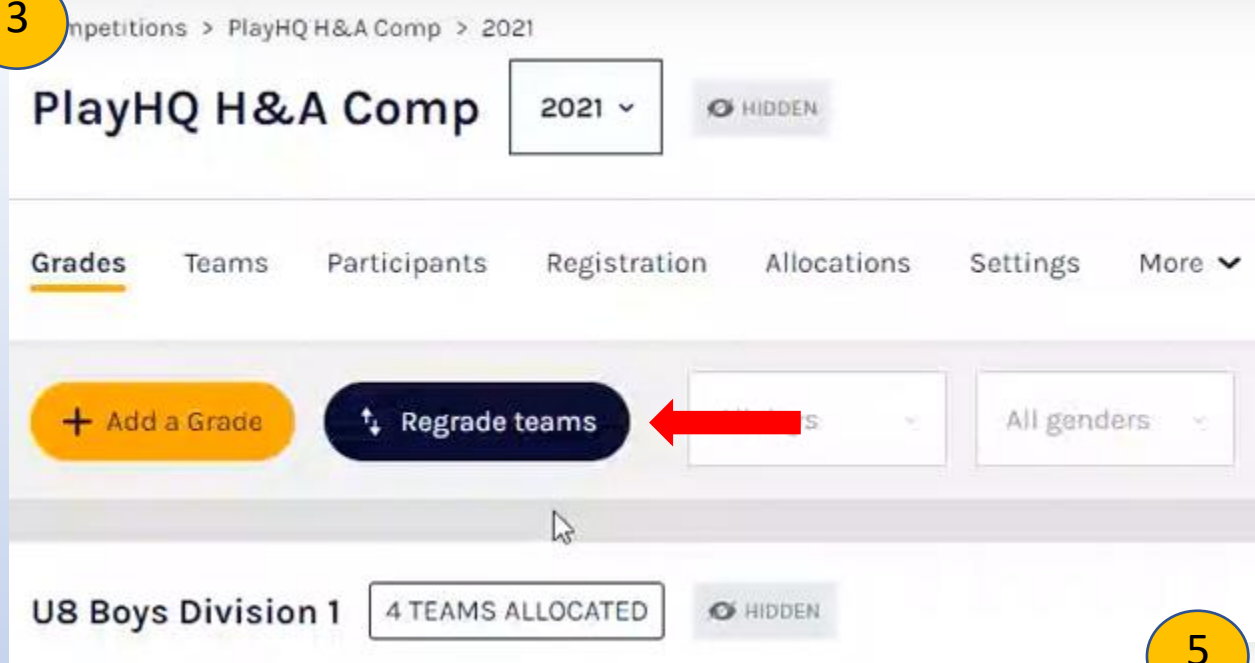
1.	 PlayHQ AFL Club US Boys Green	3 players	Boys	U8	Green	Unallocate	
2.	 PlayHQ AFL Club 2 US Boys Red	0 players	Boys	U8	Red	Unallocate	
3.	 PlayHQ AFL Club US Boys Black	5 players	Boys	U8	Black	Unallocate	
4.	 PlayHQ AFL Club 2 US Boys Gold	0 players	Boys	U8	Gold	Unallocate	



2

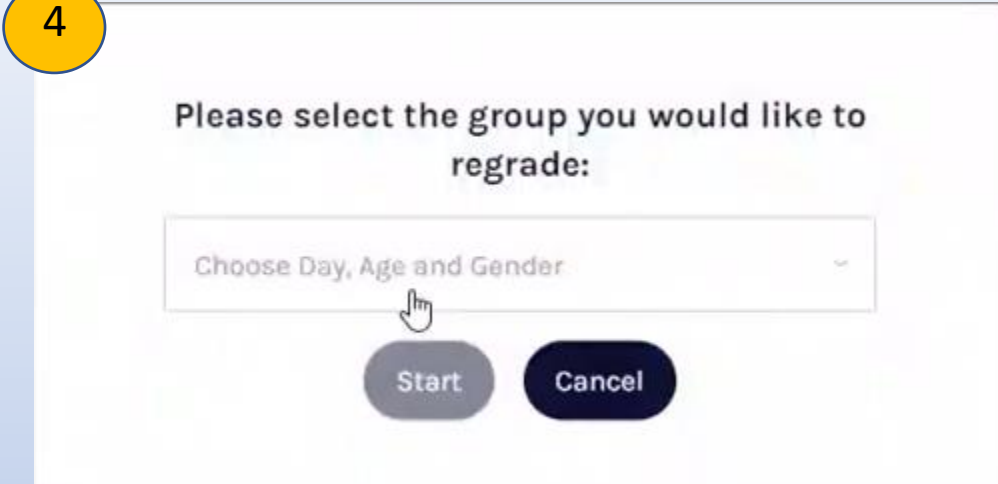
If fixtures have not been created, click on team you want to remove to start with. Do this by clicking on Unallocate next to teams name.  
 If you need to add a new team in, click on allocate team and select the new team.

3

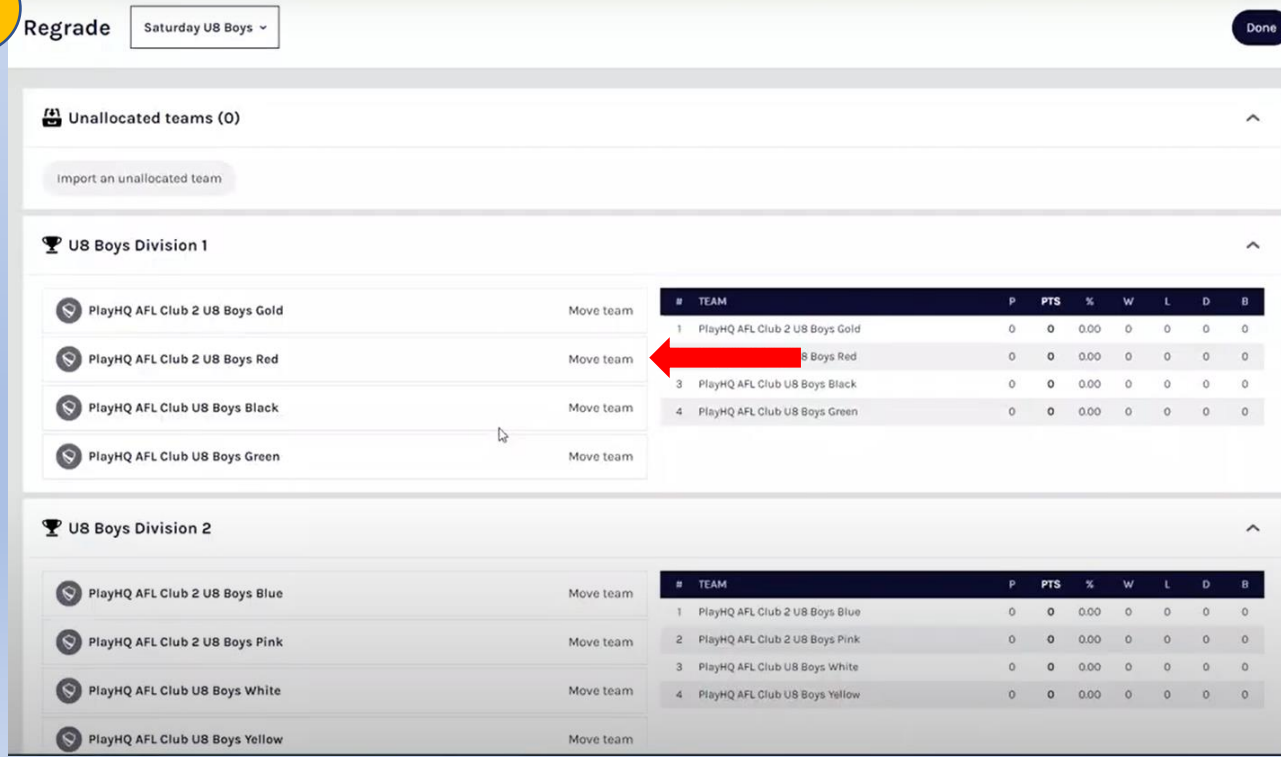


If fixtures have been generated – click on regrade teams. Select the group you would like to regrade

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 Competitions > PlayHQ H&A Comp > 2021 > Grades > U8 Boys Division 2 ←

## U8 Boys Division 2

Fixture Ladder Settings ←

General Fixturing Game Ladder Regrade History ←

DATE	ROUND	TEAMS (IN)	TEAMS (OUT)
17 Sep 2021	9		PlayHQ AFL Club 2 U8 Boys Red
17 Sep 2021	9	PlayHQ AFL Club 2 U8 Boys Red	PlayHQ AFL Club 2 U8 Boys Pink
09 Sep 2021	3	PlayHQ AFL Club 2 U8 Boys Red	PlayHQ AFL Club 2 U8 Boys Pink
09 Sep 2021	8		PlayHQ AFL Club 2 U8 Boys Red










## 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

1

# Age Restrictions for Team Selections

The screenshot shows the PlayHQ interface. On the left is a dark sidebar with the PlayHQ logo and navigation options: 'Using as Test Football League (TFL)', 'Competition Management', 'Game Day', 'Programs', and 'Participants'. The main content area shows a breadcrumb trail: 'Competitions > GSFL > 2022 > Grades > Senior Women'. Below this are tabs for 'Fixture', 'Ladder', 'Settings', and 'Game'. The 'Settings' tab is selected and underlined. Below the tabs are sub-tabs for 'General', 'Fixturing', 'Game', and 'Grade History'. The 'Game' sub-tab is selected and underlined. The main content area is titled 'Game Settings' and contains a paragraph of text: 'Set the game settings that will apply to this grade. Default game settings for all future grades can be updated in the [Competition Grade Default Settings](#)'.

2

## Restrictions Settings

Set the age and gender restrictions that you would like to apply for games in this grade.

**Age Restrictions**

Specify the age range for players that are allowed to play in games for this grade.

**Gender Restrictions**

Set what genders are allowed to play in games for this grade.

Update & Save

Cancel

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.

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

### Grade Details

GRADE	PLAYER POINTS
Senior Women	30

FINALS ELIGIBILITY  
**4 Games**

AGE RESTRICTIONS  
**None**

GENDER RESTRICTIONS  
**Female**

- Edit Team Player Points Limit
- Edit Finals Eligibility Status
- Edit Player Restriction Status** ←

Competitions > GSFL > 2022

GSFL 2022 VISIBLE

Grades Teams Participants Registration Allocations Settings More

+ Add a Grade Regrade teams All days All genders All ages Reset

Senior Women 5 TEAMS ALLOCATED VISIBLE

1.	Aspley Senior Women ←	1 player	Women	Senior	-
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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

The screenshot shows the PlayHQ interface. On the left is a dark sidebar with the PlayHQ logo and a menu. The 'Game Day' option is highlighted with a red arrow. A yellow circle with the number '1' is next to the sidebar. The main content area is titled 'Game Details' for the match 'East Brighton Vampires U12 Girls Sherren v Mordialloc Braeside U12 Girls Red'. Below this are two columns of 'Please select' dropdown menus. The 'LINE-UP' section is visible, showing a table with columns for 'YEL', 'RED', 'G', 'B', and 'PTS'. A red arrow points to a circular icon in the top right corner of the lineup table. To the right of the lineup is a 'SELECT TEAM' panel with the text 'Add players and coaches for this game.' and a '+ Select Team' button.

Game Day > Game Details > East Brighton Vampires U12 Girls Sherren v Mordialloc Braeside U12 Girls Red

Game Details

Using as South Metro Junior Football League

Game Day

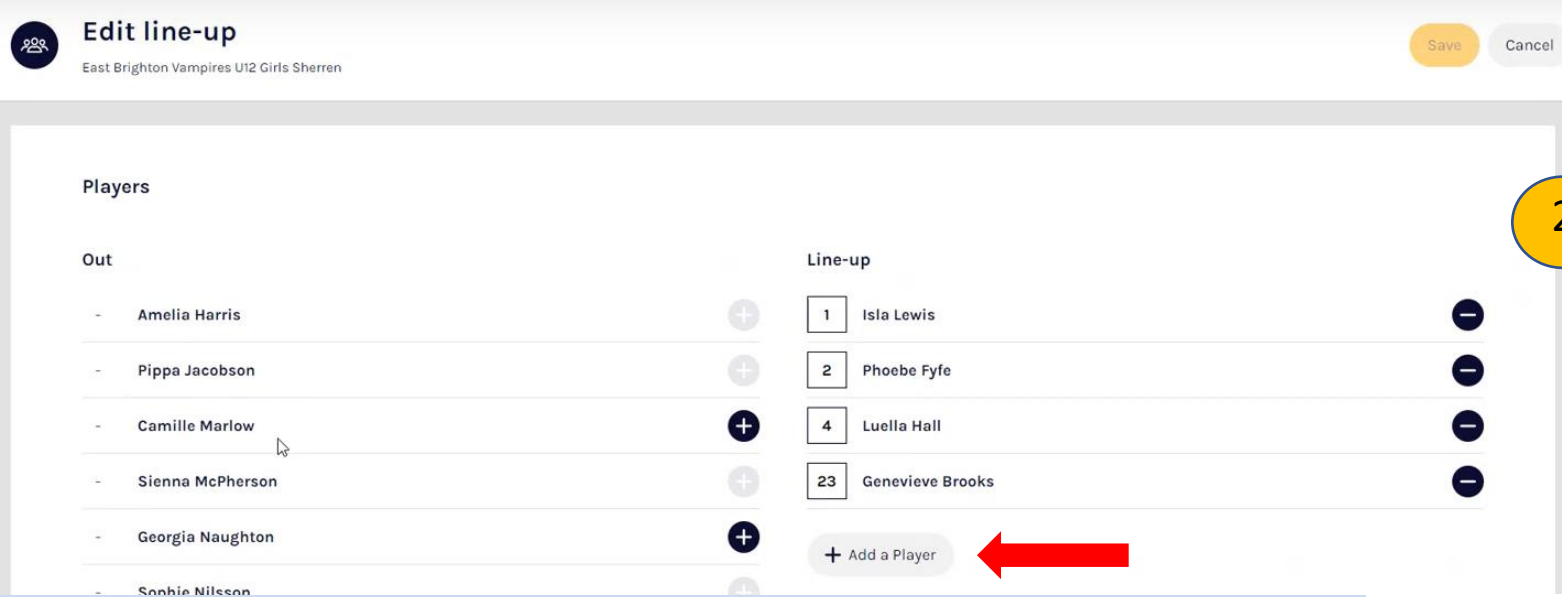
LINE-UP

	YEL	RED	G	B	PTS
#1 Isla Lewis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2 Phoebe Fyfe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4 Luella Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#23 Genevieve Brooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAM STATS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SELECT TEAM

Add players and coaches for this game.

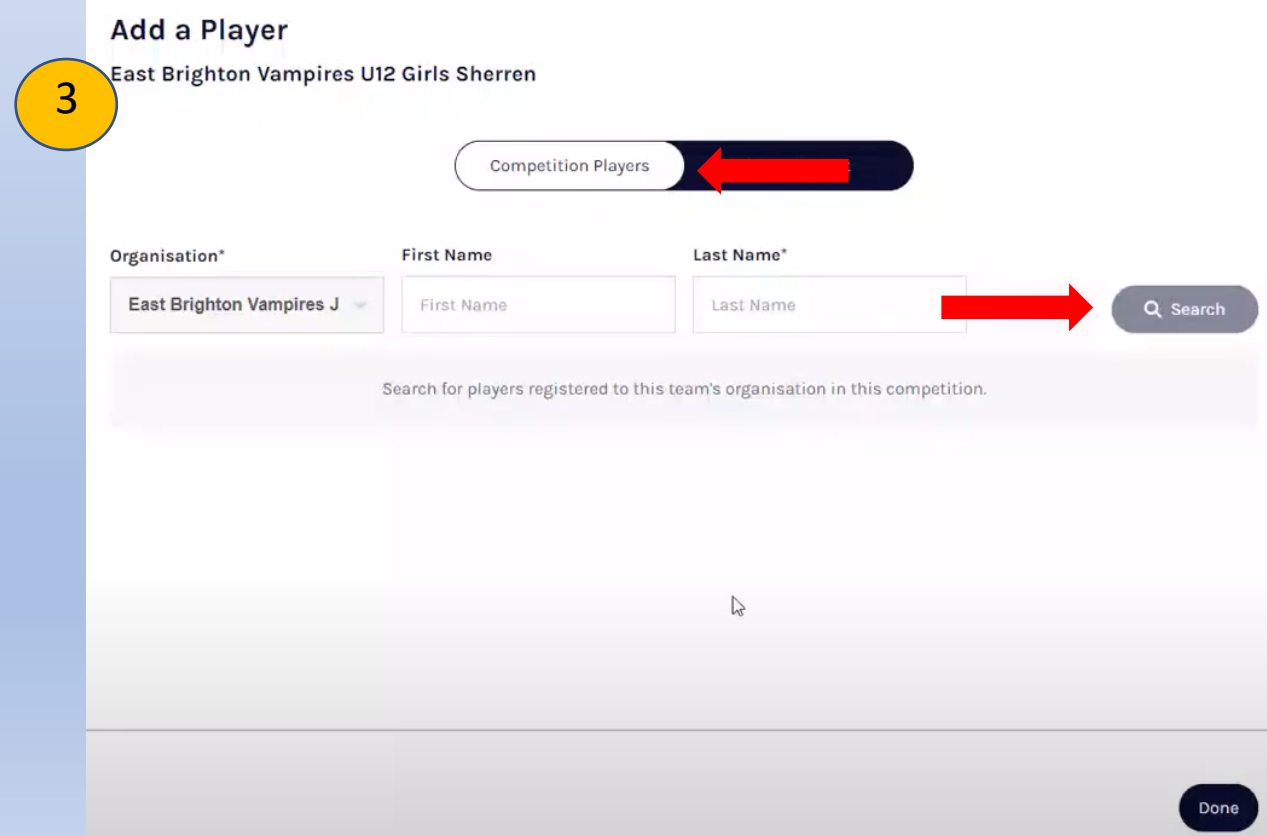
+ Select Team



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

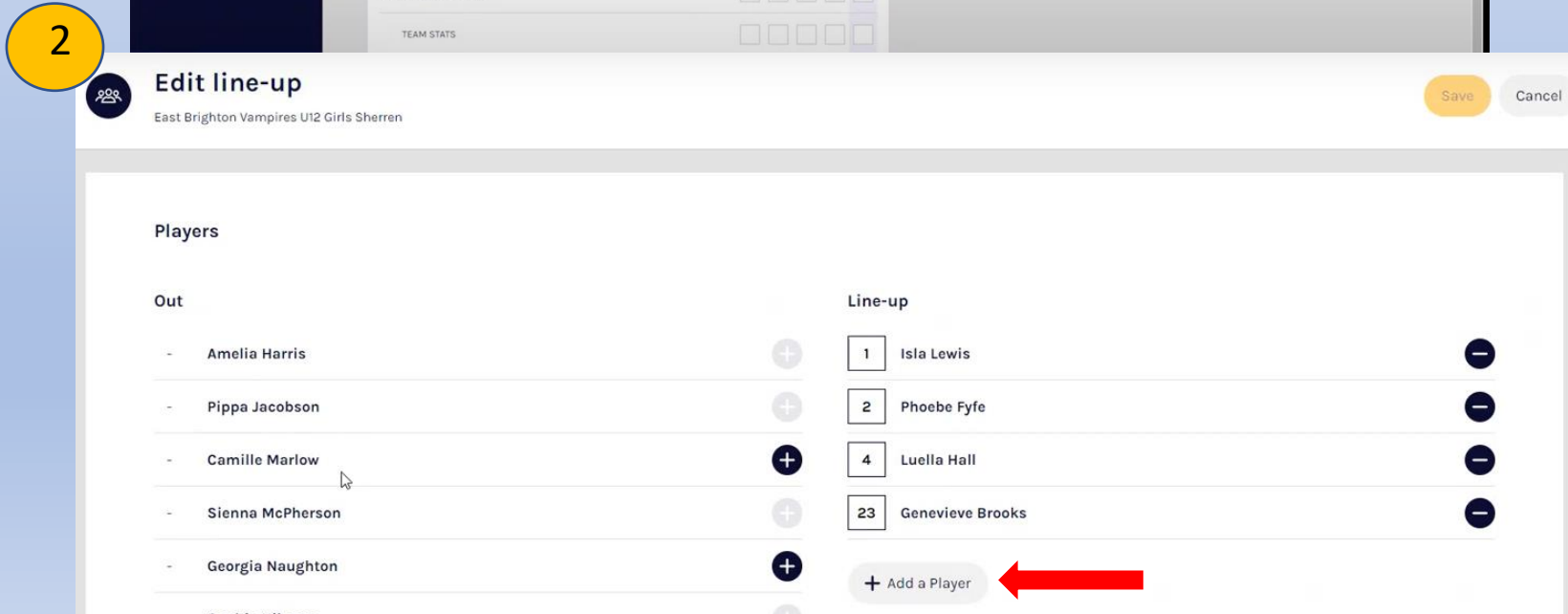
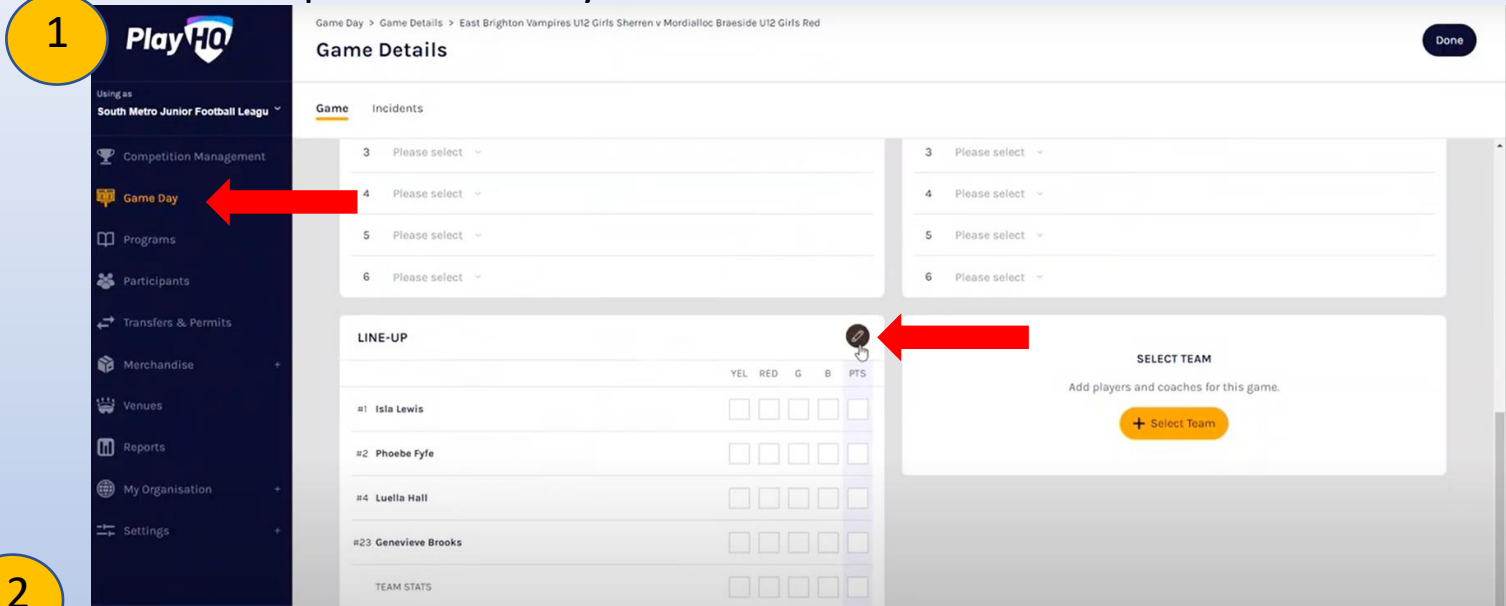
Click add & done



# 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



## Add a Player

East Brighton Vampires U12 Girls Sherren

3

Competition Players **Game Permit** ←

Organisation\* East Brighton Vampires J First Name First Name Last Name\* Last Name Reset Search

Search for players registered to this team's organisation in this competition.

Done

Click on Game Permit

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

Click add & done

4

## Line-up

1	Isla Lewis	—
2	Phoebe Fyfe	—
4	Luella Hall	—
23	Genevieve Brooks	—
-	Eleanor Bailey† Game Permit	—
-	Mia Axnick P ←	—

+ Add a Player

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

Click on Edit Finals Eligibility status

1

2

Competitions > GSFL > 2022

GSFL 2022 VISIBLE

Grades Teams Participants Registration Allocations Settings More

+ Add a Grade Regrade teams All days All genders All ages Reset

Senior Women 5 TEAMS ALLOCATED VISIBLE

1.	Aspley Senior Women	1 player	Women	Senior	-
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## Grade Details

GRADE PLAYER POINTS  
Senior Women 30

FINALS ELIGIBILITY  
4 Games

AGE RESTRICTIONS  
None

GENDER RESTRICTIONS  
Female

Edit Team Player Points Limit

Edit Finals Eligibility Status

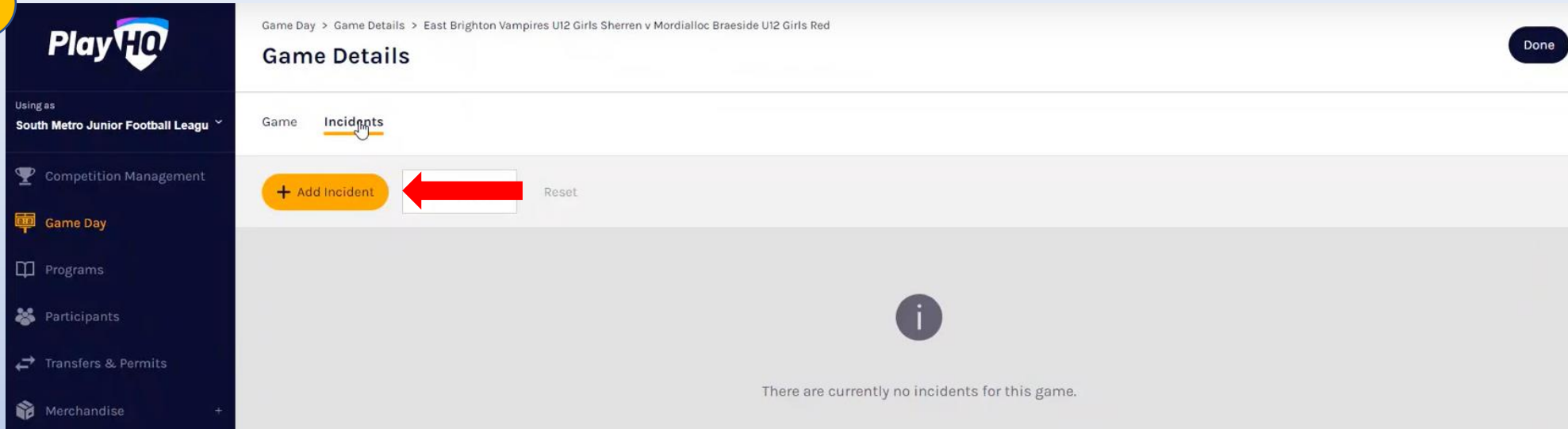
Edit Player Restriction Status

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

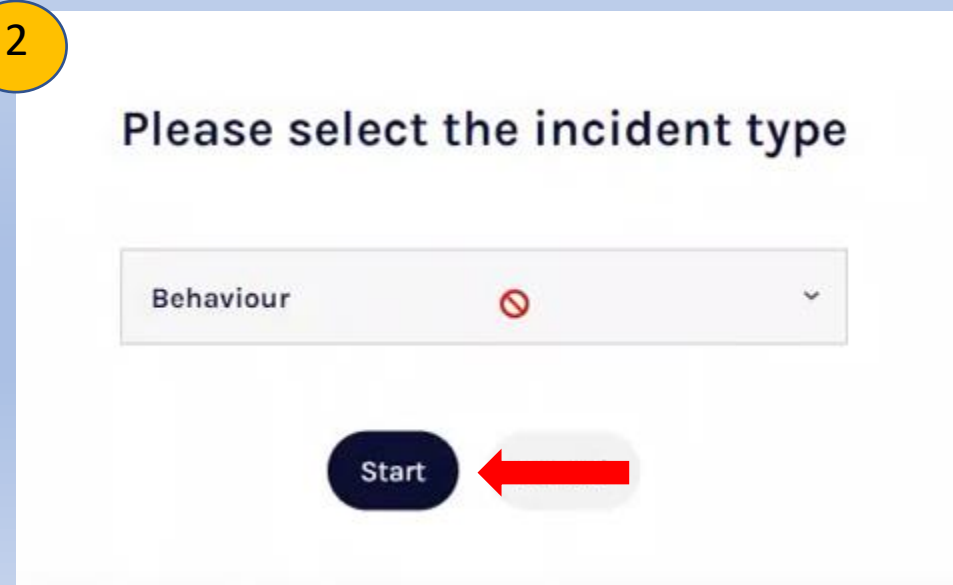
To lodge an incident → Game Day → Incidents → Add Incident

1



Select option, currently only have behaviour

2





Create Incident

Cancel

3

Incident Details

**i** An incident needs to be created first for an outcome to be entered i.e. guilty (with a suspension, warning, fine) or not guilty.

Incident type\*

Behaviour

Team\*

Please select

Participant\*

Please select

Only one participant can be selected per incident

Offence\* **i**

Please select

Note\*

Please enter


- Fill in fields required
- Make sure correct offence and add any other information into notes area
- Add who reported incident
- Click create incident

+ Add Incident

All Statuses ▾

Reset

Successfully created incident. ✕

DATE	NAME	TEAM	INCIDENT TYPE	STATUS
17 Sep 2021	Genevieve Brooks	East Brighton Vampires U12 Girls Sherren	BEHAVIOUR	 <span>OPEN</span> <span>Details</span>

This will now stay open until you have an outcome.

Once you have an outcome:

Click on incident and click on add outcome


5

**View Incident** Done

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**Offence**  
22.2.2 (a) (i) intentionally or carelessly striking another person

**Note**  
Graded - Careless - Low - Low


**Reported By**  
Field Umpire 

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**Outcome Details**



There is currently no outcome for this incident.

+ Add Outcome 

6 **PlayHQ**

Using as  
South Metro Junior Football League

- Competition Management
- Game Day**
- Programs
- Participants
- Transfers & Permits
- Merchandise +
- Venues
- Reports
- My Organisation +
- Settings +
- Support

## Create an outcome



Create Outcome Cancel

### Outcome Details

Genevieve Brooks East Brighton Vampires U12 Girls Sherren

Offence\* ⓘ

21.2.2 (m) attempting to strike another person

Set outcome for this incident\*

Guilty  Not Guilty

Outcome note\*

Please enter

Set this incident to an open or closed status

Please select

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