



Team Manager Procedures

Prior to Game

Team Sheets need to be created on Sporting Pulse for every team for every game. The only changes to game day procedure from previous seasons is that there is no need to print the Team Sheet. The Team Sheet needs to be exported from Sporting Pulse into a csv file then you import into the Interchange app. The format that is required for the csv file is

Nick Name or First or Surname, First Name, Surname, Footyweb number, date of birth
(example Bazza, Barry, Jones, 12345678, 01 Jan 2000)
 Jones, Barry, Jones, 12345678, 01 Jan 2000)

This information must be loaded into the Interchange app prior to the start of the game. Once you have imported onto the app you could use the same information each week, just manually enter the name of any new players to the team – it is entirely up to the individual club on how they choose to manage the input of data. The umpires will need to sight this team list after the game to complete their check list on the umpire app.

Match Day Officials – must be entered into the App.

Jumper #	Display Name	Jumper #	Display Name
100	Coach	106	Boundary Umpire
101	Assistant Coach	107	Boundary Umpire
102	Assistant Coach	108	Goal Umpire
103	Team Manager	109	First Aid
104	Runner	110	Water Carrier
105	Runner	111	Water Carrier

Interchange Match Report is recorded via the app. After the game this information needs to be emailed to mpower@wafc.com.au within an hour after the game has ended.

JLT Match Day Check List – to be completed via the online JLT app. This information needs to be emailed to your club registrar only. The JLT information has to be kept at club level for 7 years for insurance purposes.

3 x Score Cards to be completed by the 2 Goal umpires and home Interchange Steward

Boundary Umpire - (2 Boundary Umpires may be used if necessary)

Goal Umpire

Start of Game

Team List to be loaded onto the IPAD and made ready for the Interchange Steward to use.

Interchange to be recorded on the IPADS.

End of Game

If both teams have used their own IPAD for interchange – both Team Managers are to locate the umpires within 5 minutes of the game ending and hand over the IPADS. The home Team Manager will also hand over the 3 score cards to the umpires. The IPADS and score cards are to be left with the umpires so they can complete their match day process, this includes sighting the team sheets, completing umpire votes, recording red/yellow cards, recording final scores etc. Team Managers are to wait for the umpires to finish with the IPAD so they can be handed back. Home Team Managers will also get the 3 score cards back. This is an important part of the process as many umpires will be umpiring the following game and do not have time to be looking for people to hand back IPADS and score cards. If an umpire reports that they had to go looking for an IPAD, the Central Conference Executive have the ability to deduct an E-point from the offending team.

If only one team had access to an IPAD for the game and has recorded both teams' data on the IPAD then only the one IPAD would be handed to the umpires along with the score cards.

This Interchange data has to be emailed to mpower@wafc.com.au within an hour of the game ending. If both teams have used their own IPAD each Team Manager is responsible for emailing their own Interchange report. It is advisable for the reports to be emailed to the club registrar also. To adjust the online team sheet on sporting pulse in *post-game* to reflect who played and who did not play, the information from the team sheet on the IPAD is required. It is vital that the data on sporting pulse is updated each week as this is how games are credited to players.

There are no cash payments to the Field Umpires – they will be paid via direct debit. Clubs who pay their volunteer boundary umpires by cash will continue to do so.

The 3 scorecards are to be kept by the Home Team and be stored by the Home Club Registrar for the season. They are to be made available if requested by the Competitions Coordinator.

All Enquiries please contact:

Maree Power

Central Conference Competition Coordinator

mpower@wafc.com.au

Any false or misleading team sheet, interchange or score card information could result in a forfeit and a fine.