



Far North Queensland Soccer Zone Inc

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Endeavour Park

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## FNQ Football Competitions Team Sheets

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Wednesday, 4 March 2015

### Match Sheets

On match day, both teams participating in a competition match are required to complete a FNQ Football Match Sheet prior to the commencement of any match. This facility is available through the Competition Management System which is the preferred method of completion. These sheets can be printed off prior to attendance at the grounds on match days. Both teams must ensure they have the minimum number of players to commence the match (Under 12 to Under 16 competitions – 7 players).

A Match Sheet must:

- list all match details (age group, division, date, fixture number, participating teams, and venue);
- list all players taking part in the match with first name, surname, FFA number and corresponding shirt numbers;
- not list more than 16 players for any fixture;
- list all Team Officials;
- be supplied to the match referee **at least 15 minutes** prior to the scheduled kick-off.

**Match sheets will not be accepted by the referee at the field.**

### Procedures following a Match

Following the match, each team Manager and Referee should sign off the Match Sheet after verifying the accuracy of final result, game details (red cards, cautions, goal scorers and times) and players listed.

**For games conducted at club grounds the Home club will have photocopy or similar facilities available so that referees can copy the match sheets. The referee is to ensure that the originals are forwarded to the FNQ Football Office within 48 hrs. The copy of the match sheets are to go to each club to input the match data for their own players.**

**For fixtures at Endeavour Park. The Referee will deliver the match sheets to the FNQ Football office after writing up the match results. The FNQ Football office will photocopy and make available a copy to each club for collection who will input their own team data to the Competition Management System.**

### Results of Fixtures

The results of fixtures must be entered and confirmed by both participating teams in the Competition Management System within 24 hours of completion of the match. And / or instructed by the FNQ Football office.

All competitions results and team lists have twenty four (24) hours, from the completion of the game, to be entered. FNQ Football reserves the right to impose penalties and/or fines on clubs that fail to enter results and team lists within forty-eight (48) hours, from the completion of the game. **A monetary fine will be imposed in the 1<sup>st</sup> Instance followed by deduction of point's thereafter.**

Instructions for Fox Sports Pulse how to

FQ HOW TO <http://www.footballqueensland.com.au/index.php?id=109>

FNQ HOW TO [http://www.foxsportspulse.com/assoc\\_page.cgi?c=0-9384-0-0-0&SID=265168](http://www.foxsportspulse.com/assoc_page.cgi?c=0-9384-0-0-0&SID=265168)

## **Ground Officials**

It is the responsibility of the home club to provide at least one Ground Official who must be in clearly identifiable uniform and must identify themselves to the appointed Match Official prior to the match.

Each club is to have at least two (2) designated ground officials at Endeavour Park of a Saturday.

Ground Officials are to be visible at all times and must be designated to provide an escort to all match officials before kick-off, at half time and full time.

A Ground Official cannot be the Coach or Manager whose game is in progress on the park, nor can the Ground Official be the Canteen Supervisor.

The Ground Officials should:

- **Ensure that the spectator's behavior is orderly and is not abusive to the Referee or his Assistants, players or other spectators.**
- **Direct and assist any ambulance if called to attend a player or any other person.**
- **Escort the Referee and Assistant Referees to and from the field of play at the half-time break.**
- **Be of assistance wherever possible.**

### **After the Match**

- **Ensure the Referees safety at all times**
- **Ensure that both teams leave the grounds in a proper and orderly manner.**
- **Escort the Referee and Assistant Referees from the field of play.**

Competition Administrator  
Far North Queensland Soccer Zone Inc