



2016 Electronic Match Card Procedure

NOTE: NSFA is working to implement a paperless match card system in 2016. This will mean that some of the instructions in this document will change. We will advise the new procedure as soon as the use of paperless match cards is confirmed.

Men, Women, Junior Mixed U12-U18, Girls U14-18

NSFA uses player ID sheets and match cards to identify players, ensure they are entitled to play and to assist referees in appropriate player discipline. The benefits for the season are substantial:

- For clubs, electronic match cards will eliminate most match card fines.
- For team managers, electronic match cards will ensure that your match card is in order well before kick-off on match day.
- For NSFA, checking of match cards will be trivial and save a significant amount of time.

Instructions to Clubs

All team Managers and Coaches must register on **My Football Club** via the following website [HERE](#). This process is extremely important for administration purposes and details are transferred to the **MyClubMate** Player Administration System.

Clubs need to then ensure that all team managers and coaches are assigned to each competition team within the **MyClubMate** Player Administration System. Use the following process to assign team managers and coaches to each team and assign a team password:

- Go to Team Admin
- Click on the relevant team name assign the team manager (and coach)*
- Create a team password (in "Additional Info") Click on update team details

*Please note if you have not registered as a Manager or Coach in My Football Club, the Manager/Coach will not show up in the 'Team Admin' Menu on MyClubMate.

Instructions to Team Managers

Team managers will be required to pre-print their half of the match card from the NSFA system and bring it to each match.

To log on to the team's information, visit: **(please enter your club's appropriate website address for access to the team manager's section, e.g. for Lindfield it is <http://www.lsc.asn.au/teammanagers/>)**

You will be asked to complete 3 things: -

- Email ID: (your email address)
- Password: (each team has a unique password – please provide each team with their password)
- Team Name: (select your team from the drop-down list)

Once you have logged on, the home screen is:

- Team Manager Main Menu
- [U14A Team Members]
- [Match Results]
- [Send Emails]
- [Club Shirts]
- [List Upcoming Games]
- [Print Team ID Sheet]
- [Grade Players]
- [Player Photos]
- [Change Team Password]

Click on Club Shirts and assign shirt numbers to each player. Shirt numbers will then be printed automatically on the match card. For any players who you don't assign shirt numbers, you will need to handwrite their shirt number on the match card.

When you [[List upcoming games](#)] you are given the option to [[Print Match Card](#)]. We recommend that managers print several copies of the match card (without specific fixture details) and keep them in the cars of the coach and manager. This means you won't get caught out by last minute technical problems like internet access unavailable or printer not working. There is a section on the match card for recording players borrowed from other teams.

Procedure on Match Day

On match day, each team will need to bring their match card. We recommend having a plastic sleeve handy in case of rain. In some cases a single match card/sheet will have all players listed, in other cases; the match card will hold only a single team/squad and need to be combined with a second sheet from the opponent. At the end of the match each team manager and the referee need to sign the match card(s). The winner of the match takes the match card(s), in the case of a draw; the home team takes the card.

Both winning and losing team managers should enter results. Others need to deliver their half of the match card to their club recorder.

Mixed U6-U11 and Girls 6-U12

ID sheets and Match Cards are not required in MiniRoos age groups. Managers should use a Match Results Sheet to record their season's results. Match Results Sheets should be kept for the season in case of any disputes. Results sheets can be found on the NSFA Website – www.nsfa.asn.au.

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