



KDSA CLUB CIRCULAR

11/10

31st March 2010

To All Club Secretaries

2010 Electronic Match Card Procedure – Men, Women, Junior Mixed U12-U18, Girls U12-18

KDSA uses player ID cards and match cards to identify players, ensure they are entitled to play and to assist referees in appropriate player discipline. In the past, the match cards have been blank and each week the manager was required to manually list players, their ID number and shirt number. In 2009, KDSA trialled electronic match cards for Junior Mixed U12-U18. This trial was successful enough that this year (2010) we will be extending electronic match cards to all competitions. If your club is familiar with the Player Administration System then the instructions below should be straightforward.

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 KDSA, checking of match cards will be trivial and save a significant amount of time.

Instructions to Clubs

Clubs need to ensure that team managers are assigned to each competition team within the Player Administration System. This is done as follows:

First, define team managers (we suggest you define coaches as well) as follows:

Login with a username with admin rights
Click on Update Contacts
Click on Team Managers
Click on Add a New Team Manager
Enter details and Click to Insert Contact

Then 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

Instructions to Team Managers (to be issued by clubs to all Team Managers in Men, Women, Junior Mixed U12-U18, Girls U12-18)

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

To log on to the team's information, visit:

(please enter the appropriate website address for access to your club's team manager's section, e.g. for St Ives it is <http://kdsastves.calfordgreen.com/teammanagers/>)

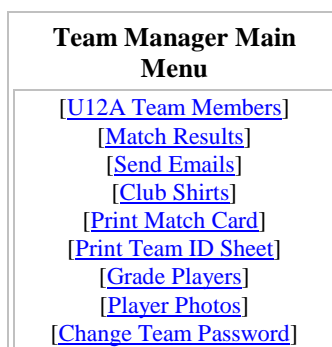
You will be asked to complete 3 things

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:



Click on Print Match Card. This will allow you to print specific match cards with fixture details included, or generic match cards which can be used for any match and require fixture details to be handwritten in ink.

We recommend that managers print several generic match cards 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.

Procedure on match day

The manager of each team supplies their own half of the match card, with all their own team's registered players listed. Players borrowed from other teams need to be handwritten in ink below the registered player details. Shirt numbers need to be handwritten for all players taking part in the match, i.e. the presence of a shirt number means that a player is taking part in the match. (Note that shirt numbers may be entered into the system from the Team Manager's menu as a way of managing shirt

allocation, however this is only for your own use and they are not printed on the match card.)

After the match, both managers and the referee need to sign both halves of the match card. The winning team (or home team in the case of a draw) then takes both halves of the match card, folds them together (ideally join with a staple), and delivers the match card to their club recorder.

Results entry - Men's MAA/M35/M45

Both managers to notify results to Division Liaison by the method specified by that person, but in any event, not later than 8pm for Saturday matches or 6pm for Sunday matches.

Results entry - Women's WAA/W35, Girls U12-18 and Junior Mixed U12-18

Procedure is as follows:

1. Both team managers enter the result online as soon as possible after the match. Results are entered via the Match Results menu item in the Teammanagers section of the club website. The result will be displayed online as soon as the first instance is entered.
2. If both instances don't agree then the recorded result will be blanked out. An email will be sent to both managers telling them what results have been entered and asking them to re-enter the correct result. The recorded result will remain blank until agreement is reached.
3. An email reminder will be sent automatically to any manager who hasn't entered a result by midnight on Sunday.
4. Club recorders will receive a report of all outstanding results at midnight on Tuesday.

Role of the Club Recorder

Club recorders no longer enter results! As described above, recorders are now required to:

- Collect all competition match cards every weekend and send to the KDSA office. Staple the two halves of the same match card together if the manager hasn't already done so.
- Follow up with team managers when a report is received listing outstanding results.

Club recorders need to send all match cards to: KDSA, PO Box 3288, Asquith, NSW 2077. Failure by clubs to send match cards to the KDSA office within 48hrs of completion of the match MAY RESULT IN FINES OR LOSS OF POINTS.