

**TO: ALL CLUBS**

**FROM: FFV COMPETITIONS**

**DATE: 14 FEBRUARY 2017**

**SUBJECT: ONLINE TEAM ENTRY – OPENS WEDNESDAY 15 FEBRUARY**

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Dear Clubs,

The 2017 **Online Team Entry** period will **open 10:30am Wednesday 15 February** and close 5:00pm Wednesday 8 March. All FFV Metropolitan Clubs need to access SportsTG to complete their online team entries. Throughout season 2017, clubs will use SportsTG to:

- Register all teams during the online team entry period (Men's State League excluded).
- Log coach and team manager FFA ID numbers.
- Enter team strip details.
- Assign players to teams.
- Enter all match results.

To access the SportsTG Online Team Entry System you must have Club Level access for SportsTG. If you do not have access to SportsTG, [click HERE](#). Returning Club Level users from the 2016 season are not required to gain additional access for 2017 and can login [HERE](#).

### **SportsTG - Online Team Entry System**

Information regarding the online team entry process is outlined in the following [SportsTG User Guide - Online Team Entry System](#). Please read the user guide prior to completing your Club's team entries for 2017. When confirming your team entries for 2017, there are two team entry types that Clubs must note as follows:

#### **NOMINATIONS**

Nominations are existing teams that have been allocated league positions in 2017 as per the [Pre Online Team Entry League Structures](#). Please ensure your Club checks and confirms its existing team entries under the "Nominations" tab, before adding any new team "Requests". If you would like to request a change (i.e. move from 14A to 14B) for an existing nomination, please write the request in the comments tab and 'accept' the team; do not 'reject' the team and place a new team request.

#### **REQUESTS**

Requests are new team entries for the Club. All new team requests for ALDI MiniRoo's (Boys' & Girls') and Sportsmart Junior Girls' teams will be placed in the requested grade where applicable. New team requests for Zagame's Women's State League, Sportsmart Junior Boys' and BOF.com.au Men's Metropolitan League will automatically be entered into the lowest division. Clubs may request to be placed in a higher league in the comments section; however such requests will be subject to relevant FFV Policies, Rules and Regulations with regards to the filling of vacancies within a league.

When completing your team entries we stress the importance of ensuring that your team entry data is as accurate and correct as possible at the time of entry and that all teams are accounted for prior to the team

entry system closing. Whilst we acknowledge that there will be some changes after the closure of team entry, the more accurate the team entry data provided by clubs and the lower the number of late team entries/withdrawals; the easier it is for FFV to generate a more comprehensive and accurate draft fixture for all clubs.

### **Fixture Preferences**

When completing your Club's team entries, we ask that any specific fixture preferences be included in the comments section for the relevant team. Fixture preferences may refer, but are not limited to the following:

- Preferred Day of Play (e.g. Friday, Saturday etc.)
- Hosting on a specific Round(s) for club events (e.g. Charity Fundraiser, Significant Club Event etc.)
- Ground availability (due to Council allocation/works/ground sharing)

In addition to the above, please ensure you complete the Home/Away Preference section for your teams. FFV will utilise the selected Home/Away preference as a guide to what teams the Club would like grouped together for alternate weekends when at home throughout the season.

Please note that FFV cannot guarantee fixture preferences will be met, however we will endeavour to accommodate as many Club requests as possible.

### **FFV Online Team Entry Assistance**

Any Clubs that would like additional support when completing team entries should not hesitate to arrange a meeting during business hours (Monday-Friday 9:00am-5:00pm) with your relevant Competition Coordinator; or call 9474 1800 and press 1 at the switchboard to speak with a member of the Competitions department.

### **Team Entry Fees**

Applicable Team Entry fees for the 2017 Season are available online and can be found [HERE](#).

FFV will notify all Clubs via the nominated MyFootballClub default club email when the Sports TG online team entry system has officially opened.

If you require any further information regarding the above, please contact FFV Competitions on 9474 1800 and press 1 at the switchboard, or write to [competitions@ffv.org.au](mailto:competitions@ffv.org.au).

Kind Regards,



Brad Borsato  
**Manager, Community Competitions**