

## MEMO : 32 – 18

**TO :** All Clubs  
**FROM:** Damien Bresic – General Manager Football Gold Coast  
**DATE:** 26<sup>th</sup> April 2018  
**SUBJECT:** MyFGC – Online Team Sheets

With the start of the proper season we feel it is pertinent to remind Clubs of the procedure expected with MyFGC and the online team sheet portal.

- 1) Preparation of Team Sheets – all team sheets are to be finalised and ready to be locked by the Match Official no later than 15 minutes prior to kick off. FGC Match Officials have been advised that no game will kick off until the team sheets are submitted. Clubs should ensure that their Club Match Officials are advised to follow the same procedure prior to commencing any games they are officiating.
- 2) ID Photo's – every player must have a current head and shoulders photo uploaded into the MyFGC portal (photo's in MyFootballClub for registration are not automatically transferred between the two different platforms). Clubs are reminded of CMC Rule 4.3 for the ID procedure ahead of all games.
- 3) Shirt Numbers – all Coaches/Managers are to ensure that shirt numbers worn on game day correspond with the shirt numbers on their team sheet. We have had a number of issues where goals and cards cannot be allocated against correct players due to incorrect shirt numbers. If a protest is received in relation to scorers or cards not being able to be allocated against players due to incorrect shirt numbers, CMC Rule 4.4.4 will be utilised and the non-offending team awarded the win and the deduction of points for the offending team. This could also possibly have an impact on insurance claims should a player be injured and their shirt number differs from that on the team sheet.
- 4) Club Referee Match Card Template – to ease the burden between Club Match Officials and the Club Administrators, Clubs are encouraged to utilise the Club Referee Match Card Template in the MyFGC platform. This template allows the Club Match Official to keep track of results/goal scorers/cards prior to handing to their Club Administrator for timely input into the MyFGC portal.

Should you require assistance with MyFGC please email [support@myfgc.com.au](mailto:support@myfgc.com.au) or [admin@footballgc.com.au](mailto:admin@footballgc.com.au) .