



MEMO 25-2023

DATE: Friday 21st April
TO: NPL Mens & Womens Clubs & Match Officials
FROM: General Manager Football Operations
SUBJECT: Squadi Launch Weekend

For Information or Action	Action required	Action completed by	NNSWF Contact	Total Pages
Information	N/A	N/A	Jason Avery	1

Dear All,

As you would be aware this is the first weekend of Squadi being used as our digital team sheets in our premier competitions. As such please see these final reminders and information for Team Managers and Referees. I'd encourage both team officials and match officials to read both sections of this memo to ensure everyone is on the same page.

Team Managers

Initial set-up

It is critically important that two key things are done prior to the weekend:

1. Set-up and ensure your managers have access to their teams.
2. Allocate players to the right teams.

Timing

For the first two weeks all team sheets will need to be completed by no later than 10 minutes prior to the scheduled kick off at which point you won't be able to alter it from your login. If you need to make any late changes after this 10, you must see the referee as they will then have access to make changes on your behalf. We will notify all clubs when these times revert to those outlined in the regulations.

Paper Back-up

Please ensure you have spare paper copies of the team sheet at hand on match day in case there are any major issues with your digital team sheets. This can be found [HERE](#). If you or your opposition is unable to use the digital team sheet, please revert to the paper copy and let us know what prevented the use of the digital team sheet.

Players

If you have any players not showing in your team, please initially contact your club administrator as they hold this responsibility. If your club administrator cannot add the player, continue to submit the team sheet and submit the issue after the match [HERE](#).



Training

Please see a link to the full training video held for team managers [HERE](#).

Please see a link to step by step user guides [HERE](#).

Results

Clubs are no longer required to text result through after the matches as this will be submitted by Squadi. If there is an issue with the digital team sheet and it cannot be completed, please text the results through as per the previous weeks.

Match Officials

Initial set-up

It is critically important that two key things are done prior to the weekend:

1. Ensure you are set-up in Squadi as a referee
2. Accept your appointments to ensure you can fulfil your duties

Paper Back-up

In the event both teams are able to submit their teams through the digital team sheet, but you are unable to access it – please use the paper team sheet. However, we don't require the teams to fill this full sheet out – simply indicate the HT and FT score and just note the number for each player that has scored, was cautioned or sent off and substituted.

Training and Guides

Please see the full training session held for referees [HERE](#). If you have not seen this session yet, it is critically important that you watch this.

Please see the link to the step by step guides [HERE](#).

Players

If a player is unable to be added to the team sheet, this should not prevent the player from taking the field. The club will be required to submit a form to let us know. If that player is involved in any match actions, please submit an incident report through the app.

Team Officials

Team Officials will not currently show on Squadi digital teamsheets, we do expect this to be updated in the next week. In the mean time, if a team official is cautioned or sent off – please use the incident report function in Squadi.

Both Team Managers & Referees

Helpline

Whilst we initially direct everyone to the user guide and training video as it easier to visually see what steps to take, if you have issues on the weekend and need to talk to someone, please contact 49417222. The line will be available from 7:30am. *Please note this helpline is for Squadi issues only and does not change any matchday procedures for washouts etc.*

Kind regards,



Liam Bentley
General Manager Football Operations
Northern NSW Football

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