



MEMO 21-2026

DATE: Wednesday 1st April
TO: All Premier Clubs
FROM: GM Football Operations
SUBJECT: Team Sheets

For Information or Action	Action required	Action completed by	NNSWF Contact	Total Pages
Action	Pass this memo to all club members with online team sheet responsibilities	As soon as possible	Liam Bentley	2

Dear All,

The first part of the season has seen an unacceptable number of errors in Team Sheets and the information being provided. The submission of the Team Sheet, including staff and Duty Officers, is a critical part of the matchday record.

This record serves as the official account of the match for all stakeholders, including your opposition, volunteers, match officials, and media. Incomplete or incorrect information can impact these stakeholders and may also result in delays to the disciplinary process.

Please see the following key reminders for completing your online Team Sheet via Squadi:

- Starting Players
 - 11 players must be selected as "Playing" for all senior football matches.
 - In youth football, there is no distinction between starting players and substitutes — all players must be marked as "Playing".
 - First grade teams must have the formation also set in Squadi.
- Substitutes (Senior Football Only)
 - First Grade may name a maximum of 7 substitutes, all of whom must be correctly listed in Squadi.
 - Reserve Grade may name a maximum of 5 substitutes, all of whom must be correctly listed in Squadi.
- Coaches & Staff



- **All** non-playing person in the technical area must be listed in Squadi, including coaches, medical staff, and team managers.
- 4. Duty Officers
 - Each club must record the required number of Duty Officers in Squadi. These names can be typed in manually.
- 5. Match Official Support Officer
 - The home club is required to appoint a Match Official Support Officer, who must also be listed in Squadi (can be typed in manually).
- 6. Timing
 - Senior Football Team Sheets must be submitted no later than 30 mins prior to kick off
 - Youth Football Team Sheets must be submitted no later than 15 mins prior to kick off
 - Any changes required after that must be communicated directly to the Match Officials and should only be in the case of an injury or unavoidable issue

We recognise there is often turnover of volunteers between seasons. In addition to the off-season training sessions previously delivered, we encourage all team managers, coaches, and any individuals responsible for completing Team Sheets to review the available training materials via the Squadi Hub:

<https://northernnswfootball.com.au/squadi-hub>

Alternatively, given the importance of this process, NNSWF will be conducting an additional Squadi Team Sheet training session at 5:30pm on Wednesday 8 April. If you have staff you would like to attend, please confirm via email to competitions@northernnswfootball.com.au.

Whilst no sanctions will be applied for the weekend passed, further to recent Standing Committee discussions, clubs who continue to fall short of the minimum Team Sheet requirements may be subject to sanction.

Kind regards,

Liam Bentley
General Manager Football Operations
Northern NSW Football