

INSTRUCTIONS

FOR FILL-IN PLAYERS

Please try to have your questions answered by these comprehensive documents in the first instance. If you need additional clarification, please reach out to our secretary via email grangenetball@gmail.com.

Using a player already registered for your club

1. All players MUST be registered in PlayHQ if they take the court in ANY SAUNCA match throughout the season. Fines apply for playing an unregistered player.
2. If you need to use a fill-in player who is already registered for your club but plays in a lower team, then you just need to add them to the team that they will be filling in for.
3. Go to the team that requires the fill-in player.
4. Click “View” on the right-hand side of the team details.
5. Click on “Allocate Player” which can be found under the list of players already in the team.



6. Make sure that you select the correct age group for the player and remove the tick from the “Unallocated” box if they are already allocated to another team.

Allocate Players

Morialta B

Gender: All | Age Group: U17 | From DOB: DD/MM/YYYY | To DOB: DD/MM/YYYY | Unallocated

1 - 36 of 36 | 1 of 1

[Redacted]	U17	[Redacted]	Morialta F	Female	Player	<input type="checkbox"/>
[Redacted]	U17	[Redacted]	Morialta F	Female	Player	<input type="checkbox"/>
[Redacted]	U17	[Redacted]	Morialta F, Morialta G	Female	Player	<input type="checkbox"/>
[Redacted]	U17	[Redacted]	Morialta G	Female	Player	<input type="checkbox"/>
[Redacted]	U17	[Redacted]	Morialta Black D	Female	Player	<input checked="" type="checkbox"/>
[Redacted]	U17	[Redacted]	Morialta Black D	Female	Player	<input type="checkbox"/>

Allocate 1 Player | Cancel

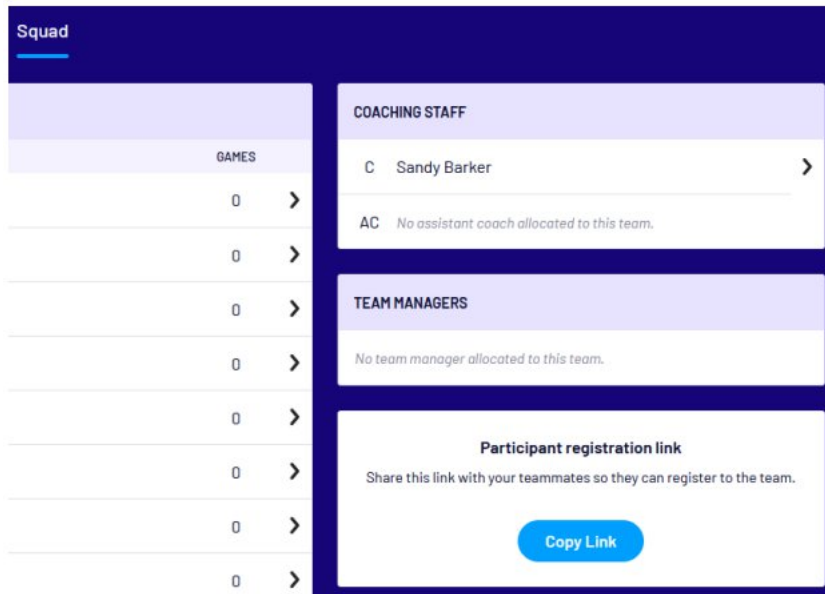
7. Select the appropriate player/s.
8. Click “Allocate x Player/s”.
9. The fill-in player/s will now appear in the team list to be selected.

REMEMBER: A player can only play FOUR (4) matches in a higher grade. If they play five matches in a higher grade, they are not eligible to play down (except in the case that their normal team is regraded to a lower grade).

Using a player who is NOT already registered for the club

NOTE: Players who are registered with another club and have already played a match this season are not eligible to fill in. If a player registers *after* participating in a match as a fill-in, that match will be recorded as a forfeit.

1. The club has given Coaches and Managers Management access. You will have access from your PlayHQ login to copy the link and send to the fill-in player.
2. Click on “Squad” option on the screen and then the Participation link will appear under the Team Manager box with the blue button to copy the link.



3. When a player tries to register and they have previously registered for another club for a prior season, they will need to apply for a transfer. This transfer will NOT be approved if they have already played for another club during the current season. If this is the case and the player registers AFTER they have played for the team they are filling in for, the match will be registered as a forfeit.
4. Once the player is registered, they will automatically be listed in the squad for the team they have registered for.
5. If the fill-in player needs to fill-in for a different team in your club (and they are eligible to do so based on age/games played) - follow the steps for “Using a player already registered for your club” above.

Does a fill-in need to pay a registration fee?

If a player plays more than five (5) games for the Club, one third of full registration fees will be payable. E.g. once played five (5) games, payment to occur before the sixth (6th) game.