

MEMO 41 - 23

To: Queensland Clubs
From: Football Queensland
Subject: 2024 Pre-Season Match & Trials Process
Date: November 8, 2023

Dear Clubs

Football Queensland has confirmed the process clubs are required to follow for 2024 pre-season matches and trials. In line with previous seasons, all pre-season matches will require sanction approval from Football Queensland.

Clubs will be required to use Squadi for the publishing of pre-season matches and recording of results, including the submission of team sheets, referee appointments and payments. All matches will be created within Squadi under the Football Queensland banner to accommodate cross-region games.

Further information on this process is outlined below and in the [Pre-Season Matches Process document](#).

Pre-Season Match Requirements and Process

Clubs wishing to participate in pre-season matches will need to set up an 'Intent to Trial and Pre-Season Games' registration product for players to register.

- All players (regardless of other registrations and including triallists) must complete an 'Intent to Trial and Pre-Season Games' registration with the club to be selected on a team sheet.
- The registration is **free** and players only need to register once per club.
- Players may complete and hold multiple 'Intent to Trial and Pre-Season Games' registrations with different clubs without having to deregister between clubs.
- Once the team is created, clubs will need to add the 'Intent to Trial and Pre-Season Games' players to the team so they can be added to the team sheet in the same way as the outdoor season this year.
- For further information on how to add 'Intent to Trial and Pre-Season Games' registered players to the team, please refer to the [Pre-Season Matches Process document](#).

As per the outdoor season, a team sheet must be submitted in Squadi no later than 15 minutes prior to the match. Updating the score of the match within Squadi after the match is optional, however all yellow and red cards **must be recorded in the action log**. FQ will address any disciplinary requirements after the match.

Sanctioning of Pre-Season Matches

Host clubs will be required to submit a sanction request for all pre-season matches via the online [Sanction Request Form](#), however teams will only need to be created once.

For clubs wishing to submit multiple sanction requests for a team to play multiple games across different divisions, Football Queensland will create a placeholder team for future matches. Once the first game is completed, FQ will regrade the team to the next match.

For matches being played from January 1 to January 14, 2024, a sanction form must be submitted before Friday, 15 December.

Any clubs travelling interstate are also required to complete an online [Interstate Travel Permit form](#).

ITCs

Any player requiring an ITC is to complete the 'Intent to Trial and Pre-Season Games' registration; unlike the regular season, however, the player can be added to the team sheet once an ITC application (with all relevant documentation) is submitted. Please refer to the [Pre-Season Matches Process document](#) for further information on setting up 'Intent to Trial and Pre-Season Games' registrations.

Referee Appointments

Clubs are reminded to include the number of FQ referees required for each match as part of the pre-season match sanction request. All referee fees will be invoiced based on the highest ranked team in the match and will be invoiced in total to the host club.

Once the sanction request is approved, FQ will create the match, appoint FQ referees (if required) and set up the teams for each club within the division of the highest ranked team i.e. for an FQPL 1 vs FQPL 3 match the team will be created under the FQPL 1 age group. An email notification will be sent to both clubs confirming the match ID and the division the teams have been created within.

As confirmed in Memo 25-23, Football Queensland will not be appointing referees to any FQ sanctioned outdoor football matches from November 20, 2023 to January 1, 2024. Clubs will be responsible for sourcing their own referees for all matches during this period.

No matches will be sanctioned on Saturday, 20 January and Sunday, 21 January (before 7:00pm in SEQ and 5:00pm in other parts of the state) to ensure that all referees are available to attend the 2024 State Referee Conference.

Pre-Season Administration Costs

At the conclusion of pre-season matches, clubs may be charged a competition administration fee to assist with covering the additional costs of referee appointments not included in team fees or licence fees. Any fee will be calculated as 10% of the amount paid to referees to officiate in the club's pre-season games plus GST.



For any further enquiries, please contact Football Queensland on competitions@footballqueensland.com.au

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