

MEMO 09 - 26

To: Queensland Clubs
From: Football Queensland
Subject: Recording of Match Results in Squadi
Date: June 12, 2026

Dear Clubs

Football Queensland thanks all clubs for their continued support throughout the 2026 season.

A review of fixtures has identified a number of matches where results have not been recorded in Squadi. While there are a range of reasons for this, the most common factor has been where no referee has been appointed to a match in Squadi, and are therefore unable to verify and submit the result.

The timely and accurate recording of match results is essential to ensure competition ladders and standings remain up to date, supporting a consistent and positive experience for all participants.

To strengthen this process moving forward, clubs are encouraged to adopt a consistent approach across all fixtures. Where an FQ-appointed referee is not assigned, clubs should allocate a Club Administrator or Club Referee Coordinator to record the result following the match. This will help ensure results are entered promptly and reduce delays in competition updates.

Clubs are also asked to review any outstanding fixtures and ensure all missing results are entered as soon as possible.

Next Steps for Clubs

Clubs are required to:

1. Review outstanding fixtures

Identify any matches from the 2026 season where results have not yet been entered in Squadi and note the process below for future fixtures.

2. Update missing results

To update results, clubs must follow the step-by-step guide available here:

[Recording Results Squadi Help Guide](#)

This guide includes instructions on both entering match results and assigning a Club Administrator or Club Referee Coordinator to fixtures where required.

READ OVER

3. **Assign a result recorder where required**

Where an FQ-appointed referee is not assigned to a fixture, a Club Administrator or Club Referee Coordinator must be appointed to the match to enable result entry (refer to the guide above for step-by-step instructions).

4. **Implement an ongoing process**

Ensure a club representative is assigned to all fixtures without an FQ-appointed referee so that results can be recorded promptly following each match (refer to the guide above for step-by-step instructions).

Timeframe

Clubs are requested to have all outstanding results updated by **Friday, 26 June.**

Moving forward, all match results should be entered as soon as possible following the completion of each game.

By taking these steps, clubs will help clear any outstanding results, maintain accurate competition standings and support the smooth running of competitions across the remainder of the season.

If assistance is required, please contact the Customer Support Team via email at registrations@footballqueensland.com.au

End.