

# WEEKLY DUTIES - FOOTBALL

Updated 11.05.23

## SATURDAY

- Each home game the football Match Day Checklist Ground Report is completed (information and paper form available at [www.marsh.com/au/afl](http://www.marsh.com/au/afl)). Please ensure this report is submitted with all other match day paperwork. The checklist can also be lodged using <https://info-pacific.marsh.com/acton/media/44357/afl-matchday-checklist-marsh> making sure to enter all the details and include the league email address [midgippsland@gmail.com](mailto:midgippsland@gmail.com)
- It is the responsibility of the home club Secretary or designated person to enter all game details and scores for both teams onto PlayHQ for each game, including any adjustments to the teams. officials, scores, best players, goal kickers.
- **Game Scores** ALL final game scores are to be entered on PlayHQ at the completion of the game. Full ¼ by ¼ results, goals and best players for U18 & Reserves are to be entered by ½ time in the seniors, and for seniors as soon as available at the completion of the game.
- It is our intention to work towards having home clubs Live Score all games starting with the seniors as a minimum. (Live Scoring info can be viewed at <https://support.playhq.com/hc/en-au/articles/900007099803-AFL-Escoring>). If you don't have anyone prepared to live score your home game/s contact the Secretary, Pauline Tantau on 0413 452 450 who can do so if the scores are provided each qtr.
- At the completion of the game, it is the responsibility of the home club to collect all team sheets (the originals, signed by the umpire), Best & Fairest Votes, Goal Umpires Cards, Timekeepers Cards, and Code of Conduct Cards. All items are to be lodged with the League Secretary by the first post on Monday after the game, or delivered to 32 Wattletree Cres, Morwell.
- It is the responsibility of both Club Secretaries or designated person to check with the Umpires after each game for any reports and to notify the League Secretary ASAP.

## MONDAY

- Spectator Notes are to be submitted by email on the document template provided, to [midgippsland@gmail.com](mailto:midgippsland@gmail.com) COB on Monday. Clubs who cannot get their notes submitted on time must contact Pauline Tantau. Clubs will be fined if no notes provided.
- Tribunal Hearings will be held in the Board Room at the Morwell RSL Elgin St Morwell, unless notified otherwise. It is the responsibility of clubs to have all players and advocates in attendance. The Home Club Secretary is to make sure all teamsheets are at the Tribunal.

## THURSDAY

- Following team selection all team members including correct jumper numbers are to be entered onto the PlayHQ website. All teams must be entered **by 12 noon on Friday before the game**. (Playing positions to be added for at least the senior team). The team sheet for each game is to be printed before the game, any last-minute alterations or additions can be made by hand and the sheet given to the Umpire prior to the commencement of the game (This is the team sheet that **MUST** be lodged with the league, **NOT** the Team Managers copy).

## FRIDAY

- Spectators for games at Boolarra, Hill End, Mirboo North, Morwell East, Newborough, Thorpdale and Yinnar are to collect from Gippsland Printers (Alexanders Rd Morwell).
- Spectators for games at Foster, Fish Creek, MDU, Stony Creek, Tarwin and Toora are to be collected from Larkin Printers in Leongatha. **from 3pm**.