

## WEEKLY DUTIES / REMINDERS

- SPECTATOR TEAM LISTS All updates and changes during the season are to be emailed as often as required to the League Secretary, at [midgippsland@gmail.com](mailto:midgippsland@gmail.com) who will maintain the spreadsheets and submit to the printer.
- Football and Netball match day checklist forms (available at <https://www.midgippslandfnl.com.au/resources>) must be completed and submitted with game paperwork.

### Football.

- ALL COACHING STAFF (if on the bench/ground) must have current CoachAFL registration through <https://www.play.afl/coach>, they CANNOT be just written on the teamsheet.
- Registrations in PlayHQ must only be completed by the player or their parent/guardian. Club officials must **not** register players under their or the club email.
- Club officials (goal/boundary/water/club ump) must be registered as VOLUNTEER. Team Managers are registered as TEAM MANAGER and allocated to their team/s as TM.
- Game (Team) Sheets – NOTE: the **OFFICIAL** sheet is the one provided to the umpires and completed by them after the game, then submitted with other game paperwork at the end of the game.
  - ALL TEAMS must be entered in PlayHQ by 12pm Friday, including positions for senior team.
  - Correct player details, including all names and numbers must be entered on the game sheet.
  - All game day officials must be registered in PlayHQ and added to the sheet.
  - Team Managers must be registered as TM and allocated to that team.
  - Be sure to print the entire game sheet including empire signature line at the bottom.
  - After the game, goal scorers and six best players must be copied onto the 'official' game sheet
  - '**Official**' game sheets, completed and signed by the umpires are submitted - not the team managers copy.
- Score Cards, please check all game details are completed on the cards before sending with game paperwork.
- Live Scoring Scores will only be visible on PlayHQ if the game is 'Live Scored'. In the interest of keeping your spectators/supporters and the radio presenters up to date with scores from all games, please consider having someone within your club take on the role of Electronic Scorer if club admin cannot.
- Results Entry on PlayHQ It is the responsibility of the HOME CLUB to enter the final game scores, goal scorers, best players, and update all other information that has been added/amended ASAP following the completion of each game. If you are not Live Scoring, please send info to 0413 452 450 to be entered. For senior games the scores are to be sent at the end of each qtr.
- Umpire Escorts must be provided by the home club for ALL football games. NOTE, this can be the RUNNER.
- SKINS must be neutral colour.

### Netball

- NetballConnect teams need to be updated by clubs 12pm on Friday so all the changes can be updated by the league and then score sheets can be printed.
  - Players names must be entered on the score sheet prior to the game commencing.
- Uniform Variation/Exemption needs to be requested/updated/confirmed each season. (Bylaw 69 has been updated).
- Score bench there should be a score board for **each** grade of netball (most clubs will need 7), timers for the quarters, breaks, and the 30 secs for injury time, a hooter or buzzer to alert the umpires of the end of the quarter, the game times information for scorers, and a copy of the MGFNL Bylaws for queries.
  - Home teams need to provide the Official score sheet, and Substitution form.
  - Home teams need to provide 2 scorers and Away team 1 timekeeper and a copy of the guidelines for Rolling substitutions and recording the changes.
- Live scoring each club has been provided with a tablet for live scoring please ensure it is updated and fully charged.
- Results Entry on NetballConnect It is the responsibility of the HOME CLUB to enter the final game scores and enter/update all information from the game sheets for both teams by the Sunday 12.00 after the match.

**Contact: Football** - Pauline 0413 452 450, **Netball** – Jenni 0429 346 389, or Deb 0402 846 411