

## GAME DAY PAPERWORK CHECKLIST FOR TEAM MANAGERS & CLUB REGISTRAR

All Team Managers are to be equipped with the following game day paperwork which is to be handed to the officiating umpire 20 minutes prior the start of all games unless instructed otherwise by the umpire. In the case of a neutral venue the team mentioned first is the home team therefore the home team manager assumes their respective role.

The AFL Match Day Checklist information is to check off on the AFL Match Day Online App prior at the commencement of the game by both the Home and Away Team Managers.

**Please ensure these guidelines are followed and the timelines are met by all involved.**

### Year 3 to 6 Competitions – Inc. All-Female Modified Rules Competition

#### Home Team Managers:

- 1 - **Team Sheet** (To be signed off by the Umpire at the start of the game and held by the Umpire until game finished)
- 1 - **Goal Umpire** (Should be an Adult)
- 1 - **Timekeeper**
- 1 - **Interchange Steward with IPAD for recording- (recommended for Year 6, optional for year 3 to year 5)**

- Year 3 to Year 6, record scores in the section found at the bottom of the team sheet.

At the completion of each game the Home Team Manager is to collect the team sheet from the umpire and ensure that the officiating umpire has completed the recordings on the Match Day App.

#### Away Team Managers:

- 1 - **Team Sheet** (To be signed off by the Umpire at the start of the game and held by the Umpire until game finished)
- 1 - **Goal Umpire** (Must be an Adult)
- 1 - **Interchange Steward with IPAD for recording- (recommended for Year 6, optional for year 3 to year 5)**

At the completion of each game the Away Team Manager is to collect the team sheet from the umpire and ensure that the officiating umpire has completed the recordings on the Match Day App.

#### Club Registrar:

The club registrar to adjust team sheets and enter scores for each game played on Play HQ no later than 9.00pm Sunday Night. Team Sheet to be kept at club level., including score cards. If there are any game day discrepancies the club register will be called upon to scan and email the team sheet to the Administrator

All results for each game played will be available on the PlayHQ system for all to view on the Wednesday evening after the weekends game played.

- Home Team Club Registrar – Play HQ online Role

Adjust online team sheet to reflect who played and who did not play. (Remove/Add players as per team sheet). Enter full scores to the online scoring section on the PlayHQ platform.

Full scores for year 3 to year 6 competitions are to be entered as is and not by the 60-point mercy ruling.

- Away Team Club Registrar - PlayHQ Online Role:

Adjust online team sheet to reflect who played and who did not play. (Remove/Add players as per team sheet).

**All Enquiries should be directed to Robyn Elms - [relms@wafc.com.au](mailto:relms@wafc.com.au)**