



GAME DAY PAPERWORK CHECKLIST FOR TEAM MANAGERS & CLUB REGISTRAR

All Team Managers are to hand over their team sheet 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

Years 7's to 12's – Years 7/8 to Year 11/12's All-Female – Provide and Collect the following

- **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 - **Interchange Steward with IPAD for recording-**
Interchange recording data to be emailed direct to relms@wafc.com.au
- 3 - **Score Cards** (To be completed by the 2 Goal umpires and 1 independent scorer)
- 1 - **Time Keeper**
- 1 - **Goal Umpire** (Districts Umpires will supply the Goal Umpires for the Year 11/12's male only)

At the completion of each game the Home Team Manager is to collect the team sheet / score cards from the umpire and ensure that the officiating umpire has completed the game day recordings. Team Manager to deliver team sheet and score cards and or the Club Registrar no later than 6.00pm Sunday evening or as otherwise instructed by your Club Registrar for processing Sunday evening.

The officiating umpires of the game will submit both the Home and Away Team Sheets, enter scores, enter Association Fairest & Best Votes, any Game Day E Points not awarded with an explanation for not awarding and all other issues that may have occurred during the course of the game, 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 - **Interchange Steward with IPAD for recording –**
Interchange recording data to be emailed direct to relms@wafc.com.au
- 1 - **Goal Umpire** (District Umpires will supply the Goal Umpires for the Year 11/12's male games only)

At the completion of each game the Away Team Manager is to collect their Team Sheet from the umpire and deliver it to their Club Registrar no later than 6.00pm Sunday evening or as otherwise instructed by your Club Registrar for processing Sunday evening.

- **Club Registrar:**

The club registrar to adjust team sheets and/or enter scores electronically on PlayHQ no later than 9.00pm Sunday night and kept at club level. If there are any game day discrepancies the club registrar will be called upon to scan and email the team sheet and/or score cards to the Fremantle Conference administrator.

If and when there is a report, the Fremantle Conference Administrator will be in touch on the Monday following the alleged incident to advise of the next action.

- **Home 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).
 - Enter full scores to the online scoring section on the Playhq platform
- **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 game day paperwork ie. is to be kept at club level and maybe called upon if any discrepancies should arise.

All Enquiries, please contact:

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