

## EGFNL NETBALL - HOME CLUB DUTIES FOR HOME GAMES 2013

### PRIOR TO MATCH DAY

Each Team Manager is to enter the players for each Grade on the 'Results Entry' section of the FuseSport web site. This will enable all Team Managers to check that all players are registered prior to the game. Any 'last minute changes' to team sheets can be written in by hand on match day and updated by the Home Club person who enters the Match Results after the game.

### HAVE A COPY OF THE BY LAWS ON HAND

- Any new player needs to be VNA registered or paying their VNA or \$8.00 SGV money before they take the court. Name, address and DOB to be included. Player details to be noted on the scoresheet.
- A triplicate receipt must be written out & signed by an official from both teams. Copy must be forwarded with original scoresheet and put in the Match Day Envelope. No money is to be put in the envelope. All money is to be banked by the Club. The Club will be invoiced by the League on a monthly basis.

### CHECK COURT AREA BEFORE THE GAME

- Ensure the court & the immediate surrounds are clear of debris. Sweep if necessary. Complete inspection report and have it signed by a delegate from each club.
- Goal post pads are to be up.
- Provide rubbish bins around court.
- Have ice packs on hand.

### ENSURE YOU HAVE A SCORER, TIMEKEEPER & UMPIRE

- Supply the scoresheet for each game and clipboard, timer and seat for the scorer & timekeeper and shelter if able.

### 5 X SCORE SHEETS

- Ensure they are completed by both teams prior to the start of games.
- Belated player VNA numbers & SGV player details to be written on the score sheet.
- To be signed by the captains & umpires at end of game.

### 5 X BEST & FAIREST LEAGUE VOTE CARDS & ENVELOPES - All Grades

- Insure the top of the cards and the front of the envelopes
- To be completed by the 2 umpires umpiring the game.

### 2 X TRADE AWARD CARDS & ENVELOPES - A Grade only

- 1 Envelope is to be given to your opposition coach to give 3, 2, 1 votes for your team players.
- 1 Envelope is to be given to your coach to give the 3, 2, 1 votes to the opposition players.
- Complete the front of these envelopes.

### UPON COMPLETION OF THE GAMES.

Home Club person responsible for the 'Results Entry' is to

1. Update the team sheets on the FuseSport system (Home Team Sheet and Away Team Sheet) making any changes to players participating. (Remember to click on the update button.)
2. Enter the final scores of each match on the FuseSport system. (Remember to click on the update button.)
3. Write a brief Match Summary in the box below the scores on the FuseSport system. (A & B Grade only) (Remember to click on the update button.)
4. Enter the three best players under BP on the FuseSport system (Home Player Stats and Away Player Stats) for both the home and away team sheets.

5. Enter the Quarters played under PP on the FuseSport system (Home Player Stats and Away Player Stats) for both the home and away team sheets.
  6. Please remember to 'Save'.
  7. Hit 'Update Records'.
  8. Once all results are in from all matches the scores and ladders will be available on the Netball Vic web site or by going to <http://egfl.netballvic.asn.au>  
Please note that this can be done by iPad or iPhone or the Club computer.  
The Team Manager from the Away Team can sit with the Team Manager from the Home Team whilst the data is being entered, as a checking system.
- Ensure that the envelopes (5 X B&F and 2 X Trade Awards) are returned to you, sealed & the fronts filled in.
  - Give the 7 envelopes to your Club's Match Secretary to put in the "Match Day Envelope".  
Scoresheets are to be placed in the Match Day Envelope.  
Please note:  
Match reports are no longer to be faxed to the Bairnsdale Advertiser.

#### **MONDAY/TUESDAY.**

- No 2 point penalty for score sheets that haven't been received by COB the following Friday because you have already put them in the Match Day Envelope!!!
- If you have any news, a player profile, team experience, upcoming social events, etc, write an article or just email [editorial@eastvicmedia.com.au](mailto:editorial@eastvicmedia.com.au) with the details at EG News and they will arrange for it to go in the 'Leader' magazine.
- If there are any changes (inclusions/exclusions) to the list of players, as per the "Leader" provide an updated list to EG news, when necessary.