

## WEEKLY DUTIES - FOOTBALL

Updated 30.03.22

### SATURDAY

- For each home game the football Match Day Ground Report is completed on paper (Information and form supplied, or available at [www.marsh.com/au/afl](http://www.marsh.com/au/afl)). Please ensure the report is submitted with all other match day paperwork.
- It is the responsibility of the home club Secretary or designated person to enter all game details and scores for both teams onto their PlayHQ website for each game, including any adjustments to the teams or officials, scores, best players, goal kickers as soon as possible after the completion of each game.
- **Senior Game Scores**. Please enter all quarter-by-quarter scores of the senior game **as soon as possible after each quarter, and the final scores as soon as possible after the final siren**.
- At the completion of the game, it is the responsibility of the home club to collect all team sheets (originals, signed by the umpire), Best & Fairest Votes, Goal Umpires Cards, Timekeepers 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 using the online portal (details and information provided by Nathan at Gippsland Printers) by 6pm on Monday. Clubs who cannot get their notes submitted on time must contact Pauline Tantau on 0413 452 450. 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 that 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 if/when this feature is available). 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.

### 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) **from 2pm**. Any Spectators not collected by 5pm will be at 32 Wattletree Cres Morwell for collection.
- Spectators for games at Fish Creek, Foster, MDU, Stony Creek, Tarwin and Toora will be available for collection at Meeniyah IGA **from 4pm**.