



AFL BARWON

MATCH DAY OPERATIONS MANUAL

MARCH 2025

TABLE OF CONTENTS

PRE-SEASON

1. Allocating Players to Teams
2. Collecting Match Day Paperwork & Game Balls

WEEKLY

3. Selecting Teams (Team Managers & Coaches)
4. Selecting Teams (Admin Portal)
5. Appoint Umpires

MATCH DAY

6. Printing Paperwork
7. Team Officials
8. Pre-Match checklist
9. Score Entry

A GRADE REQUIREMENTS

10. E-Scoring
11. VEO & Live-streaming

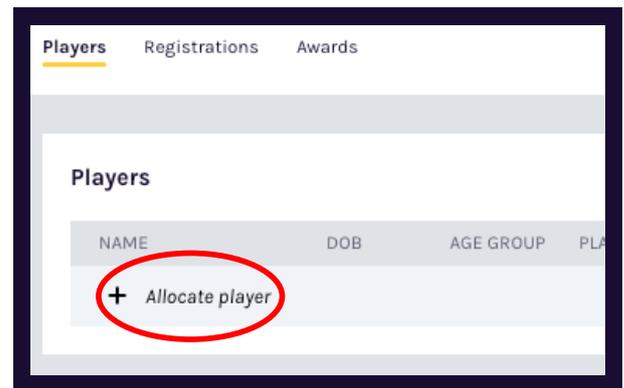
PRE SEASON STEPS

1. ALLOCATING PLAYERS TO TEAMS

[VIDEO INSTRUCTIONS HERE](#)

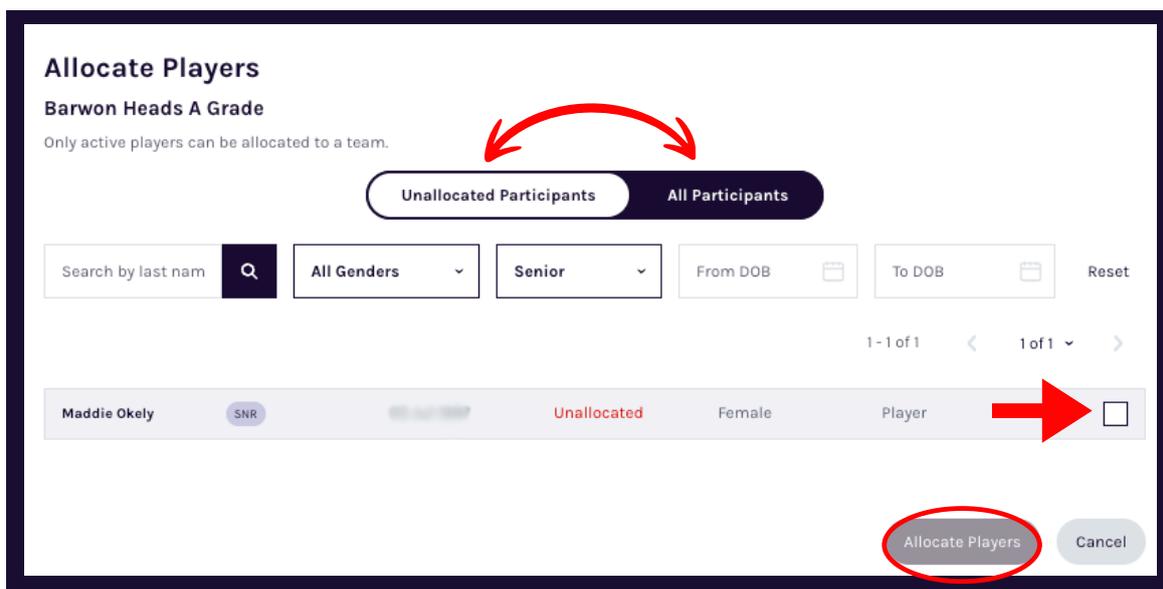
Players will need to be allocated to 'teams' or 'squads' at the start of the season to support you on Match day.

- Click on the 'Teams Tab' at the top of your competition management screen within the relevant season.
- Select 'View' for the relevant team.
- Select 'Allocate player'



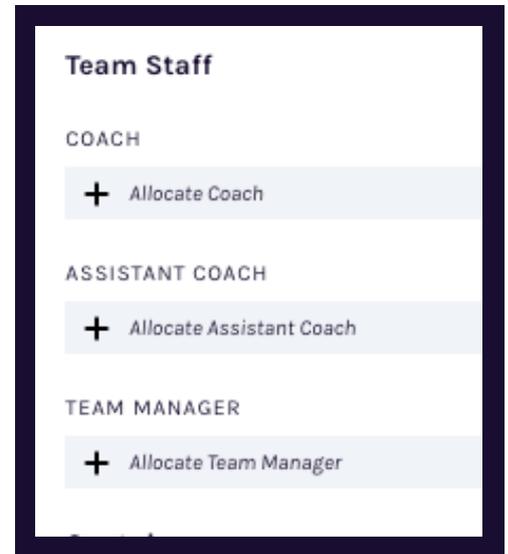
You will be shown a list of players who are **yet to be allocated to a team**.

- If you wish to see players who have already been allocated to a team (i.e. to add someone to both A and B squads), toggle the top bar to the left.
- You can use the filters to more easily find players.
- Select all players you wish to be part of this squad, and then select 'Allocate players'



1. ALLOCATING PLAYERS TO TEAMS - CONTINUED

- You will need to repeat this process when allocating Coaches, Assistant Coaches or Team Managers to a team. - via the list on the bottom right of screen
- Coaches **must** be assigned to teams at the commencement of the season
- Allocating Team Staff enables them to select their own line-ups each week, which is a *requirement by Thursday evening each week.*



2. COLLECTING MATCH DAY PAPERWORK & NETBALLS FROM AFL BARWON

- You will receive correspondence from AFL Barwon to advise when your affiliation netballs and league voting paperwork is available for collection.
- Each team will be allocated one BRANDED netball that **must** be used for match day. Home teams are responsible for supplying the branded match ball on game day.
- Vote cards & envelopes will be available for collection from AFL Barwon. Clubs will be allocated 9 per grade (1 per home game)



The form is titled 'AFL Barwon Best & Fairest Player'. It includes sections for 'ROUND', 'GRADE/AGE GROUP', 'DIVISION', and 'VS'. There are checkboxes for 'Football' and 'Netball'. A table for voting is provided with columns for 'Surname', 'First Name', 'No.', and 'Club'. The table has 3 rows for 'Home' and 2 rows for 'Away'. There is also a section for 'Umpire Signature'.

WEEKLY TASKS

3. SELECTING TEAMS

Team line ups **MUST be selected by Thursday evening each week** for Friday and Saturday competitions. For Tuesday competitions, by Monday evening.

This can either be done by Team managers/Coaches (if assigned to their team) in the PUBLIC PORTAL - playhq.com

or in the ADMINISTRATION PORTAL - <https://na.playhq.com/>

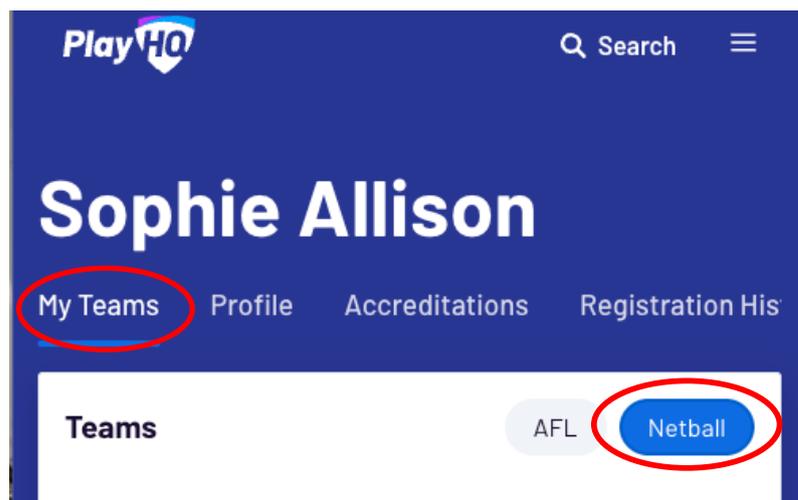
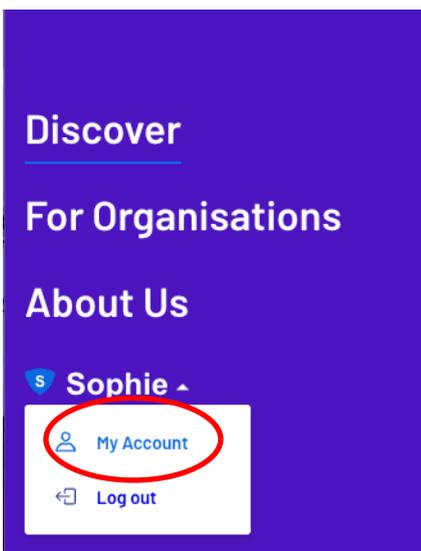
FOR TEAM MANAGERS AND COACHES

VIDEO INSTRUCTIONS HERE

Go to playhq.com and log in to your participant account.

Navigate to 'My account' via the top right of screen

Select 'My Teams' (ensure the right sport is ticked if you participate in multiple).



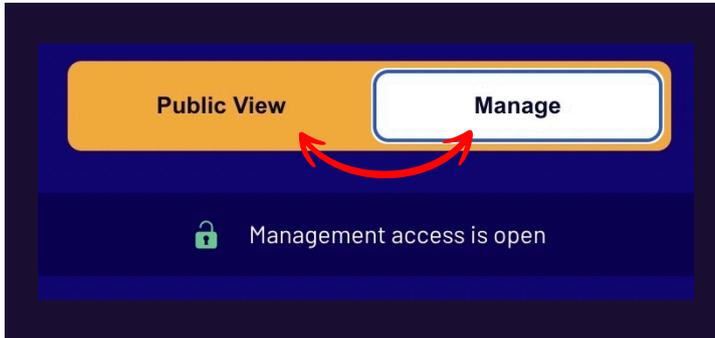
Select the relevant team, and scroll to the relevant upcoming match.

MATCH DAY OPERATIONS MANUAL

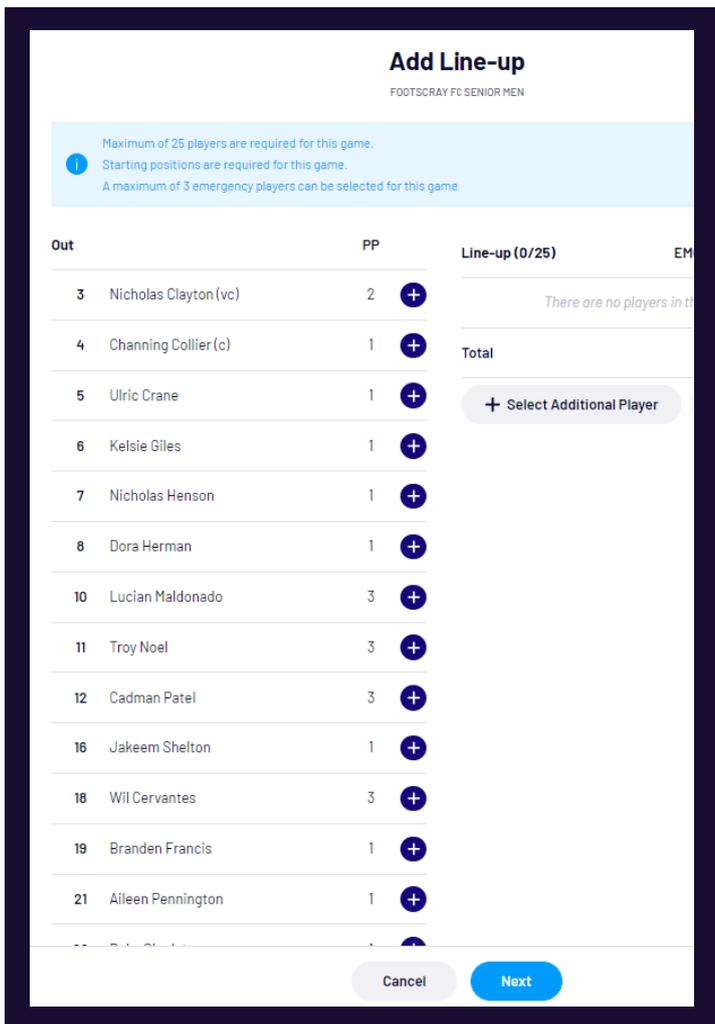
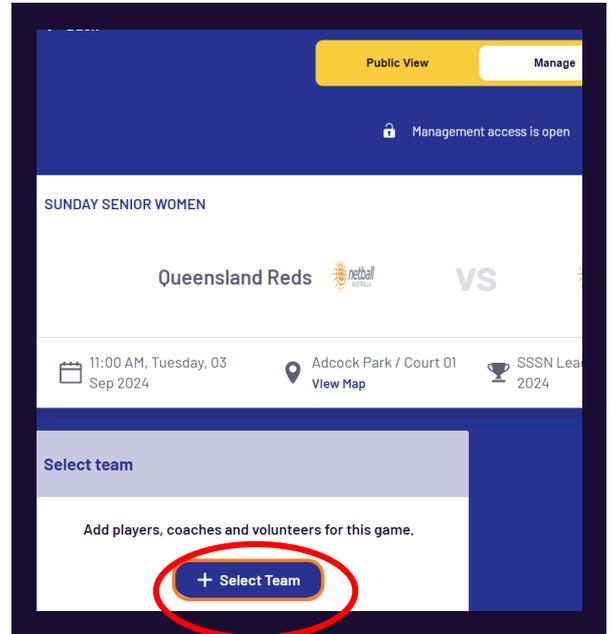
3. SELECT TEAMS (CONTINUED)

Select the relevant team, and scroll to the relevant upcoming match.

Toggle to 'Manage' mode



Scroll to 'Select team'.



Players allocated to the squad will be displayed.

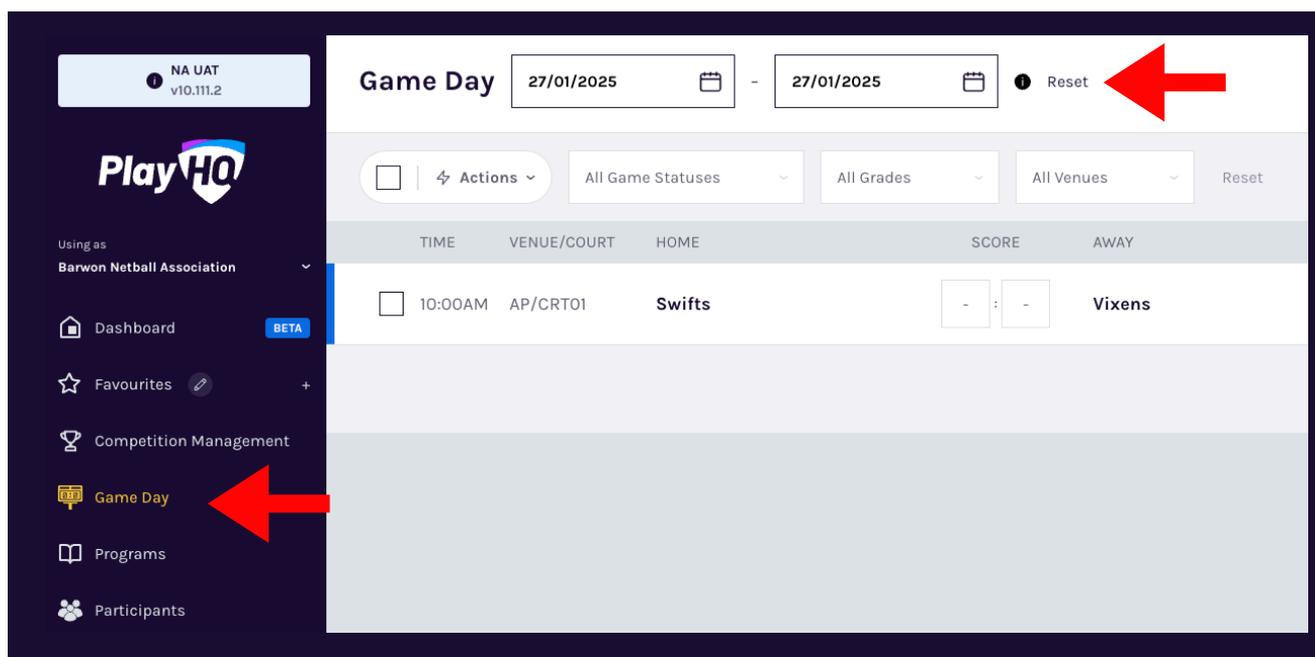
Should you need to select a player who's filling in and not usually in this squad, you can 'select additional players'.

Follow the prompts, and then you're done!

4. SELECT TEAMS - ADMINISTRATORS

FOR ADMINISTRATORS VIA MANAGEMENT PORTAL

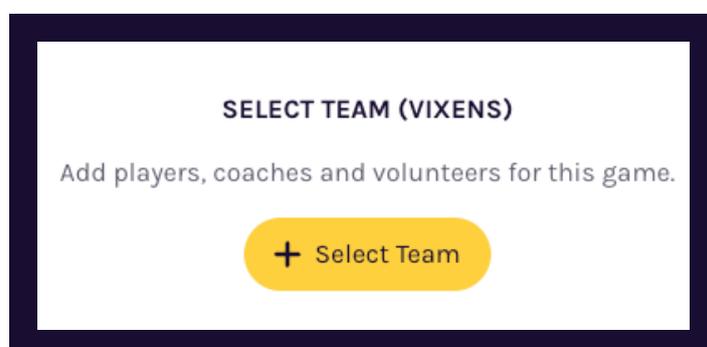
Once logged into the Admin Portal, select 'Game Day' on the left of screen, then select the relevant date via the calendar up the top.



Select 'details' to view the relevant game.

Then scroll and locate 'select team';

FOR A GRADE - PLEASE ALSO SELECT STARTING POSITIONS TO ASSIST WITH E-SCORING



5. APPOINT UMPIRES

- For Saturday competitions for C Grade and below, clubs are responsible for provide ONE umpire per grade for each HOME AND AWAY game.
- Umpires officiating at the 17&U Division 1, 19&U, E Grade, D Grade and C Grade matches must have a minimum C Grade Umpires Badge.
- Umpires officiating all other junior grades do not require a C Badge, but would be encouraged to complete the Foundation Umpiring course and the Rules of Netball exam.

Umpires are authorised to umpire three (3) games on any given match day. However, umpires are only allowed to umpire two (2) consecutive games and must have a one match break

If your club is struggling to cover all games, please contact your opposition club and work together in this space.

Please note, your club is still required to coordinate payment to the umpire who is representing your club.

Proposed Payment Rates

- 11&U, 13&U, 15&U & 17&U Matches - \$22 per game (\$18 without a badge)
- 19&U, 'C Grade', 'D Grade' & 'E Grade' - \$25-30 per game (must have a minimum C Grade badge)

A copy of your roster should also be submitted to the League Umpire Coordinator, for development program purposes.

Apparel

AFL Barwon Umpire T-Shirts are preferred to be worn and are available via:

<https://shop.locosportswear.com.au/collections/afl-barwon>



7. TEAM OFFICIALS

For each match, teams must have (at a minimum):

- Coach
- Team Manager
- Primary Carer

The Coach is responsible for:

- Directing, mentoring and supporting their team within the rules of the game.
- Maintaining a standard of behaviour & managing this expectation with players and those within the team bench.

The Team Manager is responsible for:

- Informing the score bench of player positions at the commencement of the game, at quarter breaks, and *immediately* at the time of a rolling substitution or injury change.
- Ensuring the relevant paperwork & branded game ball arrives at the scorebench prior to the game commencing (home games) and providing the team's position tracking sheets at away games.
- Other requirements at the discretion of the role as outlined by the club.

The Primary Carer is:

- Team official who is qualified to diagnose and treat injury or illness and does not have any other roles (including as a player in that match)
- Must be identified by wearing a high-visibility vest
- Must advise the umpires if a player is too ill/injured to be removed from the court within 30 seconds and/or if further assistance is required.
- May advise the umpire that they wish to stop play to facilitate the substitution of any on-court player due to a suspected concussion

Up to five (5) officials may be present on the team bench, but the three roles listed above are required. Additional team officials may include co or assistant coaches, team doctors, physios etc.

MATCH DAY OPERATIONS MANUAL

8. PRE MATCH CHECKLIST

At the beginning of each match day, prior to any matches commencing, it is a requirement that a 'pre-match checklist' is completed, which acknowledges the playing conditions for the day.

You can download a paper version, or complete it digitally, via the following links. Please note the paper version must be submitted to AFL Barwon, with clubs encouraged to take a photo for their own records

Digital Version & Instructions:

<https://www.howdengroup.com/au-en/netball-match-day-checklist>

PDF For Print:

<https://www.howdengroup.com/sites/australia.howdenprod.com/files/2024-04/howden-netball-australia-match-day-checklist.pdf>

Match Day Checklist

Netball Australia

The completion of the Match Day Checklist should be carried out before the commencement of a match day. All conditions or risks marked as 'no', should be identified, and rectified. If it is not safe, no play should occur. **This checklist is a guide only. Please ensure you undertake your own risk management assessments.**

Date:

Venue:

Court surface and surroundings

	Yes	No
Is the court surface free of debris?	<input type="checkbox"/>	<input type="checkbox"/>
Is the court surface in reasonable condition (free of holes, cracks, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the perimeter surrounding the court safe to keep participants safe (free of obstructions, hanging signs, loose balls, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Regarding safety, are the public areas (seating and walkways) free of visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are the goal posts in good condition (no obvious damage)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an adequate run-off area around each court?	<input type="checkbox"/>	<input type="checkbox"/>
Is the lighting sufficient to ensure safe play?	<input type="checkbox"/>	<input type="checkbox"/>

Weather

Have weather conditions or water made the surfaces unsafe for play?	<input type="checkbox"/>	<input type="checkbox"/>
Are the weather conditions safe for play to commence (extreme heat, lightning or the like)?	<input type="checkbox"/>	<input type="checkbox"/>

First aid

Is a trained first aider/first aid kit and ice available for treating injured players?	<input type="checkbox"/>	<input type="checkbox"/>
Is an adequate procedure in place for dealing with a serious injury (mobile phone, transport, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

Fire safety

If applicable, have the fire exits been checked (clearly defined, free of obstruction)?	<input type="checkbox"/>	<input type="checkbox"/>
Have all participants been made aware of the drills in the event of a fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>

Other factors

Are there any other factors which may be dangerous to players?

Additional comments

(particularly where any checkboxes have been ticked as 'no')

Risk management actions

Description of the risk or hazard	Action taken
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Prior to the commencement of the netball activity, I, the undersigned, have undertaken the above inspection and agree that the playing environment is fit for play.

Full name:

Registration number:

This is your PlayHQ/ Netball Connect Registration Number/ Netball Australia Registration number

Role:

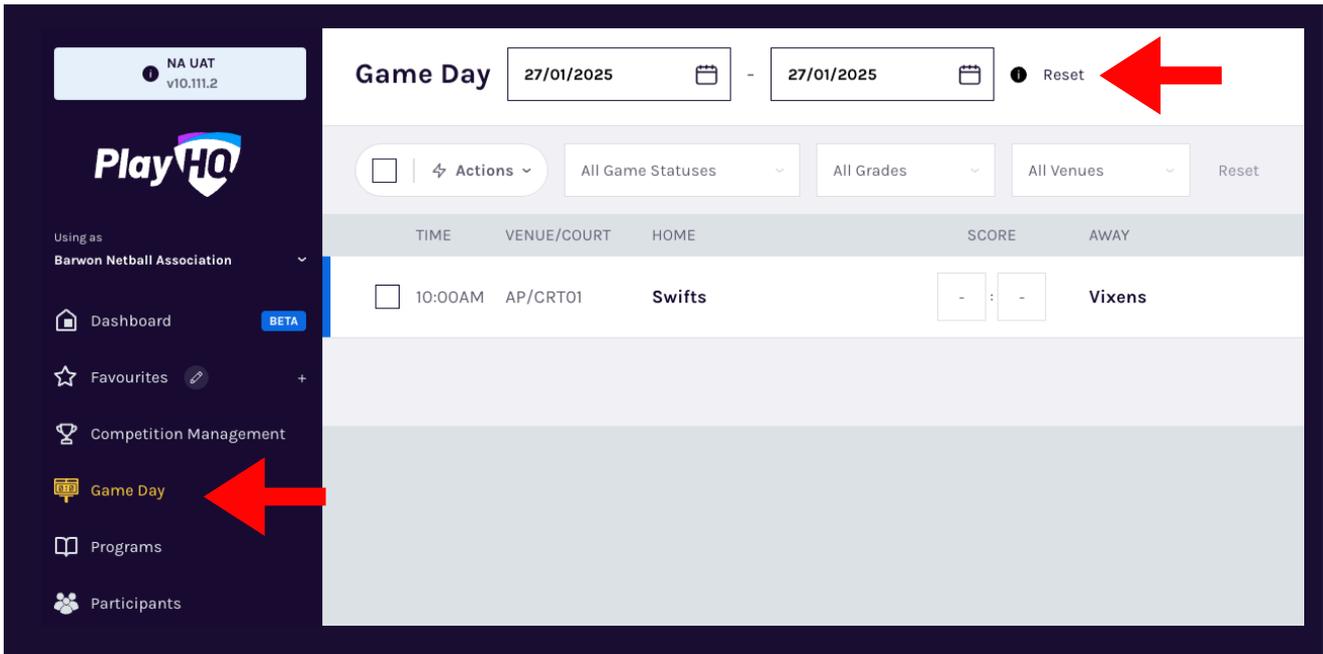
Signature:

9. SCORE ENTRY

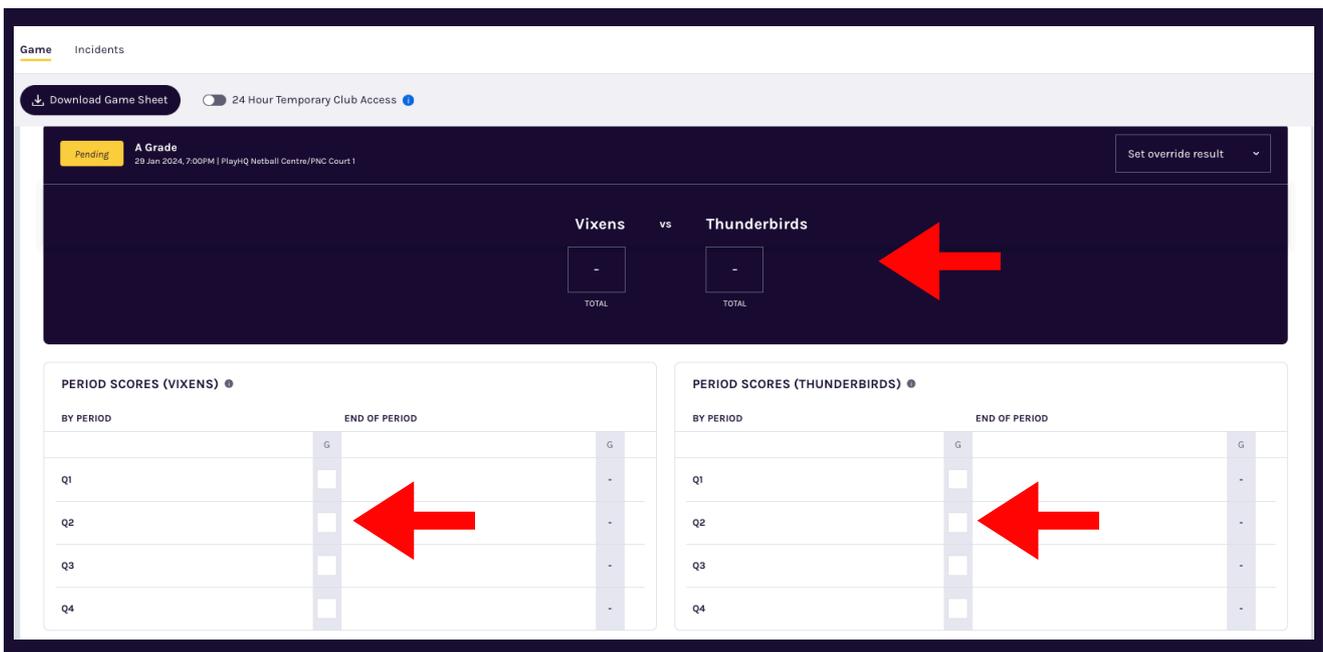
Score entry can either be completed by Coaches/Team Managers, or Club Admins.

FOR ADMINISTRATORS VIA MANAGEMENT PORTAL

Once logged into the Admin Portal, select 'Game Day' on the left of screen, then select the relevant date via the calendar up the top.



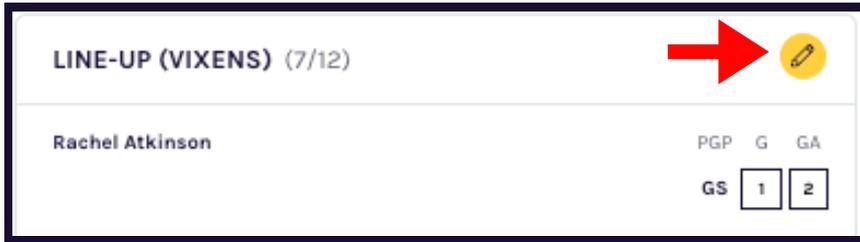
Enter the final score, and the goals scored PER QUARTER for each team (not cumulative, as this will calculate on the right of each team's column)



9. SCORE ENTRY - CONTINUED

You'll need to ensure:

- Any players who were handwritten on the sheet are added to the line-up, and
- Anyone who didn't take the court is removed.



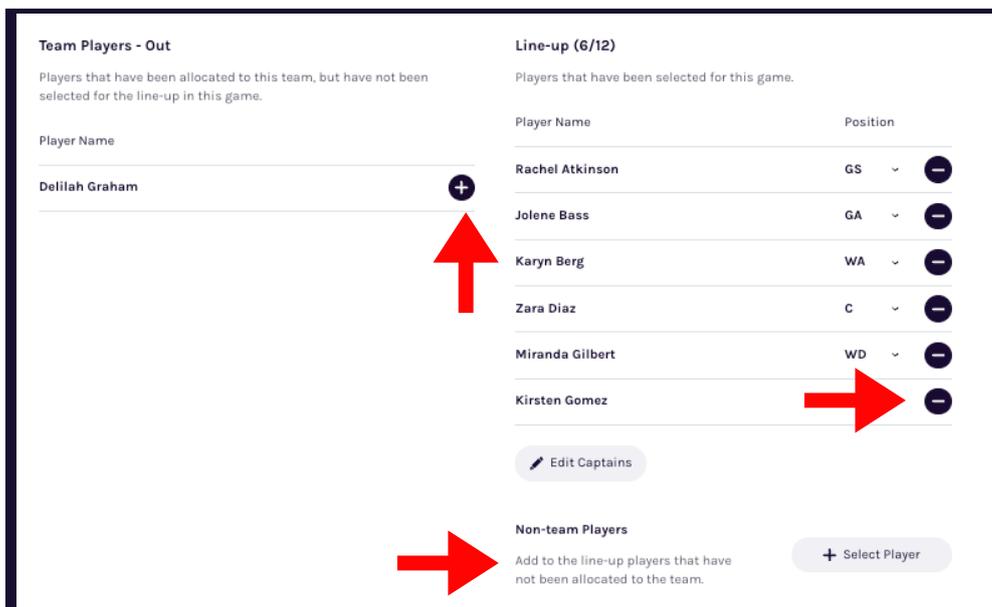
To do this:

- You select the yellow pencil up the top right of the relevant team

You can then see players who are allocated to the team on the left and add them via the + button.

- If you need a non-team player, you can select the option at the bottom
- Ensure that you DO NOT toggle to 'Fill In' players, as this is not a function you are permitted to use.
- Search within 'Club Players' for others who need to be added to the line up.

Similarly, you can remove anyone who didn't take the court via the - button on the right



9. SCORE ENTRY - CONTINUED

You'll then need to enter *Player Statistics*. This is:

- For 11&U, 13&U and 15&U: GOALS only, per player.
- For B Grade through 17&U: GOALS and ATTEMPTS, per player.
- For A Grade: Player Positions for each quarter *and* GOALS and ATTEMPTS, per player.

LINE-UP (VIXENS) (7/12)

Rachel Atkinson PGP G GA
GS 1 2

Q1 Q2 Q3 Q4
GS GS GS GS

Jolene Bass PGP G GA
GA 1 1

Q1 Q2 Q3 Q4
GA GA GA,INT GA

Karyn Berg PGP G GA
WA 1 1

Q1 Q2 Q3 Q4
WA WA GA,INT WA,INT

Zara Diaz PGP G GA

You'll need to count on the scoresheet how many goals have been attributed to each player.

If a player scores 2 goals, and misses 3, this would need to be recorded as 2 from 5 - as there was a total of 5 attempts, two of which were successful. The team totals at the bottom should match the scoresheet and the final score.

In *A Grade*, player positions for each quarter need to be recorded. This is a simple drop down and tick box. If e-scoring and player positions are completed, this step can be omitted.

BEST PLAYERS (VIXENS) (3/3)

1 Rachel Atkinson

2 Jolene Bass

3 Karyn Berg

The last step that is required is best players for each team.

(THIS IS SEPARATE TO VOTES)!

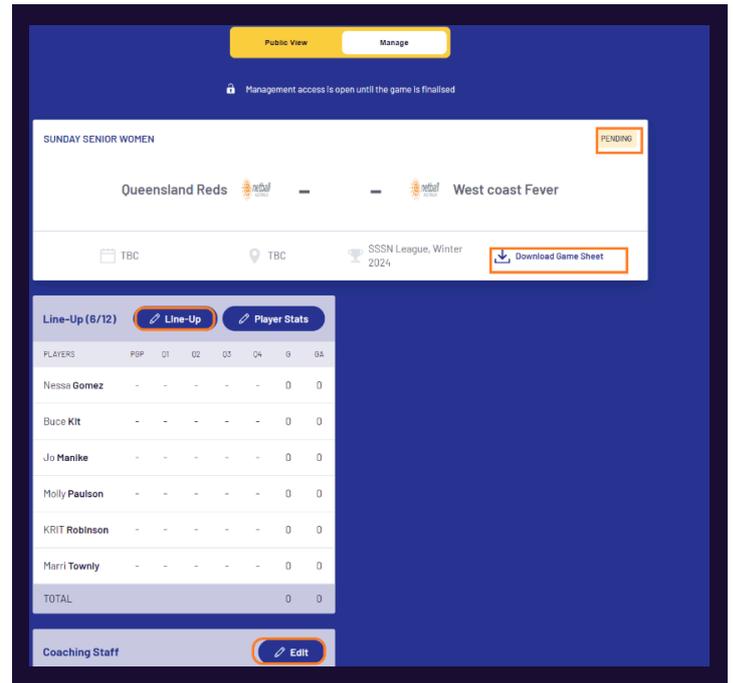
These are the media votes that will be displayed in the newspaper and on PlayHQ when people check a match result.

Press save up the top, and you're done!

FOR TEAM MANAGERS/COACHES

All of the detail as outlined above is required to be entered. Instructions on how to access the Team Manager/Coach Portal are found in the 'How to select line up' section of this document.

Please see an example of the screen you'll see on the right:



A GRADE SPECIFICS

10. E-SCORING

E-scoring is a requirement for ALL A GRADE GAMES.

All Club Admins with PlayHQ access will automatically have e-scoring access, or you can assign e-scoring access via the admin portal to an individual via:

- My Organisation
 - Admins
 - Invite New Admin
 - Enter relevant details and select 'Role Type' to be 'electronic scoring admin'

The link for e-scoring is <https://na.score.playhq.com/auth/login>

10. E-SCORING (CONTINUED)

To e-score, login to the website.

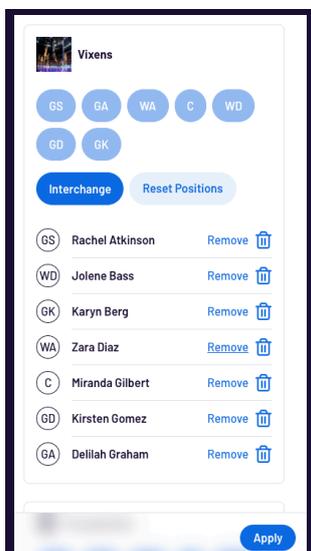
- Create a new scoring session.
 - Select your venue (this will become a top option in future weeks)
 - Select the date
 - Create a pin
 - keep it simple, you'll need to remember this to end the session

Once the session is created, you can select the game.

- Select the game, and ensure the player line ups are correct
 - verify this with both team managers/coaches/scoresheet.
- Please also select starting positions for each team.
- Select who has the centre pass (this will automatically track for you - if you need to manually change who has centre, such as not taken at end of quarter, you can do this in game).

To start the game, start the clock up to top right.

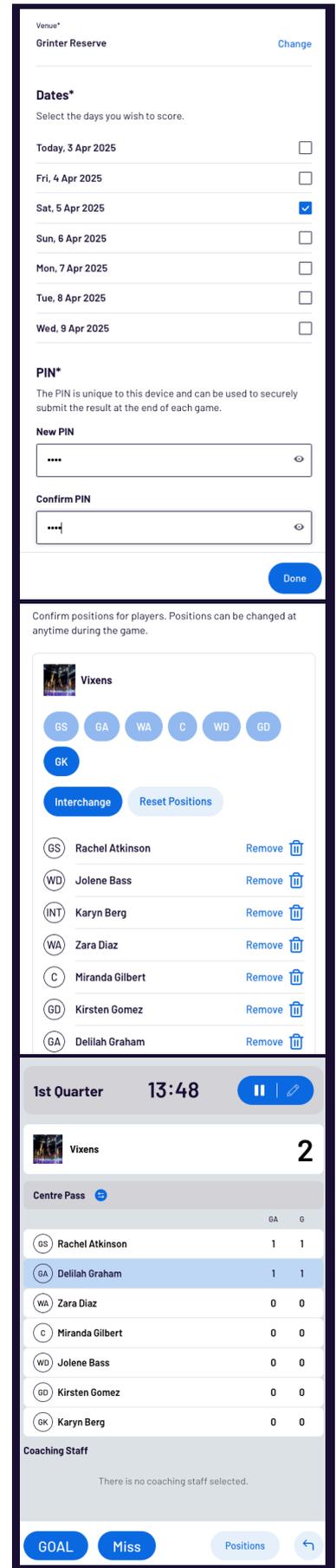
- to record a goal or a miss, press the relevant button, then the goaler OR, press the goaler, then the relevant button.
 - player, goal - OR goal, player.
- You can stop the clock or edit the clock at any time.



Positions are changed via the 'positions' button

You can remove a player from the court and select the player who replaces them, either midquarter, or during the quarter breaks.

If managing positions is too difficult, at a minimum, progressive scoring is required (goaler statistics)



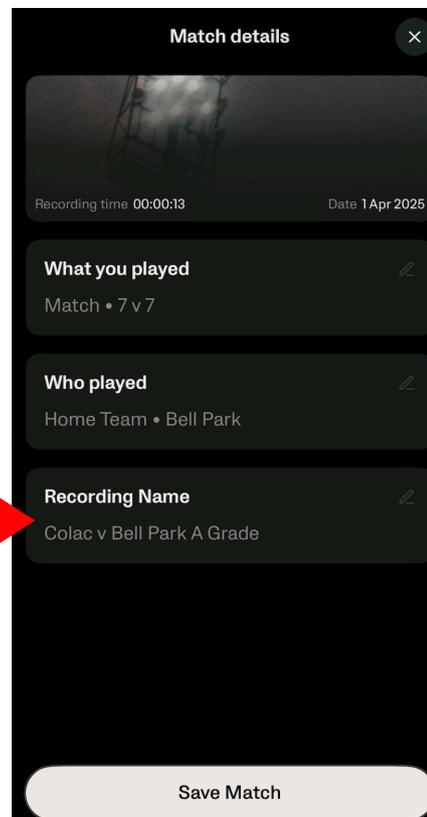
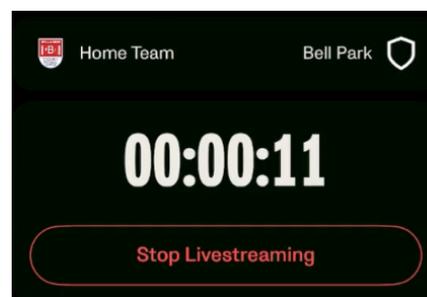
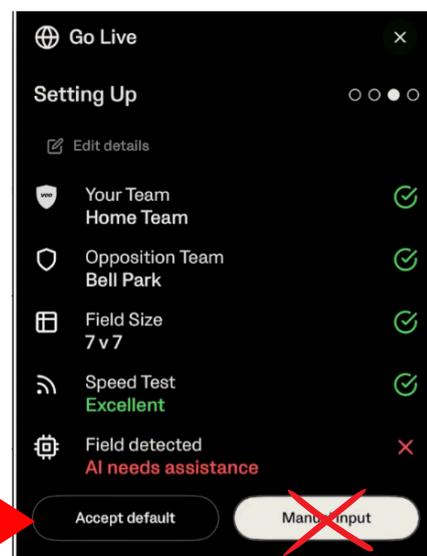
11. VEO - LIVE STREAMING AND RECORDING GAMES

- Turn the camera on via the button on the back of the device.
- If it doesn't automatically, click on the camera to connect
- Tap on settings in the top right hand corner.
 - In settings you should be able to see camera details like storage, battery etc.
 - In settings you will want:
 - Auto connection is on
 - Team & field size is set to '7 v 7' and 'home team'
 - If you have wi-fi near the courts, connect this under the 'connection' option.

The VEOs have sim cards, but depending on the location of the club, a wifi connection may be best.

- Select 'go live'
 - Field size should be 7 v 7
 - Set 'your team' to be 'home team'
 - Type the name of the opposition team
 - The setting up screen will work automatically.
 - *If there is an error on field detected, **please accept the default changes.** This won't have any impact on the final product.*
- Swipe to go live - this will start the live stream. Please do this once B-grade has been completed.
- At the conclusion of the match, be in range of the camera with your device, and when connected, stop live streaming and tap end.
- Check the match details are correct:
 - Save match as "Club X vs Club Y A grade".
 - Before turning the camera off please check all uploads on the camera are completed via the library.

A walkthrough video is available on <https://www.aflbarwon.com.au/netball-resources>



FOR ALL TROUBLESHOOTING, PLEASE CALL SEAN ATKINSON 0438 391 832

