



Match Day Football Envelope Check List

The following items must be in the Match Day envelopes duly completed and signed. The paperwork must not be altered in any way before or after use.

The **Home Club** has the responsibility to collect and collate all paperwork from the officiating umpires and opposition team.

Please note that the home club must email all Reports of players to simon@aflbarwon.com.au no later than 6.00pm on the day of the game.

Match Day Envelopes must be delivered to AFL Barwon **NO LATER** than 9.30am on the first working day after the scheduled match.

Seniors

2		Team sheets – Original	Produced using the PlayHQ, signed and handed to umpire
1 or more		Interchange Sheet	signed by interchange steward
2		Goal Umpire cards	signed by both goal umpires and central umpire
2		Timekeeper's cards	signed by both timekeepers and central umpire
1		Umpires Report	signed by all umpire/s officiating
1		Best & Fairest envelope	completed and sealed by umpires
		Player Reports	original copy of reports of players
		Geelong Advertiser Award	Completed by coaches

Reserves

2		Team sheets – Original	Produced using the PlayHQ, signed and handed to umpire
1 or more		Interchange Sheet	signed by interchange steward
2		Goal Umpire cards	signed by both goal umpires and central umpire
2		Timekeeper's cards	signed by both timekeepers and central umpire
1		Umpires Report	signed by all umpires officiating (including Club umpires)
1		Best & Fairest envelope	completed and sealed by umpires
		Player Reports	original copy of reports of players

Under 18's

2		Team sheets – Original	Produced using the PlayHQ, signed and handed to umpire
1 or more		Interchange Sheet	signed by interchange steward
2		Goal Umpire cards	signed by both goal umpires and central umpire
2		Timekeeper's cards	signed by both timekeepers and central umpire
1		Umpires Report	signed by all umpires officiating (including Club umpires)
1		Best & Fairest envelope	completed and sealed by umpires
		Player Reports	original copy of reports of players

NB: Originals of all Player Reports or a clear photo must also have been emailed or text to michael@aflbarwon.com.au or 0438 416 774 on the day of match by 6.00pm.