



Match Day Football Envelope Check List

The following items must be completed the placed into the Match Day envelopes duly completed and signed.
The match day 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.

Match Day Paperwork is to be held at the club pending AFL Barwon direction to dispose of.

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

Seniors

2	<input type="checkbox"/>	Team sheets – Original	Produced using the PlayHQ, signed and handed to umpire
1 or more	<input type="checkbox"/>	Interchange Sheet	signed by interchange steward
2	<input type="checkbox"/>	Goal Umpire cards	signed by both goal umpires and central umpire
2	<input type="checkbox"/>	Timekeeper's cards	signed by both timekeepers and central umpire
1	<input type="checkbox"/>	Umpires Report	completed online via OfficialsHQ by umpires
1	<input type="checkbox"/>	Best & Fairest envelope	completed online via OfficialsHQ by umpires
	<input type="checkbox"/>	Player Reports	completed online via OfficialsHQ by umpires
	<input type="checkbox"/>	Coaches Coaching Award	Completed by coaches via AFL Barwon link

Reserves

2	<input type="checkbox"/>	Team sheets – Original	Produced using the PlayHQ, signed and handed to umpire
1 or more	<input type="checkbox"/>	Interchange Sheet	signed by interchange steward
2	<input type="checkbox"/>	Goal Umpire cards	signed by both goal umpires and central umpire
2	<input type="checkbox"/>	Timekeeper's cards	signed by both timekeepers and central umpire
1	<input type="checkbox"/>	Umpires Report	completed online via OfficialsHQ by umpires
1	<input type="checkbox"/>	Best & Fairest envelope	completed online via OfficialsHQ by umpires
	<input type="checkbox"/>	Player Reports	completed online via OfficialsHQ by umpires

Under 18's

2	<input type="checkbox"/>	Team sheets – Original	Produced using the PlayHQ, signed and handed to umpire
1 or more	<input type="checkbox"/>	Interchange Sheet	signed by interchange steward
2	<input type="checkbox"/>	Goal Umpire cards	signed by both goal umpires and central umpires
2	<input type="checkbox"/>	Timekeeper's cards	signed by both timekeepers and central umpire
1	<input type="checkbox"/>	Umpires Report	completed online via OfficialsHQ by umpires
1	<input type="checkbox"/>	Best & Fairest envelope	completed online via OfficialsHQ by umpires
	<input type="checkbox"/>	Player Reports	completed online via OfficialsHQ by umpires

NB: If No Wi Fi available the 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.