

AFL BARWON

MATCH DAY OPERATIONS MANUAL

MARCH 2025

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PRE SEASON STEPS

1. ALLOCATING PLAYERS TO TEAMS <u>VIDEO INSTRUCTIONS HERE</u>

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'

Players	Registrations	Awards		
Playe	rs			
NAI	ME	DOB	AGE GROUP	PLA
(+	Allocate player			
	\smile			_

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'

Allocate Play Barwon Heads A (Only active players can	/ers Grade be allocated t	o a team. Unallocated	Participants	All Participants	•	
Search by last nam	Q A	ll Genders 🗸 🗸	Senior ~	From DOB	To DOB	Reset
					1-1 of 1 🛛 🔍	1of1 ~ >
Maddie Okely	SNR	10.101007	Unallocated	Female	Player	
					Allocate Pla	yers Cancel



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 <u>must</u> 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.

Team Staff
COACH
+ Allocate Coach
ASSISTANT COACH
+ Allocate Assistant Coach
TEAM MANAGER
+ Allocate Team Manager

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 <u>must</u> 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)







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.



3. SELECT TEAMS (CONTINUED)

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

Toggle to 'Manage' mode



			Add Li	ne-up		
0	Maximum of 25 players are required for this ga Starting positions are required for this game. A maximum of 3 emergency players can be sel	me. ected i	for this game.			
Out		PP		Line-up (0	/25)	EM
3	Nicholas Clayton (vc)	2	Ð		There are no plo	iyers in th
4	Channing Collier (c)	1	Ð	Total		
5	Ulric Crane	1	Ð	+ Sel	ect Additional Pla	yer
6	Kelsie Giles	1	Ð			
7	Nicholas Henson	1	Ð			
8	Dora Herman	1	Ð			
10	Lucian Maldonado	3	Ð			
11	Troy Noel	3	Ð			
12	Cadman Patel	3	Ð			
16	Jakeem Shelton	1	Ð			
18	Wil Cervantes	3	Ð			
19	Branden Francis	1	Ð			
21	Aileen Pennington	1	Ð			
			Cancel	Nex		

Scroll to 'Select team'.

	Public View	Manage
	🔒 Managerr	ent access is open
SUNDAY SENIOR WOMEN		
Queensland Reds	netball	/S
11:00 AM, Tuesday, 03	Adcock Park / Court 01 View Map	SSSN Lea 2024
Select team		
Add players, coaches and volunteers	s for this game.	

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.

• NA UAT v10.111.2	Game Day 27/01/2025 📋 - 27/01/2025 💾 🖲 Reset
Play 现	All Game Statuses All Grades All Venues Reset
Using as	TIME VENUE/COURT HOME SCORE AWAY
Dashboard BETA	10:00AM AP/CRT01 Swifts - : - Vixens
☆ Favourites → +	
Competition Management	
Game Day	
Programs	
🐉 Participants	

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





MATCH DAY

6. PRINTING PAPERWORK

For each game, scoresheets, position tracking sheets, and umpire match

reports must be printed.

SCORESHEETS Saturday Competition ONLY

To print scoresheets:

- Go into 'Game Day'
- Select the game date and venue
- Up the top left, select the 'bulk matches' option to tick all games
- Select 'actions' and select 'generate game sheets'
- A PDF will be generated for you to print all scoresheets



POSITION TRACKING ALL COMPETITIONS

- Templates will be sent out from AFL Barwon or available via the website
- Each club is to provide a position tracking sheet with all players from the team listed (in scoresheet order)
- You're encouraged to pre-type these up at the start of the season to reduce admin on game day
- All clubs should have blank copies available for occasions where opposition teams may misplace theirs when visiting.

	BARWON		POSIT	ION TRAC	KING FOR	M
DETAILS	Round		Date		Grade	
	CLUB					
First Name	Last Na	me	Quarter 1	Quarter 2	Quarter 3	Quarter 4
					+	



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 <u>immediately</u> 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.



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

PDF For Print:

https://www.howdengroup.com/sites/australia.howdenprod.com/fil es/2024-04/howden-netball-australia-match-day-checklist.pdf

Match Day Checklist

Netball Australia

Netbali Australia				Other factors			
The completion of the Match Day Cl All conditions or risks marked as 'no This checklist is a guide only. Ple	necklist should be carried out before the com ', should be identified, and rectified. If it is no ase ensure you undertake your own risk n	mencement of a matcl ot safe, no play should management assess	h day. occur. ments.	Are there any other factors which r	nay be dangerous to pl	ayers?	
Date:	Venue:						
Court surface and surrour	ndings						
		Yes	No				
Is the court surface free of debris?				Additional comments (particularly where any checkbox	kes have been ticked as	s 'no')	
Is the court surface is in reasonable	condition (free of holes, cracks, etc.)?						
Is the perimeter surrounding the cou hanging signs, loose balls, etc.)?	rt safe to keep participants safe (free of obst	tructions,					
Regarding safety, are the public are	as (seating and walkways) free of visible haz	zards?					
Are the goal posts in good condition	(no obvious damage)?			Risk management actio	ns		
Is there an adequate run-off area an	ound each court?			Description of the risk or haza	rd	Action taken	
Is the lighting sufficient to ensure sa	fe play?						
Weather							
Have weather conditions or water m	ade the surfaces unsafe for play?						
Are the weather conditions safe for or the like)?	play to commence (extreme heat, lightning						
First aid							
Is a trained first aider/first aid kit and	lice available for treating injured players?						
Is an adequate procedure in place for transport, etc.)?	or dealing with a serious injury (mobile phone	в,		Prior to the commencement of inspection and agree that the	f the netball activity, I, plaving environment i	the undersigned, have undertaken s fit for play.	the above
Fire safety				Eull name			
If applicable, have the fire exits been	n checked (clearly defined, free of obstruction	n)?		Registration number			
		,.		This is your PlayHQ/ Netball Conne	ct Registration Number/ N	letball Australia Registration number	
Have all participants been made aw emergency?	are of the drills in the event of a fire or other			Role:			

Signature



9. SCORE ENTRY

Score entry can either be completed by Coaches/Team Mangers, 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.

• NA UAT v10.111.2	Game Day 27/01/2025 📇 - 27/01/2025 💾 🖲 Reset
Play	All Game Statuses - All Grades - All Venues - Reset
Using as	TIME VENUE/COURT HOME SCORE AWAY
Barwon Netball Association 🗸	10:00AM AP/CRT01 Swifts - : - Vixens
🟠 Favourites 🖉 🛛 +	
Competition Management	
👜 Game Day	
Programs	
🐉 Participants	

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)

Game	Incidents					
Ł	Download Game Sheet 24 Hour Tempor	ary Club Access 🌖				
	A Grade 29 Jan 2024, 7:00PM PlayHQ Netball Centre/F	NC Court 1				Set override result 🗸
		Vi	xens vs	Thunderbirds		
		۳	- OTAL	- Total		
	PERIOD SCORES (VIXENS)			PERIOD SCORES (THUNDERBIRDS)		
	BY PERIOD	END OF PERIOD		BY PERIOD	END OF PERIOD	
		G	G		G	G
	Q1			Q1		•
	Q2			Q2		
	Q3			Q3		
	Q4		-	Q4		•



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 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

eam Players - Out	Line-up (6/12)	
ayers that have been allocated to this team, but have not been Ilected for the line-up in this game.	Players that have been selected for this game	э.
ayer Name	Player Name	Position
elilah Graham 🛨	Rachel Atkinson	gs 🤟 🖨
	Jolene Bass	ga 🤟 🖨
–	Karyn Berg	WA 🗸 🖨
•	Zara Diaz	c 🗸 🖨
	Miranda Gilbert	wd ~ 🖨
	Kirsten Gomez	•
	🖌 Edit Captains	
•	Non-team Players	
	Add to the line-up players that have not been allocated to the team.	+ Select Player
Club Players	Fill-it, 9'ayer	



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.





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.

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 <u>https://na.score.playhq.com/auth/login</u>



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.

GS GD	Vixens GA WA GK	C WD
Inter	change Reset Po	ositions
GS F	Rachel Atkinson	Remove 间
WD .	Jolene Bass	Remove 🔟
GK H	(aryn Berg	Remove 间
WA Z	ara Diaz	Remove 间
0	1iranda Gilbert	Remove 间
GD P	Kirsten Gomez	Remove 间
GA (Delilah Graham	Remove 间
		Apply

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 <u>minimum</u>, progressive scoring is required (goaler statistics)

Venue* Grinter Reserve	C	hange
Dates*		
Select the days you wish to score.		
Today, 3 Apr 2025		
Fri, 4 Apr 2025		
Sat, 5 Apr 2025		~
Sun, 6 Apr 2025		
Mon, 7 Apr 2025		
Tue, 8 Apr 2025		
Wed, 9 Apr 2025		
PIN* The PIN is unique to this device and can be used to securely submit the result at the end of each game. New PIN		
		o
Confirm PIN		
		o
		Done
Confirm positions for players. Posit anytime during the game.	ions can be changed	i at
Vixens		
	WD GD	
GK		
Interchange Reset Posit	ions	
GS) Rachel Atkinson	Remove	创
(WD) Jolene Bass	Remove	凬
(INT) Karvn Berg	Remove	<u></u>
WA) Zara Diaz	Remove	品
Miranda Gilbert	Remove	<u>ل</u>
	Remove	<u>س</u>
GD Kirsten Gomez	Remove	
GA) Delilah Graham	Remove	Ш
1st Quarter 13:48	3	0
Vixens		2
Centre Pass		
	GA	G
(GS) Rachel Atkinson	1	1
GA Delilah Graham	1	1
(WA) Zara Diaz	0	0
C Miranda Gilbert	0	0
WD Jolene Bass	0	0
GD Kirsten Gomez	0	0
GK Karyn Berg	0	0
Coaching Staff There is no coaching staff selected.		
GOAL Miss	Positions	ſ



PRE-SEASON HANDBOOK

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'
 - $\circ~$ Field size should be $7 \lor 7$
 - 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 <u>field</u> 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 <u>https://www.aflbarwon.com.au/netball-resources</u>



FOR ALL TROUBLESHOOTING, PLEASE CALL SEAN ATKINSON 0438 391 832



