



### Netball Coordinator Checklist

Deadline	Day	Task	Responsibility	
<input type="checkbox"/>	Midday	Friday	All selected teams to be entered on PlayHQ.	Both Clubs
<input type="checkbox"/>	6pm	Friday	Club umpires have been appointed for all games excluding A & B Grades.	Both Clubs
<input type="checkbox"/>	6pm	Friday	Court Supervisors have been appointed for all matches participating in.	Home Club
<input type="checkbox"/>	Pre Game	Saturday	The court is prepared and cleared of any debris or excess water. Regulation size goal post padding is in place. All teambenches, scorebenches & spectator seating is set up a minimum 3 metres from the sidelines and goal lines.	Home Club
<input type="checkbox"/>	Pre Game	Saturday	Scorebench is set up with time clocks, air horn and scoreboard or laptop/tablet for electronic scoreboards. Two new Outer East netballs are available for the day's play.	Home Club
<input type="checkbox"/>	Pre Game	Saturday	A matchday checklist is completed before the first match of the day. The form can be downloaded from the Outer East FN website under resources.	Court Supervisor
<input type="checkbox"/>	Pre Game	Saturday	Umpire Vote Cards, in individual envelopes, are in place for each match.	Home Club
<input type="checkbox"/>	Pre Game	Saturday	Refreshments are available upon request to OEFN panel umpires.	Home Club
<input type="checkbox"/>	Pre Game	Saturday	Scoresheets have been filled in with competing teamlists. Player points have been entered on the scoresheet for both A Grade teams.	Court Supervisor
<input type="checkbox"/>	Live	Saturday	A Grade match, at a minimum, is live scored on PlayHQ	Home Club
<input type="checkbox"/>	Post Game	Saturday	At the end of each match scoresheets are to be filled out to completion, named and signed by the scorers, captains, umpires and the Court Supervisor verifying the final result. Any player that did not take to the court must have a red line marked thru their name on the scoresheet.	Court Supervisor
<input type="checkbox"/>	5pm	Saturday	The official matchday paperwork consists of the Matchday Checklist, umpire votecards and top copies from each scorebook from all games played at the venue that day. They are to be placed in an envelope and handed to the senior football umpires within 15 minutes of the completion of the senior football match. If the umpires are missed, it is the responsibility of the home club to have the paperwork to the OEFN office in Kilsyth no later than 9.30am Tuesday morning.	Home Club Netball Coordinator
<input type="checkbox"/>	6pm	Saturday	All completed match results are entered on PlayHQ including final scores, quarter by quarter scores, best players and individual goal scorers.	Home Club
<input type="checkbox"/>	9pm	Monday	Score entry is checked and verified on PlayHQ by the Away club	Away Club
<input type="checkbox"/>	9pm	Monday	Players who didn't take the court are removed from PlayHQ playing list Home Club responsible for their teams/Away Club responsible for theirs	Both Clubs
<input type="checkbox"/>	9.30am	Tuesday	Deadline for all matchday paperwork to be received by Outer East FN.	Home Club