

Netball Operations Guide

KEY NETBALL OPERATIONS TASKS

Pre-season

- Make sure all new dress designs or alterations have been authorised by the GL.
- Ensure all contact information including coaches information has been sent to the League when requested via the official contact sheets
- Ensure all players, officials, coaches and umpires have been registered prior to the season starting via Netball Connect.
- Ensure all players and coaches have a valid Netball Victoria membership.
- Ensure all team lists have been forwarded in the correct template to gm@gippslandleague.com.au and netball@gippslandleague.com.au for the season record.
- Ensure all players are registered on Play HQ. Players only to be registered on PlayHQ

Please note all players must have a valid Netball Victoria membership and be a registered member of your club for the current season on Netball Connect.

Weekly

- Ensure all team changes for the record are forwarded gm@gippslandleague.com.au by no later than 5:00pm every Monday following the weekend's game.
- Make sure all teams entered by Thursday 9pm so team sheets can be printed on Friday by the home club.
- Ensure that all players participating are registered on both Netball Connect and PlayHQ.
- Make sure any single game voucher players have registered online via Netball Connect prior to the match. A \$10 fee will be charged to all clubs for each SGV player.
- Pass on any League communications to the appropriate member/s of the club
- Ensure any rep team communications are sent to players.
- Adjust online teams via PlayHQ to reflect any handwritten changes on the weekends team sheets.

Matchday – home club

- Ensure the Netball Australia match day checklist is filled in correctly before the Under 13's take the court
- Ensure every result is updated on PlayHQ including best players and goal scorers after the completion of each game for media purposes.
- Ensure umpires fill in the match report pad including conduct report and votes.
- Ensure post game paperwork is given to club secretary/matchday manager to send with football results to the GL.
- Netball MVP votes are to be entered via the MVP guide.
- Ensure all games are scored correctly and player goal tallies are added up for Netball Shooting Star awards and entered via PlayHQ.
- Ensure that all best players and goal scorers information is input into PlayHQ as per the official GL guide.
- Make sure each match correctly follows the GL Netball By-Laws