

Gippsland League Club Weekly Checklist



- Ensure any set penalty requests from a player report has been submitted by no later than 12pm Monday
- Send through any content the league can use to promote the clubs and competition e.g photos from the weekend, player content, milestones
- Submit weekly Record Notes
- Ensure Gippsland League Record delivery arrangement for the weekend are made and Records are received
- Football team line ups to be entered no later than **9:30pm** Thursday night via PlayHQ
- Football teams manually entered online via PlayHQ
- Netball teams manually entered online via PlayHQ
- Any football player permits must be submitted electronically by 7pm Friday
- Football & netball teams adjusted online - if changes have been made to reflect submitted teamsheets
- Live scores to be done for football senior match through PlayHQ
- Ensure all online results are correct and scores have been updated online for football and netball
- Football MVP player votes to be electronically sent to the Operations Manager
- Netball MVP player votes to be electronically sent to the Operations Manager
- All match paperwork to be electronically sent to the league as per the guide
- Matchday paperwork compiled as per GL guide
- Any player reports from the weekend are to be electronically sent through to GL email address by no later than Sunday 7pm
- Any issues from weekend matches communicated to the General Manager