



# MATCH DAY PAPERWORK (Home Games)

## AT THE START OF THE DAY:

- CONDUCT A COURT INSPECTION WITH A MEMBER OF THE OPPOSITE TEAM. A WILLIS CHECK-LIST FORM IS IN THE MAROON FOLDER. THIS NEEDS TO BE FILLED OUT.
- MAKE SURE THE SCORER KNOWS TO FILL OUT THE RESULT SHEET. GET THE SCORER TO LEAVE THIS FOR NEXT SCORER.

1. For each grade you need to make sure there are 2 completed white scoresheets, ours and the oppositions. The opposition's sheet should have been placed in the Macorna's scorebook. Make sure the captains and umpires have signed all the score sheets.

2. Make sure there is 1 GRNL and 1 Macorna vote envelope in each grade's scorebook. The envelopes should have been sealed and signed by the umpires.



3. Put our scorebooks, including the opposition's scoresheet and all vote envelopes back in the black brief case. Jane will post the scoresheets to GRNL.

4. Make sure the scorers have completed the result sheet. It should be in the Maroon display book.

5. Take 2 photocopies of the result sheet (in the football time keeper's room):-
- Place 1 copy and original back in the maroon display book in the black brief case.
  - Give 1 copy to whoever is reading out the results in the evening speeches.

**Type up the results in the time keeper's room. Brett or Hilary will show you how to do this. This is so the scores can be read out on the radio. This needs to be done asap.**

### IMPORTANT — MUST DO BY 7 PM

6. Brendan Shields (GRNL secretary) needs to receive the netball results by 7pm. You can do this a number of ways:-
- Take a photo of the result sheet with a mobile phone and send to Brendan's mobile 0400 970 941; or
  - Text the results to Brendan's mobile 0400 970 941; or
  - Call Brendan on his mobile; or
  - Email to [brshields071@gmail.com](mailto:brshields071@gmail.com). There is a computer in the football time keeper's box. See Hilary or Brett for some help. Put the subject down as Macorna NC results and include your phone number in case he needs to be in touch.

Organise someone to take home the black brief case (preferably someone who lives in Kerang so Jane can pick it up during the week).

**Note:** For Macorna's away games the home team will do all the paperwork above.

At the end of the day you just need to:-

- make sure the scorebooks (including Macorna's votes), maroon display book, 9 timers and a set of bibs are back in the black brief case; and
- Organise someone to take the brief case home.