



# Loxton Netball Club

## Official Team Responsibilities – Team Manager or Captain

### 1. TAKE THE BAG, TRAINING BALLS, BIBS ETC TO EACH MATCH AND TRAINING

- a) Ensure that the warm-up balls are pumped up ready for use. The pump is located in our storage room or the match ball can be inflated at SportsPower. Match balls are not for training. **DO NOT OVER-INFLATE** - 10psi only.
- b) Wash match and training bibs when necessary.
- c) Ensure there is a coin in your bag for the TOSS.
- d) First aid supplies need to be checked and if replacements are needed please let a Committee member know. N.B. these supplies are for new injuries; existing injuries should be managed before arrival.
- e) **COACHES MUST ENTER PLAYER NAMES INTO PLAYHQ BY 7PM THURSDAY NIGHT BEFORE THE MATCH**

### 2. SCORE SHEETS

- a) **All Grades** The home team will provide **one printed score sheet**. These will be placed in folders and ready on score benches with charged tablet 30 minutes prior to the start of the game.
- b) Use legible writing and ensure player's names are spelt correctly (if unsure of spelling check with the player concerned). Ensure that all players are listed on both the tablet & score sheet before the match, including those who may not have arrived, but you are expecting (they can always be crossed out at the end of the game but cannot be added after the game has started). Scoresheet **MUST** have Umpires names printed @ top & be signed by captain.
- c) The Home Club shall ensure that the score sheet, best and fairest envelopes and vouchers are post marked Monday (or Tuesday if following a Public Holiday) to **RNA Registrar, 36 Fourth St, Loxton, SA 5333** or are in the Registrar's hands by Wednesday afternoon following the match.  
Penalty for non-observance: Home Club will be fined \$50.00.
- d) **FILL-IN PLAYERS/GAME VOUCHERS:-**
  - Unregistered Fill In Players must purchase a single game voucher for the match and **before** the match starts. These are available on PlayHQ. If using a paper voucher all details on the front & back of the voucher must be completed.
  - A voucher costs \$10 and is not transferrable.
  - This voucher covers the player for insurance purposes.
  - A voucher is valid for one game only and more must be purchased for each game played and is therefore deemed as used whether the player has taken the court or not.
  - Paper vouchers must be sent in attached to the official score sheet. The voucher is to be attached to the scoresheet with player details written on the back of the score sheet. eg Full Name, DOB, Address, Contact Number. Penalty for non-observance \$50.00 fine.
  - A player who plays more than 4 games must pay full registration fee.
  - The cost of voucher cannot be used as part payment for full membership.
  - Senior & Junior - Registered Players may fill up a grade for a second game up to 3 times a season. **SEE: RNA Fill In Policy for more details.**
- e) Home teams are to provide two (2) Best & Fairest player slips and one envelope filled out before the game for the umpires to complete. (refer to Best & Fairest Voting instruction sheet)
- f) A1, A2, B1, C1, 17A & 15A teams must also fill in the 'pink' umpire voting slips for home and away games (one for each umpire). These are placed in the yellow envelope with the player Best & Fairest slips.
- g) 17A teams also complete the 'green' Wendy Gambling Trophy voting slips for home and away games to be added to yellow envelope.
- h) A1, A2, 17A, 15A, 13A & 11A teams to complete Club Internal Voting slips & place in WHITE envelope



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### 3. OFFICIALS

- a) Ensure there is a scorer and timer for each game (organise a team roster using template on our website). Please let them know (or get them to read this): *The Home Scorer uses the Tablet & the Away team uses the paper copy. Errors need to be changed as they occur not at the end of the quarter or game.* The scorer also needs to write the umpires' names at the top of the score sheet.
- b) Scoresheets need to be filled in correctly, including position changes each quarter, and score for each quarter. Players that do not take the court are to have their name crossed out.
- c) Two time pieces and time keeper persons are needed for all home games. This is for timing the game and timing injury. Timers will be in your team bags with the match ball.
- d) "Responsible Officer/Primary Care Person" should be the only person to assist injured players from the court so that the player can be assessed or treated off court -it can be the Team Manager but not the Coach4.

### 4. RESULTS

- a) Scoresheets, B & F votes, internal votes (for A grades only) and paper game vouchers are to be placed in the box located on the fence at the entry to the outdoor courts for all games played (win or lose).
- b) Away Games - please take a photograph of the scoresheet (win or lose) and email or text it to the Club Registrar to confirm in PlayHQ.  
Registrar - Prue Vowles 0407 611 475
- c) Home club's Registrar to verify ALL game results (win or lose) played at the Home venue into PlayHQ by 7pm Sunday night.
- d) Registrar is to confirm all away game results in PlayHQ by 9pm Monday
- e) The Home Club shall ensure that the score sheet, best and fairest envelopes and vouchers are post marked Monday (or Tuesday if following a Public Holiday) to: RNA Registrar, **RNA Registrar, 36 Fourth St, Loxton, SA 5333** or are in the Registrar's hands by Wednesday afternoon following the match.  
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### 5. FORFEITS

- a) The team forfeiting must contact the Games Contact or Secretary (listed on the program) of the club to whom you are forfeiting by 7pm the night prior to the game. A fine of \$50 will occur if forfeit is made after this time.
- b) If you receive a forfeit you must still lodge a completed score sheet i.e. with all players listed, to receive your points.

### 6. ALL DOCUMENTATION FOR LNC & RNA - see [www.loxtonnetballclub.sa.communitynetball.com.au](http://www.loxtonnetballclub.sa.communitynetball.com.au)

*HAVE A FUN SEASON. Go Tigers!*