



2021 MWBA Player Sign in Procedure

Checking players in on the scoresheet

To meet Covid-19 contact tracing requirements of junior players, and finals qualification processes of all players, we would like all referees to sign players in on the scoresheet in the following manner:

- 1) Firstly, the **referee** is required to sign all players in on the sheet. DO NOT hand the sheet over to the coach or a helpful manager to fill in the numbers. If a player's number is on the sheet it is an indication that the player has entered the venue (contact tracing) and played (finals qualification).
 - Only write the number in against a player that you have sighted.
 - If it is a senior player that you do not know personally, check their ID to ensure that the player is who they say they are.
- 2) If a player comes late, they can check in at the bench and the scorer can write their number in.
- 3) If an injured player is sitting on the bench watching, write **INJ** next to their name to indicate that they were in the venue (contact tracing) but didn't play (finals qualification).
- 4) If a player is not playing and not present in the venue, write **DNP** next to their name, or leave it **blank**.
- 5) If a player is printed on the sheet and you are told that they are no longer playing on the team, ask them if they want that player's name removed, and if that is the case cross it out. This indicates to the admin staff to remove that player.
- 6) If a player is not printed on the sheet, their registration status needs to be checked with the venue supervisor. They will be roaming the venue with iPads at the start of every game and should be able to do this on courtside.
 - If they are in the database the venue supervisor will check that their contact details are correct and they can play – admin will chase up registration fees owing if needed.
 - If they are not in the database they can only play if they register and pay on the night – to be administered by venue supervisor.
- 7) If there is a coach present, please ensure that their name is written on the sheet in the appropriate place.

**QUICK TIP* When you sign the sheet off at half time, have a quick count of how many numbers are written on the sheet and check that against how many players are playing, just to make sure it all matches.*