



**2026
Premier League
Match Day Procedures**

For Team Managers and Bench Officials

Team Manager Responsibilities

Pre-Match

- Team Managers are required to ensure Premier League Teams are confirmed in 'Team Attendance' on Netball Connect, as well as giving a Team Sheet with Signatures to the Score Bench at least 10 minutes prior to the game commencing.
- Team Managers are required to ensure Premier League player team attendance is accurate and entered into Netball Connect, with player positions allocated at least 30 minutes prior to the game commencing.

During the match

- Team Managers are required to utilise 'Team Attendance' in Netball Connect.
- All substitutions need to be recorded in Netball Connect. If Netball Connect fails, then paper submissions need to be provided for all other positions at the time of the change or at the end of the quarter.
- It is of High Importance **Goal Shooter** and **Goal Attack** substitutions are accurate and timely recorded to ensure shooting stats are accurate.
- Please provide the Score Bench with the **Goal Shooter** and **Goal Attack** substitutions prior to players taking the court to ensure accuracy.
- MVPs are to be entered into the Netball Connect system by Team Managers within two hours of the completion of the game.

Bench Officials Responsibilities

Pre-match

- Ten minutes prior to the game commencing, Bench Officials are to check up to 12 players are listed on the Team Sheet.
- It is the responsibility of each team to ensure this is completed.

During the match

- The Bench Official Scorer will be required to utilise the scoring panel in Netball Connect via the supplied Tablet.
- When a goal is scored:
 - Select if it was the **GS** or **GA** who scored,
 - Press the team + button,
 - Centre pass will automatically be assigned, however, at the end of the quarter, the centre pass changes but be wary if the team did not take the centre pass. This can be adjusted by tapping the centre pass hand once the next quarter resumes.
- When a GS or GA misses, this can be recorded by:
 - Select if it was the **GS** or **GA** who missed the shot,
 - Pressing the team '**M**' button or '**PM**' button (for penalty miss).

Team Manager & Bench Officials Responsibilities if technology FAILS during the match.

- Bench Managers / Scorers will complete a running score sheet.
- Handheld timing devices are required for the timing of each quarter and intervals.
- Team Managers are required to manually submit a substitution / change sheet for either GS or GA to the score bench prior to them taking the court. This can be delivered by either the GS or GA.
- Submit the substitution form to the score bench during the match and at quarter time break **remaining changes made in the quarters (i.e. C, WA, WD, GD and GK)**.
- NB: there are NO Tactical Time Outs in Premier League matches.

Team Benches

At each Premier League game, 18 seats will be provided to each team. This allocation will consist of:

12 Player Seats

- These are for players only.
- Players must be fully dressed in playing uniform with the intention to take the court.

5 Official Seats

Officials may include:

- Coach
- Assistant Coach
- Manager
- Primary Care Person
- Other personnel

Note: The Manager is recommended to oversee the app and substitutions.

1 Injury Seat (Additional Chair)

One additional chair will be provided strictly for injury use only.

Injury Seat Conditions

The injury chair may only be used for:

- A player injured during the game; OR
- A player with a pre-existing injury supported by current medical verification
 - (e.g. doctor's letter, physiotherapist letter, or medical certificate) clearly outlining the injury and recovery time frame.

All medical documentation must be submitted to the Competitions Manager **no later than 2:00pm on match day**, so it can be forwarded to the relevant Premier League staff.

Medical Verification must be submitted via email to competitions@townsvillegcitynetball.com.au

Players using the injury seat **must NOT be in playing uniform**.

Primary Care Person Requirements

(As per World Netball Rules of Netball – Section 3)

A team may have up to five team officials, including a Coach and at least one Primary Care Person.

The Primary Care Person:

- Must wear identification as specified by the event organiser (e.g. armband).
- May enter the court during a stoppage for injury/illness or blood.
- In extreme circumstances where player safety is endangered, may enter the court while play is in progress.
- Must advise the umpire if a player is too ill/injured to be removed within 30 seconds and/or if further assistance is required.
- May advise the reserve umpire that they wish to stop play to facilitate the substitution of any on-court player due to suspected concussion.


If **TCNAI** is filling the Primary Care Person role, this must be indicated on the team sheet.

If your team is providing its own Primary Care Person, accreditation must be submitted to the TCNAI Operations Manager at: manager@townsvillegcitynetball.com.au

Spectators

- TSV Stadium – Chairs available opposite playing benches must remain on the carpeted areas.
- Premier League Competition – Round 6 - 11th May, Round 16 - 3rd August and Round 18 - 17th August, will be held at the Townsville Precinct, North Ward (no spectator limit).

Example team sheet:



07 47784794
 info@townsvillecty.netball.com.au
 PO Box 611 Aitkenvale QLD 4814
 www.townsvillecty.netball.com.au
 46527897541


Townsville City Netball Association Inc.
Premier League Team Sheet

DATE: / /
 TEAM: / /

Team Sheet is POSITIONAL

| # | POSITION | PRINT PLAYERS NAME | SIGNATURE |
|---------------------|----------|--------------------|-------------------|
| 1. | GS | | |
| 2. | GA | | |
| 3. | WA | | |
| 4. | C | | |
| 5. | WD | | |
| 6. | GD | | |
| 7. | GK | | |
| 8. | SUB | | |
| 9. | SUB | | |
| 10. | SUB | | |
| 11. | SUB | | |
| 12. | SUB | | |
| 13. | INJ | | |
| TEAM BENCH OFFICIAL | | PRINT NAME | |
| COACH | | | |
| MANAGER | | | |
| PRIMARY CARER | | | MUST BE QUALIFIED |
| TEAM OFFICIAL #1 | | | |
| TEAM OFFICIAL #2 | | | |
| TEAM CAPTAIN | | | |

If no Primary Carer Team must use Association appointed P.C.



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Townsville City Netball Association Inc.
Premier League Substitution/Team Change Sheet

TEAM: / /
 DATE: / /

| | PLEASE CIRCLE | | | | ET1 | ET2 |
|-----|--------------------|---|---|---|----------|-----|
| | 1 | 2 | 3 | 4 | | |
| | PRINT PLAYERS NAME | | | | POSITION | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |

MANAGER INITIALS: / /

- Please ensure the team substitution matches up with the team number on the Team sheet. The sheet on the left is the team sheet and the one on the right is the Substitution/Change Sheet which must be handed to the Score Bench prior to them taking the Court. This must be handed to the Score Bench again prior to the start of each quarter – with the starting Seven (7) players who is taking the court prior to the restart of the game.

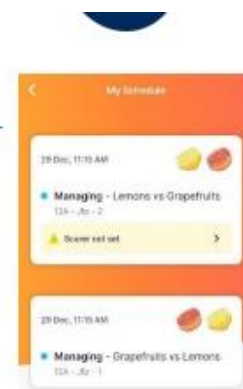
**** Only used if technology fails.**

Netball Connect

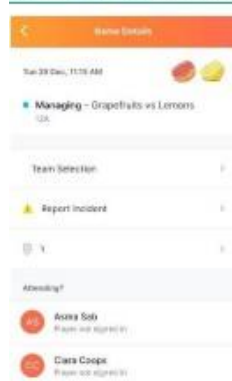
SCORING AND TEAM ATTENDANCE

Managers – When you sign into the App the manager cards for your next two matches will appear on your home screen (click on More > Your Schedule to see all your upcoming matches). Click on these cards to see the details of the game and assign a scorer.

Note: most competitions assign a single scorer for each game (the first team listed/home team is responsible for scoring). If you are the away team you will not be required to allocate a scorer. The Away team should monitor the game and live scores on their own device to confirm scores as the game progresses.



COMPLETING TEAM ATTENDANCE



Click on Managing tile. In this tile you can assign a scorer, set the team attendance, record the game umpires and see the court location. You are also able to see which players have confirmed whether they are attending or not.

Click on team attendance and select players in attendance. Please note - If the competition is tracking positions, you will see a different screen showing positions at the top of the screen. Select the position first and then the player assigned to that position.

Depending on the rules of your association you may be required to check your own team attendance and that of the opposition's team. Make sure your name is recorded at the bottom of the screen in the Validated by the box. Once the game has started you cannot unclick a player but you can always add players.