



VMCU Team Managers Guide 2026

Pre – competition

- Association to ensure all players are registered to play in VMCU competition within the Association Representative Entity in PlayHQ
- Team Manager and Coach details need to be entered into PlayHQ as well
- Ascertain any known medical conditions or allergies for each player
- Ensure all officials, players and parents are aware of Codes of Conduct (Rule 4)
- Communicate with host clubs, association and council prior to Christmas break to ensure:
 - grounds have been cut,
 - sprinklers are off during the days and hours of play.

Pre- Match Good Practice

- Check PlayHQ fixture to ensure match/ground details have not changed
- Liaise with opposition contact one day prior to game to ensure all match details
- Ensure all coaches have a copy of the VMCU Carnival Rules with them at matches

Pre-Match ground inspection

- Walk around ground ensure all areas are safe (look for glass, holes etc) cone off any unsafe areas
- If required for Insurance purposes (Rule 9.3), complete and sign any required Ground Assessment paperwork
- No Parking on grounds (keep to designated parking areas)
- Home Game Set Up
- Access to clubrooms (liaise with home club via Association and other rep grade coach if sharing ground)
- Ensure crease and safety zones marked (paint or cloth tape for 18m crease lines)
- Boundary Markers, supply stumps for umpires
- Ensure a medical kit is available (Rule 8.3)
- Meals and Drinks – Supplied by all players and Umpires

Scorer's roster

Session (Cross check scores regularly)	Name
First session	
Second Session	

End of Match Clean-up

- Ensure all equipment is put away
- Ensure all rubbish has been cleaned and rooms are tidy
- Check that rooms are secure

Match Scores

- PlayHQ – Add in all scores by 7pm (Login supplied by Association)

Live Scoring PlayHQ App

- Teams are encouraged to use the PlayHQ Live Scoring App (ensure battery backup is available)
- One team must use a hard copy score book (photo of completed score sheets to be shared at end of game after umpire confirmation of scores)
- Teams must still confirm match results online

Match Reports

- Umpires MVP Player Votes should be lodged by the Umpires within OfficailsHQ but please scan the form and send it to the VMCU administrator (adminsitator@vmcu.au)
- Umpire Assessments should be sent to Team Coaches, please ensure these are completed in a timely manner