



2020 Community Football Team Manager's Resource Booklet

AFL Goldfields

Updated: 17/02/2020

INSIDE YOU WILL FIND....

- Match day checklists for home and away
- Match day timelines
- Frequently asked questions about rules and regulations
- Paperwork requirements
- Length of matches and breaks
- Duties of an interchange steward
- Sports TG live scoring
- Match Running Sheets
- Match day resources to photocopy (if required)

1. DURING THE WEEK

Monday

- Send any paperwork that may have been left out of paperwork submission from the weekend to the Operations Manager.

Thursday

- Confirm available player numbers with opposition club for forthcoming matches.
- Clean umpire changerooms and ensure all paperwork (umpire signatory book) is prepared in the changeroom.

Friday

- Prepare all match day paperwork ready for the weekend - ensure timekeeper/goal umpire/vote cards, envelopes, team sheets etc. are ready and pens are available for team managers, timekeepers and umpires.
- Submit selected football squads online by 6:00pm.

Sunday

- Refer to next pages for further details as per each game day role.
- Double check changerooms and umpire rooms for any paperwork that was not submitted.
- Review team sheets to ensure all details are correct and advise the league if there are discrepancies in submitted results and actual results.
- Inform any players who were reported that they may be requested to appear at the tribunal on Tuesday night.
- Contact the league by phone regarding any major concerns or email the league regarding any minor concerns.

2. MATCH DAY CHECKLIST

Outdoor Checklist:

- Line Marking – lines clearing marked within the laws of the game and required distances applicable
- Away rooms – clean and swept, toilet paper, white board provided. Hot shower and light globes working. Away team to clean up after use.
- Umpire rooms – clean and swept, toilet paper, hot showers, table, chairs, lighting
- Goal Post Pads – suitably fixed to posts and ready for game day
- Siren – in clear working order with back up siren (air horn) if needed in close proximity

Equipment Checklist (example only):

- Footballs for warm up x 6
- Esky/Ice Bag
- Runners top x 2
- Water Carrier top x 4
- Trainer top x 2
- Water Bottles
- PTT Box
- Jumpers (HOME or AWAY)
- Blood Jumpers
- Spare Shorts & Socks
- Game Balls x 2
- Stretcher at interchange bench x 1 (Home Club)

3. PRE-MATCH

Both Teams

- Please complete your match inspection form on the JLT app at least **1 hours prior to the first match of the day at each venue**
- Ensure Team Sheets are filled out and handed to umpires **no later than 30 minutes prior to the match**

All players must be registered to the club they are playing for before taking the field. Permit players must have completed the specific permit form, and have it signed off by the league, prior to taking the field.

Any player who is not available to upload on the online team sheet must not play unless an accompanying and complete registration form is submitted in the match day paperwork and or emailed to krista@aflgoldfields.com.au

4. DURING MATCH

Home team to complete

- Complete live scores in SportsTG (if available)
- Mark down goal kickers for your side on the team sheet

5. POST-MATCH

All clubs will be responsible for the submission of final results immediately following the completion of each game. It will be the responsibility of the **HOME** club to enter the final scores of each game however each club is responsible **for entering their own best players and goal kickers for every match.**

The deadline for submission of all results for each match day is 6pm. Night games will require results to be submitted online by 11pm. All final scores, best players and goal kickers must be submitted by this time.

PAPERWORK SUBMISSION

Home team to complete

The following items must be included in the white A4 envelope upon completion of the day's play:

- | | |
|--|--|
| 1. JLT Football Ground Checklist (<i>if not available online</i>) | <i>Signed by both clubs</i> |
| 2. Umpire Signatory Sheet | <i>Completed by all umpires</i> |
| 3. Match Report Sheet | <i>Completed by umpires</i> |
| 4. 2 x completed team sheets for each match, including goal kickers & best players | <i>Completed by each club</i> |
| 5. 2 x Goal umpire cards for each match of football | <i>Completed by umpires</i> |
| 6. 2 x Time keeper's cards for each match of football | <i>Completed by timekeepers</i> |
| 7. 1 x vote card in envelope per game of football | <i>Completed by umpires</i> |
| 8. Each grade of football has a specific manila envelope to breakdown the contents of the match day paperwork into specific sections | |

ALL GAMES PLAYED AT ANY ONE VENUE MUST HAVE THE PAPERWORK IN THE ONE WHITE A4 ENVELOPE.
E.g. U15 Redan vs Ballarat – U18 Creswick vs Redan – Women's Redan vs East Point

Remove non playing players from match on SportsTG online system for both clubs **no later than 6pm Sunday night**

If you have Ballarat based umpires, hand them the match day envelope for return to Saxon House. If umpires are not Ballarat based, post the envelope on the Monday immediately after the game by express post or drop into the blue mailbox at the front of the Arnolds Creek office.

MATCH DAY TIMELINE

- 1hr:** Meet with away club Team Manager
- 1hr:** JLT Match Day Checklist has been completed (via JLT App)
- 30min:** Team Sheet copies to umpires/opposition club
- 30min:** Match football to umpires. Spare balls in appropriate places.
- 25min:** Time keepers in place with cards and correct match time displayed
- 20min:** Interchange steward in place with paperwork (if applicable)
- 20min:** Scoreboard attendants are in place
- During:** Provide drinks to umpires at breaks
- During:** Umpires escorted to/from ground prior to match, ½ time & full time.
- POST 20min:** Gain all clear from umpires including reports. Hand in all match day paperwork to BFUA or RDFNL Umpires (if appointed), or Home Team Manager
- POST 60min:** Match Day results are entered through Sports TG.
 - Home Team:** Responsible for ensuring final scores are correct.
 - Both Teams:** Their own club's best players and goal kickers.

GAME DAY & MATCH CONDITIONS

Game start times and quarter lengths.

FOOTBALL GRADE	QTR LENGTH	BREAKS (mins)	TOTAL (mins)
U13 Junior Girls	4 x 12mins (No TO)	3 – 5 – 3	55mins
U15 Youth Girls	4 x 15mins (No TO)	5 – 7 – 5	77mins
U18 Youth Girls	4 x 15mins (No TO)	5 – 7 – 5	77mins
Women's	4 x 20mins (No TO)	5 – 10 – 5	100mins

HOME TEAM

Paperwork:

- Player registration – all listed players are correctly entered into Sports TG prior to playing
- Team sheet – team selected prior to start of match (3 copies + 1 spare)
- WWCC - applicable for volunteers working with underage children.
- Concussion – all coaches and trainers have full understanding of AFL Concussion Policy
- JLT Match Day Checklist (via the app)

Support Staff:

- Runner(s) – check by-laws for number of runners permitted
- Water carriers
- Sports Trainer – refer to by-laws for relevant minimum requirement
- Field Umpire (if applicable)
- Boundary Umpire (if applicable)
- Goal Umpire (if applicable)
- Umpire Escort
- Time Keeper
- Score board attendant
- Interchange
- Live Scoring

Please note: All team officials must be listed on the team sheet. If they are not listed on the team sheet, they are **not** permitted to be in the coach's box.

AWAY TEAM

Paperwork:

- Player registration – all listed players are correctly entered into Sports TG prior to playing
- Team sheet – team selected prior to start of match (3 copies + 1 spare)
- WWCC - Applicable for volunteers working with underage children.
- Concussion – all coaches and trainers have full understanding of AFL Concussion Policy

Support Staff:

- Umpire Escort (if available)
- Sports Trainer – refer to by-laws for relevant minimum requirement
- Runner (s)
- Water carriers
- Time Keeper
- Interchange (optional)

Please note: All team officials must be listed on the team sheet. If they are not listed on the team sheet, they are **not** permitted to be in the coach's box.

The away team is responsible for entering their own goal kickers and best players in Sports TG by 6pm on the day of the match or 1 hour after the match if it finishes after 6pm.

A media release with all results, best players and goal kickers is sent to all of our media partners at 6pm on a Saturday and Sunday evening.

MATCH DAY PAPERWORK – CLUB UMPIRES

BOTH clubs need to have provided a copy of their team sheet to the umpires before the start of the match.

GOAL UMPIRES to pass on their scorecards to the field umpires following the end of the match.

FIELD UMPIRES to decide on the best players at the end of the match.

After the game, the following documentation must be provided to appointed umpires (if an AFL Goldfields affiliated umpire is not appointed, it is the HOME team's responsibility to collect all paperwork and return it to AFL Goldfields): goal cards, interchange sheet, time cards and team sheets.

If you have any issues on Match Day, please contact your Competition Manager.

INTERCHANGE STEWARD DUTIES (if applicable)

An Interchange Steward has the following responsibilities:

- Ensure the correct number of players begin each quarter on the field
- Ensure players only leave the Interchange Holding Area upon the player leaving the field
- Assist field umpires in the event of a head count, where asked
- Liaise between timekeepers and Team Managers with regard to players who must wait before re-entering the field of play

They must record:

- Stretcher being called
- Blood rule
- Red & Yellow cards
- Guernsey number change
- Player leaves the ground outside of the interchange area

IMPORTANT RULES & REGULATIONS

These are some FAQ's from the rules and regulations. For the full copy of AFL Goldfields Rules and Regulations, please visit: www.aflgoldfields.com.au

Match Day Permits

The club requesting the match day permit must seek written permission (text or email) from the club (**not the player**) to which the player is registered before submitting this request.

Player Permit Forms

AFL Goldfields has policies in place relating to Player Permits. For all player permit forms please visit <http://aflgff.com.au/administration/afl-goldfields-policies>

Live Scoring

LIVE SCORE is the perfect way to keep your members updated on all the on-field action.

It also makes match officiating easier for your volunteers and administrators - <http://support.sportstg.com>

Footballs

Total of 2 footballs (one new ball and one near new ball) for the match ball and one on the interchange bench.

Umpire Escorts

The home club is responsible for providing an umpire escort for all matches (the Grounds Manager can double as the Umpire escort for the day). They should escort the umpires from the umpire's rooms to the field whenever they enter or leave the field (start of match, half-time & end of match).

Stretchers

The home club must ensure a Sports Medicine Australia approved stretcher is available from the interchange bench. A match is not to commence until a stretcher is available.

A player on a stretcher is to be taken off the ground in the shortest and most direct route.

A player, for whom a stretcher is called, shall not resume playing for a period of twenty (20) minutes of play, as per the Laws of Australian Football.

Mentor (Junior Girls competition only)

1. Club mentors cannot be the coach of the side, they may be the assistant coach.
2. Mentors are not allowed to carry a coach's board on the field whilst the match is being played.
3. Provide on-ground coaching to young players learning to play the game and teach them the basics of the game whilst out on the ground.
4. Clubs are only allowed to have one (1) Mentor out on the ground at any time.
5. Ensure they do not involve themselves in the play at any stage (30m from direct contest).
6. Avoid barracking at all times.
7. Keep instructions clear and concise in relation to the positioning of players on the ground, the movement of play and the provision of feedback to player's decision making out on the ground.
8. Club Umpires or appointed Umpires are well within their rights to remove a Mentor from the ground if they feel the Mentor is not behaving in an appropriate manner.
9. A club may be refused permission to have a Mentor on the ground if umpires deem it necessary.

The difference between a runner and a mentor is that the mentor can deliver coaching advice whilst on the ground whereas a runner cannot. A runner is to deliver a message and leave the playing field immediately.

Mentors Inside the Forward 50m During a Kick-Out: As long as the mentor is not affecting the play, mentors are allowed inside the forward 50m during a kick-out to provide coaching advice to the players.

Water Carriers

Water carriers are responsible for delivering water to Players and Umpires during the course of the match, only during breaks in play or when the ball is not in vicinity. They must remove themselves from the playing field immediately after doing so, basing themselves around the ground when not delivering water.

A free kick may be paid against them if they get too close to play. It is up to the Umpire's discretion on whether a free kick is warranted or not.

Player Uniforms

All protective apparel, including bandages & skins must be light beige in colour.

Extreme Weather

AFL Goldfields has policies in place relating to extreme weather. For a full list, head to www.aflgoldfields.com.au

Mercy Rule

The scoreboard will be turned off once the margin reaches 48 points (for Junior Girls) 60 points (U15 & U18 Youth Girls). Goal Umpires will continue to capture scores throughout the match. At the end of the game, the final score shown on the Goal Umpires score card will be entered into SportTG along with goal kickers and best players.

Melee Matrix

AFL Goldfields has policies in place relating to the Melee Matrix. Please refer to your Melee Matrix book for guidelines around the policy.

Evening up rule

AFL Goldfields expects all team officials to understand and adhere to the '**spirit**' of this rule, which is, the team that has the greater number of players available shall lend as many players as possible to equalize numbers with the other team so that all players available to participate in that match shall have the opportunity to play in as much of that match as possible. If both teams have full sides, an 18 a side game shall be played.

Where one team has between 14 and 18 players (Women's) or 12 and 18 players (Youth Girls & Junior Girls) and the second team has more players than the first team, **both teams shall field the same number of players**, therefore an equal number of players shall take the field.

If a team begins with less than 14 players (Women's) or 12 (Youth Girls & Junior Girls) the match will be forfeited, however a match **must** still occur as a scratch match.

If during a match, a team's playing numbers drop to below 14 players (Women's) or 12 players (Youth Girls & Junior Girls) a forfeit will occur and the match must continue (as a scratch match) with an equal number of players on the field for both sides.

If players are not offered to the team with less than 18 players, then playing numbers must be reduced so that both teams field the same number of players on the ground.

If players are offered, but not accepted, then the team with the greater number of players is not required to reduce playing numbers, i.e. the evening up rule does not apply.

If players are not offered, the team refusing to offer players will have their interchange bench capped at 3 players. The players on the field and the 3 interchanges are the only players permitted to participate in the match.

Team Managers, particularly from the Team that requires the evening-up rule to apply, **must** ensure the process is organized as early as possible and prior to the teams taking the field.