

CLYDE COUGARS FOOTBALL CLUB



TEAM MANAGER'S HANDBOOK

2023 Edition

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1. Season Dates

<u>Date</u>	<u>Event</u>
Friday March 24 th	Jumper Presentation Night 6-8pm
Sunday March 26 th	Little Demon's Day Under 8-10s only
Sunday April 23 rd	Round 1 Anzac Day Round
Sunday April 30 th	Round 2
Sunday May 7 th	Round 3 Community Umpiring Week
Sunday May 14 th	Round 4 Mother's Day Round
Sunday May 21 st	Round 5 Recognising Reconciliation Round
Saturday May 27 th	Parent Social Event – Save the Date
Sunday May 28 th	Round 6
Sunday June 4 th	Round 7
Queen's Birthday No Game	
Sunday June 18 th	Round 8 MND Round
Sunday June 25 th	Round 9
July School Holidays (24 th June-9 th July)	
Sunday July 2 nd	Players Social Event – Save the Date
Sunday July 9 th	Round 10
Sunday July 16 th	Round 11
Sunday July 23 rd	Round 12 Mental Health Round
Sunday July 30 th	Round 13
Sunday August 6 th	Round 14 TAC Round
August 13 th	Finals – Week 1
August 20 th	Finals – Week 2
August 27 th	Grand Finals
Sunday September 10 th	Presentation Day/AGM
September School Holidays (16 th Sept – 1 st Oct)	

2. Codes of Conduct

Coaches

1. All coaches are to supply Clyde JFC with their Working with Children Check (WWCC) and Coaching AFL Level 1 Accreditation throughout the coaching appointment process. (If you do not have your level 1 accreditation, please notify the club and we will assist you in obtaining it).
2. If requested by Clyde Cougars Football Club, coaches are to supply a Police check. Any costs incurred will be reimbursed by the club.
3. It is important for Clyde JFC to attend any Coaching Development session provided by the Clyde JFC – for any reason you are unable to attend the clubs Football Director or Coaching Coordinator must be informed prior to the session.
4. It is important for Clyde JFC coaches to attend 'Coaches Meetings' held by the club - for any reason you are unable to attend the clubs Football Director or Coaching Coordinator must be informed prior to the meeting
5. The club will be developing a training program for all teams in 2023. Training sessions should follow the clubs training plan or be planned around required team or player improvements identified during matches.
6. All players in all age groups must be equally rotated off the bench and throughout all positions during matches. This is to ensure that all players can learn all positions and aspects of the game.
7. All coaches and volunteers on the bench are not to yell any form of abuse or negative wording directed towards any other person (parents, players or umpires). Clyde Cougars has a zero tolerance approach on abuse from any adult.
8. All coaches and volunteers are not to communicate with the umpires during a match in any way, shape or form. Umpires must be fully supported and respected at all times. If there is an immediate safety concern regarding the officiating of a match, the head coach is to speak to the ground marshal or a committee member who will address the concern. If there is no committee member or ground marshal available, the team manager should seek out the opposing team manager to have a polite and respectful conversation. All other aspects of umpiring that need raising can be done after the game to a committee member who will contact the league through the appropriate channels.
9. Coaching staff must wear Clyde Cougars Football Club apparel (Polo, hoodie, etc), appropriate pants/shorts and footwear during matches. (All new coaches will be provided a \$50 club voucher to assist in the purchase of club apparel).
10. All coaches and coaching staff must understand and follow the Clyde JFC Child Safety Policy provided to all coaches and coaching staff upon appointment.
11. All coaches must understand and follow SEJ By Laws and Rules of the game
12. All coaches must maintain a safe, welcoming, and fun environment throughout training and matches
13. Remember that the players involved play for fun and enjoyment and that winning is only part of it. Emphasise the importance of the learning and development of skills and positive attitudes. Never ridicule or yell at your players for making mistakes or losing a competition.
14. Develop team respect for the ability of opponents, as well as for the judgement of umpires and opposing coaches.
15. No derogatory language based on gender or race is to be used at all (i.e "You kick like a girl!").
16. All coaches must do their best to eliminate any bullying or teasing amongst their players. Coaches are to foster a positive environment within the players where they support and encourage each other during training and matches.
17. Any incident or injury requiring first aid during training or a match must be reported to a member of the Clyde JFC committee as soon as possible

Players

1. Players and Parents must read and understand the Players Code of Conduct
2. Players are to be at the ground 10 minutes before the allocated training time. If for some reason the player is going to be late or is unable to attend training the Coach or Team Manager must be notified
3. Players must respect and not misuse all the clubs training equipment
4. Players must wear their club training shirt and shorts (preferred) or plain tee shirt and shorts to every training session. Game day playing uniform must not be worn at training
5. Players must bring their own water bottle, mouth guard and football boots to all training and matches
6. Players must be at the ground on match day 45 minutes (Away) and 60 minutes (Home) before the fixtured match start time. If for some reason the player is going to be late or is unable to attend the match the Coach or Team Manager must be notified at least 60 minutes before the match
7. No swearing or discriminative actions should be aimed at any umpire, coach, coaching staff, opposition player/coach or teammate at any time. Anyone caught doing so will be severely sanctioned by the club
8. Bullying at any time is unacceptable. Anyone caught bullying will be severely sanctioned by the club
9. At least one parent or guardian must be present on game day and training. This is to ensure that someone is present in case of an emergency and to assist in any match day or training roles required to be filled
10. Players must have an understanding and obey the game day rules during a match
11. Players must play the game in good spirit and be supportive to all teammates
12. Players must listen to coaches instructions during training and matches

Parents/Spectators

1. Encourage children to participate if they are interested. However, if a child is not willing do not force them.
2. Focus upon the child's efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to their ability by reducing the emphasis on winning.
3. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
4. Encourage your child always to play by the rules.
5. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember your child should be involved in football for their enjoyment, not yours.
7. Remember your child learns best by example. Applaud good play by both your team and by members of the opposing team.
8. If you disagree with an official or umpire raise the issue through the appropriate channels rather than questioning the official's judgment and honesty in public. Remember, most officials give their time and effort for your child's involvement.
9. Support all efforts to remove verbal and physical abuse from junior sporting activities.
10. Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child and deserve your support.
11. Support your club officials in maintaining the highest standard of behaviour both on and off the field for the betterment of the league and your family. Offer your assistance to the team that your child is playing in so that every opportunity is being provided for the very best supervision and support. Your involvement will give both yourself and your child far more satisfaction.
12. Avoid use of derogatory language based on gender or race.

3. Team Managers Kit Bag

Each team is issued with a full kit of gear containing items required for game day. This remains the property of the club and the Team Manager is responsible for taking this kit to and from games. All kits must be returned at the end of the season and must be clean and intact including washed bibs, armbands, flags, jumpers, etc. You may also need to wash them during the season.

Please check all contents are in your kit and advise volunteer.coordinator@clydefc.com.au if anything is missing. If you have any items in your kit lost or broken during the season, please advise the Volunteer Coordinator on above email for immediate replacement.

Kits include:

- League Bibs:
 - 1 Coach (white)
 - 1 Assistant Coach (white)
 - 1 Runner (red) (U11-18 ONLY)
 - 1 Trainer (pink)
 - 1 Ground Marshall (yellow)
 - 1 Team Manager (blue)
 - 1 Venue Manager (green)
 - 1 Volunteer Umpire (U8/9/10 ONLY)
- First Aid Kit
- First Aid Bum Bag
- Trainer's folder
- 1 set of white flags
- 1 white Goal Umpire jacket
- Certificates
- Player Votes & Envelopes
- Large Team Sheet Envelopes
- 2 blankets for bench
- Coaches board with name magnets
(+ red/white/blue button magnets U8/9/10 ONLY)
- 7 Red/7 Blue/7 White Armbands (U8/9/10 ONLY)
- 1 match football
- 2 training footballs
- 3 jumpers (spares for blood rule &/or even up rule)
- 3 green shorts (spares)
- 2 pairs of green socks (spares)
- Team Manager's folder
- Time Keeper Instructions
- Scorecards
- Role Responsibility Cards
- Roll On Sunscreen

4. Jumpers and Jumper Allocation

The club will provide you with a list of players in your team and a variety of jumper sizes and numbers. When a player is allocated a jumper, this remains their number for the season.

You may have issues with sizing and your jumper allocation provided not fitting all players. If this happens, please contact the club's Secretary and provide details of what jumper sizing is required to complete your allocation. Team Managers are required to ensure all players have been allocated a jumper prior to Jumper Presentation Day where the jumpers will be presented to each player.

Once all jumpers have been allocated, please return an updated copy of your jumper checklist, matching players names to jumper numbers to the club Secretary.

The Team Manager is responsible for collecting the jumpers from ALL players on the **last day of the team's season** and any missing jumpers located before Presentation Day. Please inform your team's families that jumpers will be collected immediately following the last game. Players are to bring alternative clothes to change into. Please wash and clean all jumpers ready for return to the club Secretary on Presentation Day, together with the Team Manager Kit Bag.

5. Milestone Games

During the year any player who reaches 50, 100 or 150 game milestones should be encouraged to celebrate the achievement in front of their friends and family. It is the Team Manager's responsibility to notify players/parents when they are about to achieve these milestones (at least 2 weeks notice). Players can celebrate the milestone with a banner that they run through. The cost of preparing the banner is the responsibility of the family. If a number of players reach the same milestone within a few weeks of each other, it may be more appropriate to celebrate the achievement at the one time. This will result in one banner where families can share the cost and allow players to recognise the achievement during a home game.

Please notify the Communications Manager and send any photos to communications@clydefc.com.au of any milestone achievements so they can be posted on social media and shared with families in the club newsletter.

Banners can be purchased from <https://www.facebook.com/milestonebanners> or any other supplier chosen by the family.

All players due for medals each year will be identified by the Club Registrar at the beginning of each season. The list of children and dates of the likely milestone game will then be issued to the Team Managers. Milestone medals will be ordered by the Club Secretary and awarded at Presentation Day.

It is the responsibility of the Team Manager to keep track of these identified players games within the season so as to recognise the milestone at the appropriate game.

Please note all games played within the AFLSE (either Clyde or other clubs) will qualify as a milestone.

6. Match Day Officials

Throughout the season, team managers will need to coordinate volunteers required on game days.

It is the responsibility of the Team Manager to ensure that all roles are filled each week. It is suggested to roster families onto various roles each week.

Roles include both match day and off field duties.

Official	U8, U9, U10	U11 and above
Coach	1 per team	1 per team
Assistant Coach	1 per team	1 per team
Team Manager	1 per team	1 per team
Runner	-	1 per team
Trainer	1 per team	1 per team
Ground Marshall	1 per team	1 per team
Volunteer Umpire	Optional	-
Goal Umpire	1 per team	1 per team
Time Keeper	1 per team	1 per team
Scoreboard Attendant <i>* the time keeper and the scoreboard attendant could be the same volunteer</i>	1 per team (home game only)	1 per team (home game only)
Venue Manager	1 per team (home game only)	1 per team (home game only)
Canteen	4 (home game only)	4 (home game only)
Photographer	1 per team	1 per team
First game of the day set up	1 per team (home game only)	1 per team (home game only)
Last game of the day pack up	1 per team (home game only)	1 per team (home game only)

**** Should more than one HOME game be scheduled at the same time, it is suggested that Team Managers liaise with each other to roster families on for roles such as Set Up, Pack Up, Scoreboard Attendant, Venue Manager and Canteen (although the more volunteers the better for canteen!).***

6. Child Safe Standards

When children are in the care of an organisation, it is our responsibility to keep them safe from abuse.

The Child Safe Standards are designed to prevent child abuse in organisations.


The Clyde Cougars Football Club are mandated to take actions in a range of areas, including:

- background and suitability checks of staff and volunteers
- codes of conduct for staff and volunteers
- training and supervision of staff and volunteers
- documented risk assessments for activities
- clear procedures for reporting and acting on any concerns or allegations
- commitment to listening to children and encouraging them to speak up if they don't feel safe.

Children have a right to be safe. Organisations have a responsibility to protect children from harm.

For any child safety queries, we encourage Team Managers and/or families to contact our Child Safety Officer Sue Connolly at childsafety@clydefc.com.au or on 0402 445 173.

We will respond promptly to any concerns you may have.



7. Match Day Requirements

Venue Set Up

The Team Manager of the home team must ensure the ground is properly marked with boundary lines, goal squares, centre circle and centre square (11-18s) or marked out with cones and portable goal posts, including coaches boxes (8-10s).

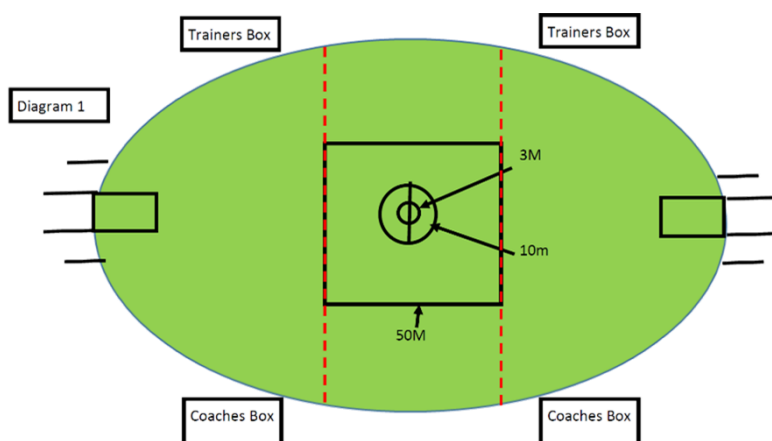
There shall be, space permitting a clearly marked, 5 metre exclusion zone to the left, right and behind the coach's box.

Two areas being 2 metres x 2 metres shall be marked on the opposite side of the Coaches boxes between the fence and boundary line outside the 50-metre arc for the water carriers or trainers.

The only officials permitted within fenced area and in the marked coach's area are as follows:

- All interchange players
- One trainer
- Coach
- Assistant Coach
- Runner
- Team Manager

Set up for 11-18s



Set up for Under 8's, 9's, and 10's.

- All U8 games will be played on a ground no larger than 80m x 60m with three equal zones.
- All U9 and U10 games will be played on a ground no larger than 100x x 80m.
- Ovals should be set up across the ground not up and down the ground.

Football Sizes

The home Team Manager must provide the Field Umpire/s with 2 footballs in good condition and of approved size no less than 10 minutes before the commencement of the game. Red footballs are to be used for day games and yellow footballs for night games.

The correct size and material of footballs per age group is listed below:

AGE GROUP	SIZE	MATERIAL
Under 8, 9, 10 & U10G	2	Synthetic
Under 11, 12 & U12G	3	Synthetic
Under 13, 14 & U14G	4	Leather
Under 15, 16 & 17.5	5	Leather
Under 16G & 19G	4	Leather

Duration of Games

Spectators are only permitted on the ground at Half Time and at the conclusion of the match.

AGE GROUP	QUARTERS	BREAKS
U8, U9, U10, U10G & U12G	12 minute quarters (no time on)	3-5-3
U11, U12, U13, U14, U14G, U16G, U19G	15 minutes quarters (no time on)	3-8-5
U15, U16, U17.5	20 minutes quarters (no time on)	3-8-5

Players on the Field

Teams must start matches with the minimum number stated. An Even Up policy applies for all age divisions.

All players must be registered and entered on the Team Sheet.

AGE GROUP	STARTING NUMBERS	MINIMUM NUMBERS	MAXIMUM NUMBERS ON BENCH	NUMBERS ON TEAM SHEET
U8 & U10G	12	10	4	16
U9 & U10	15	10	5	20
U11-U14	18	14	8	26
U15, U16 & U17.5	18	14	8	26
U14G, U16G & U19G	16	12	8	24
U12G	16	8	6	24

Even Up Rule

Where a team has the following:

- U8s & U10 Girls between 10-12 players;
- U9s & U10 between 10-15 players;
- U11-U17 between 14-18 players; and
- U12G, U14G, U16G and U18 Girls between 12-16 players;

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.

Up to and including Under 13 teams, clubs must loan or accept the number of players required to even up the teams. Loaned players need to be supplied by the direct opposition.

Team Managers, particularly from the team that requires the evening-up to apply, MUST ensure that the process is organised as early as possible and before the teams taking the field. They MUST also ensure that the field umpires are informed.

Teams that do not comply will forfeit the match. Umpires to advise in their match day paperwork.

In the U14 to the U18 age groups, if players are not offered to the team with less than 16 or 18 players, then playing numbers must be reduced so that both teams field the same number of players. 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.

Where one team has more players during the match due to an injury, playing numbers shall be evened up for the remainder of the game. A player should join the game from the Interchange Bench, if available, if not; a player from the team with the greater number of players must be removed from the field as soon as they are notified by the opposition team manager.

Players who play with other teams from other clubs, who are short of numbers shall have their names added to the bottom of the team's sheet to which the player was loaned.

8. Players and Officials Uniforms

Players Uniforms

There is a set dress code requirement for players and each official role which has been set by the AFL South East League. The AFLSE are very strict on adherence to the dress code and failure to comply may result in the club being issued with a fine.

It is the Team Manager's responsibility to ensure all parents and players are aware of the uniform requirements.

Shorts: Players must wear shorts (in accordance with the League style guide) for all age groups.

Undergarments: Full length undergarments (items other than the playing jumper or shorts) may be worn:

- Should the temperature be below 10 degrees
- due to religious requirements
- the colour worn is flesh color or align with the team colors
- short sleeved or sleeveless undergarments are acceptable providing they are not visible.

NO HOODIES ARE TO BE WORN UNDER JUMPERS DURING A GAME.

Jumpers: No two players in the same team are to wear the same number. Numbers worn should agree with the numbers listed on the team sheet.

Metal: Players will not wear any form of metal stops in their boots, bobby pins in the hair or any form of jewellery. All body piercings MUST be removed.

Mouthguards: It is expected that all players wear mouth guards.

Helmets: players are allowed to wear appropriate approved helmets.

Jewellery: Jewellery of any description may not be worn. Body piercings containing jewellery cannot be covered by tape. They MUST be removed.

Nails: Players are required to keep their fingernails trimmed to avoid scratching or other injuries to other players. Nails must be short and smooth or may be taped with appropriate sports tape and checked by the Umpire/s prior to the match. Umpires will be responsible for checking hands to ensure fingernails do not extend beyond the end of the finger, and where necessary will require the player to tape their fingernails. The requirement for taped nails is one piece of tape over the top and another piece around the nail.

Hair: If a player (male or female) has their hair braided, and it swings free from their head when the head is moved, it may cause harm to another player if struck by the braid. Due to injuries that may be caused, players are not permitted on the field with free braids in their hair. This includes plaited ponytails. Players with plaited ponytails will be instructed by the Umpire to either roll the plait into a bun or remove the plait and replace with a loose ponytail (as long as the ponytail does not hide the player's number).

Protective Clothing

Glasses: The wearing of Glasses or any protective guards/braces on any part of the body in matches will only be approved by the League where written Medical evidence for the need to wear glasses, guards or braces is provided.

Gloves: The wearing of Gloves is not permitted in any League game without supporting Medical evidence. This is in place to both support an even opportunity for all players and to assist junior players in familiarization with natural contact with the ball.

Officials Uniforms

All Officials must wear an official uniform as determined by the League. Each Official must be identified by position and Club.

POSITION	UNIFORM REQUIREMENT
Coach/Assistant Coach	White League Vest
Team Manager	Blue League Vest
Runner	Red League Vest
First Aid/Trainer/ERC	Pink League Vest
Ground Marshall	Yellow League Vest
Volunteer Umpire	Orange League Vest
Venue Manager	Green League Vest
Boundary Umpire	White t-shirt, white shorts
Goal Umpire	White top/jacket

9. Team Managers Responsibilities

The Team managers responsibilities are many and include but are not limited to the following:

- Ensure all players and officials are properly attired
- Ensure the Umpires room is clean and secure with refreshments and current Report Pad provided
- Ensure that personnel are designated to act as Ground Marshall, Boundary & Goal Umpires, Runner and Trainer and that they are familiar with their roles. They should be supplied with all appropriate equipment to carry out their duties: whistles, score cards, goal umpire flags, audible siren etc
- Ensure that all officials are registered in Play HQ and are listed on the paper Team Sheet and updated on the team sheet in Play HQ
- Ensure the Match Day Checklist is completed using the [JLT checklist](#) or [app](#)
- Ensure any injuries are reported via the Injury Reporting online form (if not already done so by the Trainer)



Team Sheets

The Team Manager must print **three copies** of the team sheet with player names, together with the correct jumper number. This team list is to be edited in the Play HQ competitions data base and printed for use on game day.

The following officials assisting on game day must be recorded on the team sheet:

- Coach
- Team Manager
- Trainer
- Runner

Any listed player or official who did not take their place in the game must be deleted/crossed out from the team sheet and marked with DNP. Ensure that all players on both team sheets (opposition as well) actually took the field in the game. Any players or officials who are not originally listed on the team sheet must be written on the team sheet (in the appropriate area) and updated in the Play HQ team sheet.

No additions are to be made to the team sheet after the Half Time Break. No additional players may take the field if they are not added to the team sheet prior to the end of the half time break.

The Team Sheet must be signed by all players (U11-18) and the Team Manager.

Team Sheet Copies: 3 copies of the team sheet should be printed prior to the match. They will be required either during or post match as follows:

- Original—to form part of Match Paperwork (to be signed by BOTH Team Managers and Field Umpire at the conclusion of the match)
- Copy—for opposition Team Manager to be given at half time break
- Copy—for Umpire/s for voting purposes (U13-U19 only)

Team sheets must be retained for 4 weeks after the season and be able to present if required within 7 days or as determined by the league.

Also to be collected:

- Goal Umpire Score card
- Timekeeper Card
- Umpire Report Sheet/s if applicable
- B&F Vote cards

The Host Club shall collate the results and enter them (as well as game day statistics for each player) into Play HQ by 8pm following the matches.

Match Day Game Inspection Checklist

Must be completed online by both Clubs on the [Marsh AFL Match Day App](#) prior to the scheduled match at a venue or when conditions change significantly after the first game.

The Checklist is to ensure that all safety precautions have been taken into consideration prior to the game starting.

For the safety and wellbeing of all participants, Spectators, Officials and Coaches are to ensure:

1. Goal posts are padded and secure, the ground surface (including the pitch area) and change rooms are to a satisfactory standard, and lines are clearly marked with the boundary line at least three (3) metres from the fence
2. Boundary area and fencing are safe
3. Access to emergency numbers and communication
4. Safe Climatic conditions
5. Accredited Trainer/first aid kit is accessible
6. They have the ability to sense a volatile situation out on the ground and have control over team, officials and spectators
7. They are "player safety" aware re: protective equipment etc.
8. They assess surrounding conditions i.e. major roadway, gullies, water etc.
9. At Junior level, match up players of same size and maturity
10. Players complete adequate preparation and warm up / warm down

Order Off Rule & Reports

Red Card

A player/official who commits the following offences shall be reported and ordered off the ground with a **red card** for the remainder of the game. The player/official can be replaced after 20 minutes of actual playing time.

The player/official red carded can take no further part in the game if they are deemed to:

- intentionally or carelessly kick, knee or head butt another person or make contact to an opponent using the head
- make unreasonable or unnecessary contact with the eye region of another person
- eye-gouge
- stomp on another person
- intentionally make contact with, or strike, an Umpire
- spit on or at an Umpire
- engage in any other act of misconduct or serious misconduct.

Yellow Card

A player/official who commits the following offences **shall be reported and ordered from the ground** with a **yellow card** for 15 minutes of players actual match playing time and cannot be replaced within that time.

The player/official yellow-carded can return to the field after 15 minutes if they are deemed to:

- intentionally or carelessly strike another person
- charge an opponent
- engage in rough conduct against an opponent
- bump or make forceful contact from front on when a player has their head down over the football
- make unreasonable or unnecessary contact with the face of another person
- scratch another person
- trip another person whether by hand, arm, foot or leg
- threaten or use abusive, insulting or obscene language towards or in relation to an Umpire
- dispute a decision of an Umpire
- spit on or at another person
- attempt to strike or kick another person
- use of an obscene gesture

A player/official who commits the following offences, depending upon the severity of such offence, **may be ordered from the ground** with a **yellow card for 15 minutes** of actual match playing time and cannot be replaced within that time.

The player/official may also be reported if they are deemed to:

- attempt to trip another person whether by hand, arm, foot or leg
- make unreasonable or unnecessary contact with an injured player
- instigate or engage in a melee
- wrestle another person
- pinch another person
- use abusive, insulting, threatening or obscene language
- engage in an act of staging or time wasting
- interfere with a player kicking for goal
- intentionally shake a goal or behind post
- fail to leave the playing surface when directed to do so by a field umpire
- wear prohibited boots, jewellery and equipment

Any player/official reported for a second offence shall be sent from the field with a red card for the remainder of the match and is able to be replaced after 20 minutes of actual playing time. The player/official red carded can take no further part in the game.

Blue Card

Field umpires may order a player off the ground for 15 minutes without reporting him/her by showing a **blue card**. The player can be replaced without any time elapsing.

Note: This would only apply when a player has not committed a reportable offence but has breached a law of the game and given away a free kick in a deliberate or undisciplined manner or behaves in a manner detrimental to the image of the game.

The intention of this rule is to provide the player with a cooling off period.

Any player/official ordered off for a third time during the season will automatically receive a one match suspension. A fourth order off will incur a two-match suspension. Further send offs will result in the player/official appearing before the Independent Tribunal.

Any automatic suspension as outlined will be served in addition to any penalty handed down by the Independent Tribunal.

Suspension of Players / Officials Due to Multiple Send Offs

Any player/official who is ordered-off the ground twice or more in the same match will automatically incur a one-week suspension. Suspension will be for the following fixtured match which includes the finals series.

If any player/official is sent off three (3) times in the one season the player/official shall receive an automatic two-week suspension (even if one week has been served). Suspension will be for the following fixtured match including the finals series. Any further send-offs will require the player/official to appear before the Committee of Management.

Reports:

In the event of a report of a player or official, the Original Team Sheet will be made available to the Umpire/s to establish the identity of the player/official involved. If a player or official is reported during the game, the umpire fills out a report sheet detailing the incident at the conclusion of the game.

Both Team Managers must sign the report sheet and ensure that the appropriate personnel within their club receive the report. The reported player or official together with witnesses must be made aware of their responsibilities to the impending tribunal hearing.

13. Match Day Checklist

Before the game

1. Print your Team Sheets via <https://www.playhq.com/login>
2. Advise the Trainer about any player injuries received at training and on game day
3. Beware of any existing and ongoing medical conditions- EpiPen, asthma etc
4. Ensure Goal Umpire and Timekeeper Cards are filled out each quarter
5. Ensure volunteers are in attendance as required, know their tasks, wear their correct attire and have their required equipment
 - a) Scoreboard Attendant (U11-18's): access to the scoreboard room, laptop
 - b) Volunteer Umpire (U8-10's): orange league bib, whistle
 - c) Goal Umpire: White flags, white jacket, goal umpire cards, pen
 - d) Time Keeper: audible siren, timing device, time keeper cards, pen
 - e) First Aid Officer/Trainer/ERC: pink league bibs, first aid kits
 - f) Runner (U11-18's): red league bib
 - g) Ground Marshall: yellow league bib
 - h) Venue Manager: green league bib
6. Complete the [JLT Match Day Checklist](#) or complete the checklist using the [app](#) in conjunction with the opposition club prior to the game starting or when conditions change significantly

At the game

1. Complete team sheets/umpire match report ensuring all players and officials are named such as runners and trainers and that all officials are registered
2. Sign the team sheets and ensure the opposition Team Manager also signs prior to any players signing it
3. Strike out the name of any player who appears on the team sheet that is not playing
4. Prior to home matches, the correct age group specific ball is to be given to the umpire for inspection

During the game

1. Deliver the signed team sheets to the match umpire/s during the half time break
2. One copy is to be given to opposition Team Manager and one copy to the Umpire
3. Collect copy of Opposition team sheet
4. Record match scores and keep tally of goal kickers during match
5. Ground Marshall to offer umpire's complimentary water in U11-18 games (half time and after the game – home games only)

After the game

1. Collect match paperwork from Time Keeper, Goal Umpire and Interchange Steward and document final scores (suggest photo)
2. After the match, Team Managers are to return to the Umpire's Room within 10 minutes of finish of game (with Goal Umpire & Time Keeper's cards) to confirm result and match score and collect copy of their own Team Sheet from the Umpire (U11-18's) * *Goal Umpire Cards not required for U8-10s*
3. Check with the Field umpire that there were no reports ("all Clear").
4. If reports, collect report and return to Secretary and advise any player involved that they may be required to attend the tribunal
5. Ensure the home game "game ball" is returned
6. Team Sheets are to be retained by Team Manager for the season
7. Prepare any awards for distribution
8. Ensure the Coaches and Team Manager completes a best and fairest voting sheet, that they complete the votes after each game and place it in a sealed envelope for collection at the end of the season

Post game

1. Results including player statistics must be entered onto Play HQ by the home team by **8pm on match day**
<https://www.playhq.com/login>
2. Place Team Sheet, Timekeeper and Goal Umpire cards, and Player Votes from Coach and Team Manager in large envelope and keep until the end of season.

14. General Information

Alcohol

The League does not allow alcohol to be consumed at any junior game.

Incidents are to be reported to the Match Manager and the ground management on the day.

Smoking

The League does not allow smoking at any junior game of football. Clubs are to enforce an exclusion zone at all grounds as all grounds are to be Smoke Free for the safety of our children. Ground Marshalls should encourage any smokers to move off site.

Spectators Quarter Breaks

Spectators are not permitted on the ground at ¼ (quarter) time or ¾ (three quarter) time, during the home and away season. Spectators are not permitted on the ground after the game until the umpires have left the field. In the Finals series, spectators are not allowed on the ground at any stage of the day.

Incomplete Match

If the Team Manager of a team and/or both teams of an individual match wish to abandon a match due to severe weather, they must obtain permission from the Junior Leagues prior to declaring the match abandoned.

Security of Players Belongings

The security of belongings should be considered prior to the players taking the field. No home team can fully guarantee the safety of items that remain in the change rooms during a game. It may be a good idea to remind players and parents of this problem and have player valuables such as phones, iPods, watches, jewellery, and expensive clothing left at home or secured in some way.

Reporting

To file any complaints regarding:

- | | |
|-------------------------|----------------------|
| - Player(s) | - Coaches |
| - Footballing Officials | - Parents/Spectators |
| - Umpires/Club Umpires | - Other |

Complete this AFLSE Complaint Submission form

<https://form.jotform.com/230398455296063>

15. Team Communication

Stack Team App

In order to make communication with your team easy throughout the season, the Communications Manager has created a team “chat” for each team in Stack Team App. Members are encouraged to use this space when needed to promote positive and respectful discussion and to ask questions of their Team Manager and/or Coaches when required.

It is the responsibility of both the Team Manager and Coaches to monitor these chats and respond to any questions asked in a timely manner.

Please use the **Chat** space as needed to inform your families of any last-minute game changes, milestone games, request volunteers for game day roles when required, or to promote appropriate, constructive and positive comments regarding the team’s performance.

We ask the Team Managers **DO NOT** create their own Facebook chat groups, and rather use the Club’s approved method of communication.

Game day information (including locations and times) can be found by clicking on your team under the Teams tab followed by Schedule (when the fixtures have been released). Please ensure your families know how to find this information.


The Clyde Cougars Football Club does not condone our players & families being disrespectful to other players, volunteers, coaches, other teams or umpires at any time and negative comments and images, bullying, criticism and sexist or derogatory remarks will not be tolerated. Should you notice any comments that do not comply with the club’s policy in your team’s chat, please report the issue to a member of the executive committee.

Please see our Social Media Policy for further information at <https://clydefc.com.au/club-details/policies/>

Uploading photos and videos

The Gallery is a secure environment where families and officials can upload and view photos and videos. They can also make comments and cheer or like the ones they love the most! Please encourage your families or game day Photographer to use this feature and follow a few simple rules:

- If a Gallery **has not yet been created** for an event or match:
 - o Tap **Gallery** from the main screen
 - o Tap on the **+** to start
 - o Enter a **title** for the gallery you wish to create. Ie **Round 4 – U10s** or **Jumper Presentation Day 2023**
 - o **Upload** any photos or videos you wish to share
 - o **Access Groups:**
 - For photos of your **team**, click on **Access Groups** and select your **team**, ie U10s Team
 - For photos of the **club**, click on **Access Groups** and select **All CFC Parents/Guardians**
 - o **Turn OFF** send notifications
 - o Click **Create**

- If a Gallery has already been started for the photos you wish to upload:
 - o Tap **Gallery** from the main screen
 - o Tap on the **gallery** you wish to upload photos to
 - o Select  in the top right corner of the page, followed by **Add Photos/Videos**
 - o Upload any photos or videos you wish to share
 - o Click **Save**

Events

Previous Team Managers will remember the headache of creating Events each week to notify parents of game day times and locations. This is **NO LONGER REQUIRED**. All game day information (including locations and times) can be found by clicking on your team under the Teams tab followed by Schedule (when the fixtures have been released). Please ensure your families know how to find this information.

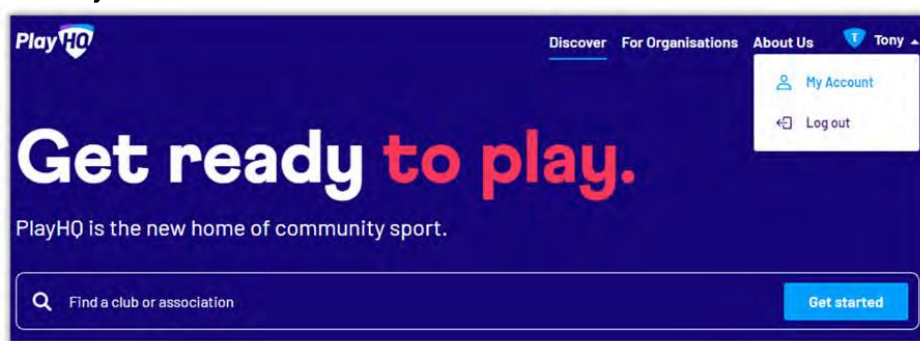
Should Team Managers and Coaches wish to create other events throughout the season such as team social events, Team Managers are welcome to create an Event in Stack Team App to advertise the event to their families.

All **club** social events will be posted to families by the Communications Manager and as such do not need to be posted by the Team Managers.

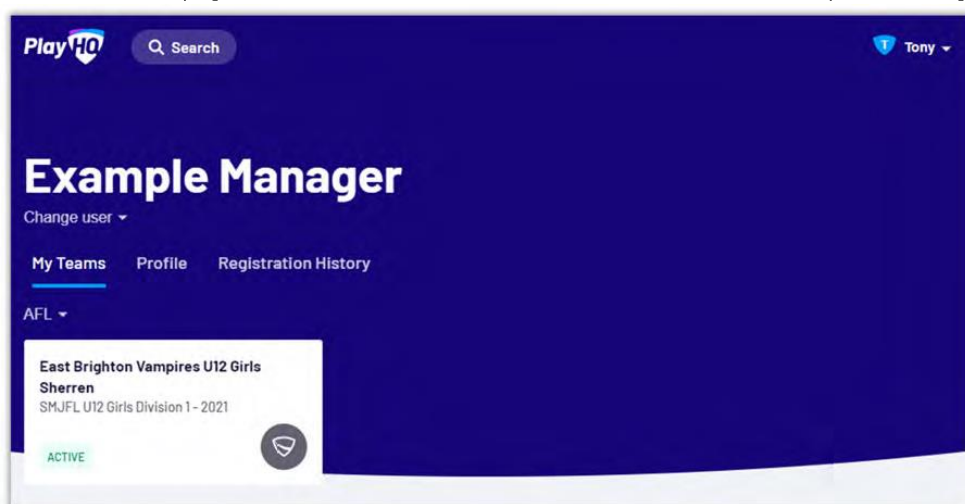
16. Play HQ

Accessing Team Information

1. Log into your Play HQ Account <https://www.playhq.com/>
2. When you have logged in the name of your account will appear in the top right-hand corner. Click on the name of your account and select **My Account**.



3. Under the **My Teams** tab will be a list of the teams that you have been allocated to. When you click on your team you will be taken to the information page which will show all of the team's Fixture, Ladder and Squad for the grade the team is in.



4. Click on the **Squad** tab.

East Brighton Vampires U12 Girls Sherren
SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club

AFL

Fixture Ladder **Squad**

PLAYERS		
#	NAME	GAMES
3	Sophie Nilsson	2
4	Ava Stewart	2
5	Andie Sherren	0
6	Amelia Harris	0

COACHING STAFF	
C	Harrison Andronaco
AC	Peter Day

TEAM MANAGERS	
	Example Manager

5. The **Squad** page will list all allocated **Players, Coaching Staff** and **Team Managers**. Click on the > icon to view their **Contact Details, Parent/Guardian** and **Emergency Contact**.

Example Manager
TEAM MANAGER

Contact Details

Account managed by:
Tony Saunders
administration@afbj.com
0400006859

Parent/Guardian

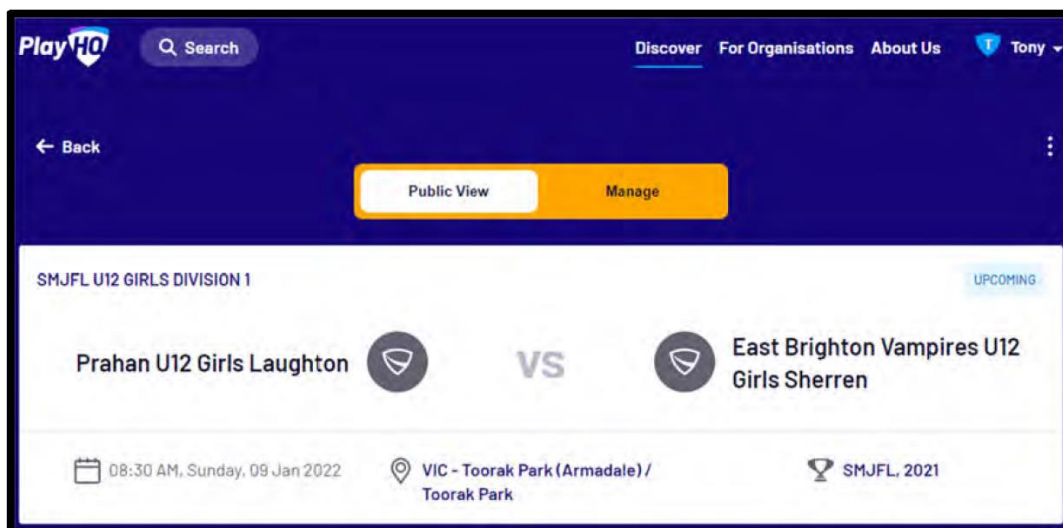
Tony Saunders
administration@afbj.com
0400006859

Emergency Contact

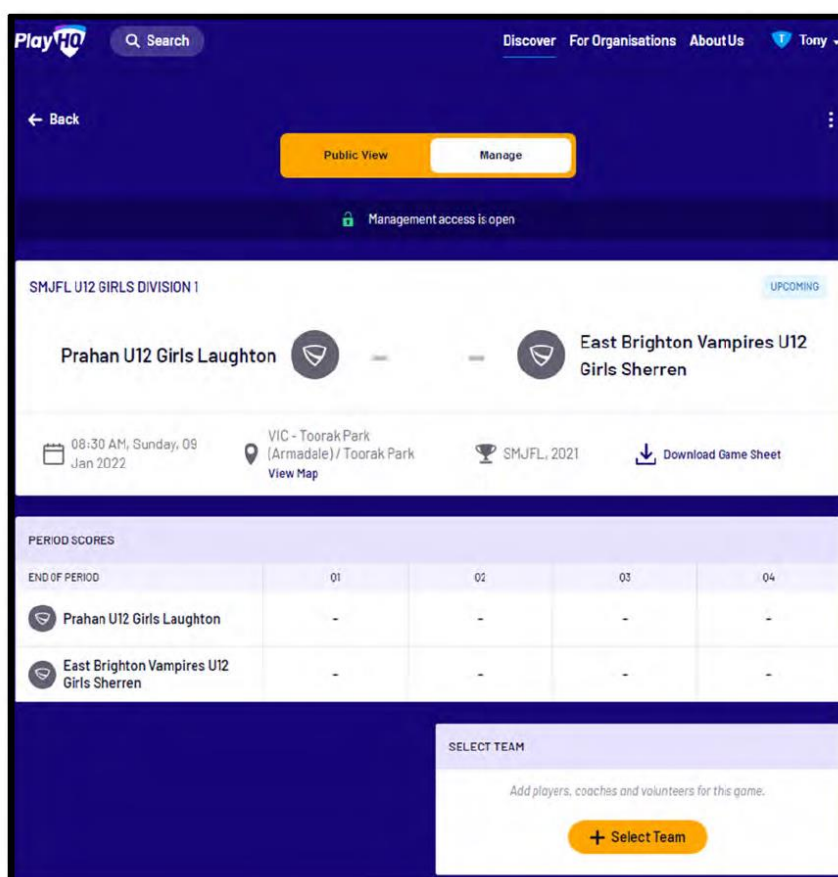
Tony Saunders (pa)
noemail@email.com
0400000000

Team Selection and Printing Team Sheets

1. When the team manager opens an **Upcoming** match they will land on the **Public View** page.



2. To manage the team, click on the **Manage** tab which will open the **+ Select Team** option and **Download Game Sheet** will be available. Click on the **+ Select Team** button.



3. The **Add Line-up** page will appear to select the players playing in the match. When all of the players have been added click on the **Next** button.

Management access is open

Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

A minimum of 3 and a maximum of 22 players are required for this game.

Out	Line-up (4/22)
4 Ava Stewart	3 Sophie Nilsson
5 Andie Sherren	14 Georgia Naughton
6 Amelia Harris	23 Genevieve Brooks
7 Pippa Jacobson	23 Zahra Stevens
10 Phoebe Fyfe	
15 Camille Marlow	
24 Milla Teelow	
35 Clementine Pitts	
36 Sienna McPherson	

Cancel Next

4. The **Add Coaching Staff** page will appear to select the coaches in the match. When all of the coaches have been added click on the **Next** button.

Management access is open

SMJFL U12 GIRLS DIVISION 1 UPCOMING

Add Coaching Staff

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Out	In
<i>There are no coaches listed as out.</i>	Coach
	Harrison Andronaco
	Assistant Coaches
	Peter Day

Back Next

- The **Add Volunteers** page will appear to type the names of the Volunteers in the match. When all of the volunteers have been added click on the **Save** button.

- You will be returned to the **Manage** page with **Line-up, Coaching Staff and Volunteers** added. Download and print the game sheet by clicking on the **Download Game Sheet** link.

Management access is open

SMJFL U12 GIRLS DIVISION 1

Prahan U12 Girls Laughton — East Brighton Vampires U12 Girls Sherren

08:30 AM, Sunday, 09 Jan 2022 | VIC - Toorak Park (Armadale) / Toorak Park | SMJFL, 2021 | Download Game Sheet

END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	-	-	-	-
East Brighton Vampires U12 Girls Sherren	-	-	-	-

#	PLAYERS	VEL	RED	IS	SE	PFC
3	Sophie Nilsson	0	0	0	0	0
14	Georgie Naughton	0	0	0	0	0
23	Genevieve Brooks	0	0	0	0	0
23	Zahra Stevens	0	0	0	0	0
TOTAL		0	0	0	0	0

COACHING STAFF

C Harrison Andronaco

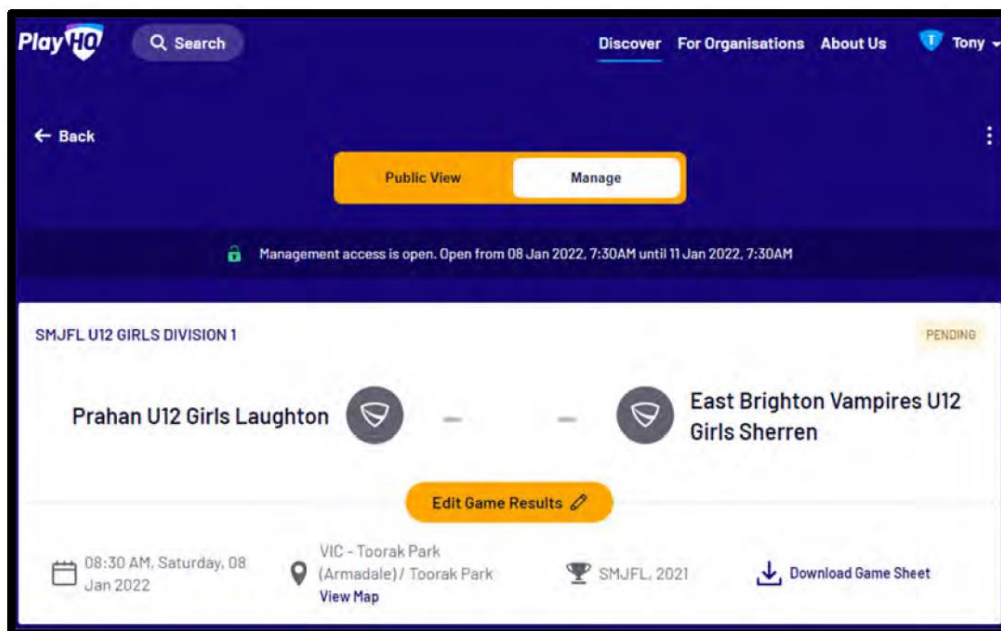
AC Peter Day

VOLUNTEERS

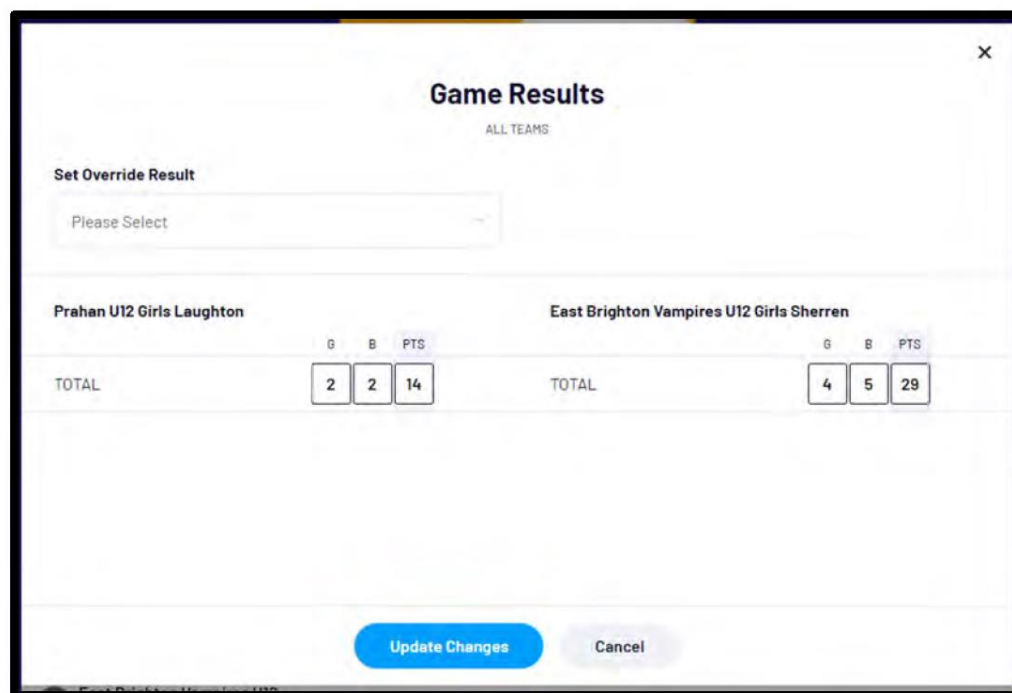
Tony Costanzo (Steward), Tony Saunders (Runner)

Adding Match Result Details

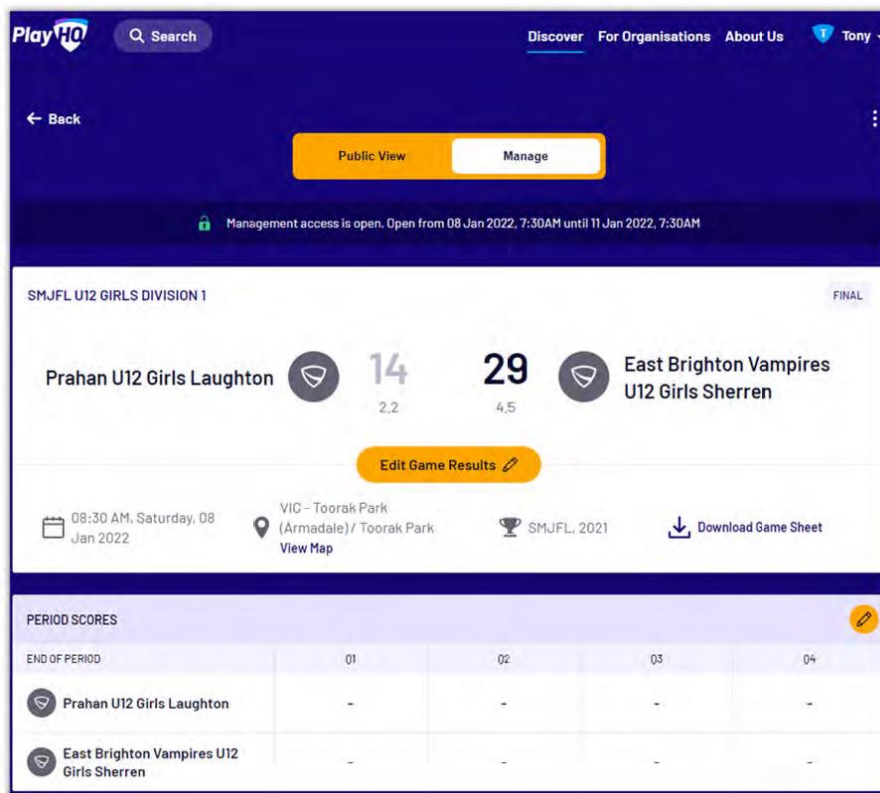
1. When the team manager opens a **Pending** match and changes **Public View** to **Manage**, all of the edit options are available. To enter the final score, click on the **Edit Game Results** button.



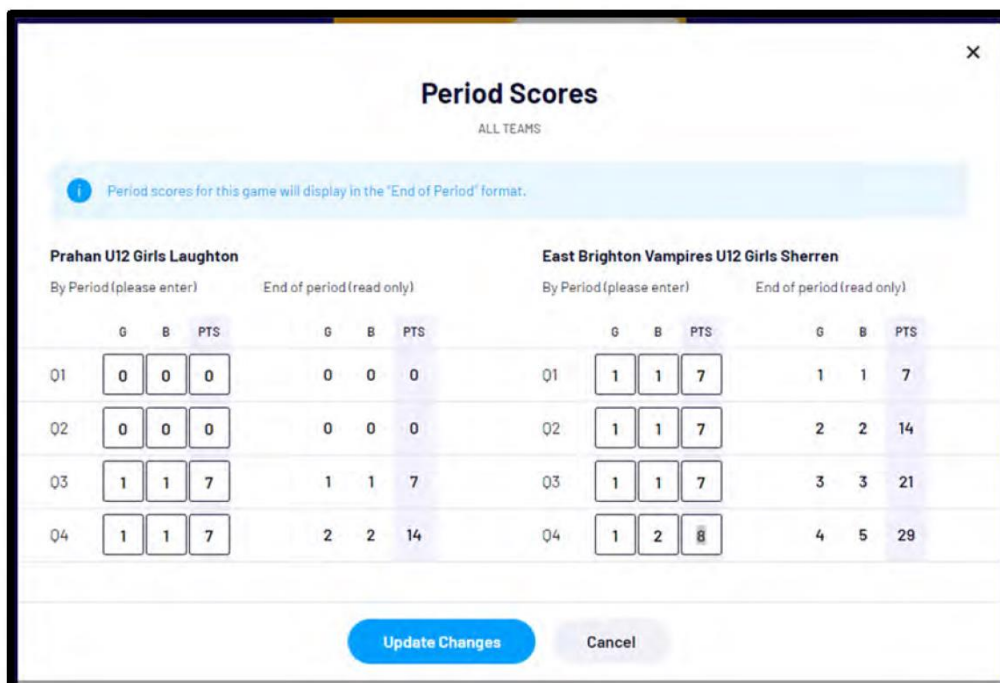
2. Add the final score, click on the **Update Changes** button and click on the **Done** button.



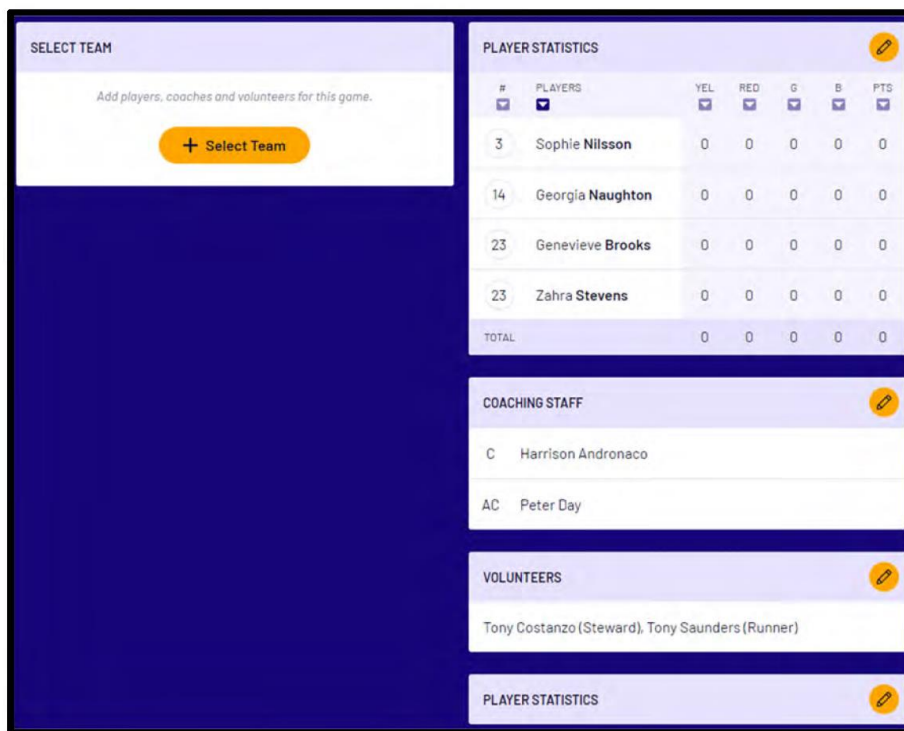
3. In the **Period Scores** section, click on the pencil icon.



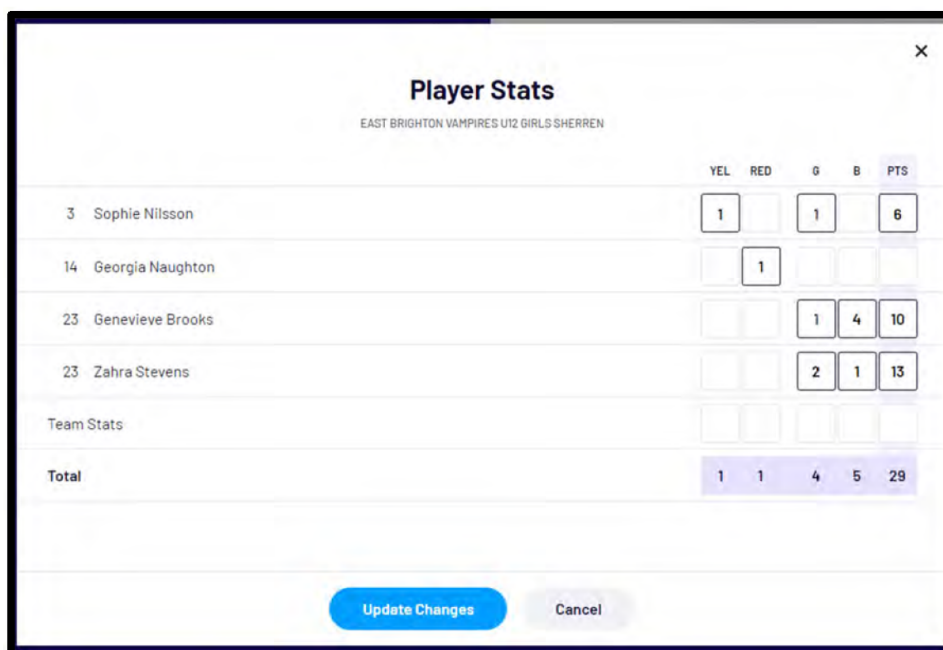
4. Add the period scores, click on the **Update Changes** button and click on the **Done** button.



5. In the **Player Statistics** section, click on the pencil icon.



6. Add the game day statistics for each player:
 - YEL = yellow card, RED = red card, G = goals & B = behinds
 Click on the **Update Changes** button, then click on the **Done** button.



Team Managers are asked **NOT** to fill in the **Best Players** section, as this can be publicly viewed and will reveal best and fairest votes before Presentation Day.

Resources

Video – Team Manager Access Webinar <https://tinyurl.com/2vf7hrrr>

17. SEJFL Rules and Regulations

Fines Schedule

It is important that all Team Managers are familiar with the AFLSE By-Laws and the relevant policies that apply to volunteers.

Fines may be imposed to clubs should particular by-laws not be enforced. Please ensure you understand these!

Below is a summary of the policies that may invoke these fines.

FINES SCHEDULE		
Breach	By-Law	Fine
Administration		
Club changing official Match times or dates without agreement from the opposing Club and having not advised the Competition Manager seven (7) days beforehand or as agreed	12.4	\$100
Club playing ineligible, suspended, unregistered and/or over-age Players	5.6, 5.9	\$100 plus loss of Match ratio
Should a Team be found guilty of three (3) of any of the above in any one season		\$250 and the Team withdrawn from the competition
Any Player playing under another name other than their own		\$250
Code of Conduct Breach	16.2(c), 24.1	Max \$250
Match Day		
Duplicate jumper number	11.3(b), 19.2(e)	\$20 per breach
Incorrect short or socks	11.1(b), 11.2(a), 11.3(h)	\$20 per breach
No Ground Marshall	16.10	\$50 per breach
Forfeiting a Match without correct prior notification	13.7, 13.9	\$100 per breach
Officials sent off	14.10(b), 16.1(a), 16.2(e), 20.6	\$250
Failure to complete Team Sheets and other match day paperwork - Completion on Match day in accordance with By-Laws	19.2(q)	\$20 per breach
Changes to team sheets after 14 days	19.2(o)	\$150 per team
Incorrectly attired Officials (non-wearing of appropriate uniform as provided for by the By-Laws) –2 nd breach and each subsequent breach.	16.2(b)	1 st breach \$25 2 nd breach \$75
Unauthorised persons inside the coach's box	15.4(b)	\$50 per breach
Failure to even up player numbers	15.12	\$50 per breach
Starting or playing a Match without a qualified First Aider, ERC or Trainer (as defined).	18.1	Max \$200
Failing to supply a stretcher at the ground	15.2	\$250
Incorrect football supplied	15.1	\$100 per breach
Team Officials smoking during the match or whilst wearing their vest/bib	15.8	\$250 per breach

A full version of the AFLSE By-Laws can be found on the Clyde Football Club's website <https://clydefc.com.au/club-details/policies/>

Official's Responsibilities

Below is a summary of the By-Laws relevant to particular officials and game day roles. Again, fines may be imposed should these laws not be enforced.

14.10. Approaching Umpires

Other than the captain, no person shall approach or talk to an Umpire (field, boundary and goal) before, during, or after the conclusion of a Match or leaving the playing arena.

The excepted persons who can approach the umpire are:

- Umpire Manager or Umpire Coaches
- Ground Marshall or Venue Manager
- both Home and Away Team Managers
- or either of the team captains.

These individuals are permitted to speak to the umpires providing communication is reasonable and confined to seeking clarification or interpretation of a rule, or in an emergency.

15.4. Coaches Box

There shall be, space permitting, a clearly marked 5 metre exclusion zone to the left, right and behind the coach's box. The only officials permitted within the fenced area and in the marked coach's area are as follows:

- All interchange players
- One Trainer
- Coach
- Assistant Coach
- Runner
- Team Manager

16.1. Match Officials Conduct

Match Officials, including Trainers, Runners, Boundary Umpires, Goal Umpires and Water Carriers, shall not Coach from the sidelines or from the field or interfere with opposition players or officials, either verbally or physically.

16.2. Responsibilities of Team Officials

Team Officials must not handle or interfere with players or officials from the opposing team in any way.

16.4 Team Manager

If a Player or Official is reported on Match Day, it is the Team Manager's responsibility to inform the Club Secretary ASAP after the match. This includes providing the Club copy of the Player/Official report to the Club Secretary.

16.5. Runner

- Minimum age of 16 years of age
- The Runner may only enter the field of play to deliver a message to a player/s and then must immediately return to the coaches box.
- The Runner is to escort their team's players from the ground in the event of a Send-Off.
- Team Runners must not talk to, handle or interfere with players from the opposing team in any way.
- The Runner, when not on the field of play, must remain within the marked coaches box.

16.9. Venue Manager

- Be the first point of contact in relation to Match related matters: home and visiting club officials, umpires, parents/spectators, and/or Medical Emergency vehicles or personnel
- Move between matches (if more than one), observing the following: Officials are adequately identified with the appropriate uniform, officials are behaving within the Junior League's and AFLs Code of Conduct, be a complaints receiver, a listener and address any concerns
- If observing inappropriate behaviour, and you feel safe to do so, politely remind players, officials and supporters of their responsibilities in providing a safe and supportive environment for everyone if applicable and otherwise make a note of the club they represent and report to the League.
- If ignored or feel threatened, please complete an Incident Report and forward to the League for further investigation.
- With the assistance of Committee Members and other Club officials, involve the Police if the situation escalates beyond control and notify the League immediately.

16.10. Ground Marshall

Each participating team shall provide 1 Ground Marshall each to:

- assist the Team Manager in monitoring and controlling their own teams' officials and spectators' behaviours during the game.
- to escort all umpires from the oval (when the play ends) to the umpire's room at the conclusion of the game and at half time if they choose.
- to offer the umpires drinks between each quarter.
- remain in the centre of the ground with the umpires during the quarter time, half time and three-quarter time break.
- Ground Marshall's must not abuse or criticise umpires and must always show courtesy.
- Ground Marshall's must be behind the boundary fence during the game, adjacent to spectators.


16.11. Timekeeper

- Minimum age of 18 years of age
- Both teams shall supply a timekeeper for each match
- The home team shall supply an appropriate, clearly audible siren and an appropriate timing device for the Timekeeper/s.

The timekeeper shall have the following duties:

- To keep time
- To sound the siren at the beginning and end of each quarter.
- To monitor the Send Offs from the Field Umpire and inform the Team Managers when a player is allowed to go back onto the ground.

18.1 First Aid

- Minimum age of 16 years of age
 - First Aiders/ERC and Trainers may only be on the ground to assist any injured players and must leave the ground as soon as they have completed their duties.
 - A First Aider/ERC and Trainer may be penalised for loitering on the ground during general play and/or making comments to players and umpires.
 - First Aider/ERC or Trainers must not act as Runners or Coach while on the ground.
- 

AFLSE Junior Match Policy Matrix

MIXED						BOYS ONLY
PHASE	Under 8 <u>Introductory</u>	Under 9 & Under 10 <u>Development</u>	Under 11 & Under 12 <u>Competition</u>	Under 13 <u>Competition</u>	Under 14 <u>Competition</u>	Under 15 & Under 17 <u>Competition</u>
REGULATIONS						
Ground size	80m x 60m	100m x 80m	Standard	Standard	Standard	Standard
Zones	✓	✓	X	X	X	X
No. of players on ground	12	15	18	18	18	18
Minimum Numbers to Start Match	10	10	14 (If teams do not have minimum of 14 players, the game is a forfeit and a scratch match is to be played)			
Even Up Rule Apply	Yes (Teams Must Loan and Accept Players)				Yes (Refer by-laws - Evening Up of Players)	
Ball type	Synthetic Football only	Synthetic Football only	Synthetic Football only	Leather	Leather	Leather
Ball size	2	2	3	4	4	Full size
Quarter duration (mins)	12	12	15	15	15	20
Break length 1/4 - 1/2 - 3/4 time	3,5,3	3,5,3	3,8,5	3,8,5	3,8,5	3,8,5
Scoring	No scoreboard, ladders or finals permitted		✓	✓	✓	✓
Results	No recording of best players or goalkickers			✓	✓	✓
LAWS						
Tackling	No tackling	Modified	✓	✓	✓	✓
Bumping	X	X	✓	✓	✓	✓
Stealing the ball	X	X	✓	✓	✓	✓
Barging	X	X	✓	✓	✓	✓
Smothering	X	X	✓	✓	✓	✓
Fending off	X	X	✓	✓	✓	✓
Shepherding	X	X	✓	✓	✓	✓
Bouncing the ball	1 max		Unlimited			
Kicking off the ground	X	X	X	✓	✓	✓
Ball ups	Nominated players of equal size		✓	✓	✓	✓
Throw-ins	X	X	Refer by-law 14.13			
Distance over which marks are paid	any distance (reasonable)	any distance (shows)	10m, direct catch	15m	15m	15m
Distance penalty	25m	25m	25m	50m	50m	50m
Deliberate out of bounds	X	X	X	X	X	X
Deliberately rushed behind	X	X	X	X	X	X
Send Off (blue card)	X	X	Player is sent from the field for 15mins playing time (player can be replaced straight away)			
Send Off/Report (yellow card)	X	X	Player is sent from the field for 15 minutes playing time and may be reported (player cannot be replaced until 15 minutes playing time has elapsed)			
Report (red card)	X	X	Player is sent from the field for the remainder of the game and is reported (player can be replaced after 20 minutes of playing time)			
Wait for flag after point	✓	✓	✓	✓	✓	✓
Spirit of the Match	Players, Coaches, Officials and Umpires are encouraged to shake hands before the Match. The shaking of hands should take place 5 minutes before the scheduled commencement time. During this time umpires will also check boots and nails of players					
UMPIRES & COACHES						
# field umpires	club umpire (1 per team)		2	2	2	2 or 3
# boundary umpires	X	X	X	X	2	2
Coach position	Can have Coach or Assistant Coach on the field if the team Doesn't have a club umpire (1 per team)		sideline			

AFLSE Junior Match Policy Matrix

GIRLS ONLY

PHASE	FDJFL ONLY - Under 10 <i>Introductory</i>	Under 12 <i>Development</i>	Under 14, U16 & U18 <i>Competition</i>	
REGULATIONS				
Ground size	80m x 60m	Standard	Standard	Standard
Zones	✓	X	X	X
No. of players on ground	6 to 12	12 to 16	12 to 16	12 to 16
Minimum Numbers to Start Match	10	12 (If teams do not have minimum of 12 players, the game is a forfeit and a scratch match is to be played)		
Even Up Rule Apply	Yes (Teams Must Loan and Accept Players)		Yes (Refer by-laws - Evening Up of Players)	
Ball type	Synthetic Football only	Synthetic Football only	Leather Football	Leather Football
Ball size	2	3	4	4
Quarter duration (mins)	12	12	15	15
Break length 1/4 - 1/2 - 3/4 time	3,5,3	3,5,3	3,8,5	3,5,8
Scoring	No scores, ladders or finals permitted	✓	✓	✓
Results	No recording of best players or goalkickers		✓	✓
LAWS				
Tackling	No tackling	Modified	✓	✓
Bumping	X	X	✓	✓
Stealing the ball	X	X	✓	✓
Barging	X	X	✓	✓
Smothering	X	X	✓	✓
Fending off	X	X	✓	✓
Shepherding	X	X	✓	✓
Bouncing the ball	1 max	1 max	Unlimited	Unlimited
Kicking off the ground	X	X	✓	✓
Ball ups	Nominated players of equal size		✓	✓
Throw-ins	X	X	X	X
Distance over which marks are paid	any distance (reasonable attempt)		any distance (shows control)	
Distance penalty	X	10m	25m	25m
Deliberate out of bounds	X	X	X	X
Deliberately rushed behind	X	X	X	X
Send Off (blue card)	X	Player is sent from the field for 15mins playing time (player can be replaced straight away)		
Send Off/Report (yellow card)	X	Player is sent from the field for 15 minutes playing time and may be reported (player cannot be replaced until 15 minutes playing time has elapsed)		
Report (red card)	X	Player is sent from the field for the remainder of the game and is reported (player can be replaced after 20 minutes of playing time)		
Wait for flag after point	✓	✓	✓	✓
Spirit of the Match	Players, Coaches, Officials and Umpires are encouraged to shake hands before the Match. The shaking of hands should take place 5 minutes before the scheduled commencement time. During this time umpires will also check boots and nails of players			
UMPIRES & COACHES				
# field umpires	club umpire (1 per team)	1	2	2
# boundary umpires	X	X	X	X
Coach position	Can have Coach or Assistant Coach on the field if the team Doesn't have a club umpire (1 per team)		sideline	

WHAT'S YOUR JOB TODAY?

COACH

Compulsory Requirements:

- Level 1 AFL Coach Accreditation
- Register with CoachAFL

Match Day Requirements

- Must remain in the designated Coach's Box area
- Must adhere to the Coach's Code of Conduct
- Must have read and understood the SEJFL By-Laws



TEAM MANAGER

Match Day Requirements

- See that all activities or League Rules associated with the actual playing of the game are carried out and adhered to
- Provide:
 - Goal Umpires with 2 flags, goal umpire cards, pen and white coat
 - Timekeeper with audible siren, timing device, timekeeper cards, pen
 - Field Umpires with football(s)
 - Trainer with first aid kits
- Ensure Team Sheets are accurate, printed and ready for game day
- Update PlayHQ with final scores and player statistics by COB



ASSISTANT COACH

Compulsory Requirements:

- Level 1 AFL Coach Accreditation
- Register with CoachAFL

Match Day Requirements:

- Must remain in the designated Coach's Box area
- Must adhere to the Coach's Code of Conduct
- Must have read and understood the SEJFL By-Laws



GROUND MARSHALL

Match Day Requirements:

- Escort the umpires onto the ground prior to the commencement of the game
- Escort all umpires from the oval to the umpire's room at the conclusion of the game and at half time if they choose
- Remain in the centre of the ground with the umpires during the quarter time, half time and three-quarter time break
- Must not abuse or criticise umpires and must always show courtesy
- Assist the Team Manager in monitoring and controlling their own team's officials and spectators behaviours during the game
- Must be behind the boundary fence during the game



VENUE MANAGER

Match Day Requirements:

- Be the first point of contact in relation to Match related matters (visiting officials, umpires, spectators, Emergency personnel)
- Move between matches (if more than one) observing if officials are behaving within the AFL's Code of Conduct, be a complaints receiver and listener, and to address any concerns
- If observing inappropriate behavior, and you feel safe to do so, politely remind players, officials and supporters of their responsibilities in providing a safe and supportive environment for everyone if applicable and otherwise make a note of the club they represent and report to the League
- Involve police where appropriate and notify the League immediately



Special Note:

- Only the Ground Marshall, Venue Manager, team captain or Team Manager are permitted to interact with the umpire before during or after the conclusion of a match

RUNNER (U11-17)

Compulsory Requirements:

- Minimum 16 years of age

Match Day Requirements:

- Must not coach on the ground
- Must remain within the Coaches Box when not delivering messages
- Must refrain from talking to or questioning umpires
- Must not talk to, handle or interfere with players from the opposing team in any way
- Must remain outside the marked arc when there is a set shot on goal or a kick in
- Must escort a player from the ground in the event of a Send-Off



TRAINER

Compulsory Requirements:

- Level 1 First Aid Accreditation minimum
- ERC Accreditation every 3 years (U11-17)

Match Day Requirements :

- Ensure first aid kit is readily available and stocked before each game
- Must remain in the coaches box when not attending to injured players on the ground
- Knowledge of ambulance entrance points
- Refer players to qualified medical assistance where injury appears of a serious nature
- Ensure venue stretcher is visible and readily available
- Must not coach on the ground or act as Runners
- Must refrain from talking to or questioning umpires
- Must not talk to, handle or interfere with players from the opposing team in any way
- Complete online injury report for any injured players



All officials must be aware of and abide by the AFL Laws of the Game, League Rules, Regulations and Codes of Conduct

If you hold a current Working With Children Check, please forward a copy to childsafety@clydefc.com.au

WHAT'S YOUR JOB TODAY?

VOLUNTEER UMPIRE (U8/9/10)

Compulsory Requirements:

- Level One Field Umpires accreditation
- Minimum 13 years of age



Requirements:

- Must wear White T-Shirt
- Must be supplied a whistle

Helpful Tips:

- Umpire matches in accordance with the Laws of Australian Football and the SEJFL Bylaws
- Be aware of any modified rules pending the age group umpiring

SCOREBOARD ATTENDANT

Match Day Requirements:

- Setup the scoreboard
- Start and stop the scoreboard timer each quarter so that the times of each quarter are displayed accurately on the main scoreboard
- Ensure the scoreboard continuously displays the current score (U11-17 ONLY)
- Check score with goal umpires at the end of each quarter/match
- Secure the scoreboard upon leaving
- Advertise sponsors on electronic scoreboard at appropriate times



GOAL UMPIRE

Requirements:

- Minimum 15 years of age
- Must wear white top/jacket



Match Day Requirements:

- Make scoring decisions in conjunction with Field Umpire
- Must not barrack, give support or advice to players, officials or supporters
- Needs white flags and scorecards

Helpful Tips:

- Ensure the whole of the ball is over the whole of the line before awarding a score
- To be a goal, the ball must come off the leg anywhere below the knee
- Have the scoreboard adjusted at the end of a quarter, where required
- Both goal umpires must wave the flags after each score and record the score on the scorecard
- Scorecards should be checked with the other goal umpire at the end of each quarter. Umpires must change ends at the half time break
- The Field umpire may override the decision given by the club goal umpire.

TIME KEEPER

Requirements:

- Minimum 18 years of age



Responsibility:

- To ensure that quarters and breaks run no longer than allocated time
- To sound the siren:
 - Before the commencement of play to notify the umpires and players to enter the field
 - When the field umpire enters the field prior to the commencement of each half and holds the ball in the air
 - Prior to each quarter commencing when the umpire blows the whistle and holds the ball in the air
 - When the playing time has lapsed, keep sounding the siren until the umpire indicates the end of play by blowing the whistle and raising both hands in the air
 - at Quarter, Half and Three Quarter time intervals
- To keep track of and note score in the event of a dispute
- Record details of any Send Offs or Reports

FIRST GAME SET UP

Match Day Requirements:

- Put Cougar flags out
- Put out A-Frame Signs:
 - Welcome sign, Canteen Menu, Please Remember sign
- Pick up rubbish and dog droppings
- Ensure stretcher is placed on the oval near the entrance gate



CANTEEN

Match Day Requirements:

- Understand and maintain Health and Safety procedures
- Assist the canteen manager with jobs delegated to you including:
 - prepping, cooking and serving food
 - cooking the bbq
 - greeting and serving customers
 - money handling
 - cleaning and tidying kitchen



LAST GAME PACK UP

Match Day Requirements:

- Bring in Cougar flags
- Bring in A-Frame Signs:
 - Welcome sign, Canteen Menu, Please Remember sign
- Pick up rubbish
- Place stretcher in first aid room
- Vacuum change rooms



PHOTOGRAPHER

Match Day Requirements:

- Take photos before, during and after the game
- Upload the best photos to the Stack Team App Gallery

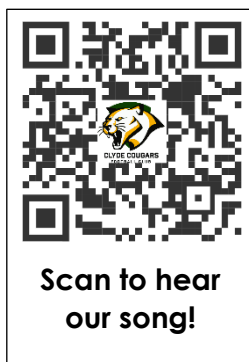


* Must supply own phone or camera


Please see the Volunteer Coordinator or your Team Manager if you require assistance or clarification regarding your match day responsibilities

18. Club song

Oh we're from Cougarland
A fighting fury
We're from Cougarland
In any weather you will see us with a grin
Risking head and shin
If we're behind then never mind
We'll fight and fight and win
For we're from Cougarland
We never weaken til the final siren's gone
Like the Cougar of old
We're strong and we're bold
For we're from Cougar
Yellow and Green
We're from Cougarland.



**Please sing proudly after wins, and with respect to the opposition,
wait until you're in the change rooms**

A decorative graphic at the bottom of the page consisting of a yellow triangle on the left, a black diagonal line, and a white diagonal line.