

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



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

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.

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