



# TEAM MANAGERS



Youth Age Group

***\*Must be wearing enclosed shoes, have current Blue Card and wearing Orange ID Card\****

## PRE-GAME

Ensure players are all wearing the correct playing attire.

### JLT Match Day Checklist

If you are the first timeslot for the day, ensure a Match Day Checklist has been completed for the venue in conjunction with the opposition via the Game Day App or Form in the Central Monitors Tub

### Player Registrations

- Ensure all players are either currently registered with AFLCJ via **footyweb** or have an approved transfer clearance from previous Club (**liaise with AFLCJ Competition Manager if required**)
- If player is playing up an age group, make sure a 'Parental Consent for Playing Up' has been completed and signed by all parties and given to the Central Monitor to put in the Match Day Paperwork

### Team Officials

- Ensure other support staff have been appointed and are in attendance as required
  - Water carriers – maximum 4 per team – wearing blue AFLCJ shirt + enclosed shoes + current blue card
  - Runner – 1 per team – wearing orange AFLCJ shirt + enclosed shoes + current blue card
  - Boundary umpire/s (U14/U16 only) – wearing light blue bib + enclosed shoes + current blue card - 1 per club
  - Goal umpires – 1 per club – wearing enclosed shoes, blue goal umpire bib + current blue card
  - Timekeepers if no Central Monitor is appointed (U18s at Cazalys requires timekeepers)
  - Scoreboard attendants

### Teamsheets

- Ensure jumper numbers are included on teamsheet and no duplicates
- Players not at the field and ready to play need to be fully crossed off the teamsheet
- An accredited Coach must be allocated before the teamsheet can be saved and printed
- All support staff must be listed on the teamsheet
- Before hand writing players names onto the teamsheet – check:
  - Has the player been registered via footyweb?
  - If not, has the competition manager been notified as to why they were unable to be selected?
  - Note: players should only be hand written if they were registered after the team sheets were printed. Newly registered players who have not submitted proof of ID to Competition Manager should not be allowed to play unless approved by competition manager
- 3 copies of the teamsheet are to be printed (Clubs copy, Oppositions copy, Umpire/Central Monitor copy)
- Provide copy of teamsheet to the Central Monitor at least 10mins prior to commencement of match
- Team Manager to record goal kickers for their own team in columns provided
- Record coaches 'Best Players' in order 1-6 (as per club requirement) on teamsheet

## DURING GAME

### Responsibilities

- Team Manager to record goal kickers for their own team in columns provided on teamsheet
- Must remain within the designated coach's box or outside of the playing arena unless they are required to manage a player who has been ordered off
- Team Managers must wear an Orange ID Card
- Team Managers must abide by the Administration/Officials Code of Conduct
- Assist the Ground Marshall in controlling spectator behaviour

## POST GAME

### Disciplinary Reports

- At end of the game, move to the centre of the ground to obtain the 'all clear' (confirming whether there are any reports), and sign the back of the score cards once confirmed goal kickers. Take a photo of scorecard for your records
- Advise all relevant parties of a report including player(s), official(s) involved, player(s) parent/guardian and club President.

### Injury Reports

- Report any injured players to the AFLCJ First Aid Officer for assessment
- Ensure AFLCJ First Aid Officer completes the necessary 'Injury Record Form' which will be submitted to the league
- If any player is advised not to return to the field, ensure they don't play any following games either
- Advise Club President if the player requires transportation to the hospital

### Record Results

- Home team is responsible for entering the results of the game into SportsTG
- Results are to be entered immediately after game completion
- Results are to be taken from the Goal Umpire cards.
  - Any discrepancy or difference will be resolved by the Monitor/Umpires

### Incident report

- If a reportable incident occurs, fill in a 'Reportable Incidents Notes' form found in the Central Monitors tub directly after the incident occurs so it is fresh in your mind
- This can be handed to your Club President to determine the action the club will take ie.
  - Complaints process, or
  - Investigation process
- If the incident is severe you may want to get witness statements from players or team officials listed on the teamsheet incase the matter goes to Tribunal