



# Team Manager & Coach Information

2017 Season

## Key Points Covered

- Pre-Game Requirements
- In-Game Requirements
- Post Game Requirement
- Even Up Rule
- Order Off Rule
- Contact with Umpires

# **PRE-GAME REQUIREMENTS**

# Team Sheets

- Select Players & Team Officials & print 2 Team Sheets via Footy Web System
- Have Opposition Team Manager sign the Team Sheet before the players do
- Players to sign both team sheets prior to game
- Both team sheets to be taken to Umpire's Room at half time
- One copy is to be given to opposition Team Manager and one copy to the Umpire
- After the match, Team Managers are to return to the Umpire's Room (with Goal Umpire & Timekeepers Cards) to confirm result and collect copy of their Team Sheet from the Umpire
- NB: Players late to the game must sign each club's copy of the team sheet
- Team Sheets are to be retained by Team Manager for the season

## Team & Match Officials

- Ensure all team and match officials are allocated appropriate bibs or apparel
- Ensure all team and match officials are allocated appropriate cards, flags, etc.

# Team and Match Officials

- Coach – Blue Bib
- Runner – Yellow Bib
- Water Carrier – White Bib
- Umpires Escort – Orange Bib
- Goal Umpire – White Coat
- Interchange Steward – White Coat (Home)
- Ass Coach – Red Bib
- Trainer – Green Bib
- Team Manager – Teal Bib
- Boundary Umpire – White Top
- Ground Manager – Light Blue Bib
- Scoreboard Attendant (Home)

# Coach



## **Compulsory Requirements**

- Level 1 AFL Coach Accreditation
- Working with Children Check
- YJFL Registration
- Signed Code of Conduct

## **Recommended**

- Level 1 First Aid Accreditation

## **Match Day Requirements**

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

## **Even Up Rule**

- All coaches must read and adhere to YJFL By-Law 8.5 (Even Up Rule) and how it relates to the age group concerned
- Once advised, all coaches must implement the requirements of this rule in a timely manner



# Assistant Coach



## **Compulsory Requirements**

- Level 1 AFL Coach Accreditation
- Working with Children Check
- YJFL Registration
- Signed Code of Conduct

## **Recommended**

- Level 1 First Aid Accreditation

## **Match Day Requirements**

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

## **Even Up Rule**

- All coaches must read and adhere to YJFL By-Law 8.5 (Even Up Rule) and how it relates to the age group concerned
- Once advised, all coaches must implement the requirements of this rule in a timely manner



# Runner



## **Compulsory Requirements**

- Working with Children Check

## **Match Day Requirements**

- Must remain in the designated Coach's Box area when not delivering messages
- May remain on the field only long enough to deliver two (2) messages
- Must not coach on the ground
- Must refrain from talking to or questioning umpires
- Must not interfere with opposition players or officials either physically or verbally
- Must remain outside the marked arc when there is a set shot on goal or a kick in

# Trainer



## **Compulsory Requirements**

- Working with Children Check

## **Recommended**

- Level 1 First Aid Accreditation minimum, Emergency Response Coordinator recommended

## **Match Day Requirements**

- Restricted to attending injured players on the ground
- Obtain qualified medical assistance where injury appears of a serious nature
- Ensure venue stretcher is visible and readily available
- Must not coach on the ground
- Must refrain from talking to or questioning umpires
- Must not interact with opposition players or officials either physically or verbally

# Water Carrier



## Match Day Requirements

- Must stay in the designated box, marked on the ground, situated near the 50m arc until a break in play
- A break in play is when:
  - A goal has been scored, or
  - An injured player is being treated and the umpire has stopped the game, or
  - Play is at the opposite end of the ground
- Must not coach on the ground
- Must refrain from talking to or questioning umpires
- Must not interfere with opposition players or officials either physically or verbally

# Umpire's Escort



## **Minimum Requirement**

- A responsible adult

## **Match Day Requirements**

- Escort the umpires onto the ground prior to the commencement of the first and third quarters
- Escort the umpires from the ground at the conclusion of the second and fourth quarters
- Remain with the umpires during the quarter time and three quarter time breaks
- Ensure that spectators, players or officials do not confront the umpires during these occasions

## **Special Note**

- Only the team captain or Team Manager are permitted to interact with the umpire during these occasions



# Ground Manager



## **Minimum Requirements**

- A responsible adult not holding any other match day official role
- Have adequate knowledge of club's facilities
- Have access to details of police, ambulance, hospital etc.

## **Match Day Requirements**

- Monitor Crowd Behaviour
- Bring any inappropriate conduct to the attention of club officials
- Be the point of contact for any queries or concerns about the venue

# Goal Umpire



## **Match Day Requirements**

- Make scoring decisions in conjunction with Field Umpire

## **Helpful Tips**

- Write down goals in numerical sequence rather than dashes
- 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
- Check your scores with the opposition Goal Umpire at the end of each quarter
- Have the scoreboard adjusted at the end of a quarter, where required



# Boundary Umpire



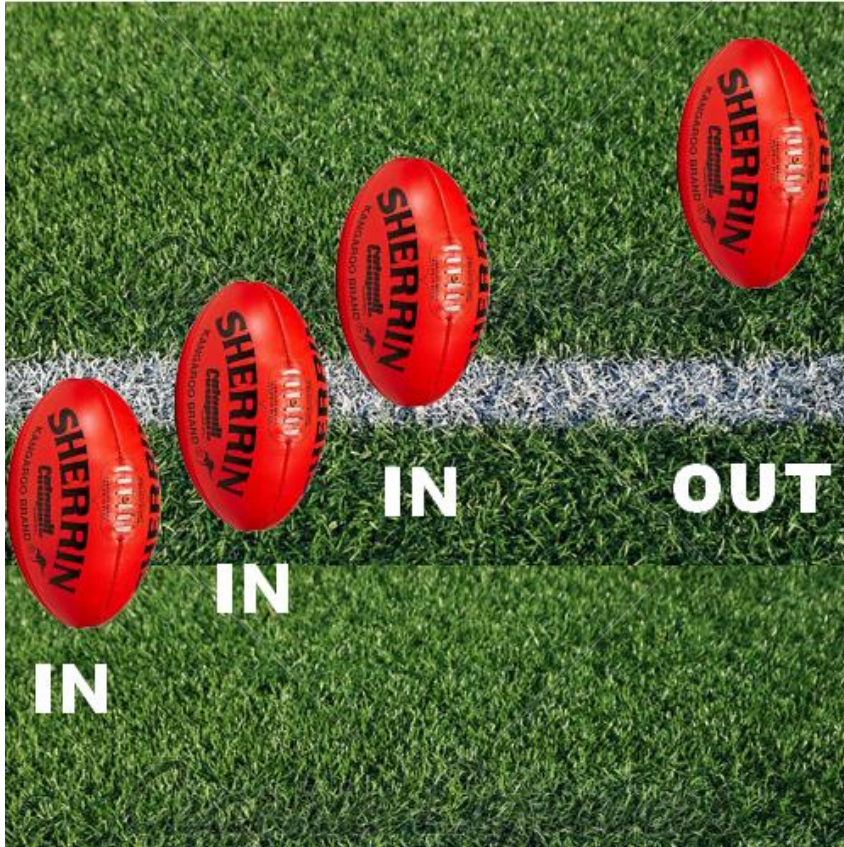
## Requirements

- Must wear White T-Shirt
- Must be supplied a whistle
- Adjudicate when the ball is out of bounds

## Helpful Tips

- Club Boundary Umpires do not adjudicate Centre Square infringements
- Ensure that the whole of the ball is over the whole of the line before blowing whistle
- To be out of bounds on the full the ball can come off any part of the leg below the knee
- When the ball makes contact with the behind post it is out of bounds
- When the ball makes contact with the behind post, on the full from a kick, it is out of bounds on the full

## For Boundary Umpires & Goal Umpires



### Boundary Umpires

- The whole of the ball must be over the whole of the line to be out

### Goal Umpires

- The whole of the ball must be over the whole of the line to be a score

# Interchange Steward



## **Minimum Requirements**

- An adult Steward shall be supplied by the home Club.

## **Match Day Requirements**

- Complete the Record of Interchange during the game
- Record the times of ordered-off players and their return to the field in accordance with Rule 9.3.2
- Ensure teams even up following the removal of an injured player from the ground when replacement players are not available due to player shortage
- If necessary, advise the field umpire(s) that a team is not following Even Up requirements



## Time Keeper



### Responsibility

- To ensure that quarters run no longer than allocated time.
- To ensure that breaks run no longer than allocated time
- To acknowledge umpire's entrance to ground prior to first and third quarters (blow siren)
- To signal 2 minute warning (blow siren) prior to completion of all breaks
- To keep track of and note score in the event of dispute

### Length of Quarters

U8s Mixed **10 Minutes**

U9s Mixed **12 Minutes**

U10 Girls **12 Minutes**

U10s – U13s Mixed, U12 & U13 Girls **15 Minutes**

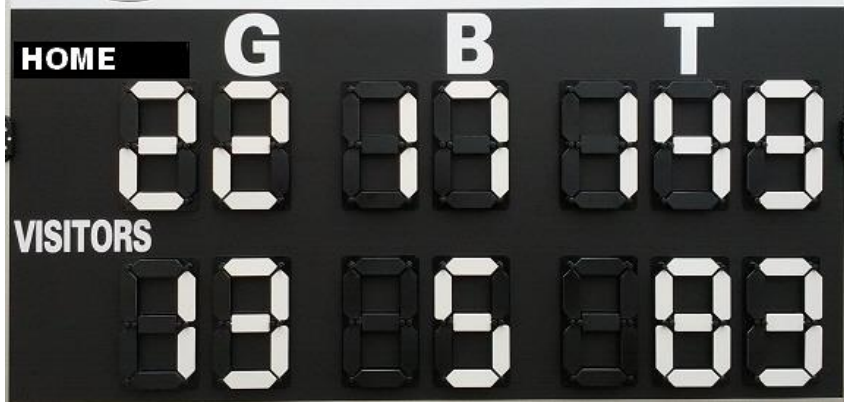
U14 – Colts boys, U14 – U18 Girls **20 Minutes**

### Breaks

U8s & U9s Mixed, U10 Girls: All breaks = **5 mins**

All other Age Groups:  $\frac{1}{4}$  time = **4 mins**,  $\frac{1}{2}$  time = **12 mins**,  $\frac{3}{4}$  time = **7 mins**

# Scoreboard Attendant



## Match Day Requirements

- Home team responsibility
- Ensure that scoreboard continuously displays current score
- Check score with goal umpires at the end of each quarter
- League supplied goal umpires will wave flags to confirm scoreboard is correct at the conclusion of each quarter

## Match Balls

- The home team is to provide two footballs, of a size required for the grade, in good match condition
  - i.e. Properly inflated
- All footballs must be Sherrin and branded with YJFL Logo

Age Group	Match Footballs
Colts	Size 5 Match Ball – Full Size
Under 15	Size 5 Match Ball – Full Size
Under 14	Size 4 Match Ball (Leather)
Under 13	Size 4 Match Ball (Leather)
Under 12	Size 3 Synthetic
Under 11	Size 3 Synthetic
Under 10	Size 2 Synthetic
Under 9	Size 2 Synthetic
Under 8	Size 2 Synthetic
Youth Girls Under 18	Size 4 Match Ball (Leather)
Under 16 Girls	Size 4 Match Ball (Leather)
Under 15 Girls	Size 4 Match Ball (Leather)
Under 14 Girls	Size 4 Synthetic
Under 13 Girls	Size 3 Synthetic
Under 12 Girls	Size 3 Synthetic
Under 10 Girls	Size 2 Synthetic



# **IN GAME REQUIREMENTS**

## Record keeping

- Record details of all goal kickers (not required for Under 8s, Under 9s & Under 10s)
- Strike out the name of any player who appears on the team sheet that is not playing
- Hand write in the name of any late inclusions (player must sign)
- **Deliver the signed team sheets to the match umpire/s during the half time break**
- **Collect copy of Opposition team sheet**

# **POST GAME REQUIREMENTS**

## Collect Paperwork

- Collect match paperwork from Time Keeper, Goal Umpire and Interchange Steward
- Document final scores
- Hand match paperwork to umpire to confirm result and match score
- Obtain details of any send off or report
- Collect own Team Sheet from Umpire

# Update Footyweb

- Using Pre Game Button
  - Remove/Add players to the team list (if required)
- Using Post Game Button
  - Enter match scores (home team only)
  - **Enter goal kickers**
  - **Enter 6 best players**
- **Under 8s & Under 9s must enter a nil all result in order for the game to be counted against players in FootyWeb. Under 10s to enter Match Scores**

## Update FootyWeb

- Match scores to be entered online by 6 pm Sunday Night
- Online Team Sheets to be updated on FootyWeb by Midnight of matchday



# **IMPORTANT INFORMATION**

## Even Up Rule (YJFL By-Laws 8.5)

- Team Managers and Coaches must be aware of the requirements of this rule
- Relates to teams having less than full players
- Different rules apply for
  - Under 8s to Under 12 (Mixed and Girls)
  - U13s to Colts
  - Under 13 Girls to Youth Girls

## Even Up Rule – Under 8s to U12s (Mixed and Girls)

- Where a team starts the game with less than a full team of players, clubs **must** loan or accept the number of players required to even up the teams
- Clubs must provide loan players with an appropriate jumper
- Where an imbalance is caused during a match due to injury (no interchange player available), player numbers shall be evened up for the remainder of the game (e.g. removing players during the quarter, loaning players during the breaks).
- The Team Manager shall inform officials of the other team (either prior to or during the game) to ensure that the evening up takes place.
- NB: The even up rule does not apply if a player is ordered off the field by the field umpire (Yellow or Red Card)

# Even Up Rule – U13s to Colts

- Where a team starts the game with less than 18 players, clubs may offer to loan the number of players required to even up the teams
- Clubs must provide loan players with an appropriate jumper
- If the offer of loan players is declined, the Even Up Rule does not apply
- If loan players are not offered, the team with the greater number of players must reduce their numbers to even up
- Where an imbalance is caused during a match due to injury (no interchange player available), player numbers shall be evened up for the remainder of the game (e.g. removing players during the quarter, loaning players during the breaks).
- The Team Manager shall inform officials of the other team (either prior to or during the game) to ensure that the evening up takes place.
- NB: The even up rule does not apply if a player is ordered off the field by the field umpire (Yellow or Red Card)

## Even Up Rule – U13 Girls to Youth Girls

- Where a team starts the game with less than 16 players, clubs may offer to loan the number of players required to even up the teams
- Clubs must provide loan players with an appropriate jumper
- If the offer of loan players is declined, the Even Up Rule does not apply
- If loan players are not offered, the team with the greater number of players must reduce their numbers to even up
- Where an imbalance is caused during a match due to injury (no interchange player available), player numbers shall be evened up for the remainder of the game (e.g. removing players during the quarter, loaning players during the breaks).
- The Team Manager shall inform officials of the other team (either prior to or during the game) to ensure that the evening up takes place.
- NB: The even up rule does not apply if a player is ordered off the field by the field umpire (Yellow or Red Card)

## Even Up Rule - Late arrival of players

- Should a player arrive late, that player may take the field at any time provided the following procedure is adhered to:
  - Team Manager informs officials of other team
  - The Interchange Steward is informed that playing numbers of each side are to be increased
  - The inclusion of the late player does not cause numbers on the field to become unequal



## Spirit of the Rule

- The league 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 equalise 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

## Even Up Rule – Finals

- The Even Up Rule **does not apply** during Finals

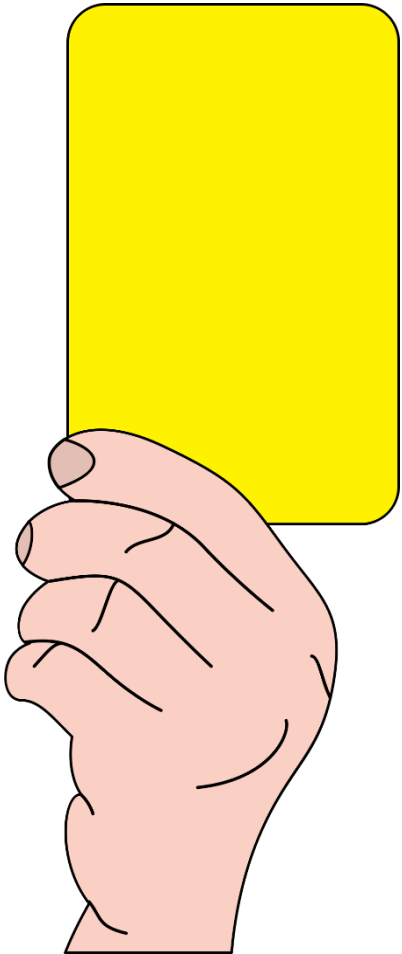
# Minimum Number of players

- The minimum number of players a team requires to commence a game is:
  - Under 11 to Colts – 14 Players
  - Under 12 Girls to Youth Girls – 11 Players
- Non-competitive age groups have no requirements for minimum players and are only required to have even numbers on both teams

## Order Off Rule

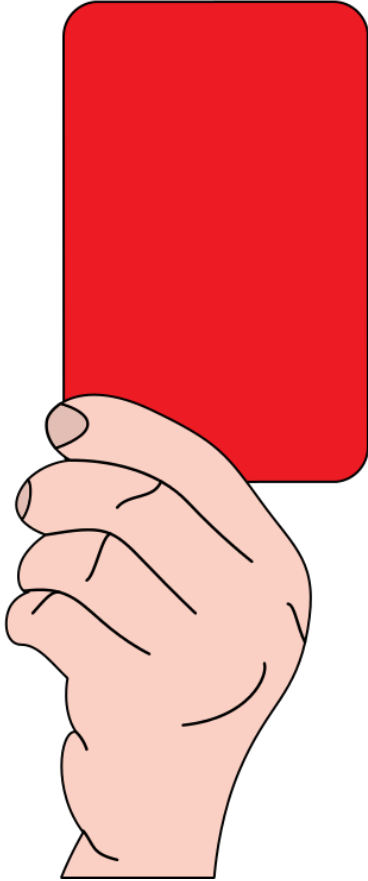
- The Order Off Rule applies to both Players and Officials
- Yellow Card = length of 1 entire Quarter
- 2<sup>nd</sup> Yellow Card in game = player/official reported and off for remainder of the game
- Red Card = Remainder of game

# Yellow Card



- A player ordered from the field must be escorted from the field by a runner or trainer and go through the interchange gate
- An official ordered from the field must make their way to the other side of the fence
- The player or official removed is not to return to the field for the equivalent of 1 quarter of playing time
- A player or official ordered from the field with a second Yellow Card shall remain off the field for the remainder of the game and is automatically reported

## Red Card



- A player ordered from the field must be escorted from the field by a runner or trainer and go through the interchange gate
- An official ordered from the field must make their way to the other side of the fence and may not re-enter the field for the remainder of the match
- Players ordered from the field for the remainder of the match shall be escorted to the clubrooms by the runner or trainer and are not to return to the interchange bench
- All players and officials who receive a red card are automatically reported

## Contact with Umpires

- Team Managers are the only officials allowed to discuss, or seek clarity on, matters relating to the game
- Team Managers may approach the umpire before, during intervals in, and after, the game