

AFL Barwon Junior Football

Team Managers Guide





Duties Prior to Match

Team Managers Equipment Kit

Equipment Kit:

- First aid kit
- Goal umpire coat and flags
- Coach vest
- Umpire t-shirt
- Runners vest
- Whistle
- Timekeeper clock
- Match day footballs (2)
- Warm up footballs
- Spare football jumper and shorts
- Drink bottles and carry cage
- Colour wrist bands for U9/10 and U10 Female matches (6 yellow, 6 red, 6 green)

Paperwork Kit:

- AFL Barwon Handbook
- Match day paperwork (see pg. 6)
- Match day envelope
- Pens!



MATCH REPORT

BARWON Football

GFNL U19 Senior Female Football
 BFNL Junior Football Junior Female Football
 CDFNL

GRADE/ AGE GROUP		DIVISION	
Round		Date	
			Football Club
VS			
			Football Club

Team Sheet

To enable you to administer the team your Junior Coordinator will need to give you 'User Management' access the team on Sports TG for the season.

Prior to a match it is essential you create a team sheet. Once the coach has confirmed the team this can be completed at any stage prior to the match.

To Create the Team Sheet

- Log into your SportsTG Passport using the link below <https://passport.sportstg.com/login>
- Click on the Team
- In the top ribbon hover over "Competitions" and select "Match Results"
- A list of the scheduled matches for your team will appear, select the "PRE GAME" for the up coming match

Display Matches

Use the filters below to list the desired matches.

Show matches between (dd/mm/yyyy): and Season Venue Name

Match Status Clubs Competition Name

[SHOW MATCHES](#)

[Click here to view a Match Officials Allocation list for below matches](#)

[UPDATE LOCK STATUS](#)

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock			
Lost 21 - 68	Aireys Inlet Eels	Armstrong Creek Sharks	Won 68 - 21	2019 Under 9's Geelong Advertiser	27/04/2019 09:00	Bellbrae Reserve	<input checked="" type="checkbox"/>	PRE GAME	AT GAME	POST GAME

Showing 1 to 1 of 1 entries



Team Sheet cont.

- Above “Available players” there is options under “Manage this display list” select “Show all Financial Club Players..”
- Add all selected **players** and their **jumper number** in the “No.” box (*positions only needed for finals*) **SAVE**

Game Information: Aireys Inlet Eels vs Armstrong Creek Sharks, 27/04/19 09:00, 2019 Under 9's Geelong Advertiser

Pre Game Dashboard: Aireys Inlet Eels Selections (20 Players, 2 Coaches/Officials), Armstrong Creek Sharks Selections (15 Players, 1 Coaches/Officials), League Officials (0)

Manage this Display List:

- Show all Club players
- Show Players registered to this team only
- Show Players to this age group
- Show all Financial Club players for Competition Season
- Show all players unassigned

Autoselect Players:

- No Auto Select
- Players from previous match in same competition
- Players registered to this team

Available Players:

Name	No.	Position
Blake, Tobias		
Blake, Toby		
Corcoran, Aislin		
Crosbie, Jude		
Crosbie, Levi		
Day, Finn		
Eaton, Wayde		
Forsyth, Ryder		
Forsyth, Tanner		
Hack, Pema		

Selected Players:

Name	No.	Position

OP = On Permit Q = Finals Qualified

Tip:
After doing your initial team you can use the “Autoselect” for both players and officials. This will populate the team sheet with the last rounds players and officials and you just need to update the changes.

- Scroll down to **Team Officials** and select these then **SAVE** **NOTE:** Only those on the team sheet can stand inside the fence.
- **Print** – Click on and print 4 copies (one for the umpires, coach/s, goal kicker/best players (competitive age groups only), spare)



Handbook & Matchday Paperwork

The AFL Barwon Handbook should be with you at all match days for reference. It contains contact details, competition rules, codes of conducts and other important information.

Below is a breakdown of the paperwork needed to be completed at each match and where to find it.

Home Game:

At a home game it is your responsibility to ensure all the match day paperwork is completed.

All paperwork must be enclosed in the Match Day Envelope and returned to [AFL Barwon by Monday 9am.](#)

Away Game:

You need to complete your team sheet and provide the Home Team Manager with the completed team sheet including goal kickers/best players (competitive age groups) for them to enter.



U13, U15 & U17's Male & U15 & U18's Female			
2	Team sheets – Original	Signed and handed to umpire	Print off Sports TG
1 or more	Interchange Sheet	signed by interchange steward	Print off AFL Barwon website
2	Goal Umpire cards	signed by both goal umpires and central umpire	Collect from your Junior Coordinator
2	Timekeepers cards	signed by both time keepers and central umpire	Collect from your Junior Coordinator
1	Umpires Report	signed by all Central umpire/s officiating	Print off AFL Barwon website
1	Best & Fairest envelope	completed and sealed by umpires (EXCLUDING U13's)	Collect from your Junior Coordinator
	Player Reports	original copy of reports of players	Each club has a report notice pad
9's, 10's, 11's & 10s, 12's Female			
1	Umpires Report	signed by all Central umpire/s officiating	Print off AFL Barwon website
2	Team sheets – Original	Produced using the SportsTG Database, signed and handed to umpire	Print off Sports TG
2	Goal Umpire cards	Signed by both goal umpires and central umpire	Collect from your Junior Coordinator

Game Day Officials

Another key role for the Team Manager is finding helpers!

The positions to be filled are:

- Timekeeper
- Umpire escort
- Runner (one allowed, only for competitive age groups)
- Trainers
- Water carriers (two allowed, only for competitive age groups)
- Scoreboard attendants (home games)
- Interchange steward (home games)
- Goal umpire



Ensure all people undertaking tasks are aware of their responsibilities, please see the AFL Club Management page for position descriptions:

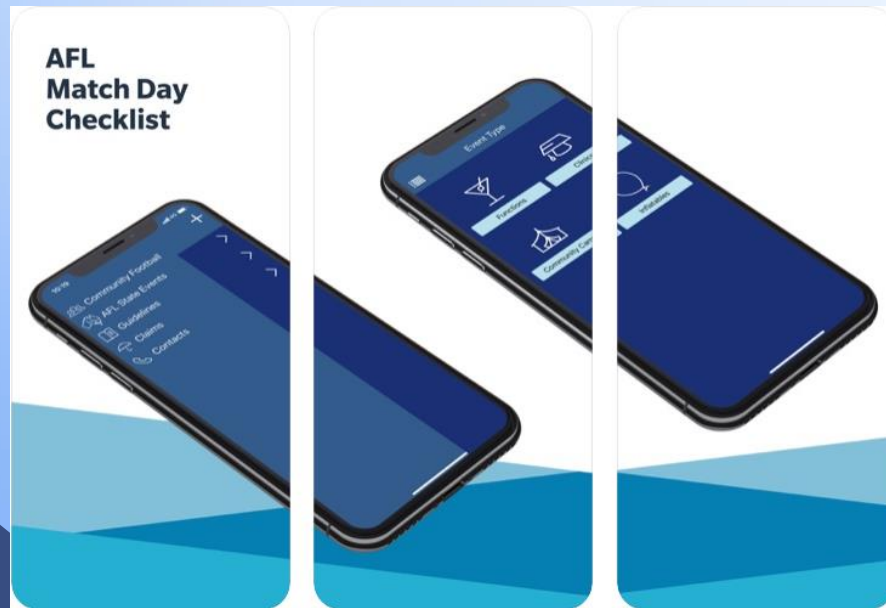
<https://www.afl.com.au/clubhelp/club-management/volunteer-management/volunteer-job-descriptions>



AFL Match Day Checklist (Insurance)

To ensure your players and officials are covered by insurance as the Home Team Manager you need to ensure this is completed with the opposition Team Manager prior to the match.

This is completed through the AFL Match Day App, please see the below instructions.





JLT Sport AFL Match Day Checklist

March 2014

The **JLT Sport AFL Match Day Checklist App** is a pre-game inspection tool for evaluating potential injury and accident causes on and around the player and public areas.

It allows club officials to identify safety concerns and record any actions required to address these concerns.

PLEASE NOTE: The downloading of Apps should be done when connected to a WiFi network (where possible) to avoid excess data usage charges.

**iPhone and iPad Users**

Click on the App Store button
Click on the "Search" function in the top right hand corner
Type in **AFL Match Day**
Select "Install"

**Android Users**

Click on the Play Store button
Click on the "Search" function in the top right hand corner
Type in **JLT AFL Match Day**
Select "Free"
Select "Install"

JLT Group Services Pty Ltd, ABN 26 004 485 214. AFS License 417 964
17/607 Bourke Street, Melbourne, VIC 3000. Tel: (03) 9613 1415 www.jlta.com.au

Live Scores (optional)

Live scoring isn't required at Junior level, but it is a useful feature that is easy to use on your mobile or tablet.

By live scoring it will prepopulate the entry of scores quarter by quarter in the POST MATCH screen. Meaning you just need to enter Best Players/Goal Kickers (in the relevant age groups) cross check the quarter by quarter scores (off the Goal Umpires Scorecard) and click on UPDATE MATCH SCORES to finalise the match.

AIREYS INLET EELS 6 Start Clock	Click/Tap to Set Time 00:00 1st Quarter	ARMSTRONG CREEK SHARKS 13 Start Period											
AIREYS INLET EELS Goals Behinds <table><tr><td>+</td><td>+</td></tr><tr><td>1</td><td>0</td></tr><tr><td>-</td><td>-</td></tr></table> Add Player Action	+	+	1	0	-	-	ARMSTRONG CREEK SHARKS Goals Behinds <table><tr><td>+</td><td>+</td></tr><tr><td>2</td><td>1</td></tr><tr><td>-</td><td>-</td></tr></table> Add Player Action	+	+	2	1	-	-
+	+												
1	0												
-	-												
+	+												
2	1												
-	-												





Duties Post Match

Entering Results

After a HOME match results must be completed by 6pm. This is important as it enable AFL Barwon operations staff to complete fixtures in a timely manner.

Results Entry

- The paperwork needed will be: Goal Umpire Score Cards and both teams completed team sheets
- Login to Sports TG as you did to make the team sheet and click on “Match Results”
- This time instead of clicking “Pre-Game” click on “Post Game”
- Type in the score off the Goal Umpire Score Cards (enter the total score at the end of each quarter)
- Once results are entered the “Results” drop down box will automatically update to the results based on the scores entered.
- Click on “Update Match Scores”
- For competitive teams you need to enter the best players and goal kickers for both teams. To do this, using the below example select “Airey’s Inlet Eels Player Scores” tab enter results and then click “Update Player Scores”
- Then proceed to “Armstrong Creek Sharks Player Scores” tab and do the same.
- Click “Update Player Scores”

Game Information	Full Time Goals	Full Time Behinds	Full Time Total Points
Aireys Inlet Eels vs Armstrong Creek Sharks	Aireys Inlet Eels 3	3	21
27/04/19 09:00	Armstrong Creek Sharks 10	8	68
2019 Under 9's Geelong Advertiser			

Helpful tip: Progressive score is required for AFL. eg: the score for Q2 is the running total, not the amount scored in the quarter.

Aireys Inlet Eels		Armstrong Creek Sharks	
Quarter 1 Goals	<input type="text" value="1"/>	Quarter 1 Goals	<input type="text" value="2"/>
Quarter 1 Behinds	<input type="text" value="0"/>	Quarter 1 Behinds	<input type="text" value="1"/>
Quarter 1 Total Points	<input type="text" value="6"/>	Quarter 1 Total Points	<input type="text" value="13"/>
Quarter 2 Goals	<input type="text" value="3"/>	Quarter 2 Goals	<input type="text" value="3"/>
Quarter 2 Behinds	<input type="text" value="0"/>	Quarter 2 Behinds	<input type="text" value="4"/>



Reported Players

Reports

If a report is made on match day, the home club is to take a photo of the report sheet and send this through to Michael Limb - AFL Barwon Head of Operations, no later than 6.00pm on the day of that match.

e) michael@ aflbarwon.com.au

m) 0438 416 774

Details to be completed are - Reported player and their club, offended player and their club, reporting umpire, alleged offence and if a tribunal is required.

There is four copies of the Notice of Report (one for reported player, league, umpire and witness) the home club must ensure all parties get a copy of this.

The original copy of the Notice of Report must be included in the match day paperwork envelope, regardless of whether a set sanction has been accepted or not.

Noncompliance attracts a fine of \$100



Other Resources

AFL Club Help Website

<https://www.afl.com.au/clubhelp>

Concussion Resources

HeadCheck app – Developed to assist parents, first aiders/trainers and coaches to recognise and manage recovery of concussion in kids.

