



2011 FINALS HANDBOOK



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1.0 Finals Dates

Date	Age Group	Finals Match
14/08/2011	Under 11 - 13	1st & 2nd Semi Final
21/08/2011	Under 11 - 13	Preliminary Final
	Under 14 - 17	1st & 2nd Semi Final
28/08/2011	Under 11 - 13	Grand Final
	Under 14 - 17	Preliminary Final
4/09/2011	Under 14 - 17	Grand Final

2.0 Finals Structure

Week 1	1st Semi Final	3rd v 4th
	2nd Semi Final	1st v 2nd
Week 2	Preliminary Final	Winner 1st Semi Final v Loser 2nd Semi Final
Week 3	Grand Final	Winner 2nd Semi Final v Winner Preliminary Final



3.0 Qualifying Teams

To qualify for the finals series, teams must finish in the top four places on the ladder in their division (top 8 in Under 17) at the completion of the Home and Away Season. All clubs must be fully financial in order to participate in finals matches.

4.0 Entrance Fees / Football Record

There are no entrance fees to any MSJFL finals.

Finals football records will be available for purchase from each host club canteen. Content included in the publication will be team's official player lists, finals information, photos, puzzle page, competition ladders and leading goal kickers etc.

5.0 Eligible Players

To participate in any Finals matches, all players must have played a minimum of 1 full quarter in at least 4 home and away matches with a particular team.

6.0 Prohibited Entry

All MSJFL Finals will be alcohol free events.

7.0 Non Smoking Areas

During finals there will be designated non-smoking areas. These areas include the following:

- Pavilion
- Change Rooms
- Player race- player's entry on and off the playing surface
- Food Service Areas
- Playing Surface
- Coaches Box



8.0 Match Managers

Match Managers will be at each venue and are responsible for the venue set up and coordination of matches. Should Team Managers have any queries they should contact their Match Manager as a first point of contact. Match Managers will be communicated to competing clubs via email in the week leading up to finals games.

9.0 Length of Quarters

This table displays the length of quarters for each age group:

Age Group	Length
Under 11 to 13	15 minutes no time on
Under 14 to 16	20 minutes no time on
Under 17	22 minutes no time on

Note: The coin toss will occur on the ground before the match.

10.0 Match Footballs

MSJFL will provide all footballs for finals matches. Leather footballs will be provided for all matches.

11.0 Team Uniforms / Rooms / Bench

Participating clubs must dress in their respective clubs uniform, which shall include approved club jumper, shorts and socks. The MSJFL will determine if there are any jumper clashes and notify respective teams with appropriate instructions. Players must wear the number allotted to them in the official team list on the day of the match.

11.1 Semi Finals

The team that finished highest on the ladder at the end of the Home and Away season will be deemed the home team and will wear the home shorts, utilise the home rooms and home coaches box. The team that finished lower on the ladder will wear the away white shorts, utilise the away rooms and away coaches box.



11.2 Preliminary Finals

The team that finished highest on the ladder at the end of the Home and Away season will be deemed the home team and will wear the home shorts, utilise the home rooms and home coaches box. The team that finished lower on the ladder will wear the away white shorts, utilise the away rooms and away coaches box.

11.3 Grand Finals

The team that qualified to play in the grand final first will be deemed the home team and will wear the home shorts, utilise the home rooms and home coaches box. The team that qualified to play in the grand final second will be deemed the away team and will wear the away white shorts, utilise the away rooms and away coaches box.

12.0 Officials

MSJFL approved bibs must be worn by officials at all times during any finals match.

12.1 Coaches: Please refer to pg.18 MSJFL By-Laws

12.2 Team Managers: Please refer to pg.18, 39 – 41 of the MSJFL By-Laws

Responsibilities:

- Conduct an inspection of the ground prior to commencement of play, complete and sign the MSJFL Ground Inspection Report. (Give Ground Inspection Report to Match manager at the completion of match).
- Provide Umpires Escorts in accordance with Bylaw 25.5.
- Ensure that all Team Officials are correctly attired in accordance with Bylaw 24.2, and that their MSJFL approved Bibs are clearly visible over their clothing.
- Ensure that their team is correctly attired in accordance with Bylaw 17.
- MSJFL Umpiring Department & Host clubs will provide goal umpire flags for each match.
- Ensure that Interchanges of players occur in accordance with Bylaw 19.
- Both Team Managers are to sign the completed Team Sheets and then give them to the match manager prior to the commencement of the match.
- Both Team Managers at the end of the game must sign the Umpires' Match Report Book in accordance with Bylaw 36.
- The Home Team Manager must enter quarter by quarter scores into Sporting Pulse data base in accordance with Bylaw 37.
- All match documents including Goal and Timekeepers Cards and Ground Inspection Reports along with team sheets are to be handed to Match Manager at the completion of each match.



- Where a player is sent off, ensure that the procedures set out in Bylaw 45 are complied with.
- Team Managers may only approach the Umpires in accordance with Bylaw 24.5.

12.3 Runner: Please refer to pg.18 MSJFL By-Laws.

12.4 Trainers: All teams must have one trainer who holds a minimum level 1 first aid qualification with a CPR component. Host clubs will provide a head trainer with a minimum Level 1 Sports Trainer qualification.

12.5 Water Persons: Please refer to pp.19 - 20 MSJFL By-Laws.

12.6 Umpire Escort: Please refer to pg. 20 MSJFL By-Laws.

12.7 Time Keeper: Please refer to pg. 20 MSJFL By-Laws.

12.8 Score Board: a score board operator will be provided by each host club.

13.0 Match Day Paperwork

Prior to the commencement of the match, the Match Manager will collect team sheets from both teams participating. Both teams are to sign the completed team sheets before handing them over to the Match Manager.

At the end of the match all paperwork must be collected by the umpires who then give it to the Match Manager i.e. Goal Umpire Cards, Timekeeper Cards, Ground Inspection, Reports (if required).

The team manager will not be required to send any match day paperwork into the league during finals.

The home Team Manager must take a copy of the scores so they can enter the quarter by quarter scores on Sporting Pulse, (refer to point 14.0).

14.0 Sporting Pulse Requirements

Home Team Manager is to enter quarter by quarter scores into Sporting Pulse. Both Home & Away team managers must enter the best players and goal kickers from their respective teams.

15.0 Team Sheets

Each Team Manager is to provide the signed copy of the team sheet to the match manager prior to the commencement of the match. The match manager will keep these team sheets.



16.0 Drawn Match Procedure

In the event of a drawn game in any finals (including Grand Finals) the following conditions apply:

- Goal Umpires will confirm the scores.
- Players will not change ends after full time, but will kick to the same end as they were in the fourth quarter.
- Field umpires will re-commence the game for the duration of five (5) minutes (no time on).
- The siren will sound, the teams will change ends immediately with no break and a further five (5) minutes is played (no time on).
- At no stage during the extra time or break will officials be permitted on the ground and are not to address players.
- If the scores remain equal at the end of the ten minutes the process is to be repeated until such time that there is a winner.

17.0 Awards

Grand Final winners will be presented with a Premiership Trophy and Flag.

Each winning team will be presented with 30 Premiership medals.

A Best on Ground Medal will be presented to one player for each Grand Final as judged by the field umpire(s).

18.0 DVD's – Grand Finals

The MSJFL will be filming all Grand Finals in all age groups and divisions. Copies of all matches recorded will be available on DVD from the MSJFL at a cost. Winning clubs will be invoiced for 20 DVD's each, extra copies can be ordered from the MSJFL through your club. The MSJFL **will not allow** video operators to setup on tripods at any of the Grand Finals matches.

19.0 Photography

The MSJFL will have photographers at all Grand Finals in all age groups and divisions. Photos from all matches will be available to view and purchase from www.kidsklix.com.au and click on the MSJFL logo. The MSJFL **will not allow** commercial photographers as arranged by clubs or their members to operate at any Grand Finals.



20. Host Venue Details

Highett Reserve – Turner Rd, Moorabbin (Map Ref 77 H9)

Hurlingham Park – Nepean Highway, East Brighton (67 J10)

King George Reserve – East Boundary Rd, Bentleigh (Map Ref – 77 K3)

Le Page Park – Corner Herald & Argus Streets, Cheltenham (Map Ref – 78 B12)

Moorleigh Reserve – Bignell Rd, Bentleigh (Map Ref – 78 B5)

McKinnon Reserve – Tucker Rd, McKinnon (Map Ref – 68 G11)

Toorak Park - Orrong Rd, Armadale (Map Ref – 58 J7)