

East Malvern Junior Football Club Team Managers' Manual



EAST MALVERN
JUNIOR FOOTBALL CLUB

EMJFC - Season 2016

**Jellis
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Updated 7 July 2016



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Section 1 - East Malvern Junior Football Club Information

1. Introduction, Contact & Help Points

Welcome to the East Malvern Junior Football Club. This Manual has been put together to assist you in your involvement within the Club.

In the first section of this Manual, you will find all information particular to the East Malvern Junior Football Club, as you prepare for the season ahead and also for throughout the season. Please use it as a source document for yourself and to assist you in answering questions you may have from your parent group.

On our website, you will see listed, a SMJFL Team Managers Handbook relating specifically to the SMJFL TM responsibilities. In that regard, the second section of this EMJFC Manual, whilst containing a lot of the information contained in the SMJFL Handbook, has more detailed information geared toward an EMJFC Team Manager and information specific to our Club. Here we cover the Team Manager duties and requirements, including pre-match, match day and post-match requirements, position description of all match day officials and other important information.

You will also find a copy of the SMJFL By-Laws on our website. Please reference the SMJFL Handbook and By-Laws as appropriate.

Throughout this manual you will be referred to numerous documents that are available on our website, the website will also contain further templates in support of this Manual. These are located at:

[About / Coaches & Team Managers / Team Managers Information Pack](#)

Please familiarise yourself with this Manual and have a copy readily available on match day so that quick reference can be made as required.

Please read this document in conjunction with the SMJFL Team Managers’ Manual and the SMJFL By-Laws available on both our and the SMJFL website.

1.1 Contact/Help within EMJFC

For any questions regarding your role as Team Manager, please contact the Club’s Football Operations Committee Members:

Jonathan Hume	0417 444 242	jhume@internationalrail.com.au
Andre’ Calder	0425 433 575	andrecalder@gmail.com
Philip McCabe	0430 465 902	emjfc.vicepresident@gmail.com

It is also asked that you contact them as soon as possible if you have any of the following circumstances arise during the season:

- Issues concerning our home ground: suitability for play, missing and/or damaged equipment



It is the Team Manager’s responsibility to inform the Club Secretary ASAP after the match if any of the following occur during the season:

- A player sent off and/or reported
- Unacceptable behaviour by a parent or official
- A serious and/or unresolved dispute with an opposition Team Manager/Official

If the Club Secretary is unable to be contacted the Club Incident Officer is to be contacted.

Club Secretary: **Steve Strong** **0400 094 655** emjfc.secretary@gmail.com

Club Incident Officer: **Philip McCabe** **0430 465 902** emjfc.vicepresident@gmail.com

1.2 Contact with SMJFL

Please note that you are requested not to make direct contact with the League. Any correspondence should be directed to the above Football Operations contacts who will arrange communication via our Club Secretary.

2. EMJFC Committee

Full details (including contact) will be provided prior to the commencement of the season.

Name	Function	E-mail
Steve Foulds	President	emjfc.president@gmail.com
Phil McCabe	Vice President / Incident Officer	emjfc.vicepresident@gmail.com
Steve Strong	Secretary / Registrar	emjfc.secretary@gmail.com
Paul Sopikiotis	Treasurer	pauls@pscaaccounting.com.au
Tony Phillips	Football Development	Tony@premiumpeople.com.au
Shaun Beattie	Football Department	shaunb27@tpg.com.au
Rich Davey	Females in Football	richdavey@y7mail.com
Jono Hume	Operations (Grounds & Facilities)	jhume@internationalrail.com.au
Andre’ Calder	Operations (Team Managers & Equipment)	andrecalder@gmail.com
Fiona Doyle	Sponsorship / Fundraising	emjfc.sponsorship@gmail.com
Daniel Tootell	Social / Hospitality	dtootell@gmail.com

EMJFC Administration Assistant

Sally Heeley 0448 337 958 emjfc.clubinfo@gmail.com



3. EMJFC Season & Club Dates 2016

DATE	EVENT
Wed 16 March	SMJFL Secretaries Night and Presidents Forum
Sun 20 March	Coaches Course Youth 12 – 18 years
Wed 23 March	Club Umpire Training Modified Rules
Wed 30 March	U/8 – U/12 Coaches Team Selections
Fri 8 April	Team Announcements and 1 st Training D.W. Lucas Reserve
Sun 10 April	Coaches Course Junior Moorleigh Reserve East Bentleigh
	Practice Matches against Ashburton Redbacks
Mon 11 April	SMJFL Coaches Meeting Modified Rules
Tues 12 April	SMJFL Coaches Meeting U/11 – U/17
	EMJFC Team Managers Info Night
Wed 13 April	SMJFL Season launch Bentleigh Club
Fri 15 April	EMJFC Season Launch Dunlop Pavilion
Sun 17 April	SMJFL Round 1
Tues 19 April	SMJFL Modified Rules Club Umpire Training Bentleigh Club
	EMJFC First Aid Training
Wed 20 April	EMJFC Coaches Info Night
Sun 24 April	SMJFL Round 2
Mon 25 April	ANZAC Day EM RSL Dawn Service followed by ANZAC Day Cup EMJFC U/15 boys and girls matches
Tues 26 April	EMJFC CPR Training
Sun 1 May	SMJFL Round 3
Sun 8 May	SMJFL Round 4
Sun 15 May	SMJFL Round 5 (WILL MURRAY ORANGE SOCK DAY U/13 & U/14)
Sun 22 May	SMJFL Round 6
	EMJFC Team Photos for home teams



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Fri 27 May	Cystic Fibrosis Flower Sale – Dunlop Pavilion
Sun 29 May	SMJFL Round 7
	EMJFC Team Photos home teams
Fri 3 June	EMJFC Night of Knights
Sun 5 June	SMJFL Round 8
Sun 12 June	Queens Birthday Long Weekend – NO FOOTBALL
Sun 19 June	SMJFL Round 9
Sun 26 June	SMJFL Round 10
Sun 3 July	NO FOOTBALL – School Holidays
Sun 10 July	SMJFL Round 11
Sun 17 July	SMJFL Round 12
Sun 24 July	SMJFL Round 13
Sun 31 July	SMJFL Round 14 (U/10's and above)
	U/8 & U/9 Mixed Lightning Carnival
	U/8 & U/9 Club Night – Dunlop Pavilion
Sun 7 August	SMJFL Round 15
	U/10 Lightning Carnival
	U/10 Club Night – Dunlop Pavilion
Sun 14 August	SMJFL Semi Finals U/11 – U/17 & U/12 U/15 Girls
	Club Night for Defeated Teams – Dunlop Pavilion
Sun 21 August	SMJFL Grand Final U/11 – U/13 & U/12 Girls
	SMJFL Preliminary Finals U/14 – U/17 & U/15 Girls
	Club Night for Defeated Teams – Dunlop Pavilion
Sun 28 August	SMJFL Grand Finals U/14 – U/17 & U/15 Girls
	Club Night all Grand Final teams – Dunlop Pavilion
	Under 11-13 Inner Southern Region Presentation Night



	Under 14-17 Inner Southern Region Presentation Night
Sat 10 Sept	Annual Presentation & Family Day
Mon 26 Sept	Brownlow Medal Night
Nov (TBC)	AGM and Christmas drinks

4. Player Registration

4.1 New and Existing Players

The SMJFL conducts competitions by age group. The SMJFL has set the minimum age to be 7 on 1st day on January in the year that they play. The date of determination of a player's age group shall also be the first day in January of the season concerned. Example: A player who turns 12 on or after the 1st of January shall be eligible to play in the Under 12 age group in that year.

The Team Manager is responsible for ensuring that all players within the team have registered on-line via the link on our website. Every player **MUST** be registered to be eligible to participate in an officiated match (excluding practice matches).

In the case of a returning player, he/she must register ONLINE. Details are on the Club website: www.eastmalvernknights.com.au

In the case of a new player wanting to join the club they must provide a photocopy of some proof of age (Birth Certificate or "Extract of Birth" Certificate or Passport).

In the case of a new player wanting join the club and they have previously registered with another club, he/she must also complete the SMJFL Registration Forms online before the commencement of the season. This allows processing of the forms by the Registrar, and submission of the forms to the league to allow Clearance from the player's former Club (see 4.2 below).

Prior to the commencement of the season, our Teams Selection Panel will provide the Coach and Team Manager with a copy of the most up to date list of registered players pertaining to that team. In the event that the list provided contains any errors or omissions then the Team Manager must contact the Teams Selection Panel and/or Administration Assistant. Contact details for the Club Administration Assistant: emjfc.clubinfo@gmail.com

It is important to note that all registrations and payments must be made online via the East Malvern Knights website and through the SportingPulse payments process. If there are any queries, please direct questions via email to the Club Registrar. No player may commence match rounds without registration and full payment of fees.

If a Team Manager is unclear on any to the above player registration and clearance procedures, the Club Administration Assistant should be contacted at emjfc.clubinfo@gmail.com



4.2 Player Clearances

The Club Registrar will facilitate clearances of players transferring from one club to another club regardless of which league they previously played in. This is done via the SportingPulse web based database.

4.3 SMJFL Team Sample Signature form

The Club needs to submit to the league a list of players assigned to each team. This list contains a specimen of each player’s signature. Every player needs to sign this sheet in clear neat writing and returned to the League by Round 4. Football Operations will issue these sheets to Team Managers prior to the commencement of round 1 via email or the sheets can be found on the club website under the Team Managers Tab at:

[About / Coaches & Team Managers / Team Managers](#)

The Team Manager is to ensure the sheet is completed and returned to the EMJFC Administrator prior to the commencement of Round 4. The players need to be listed in this form in the same order they will appear on the weekly match signature sheet, if you complete the Team Signature Sample Sheet in jumper number order, it will comply with requirements. The club will be fined for each team that does not submit the Signature Sample Sheet on time.

Any additional/new player, who is not on the initial sheet, the Team Manager must fill in another Team Sample Signature form and get the player to sign that form.

5. EMJFC 2016 Coaches and Team Managers’ Contact List

Coach	email	Team Manager	Email & Mobile
Under 8's			
Paul McCann	paulm@cmcservices.com.au	Nicholas Mann	nick@asmliquor.com
Hugh Gretton-Watson	hugh@hgwprojects.com.au		0414 708 202
Nick Fay	nfay1@icloud.com	Mick Hegan	michaelh@maritimesuper.com.au
			0410 446 791
Heath Goodale	Heath.goodale@cub.com.au	Matt Aubor	maubor@gmail.com
			0407 942 376
Con Dikeos	info@melbournehifi.com.au	Paul Phillips	prp1073@gmail.com
David Munro	drdavidmunro@yahoo.com		0478 325 824
Under 9's			
Adrian McKorkell	adrian@interagi.com.au	Mark Pozzi	pozzimr@me.com
			0434 563 265
John Bowen	john.bowen@bowens.com.au	Sam DUFF	samjduff@gmail.com
			0412 588 895



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Gil Rush	gilston.rush@westpac.com.au	Craig Buffham	CBuffham@vicmesh.com.au 0411 800 294
Rick Cullinan	rcullinan@tinkdesign.com.au	Shane Yole	shane@cardiovision.com.au 0414 336 619

Coach	Email	Team Manager	Email & Mobile
Under 10's			
Tony Phillips	tony@premiumpeople.com.au	Charlie Rimmer	CRimmer@scentregroup.com 0420293200
Gavin Coldwell	coldwell@vicbar.com.au	Peter Psomas	psomas@netspace.net.au 0439 083 607
Troy Wild	troy.wild@aig.com	Tim Elliott	tim.elliott4@gmail.com 0429 072 005
Gerard Feehan	Gerard.Feehan@creativeactivation.com.au	Natalie Barnes	hello@nataliebarnes.com 0402 333 390
Under 11's			
Gavin Carroll	gavan.carroll@oracle.com	Rob Pick	Robert.Pick@allens.com.au 0413 440 230
Christian Toussaint	christian@toussaint.com.au	Andrew McVean	andrew.mcvean@anz.com.au 0401 992 755
Nick Hopkins	ndhopkins@vicbar.com.au	Luke Rattigan	nagittarekul@gmail.com 0488 092 382
Grant Enders	grant.enders@coles.com.au	Peter Rodgers	Leepeterrodgers@hotmail.com 0438379884
Under 12's			
U12 Ed Kemp	ekemp@eandp.com.au	Allan Penrose	apenrose@rejectshop.com.au 0438 540 606
U12 Tony Hamill	AnthonyHamill@caulfieldgs.vic.edu.au	Daniel Williams.	Daniel.Williams@coles.com.au 0437 352 861
U12 Brendan Smith	blsmithy@yahoo.com.au	Carolyn Beadle	carolyn.s.beadle@nab.co.au 0428641904
Under 12 Girls			
Rich Davey	richdavey@y7mail.com	Tina and Michael Reddrop	TinaReddrop@reddrop.com.au Tina: 0408562022 Michael: 0418562022
Under 13's			
U13 BLUE David Arnold	dslbcarnold@gmail.com	Richard Sibly	richard@rjsgroup.com.au 0411 131 321
U13 WHITE Jason Francis	jason_francis@optusnet.com.au	Mark Adams	adamsdoc@optusnet.com.au 0412 131 843
U13 RED Myles Spielvogel	mspiel@optusnet.com.au	Mark Riley	mark.riley@parks.vic.gov.au 0438 634 733



Under 14's			
U14 BLUE Hartley Stone	stoneh@stkevins.vic.edu.au	Kath Pietsch	kmpietsch@gmail.com 0419 304 916
U14 WHITE Marty KEILER	marty.kelliher@gmail.com	Ian HART	Ian.Hart@sibelco.com.au 0418 347 669

Coach	Email	Team Manager	Email & Mobile
Under 15's			
U15 BLUE Nathan Beaumont	beaumont.nathan@gmail.com	Kate Bruce	katrina.bruce@marsh.com 0418 590 436
U15 WHITE Richard Hanson	rhansen@lex.com.au	Matthew Arendsen	marendsen@optusnet.com.au 0412 561 120
Under 15 Girls			
Grant Rowland	gsrowlands@optusnet.com.au	Naomi Murray	themgang@bigpond.com.au 0407 766 818
Under 16's			
U16 BLUE Lewis Fitzgerald	lewis.fitzgerald@hotmail.com	Andrea Ward	award@bigpond.net.au 0418 533 223
Under 17			
U17 BLUE Greig Ward	gward@appcogroup.com.au	Roy Fish	Roy.Fish@commerzbank.com 0414 268 675

6. Communication

The Team Manager has a fundamental role to fulfil in relation to communicating and Promoting Club activities and keeping people well informed.

6.1 Updating Parent/Guardian or Player Contact Information

Contact details of our parents and players are a vital part of our club's communications. It is therefore **very important** that any advice given to Team Managers or Coaches relating to changes in any contact details of a player or parent is passed on. The BEST way to do this is to amend the Player Details on the SportingPulse database. If this can't be done the information must be passed on to the Club Administration Assistant Sally Heeley. **Please don't just amend your own records!**

6.2 Club Level

There are basically two levels of communications that operate throughout the Club, Club Level and Team Level. Firstly and most importantly, there is the Club level communication where Club functions are promoted and matters of common interest is conveyed such as Sponsorship. The various methods in which this information is communicated are described below.



- *Website*

Our website on www.eastmalvernknights.com.au is updated regularly and highlights our social events and generous sponsors. It also contains key contact information for teams and the committee members. Other information includes the season fixture, policies, useful links, etc.

- *E-mail bulletins*

The Club periodically issues e-mail bulletins. The bulletins contain advice about the various Club functions and general news. This method of communication is the Club's preferred method and that is why it is crucial that we have a valid e-mail address for all players' parents/guardians.

- *Facebook*

The Club also updated its Facebook page regularly with highlights of our social events and sponsor details similar to the website. We request that you promote the Facebook page to the families in your team so we can increase our likes.

6.3 Team Level

Team Managers need to be mindful that game time, venues etc. can change during the season. The Club Secretary or Football Operations will normally advise the Team Managers as soon as informed by the League. However, Team Managers should check the fixture on the SMJFL website regularly for any changes.

The Team Level Communication essentially deals with matters of interest that directly affect the team such as game times, match highlights, rostered parents, awards etc. It can be used to recognise the efforts of all players and encourage their participation. It is also an avenue to promote Club Level activities. It is up to the Team Managers to administer this level of communication. Contact details for all registered players will be provided to coaches and Team Managers for the purpose of maintaining contact as required to run the team. It is therefore imperative that these contact details only be used to communicate matters directly relating to the EMJFC.

The various methods that are available to them are described below.

- *Weekly Match details Team Duty Roster*

For each match Team Managers need to send to all parents/guardians details of the upcoming match, including opponent, time, location, etc. You also need to include a roster of the Match Day Officials assigning parent/guardians to the various roles that are required. It is best that this e-mail be sent as early as possible during the week. A roster template is provided on the club website under the Team Managers Tab.

- *Team Match Day report*

You may decide as a team that you will have one of the parents/guardians write a match report of each game. This is not compulsory but is typically very common. The report can then be sent to your team.

- *Club Messages*

From time to time the Club will forward messages to Team Managers for distribution amongst their parents and guardians. These messages maybe around upcoming social events, important messages from the SMJFL, etc. It would be appreciated if these messages could be distributed as soon as possible.



- *Text Message*

Team Managers should consider setting up an SMS Group for a contact in each family. This can be a very effective means of getting ‘last minute’ notifications to the team.

- *Face Book and other social network sites.*

Because the Club cannot control or monitor content on social network sites, the Club directs Coaches and Team Managers to **not** use these sites as a form of formal communication with their Team.

7. Team Trainers and Safety

Every team is to appoint a trainer from their parent list who is required to go through our first aid training program (parents/ trainers who are doctors and have the necessary skills and experience to manage our players well being are not required to complete first aid training). Neither the coaches nor team managers are allowed to overrule a trainer who makes a call based on the well-being of our players. Where the trainers believe the player’s well-being is at risk, they have the right to remove the player from the game at any stage. The club will be running two courses for team Trainers who are not registered doctor, the first will be held on Wednesday 19 April 2016 this will be the First Aid component that needs to be renewed every two years. The second course is a CPR course, which will be held on Wednesday 26 April 2016, this qualification requires annual renewal.

Emergency Response Training (ERT) is compulsory for all team trainers in age groups from under 13 and above, this training will be organised by the club after the CPR course. ERT qualification lasts for a 3-year period, team trainers who are doctors, physiotherapists, paramedics or Registered Nurse (Div. 1 or 2) are required to have a current ERT qualification. All trainer related courses are subsidised by the club.

Club Trainer

As part of SMJFL requirements, the club employs a Club Trainer to cover all our home grounds and to provide additional assistance to the Team Trainers as required. In 2016 our Club has hired Colbrow Medics, who will be providing a club trainer named Brent Woodard each Sunday, Brent can be contacted on **0403 355 067**. Please have Brent’s mobile number on hand and preferably stored in your phone for easy reference. The club trainer will circulate between our home grounds throughout the day. Please note they are available to assist both EMJFC Trainers/players and those of visiting teams.

8. Equipment

8.1 EMJFC Team Managers’ Pack

- Clip Boards
- Pens
- Vouchers for player Awards
- Goal Umpire Cards
- Time Keeper Cards
- EMJFC Car Stickers



8.2 Team Managers' Kit Bag

The Team Managers Kit Bag is provided by and remains the property of the East Malvern Junior Football Club. The contents being of good quality equipment are solely for your teams use during the current season. All Kit contents are to be returned to the Club at the end of the season cleaned and intact.

8.2.1 Kit Contents

- Match Balls (x 2)
- Medical Kit
- Goal Umpire's Flags
- Goal Umpire's Jacket
- Coaches (Team) Board
- Coaches Whistle
- Boundary Umpire's Whistle
- Field Umpire's Whistle (*U8 to U10 & U11 Girls only*)
- Air Horn
- Time Clock
- Football Pump
- Match day Officials Bibs: (consisting of)
 - Coach
 - Assistant Coach
 - Team Manager
 - Runner
 - Trainer
 - Boundary Umpire
 - Umpire Escort
 - Water Carrier
 - Field Umpire's shirt (*U8 to U10 & U11 Girls only*)
- Wrist Bands (*U8 to U10 & U11 Girls only*)
 - 8 x Red
 - 8 x Blue
 - 8 x Yellow

8.2.2 Restocking

Upon receiving your kit, please check that all equipment as listed above are in the kit and please advise Football Operations ASAP if anything is missing.

If during the season anything is broken/lost/damaged and needs to be replaced, please advise Football Operations. Replacement items can then be collected from the storeroom located in the home change room on the lower level of the Dunlop Pavilion during Friday night training.

8.2.3 Ice

Ice is available from the Dunlop Pavilion Canteen for use of trainers.



The ice (and plastic bags) are available from the canteen staff located in the upstairs Social Club area. Please advise your trainers (and visiting team trainers).

8.3 Coaches Ball Bag

As with the Team Managers Kit Bag, the Coaches Ball bag is provided by and remains the property of the East Malvern Junior Football Club. The contents being of good quality equipment are solely for your Teams use during the current season. The Coaches Ball Bag and Footballs are to be returned to the Club at the end of the season. **DO NOT HAND OUT ANY FOOTBALLS TO YOUR PLAYERS AT THE END OF THE SEASON.**

IT IS THE TEAM MANAGERS AND COACHES RESPONSIBILITY TO ENSURE ALL BALLS ARE COLLECTED AFTER TRAINING AND MATCHES.

8.3.1 Contents

10 (approx) x Training Footballs

Cones

Coloured Training Bibs

8.3.2 Restocking

Contact Football Operations.

9 Playing Uniform

The Team Managers will be provided with EMJFC playing Jumpers based on an approximate age and size to distribute amongst the players. For any changes in sizes, contact Football Operations. However, please note that we have limited options. No changes can be made to accommodate a preferred playing number. This year the club has purchased 22 new sets of jumpers at an expense of approximately \$22,000. The sizing and numbers have been done sizes can be swapped between teams in the same age group, without having a number clash, so if you require a larger or smaller jumper please liaise with your age group managers prior to contacting the Football Operations.

The following is a list of all the football gear required by the club's players:

9.1 Jumper – Supplied by EMJFC

The Jumpers are provided by EMJFC. The Jumper remains the property of EMJFC and is to be returned washed via the Team Manager at the end of the season. Each team manager is to ensure that the jumper list in each jumper kit is complete with the jumper size, name of player and parents contact phone number. This list when complete is to be scanned and emailed to emjfc.vicepresident@gmail.com by round 4.

9.2 Clash Jumper – Supplied by EMJFC

The EMJFC Jumper is very similar to Prahran JFC and Beaumaris JFC. When EMJFC play as the **away** team the Clash jumper is required to be worn by all EMJFC Players. Please alert Football Operations as soon as possible prior to a clash game to arrange collection of your Clash Jumpers from the Club Rooms. Each clash set is to be signed out when collected from Football Operations and signed in when it is returned. Team managers are to ensure that all clash jumpers are collected from each player at the end of the match and returned WASHED, to Football Operations the following Friday Night. Team Managers and coaches are not to enter the Football Operations storeroom and take clash jumpers as the operation department sign each kit out



9.3 Shorts, socks and other Club merchandise

Shorts and Socks can be purchased via the EMJFC Merchandise store. The shorts and socks are embroidered with a compulsory SMJFC Emblem. Please note that two pairs of shorts are required, Blue Shorts for Home games and White Shorts for Away games. The merchandise store is located upstairs at the clubhouse and is open Friday Nights during training sessions or as advertised. Other merchandise is also available for purchase, EMJFC Hoodies, water bottles, umbrellas, caps, jackets etc.

9.4 Players Football gear

- A properly fitting mouthguard.
- A pair of football boots –moulded studs only, must not have metal or screw in studs.
- 'Skins' or bike-short type pants are not compulsory but can be worn. If they are worn for matches, they must be **plain, skin coloured only**, with no markings visible and worn under football shorts.
- No watches or jewellery may be worn at training or games.
- Gloves may only be worn if required for medical reasons. Approval must be given by the SMJFL prior to wearing the glove, which requires a doctor's certificate to be submitted to the league, and an official permission document returned and kept by the Team Manager for presentation to the umpires prior to the commencement of the game.
- A player wearing incorrect gear at a game will attract a fine for the club.

Please note that players without a mouthguard, will not be allowed to play or train.

All players are expected to bring their own water bottles to both training and matches.

10 Home grounds – Set-up / Pack-up procedures

The club employee two of our older players, Lachlan Fish and Josh Salmon to set each of our three grounds, Lucas, Basil and Stanley Grose each Sunday morning. This is a big job as the boys are required to set up two marques at Stanley Grose as well as fitting the goal post pads, setting up time keeper tables etc. We ask that if your team is the first match at one of your grounds that you assist where possible.

When you are the last game at Stanley Grose you will need to roster parents for ground pack up. This required the marques to be packed up (leave the roof canopy on) and placed in their black carry bags. All equipment is to be carries over to the Rear storeroom at Basil Reserve (Sheridan Pavilion). This equipment included:

- 2 x Team Marques
- 1 x smaller time keepers marque
- 8 x goal post pads
- Time keepers table and chairs
- Score Board
- Ground case that includes match and umpire reports, spare horn, and timekeepers clock.



11 Awards

11.1 EMJFC - Club "Best & Fairest"

Each team at EMJFC will award a Best & Fairest trophy (plus place getters) to the player(s) considered the Best & Fairest over the season. The award is based on the votes of two people (typically Coach/Assistant and one other different parent each week). Each voter is to nominate 5 EMJFC players (and vote 5,4,3,2,1), with 5 being considered the best and fairest EMJFC player that day. Team Managers, you will need to keep these votes and collate as the season progresses. At season end, we will ask for your list of vote getters. A season collating excel spread sheet can be located on the website.

11.2 SportingPulse "Best Players" (**NOT FOR MODIFIED RULES**)

As part of your requirements for SportingPulse you may to enter the Best Players (6) for EMJFC. Please note that these do not need to be the same as those who were awarded votes as it has no bearing on our B&F or the League B&F. All it represents is that when someone clicks on "detailed results" in Sporting Pulse for a particular game the best players and goal kickers will be shown. It is encouraged to share it around amongst the playing group. (**NOT FOR MODIFIED RULES ONLY U/11 and above**)

11.3 League "Best & Fairest"

For each match (U11 and above) the Umpire will cast votes on who he/she considers the Best & Fairest players on the ground (i.e. from both teams). He will submit his votes and at the end of the season the league hosts a function where the B & F player from each division is nominated. As a Club we have no involvement in this process. The only exception being when there is no League Umpire appointed for a match and parents are required to umpire the game. If that is the case, the two parents need to cast the votes (only U11 and above) for the 3 B & F players on the ground and submitted as per the instructions in the Team Managers' Manual as produced by the League.

11.4 Milestone Games

50, 100 and 150 Game recognition

SportingPulse contains data on the number of games each player has played. Parents are able to access this information and often may wish to celebrate milestone games by preparing a run through banner at their own expense. It is up to players and parents to keep track of these milestones. The Team manager should also keep a close check on games played as well. If the Team Manager is unclear or thinks the game tally may be incorrect they can contact Football Operations.

12 Club Social Functions

12.1 Friday Nights

Welcoming drinks, hot food and snacks are available to purchase from upstairs at the DW Lucas Oval Clubhouse each Friday night during training. A fantastic opportunity to mingle with other parents whilst inside away from the cold, wet weather.

12.2 Club Nights

EMJFC will hold two Club Nights during the season, typically with a Guest Speaker and catering. The scheduled dates will be communicated via email during the season.



12.3 Night of Knights

The Night of Knights is the EMJFC major Fundraiser for the season. This event has always been a huge success. The scheduled Date is Friday 3rd June.

12.4 Presentation Day / Family Day

The Presentation and Family Day is the final EMJFC social function of the season. The scheduled Date is Saturday 10th September.

12.5 Team Functions

Whilst not compulsory, it is encouraged for the Team Manager early in the season, to arrange a Team get together. Options are for the Team Manager to host with parents of players bringing a plate and BYO or for the Team to meet at a restaurant. This is the perfect opportunity for the Parents to get to know each other away from the football field. This is also a great opportunity to support our club sponsors, functions may be held at the Malvern Hotel or catering may be purchased from Clancy’s Bakehouse.

13 Insurance

The club has the following insurance policies in place for 2016:

Personal Injury Coverage – Bronze Level Medical Benefits

- 50% reimbursement of non-Medicare medical benefits
- \$2,000 maximum per claim
- \$100 excess

Capital Benefit

- \$100,000 maximum

Quad/Para Events

- For 2016 this coverage is \$1,000,000.

For more information please visit: www.jltsport.com.au

How to make a claim:

- visit the website
- enter the AFL section
- Click on “Making a Claim”
- follow the instructions.

Any issues or queries should be directed to: info@eastmalvernknights.com.au

14 Sponsorship

14.1 Club Sponsors

The Club has a number of generous sponsors, who help to defray the cost of running the club (which keeps registration fees to a minimum) and gives us the opportunity to provide additional benefits and equipment above what we would normally be able to do.



Section 2 – EMJFC – Team Manager Duties

This section of the Handbook has been put together by the EMJFC in support of the SMJFL Team Managers’ Handbook. This section covers details of the main requirements of a Team Manager, including pre-match, match day and post-match requirements, position description of all match day officials and other important information.

1. Team Manager Duties - Summary

The Team Manager ensures that the competition rules and procedures associated with the actual playing of the game are carried out and adhered to as detailed by the South Metro Junior Football League.

Start of Season TM Duties: Summary

- Ensure each Team member is fully registered.
- Allocate Jerseys to players, updating your initial Team list with corresponding Jersey numbers.
- Create Internal Team list for distribution with player contact details, allocated Jersey numbers & player nick names (if applicable).
- Set up your Team to the Sporting Pulse website. Your Username and password will be supplied to you prior to season commencement.

Communication:

- As part of your initial communication to your Team, email to your group:
 - A Welcome letter to Players and Parents. Include contact details for you, the Coach and Assistant Coach and include a reminder of mouth guard policy – no mouthguard, no play rule
 - Attach to your Welcome letter email, the **Age Group Law Comparison 2016** – (A comparison of rules in each different age group) ***This can be downloaded from our website***
 - Whilst not compulsory, creating pocket sized Laminated cards containing each Team members Name, Jersey number, Mum/dad contact details and distributing amongst your Team is very useful
 - Source & nominate your Teams Club Umpire for accreditation for each team registered to play in a Modified Rules competition with the SMJFL in 2016 (i.e. Under 8, 9, 10 & Under 12 girls) is required to provide a **Club Umpire** to officiate each home and away game, and during the Lightning Carnival.
 - Advise your parent group of the Official Parental Match day duty requirements and begin allocating any requested permanent roles.
 - Prepare the Parental duties rotating roster for ongoing games * ***See website for example***

Ongoing TM Duties:

- Timely circulation of Match Day Information – time, location etc.
- Updating Sporting Pulse website before and after each game.
- Ongoing Match Day preparation as required: printing of team sheet for players signature, game day organisation of parental roster, supply of clip boards, pens, Timesheet & Goal umpire cards etc.
- In conjunction with Coach, keep records of Awards (Player of the Day, Mark of the Day etc.) for even distribution.
- Replacement of football equipment & medical kit items as required.
- Internal record keeping of B&F voting for Individual player votes for conclusion of season awards.
- Circulating Dates for EMJFC social and team related events.



2. Team Manager Duties – Pre Match

2.1 Pre Match - Team reminders

Email your Team with the following details:

- Match location, time of arrival for warm up and game commencement time
- Parental Duty Roster
- Captain / Co Captains

2.2 Pre Match - Online Database System (SportingPulse) Requirements

- Remove any players from the SportingPulse list who have advised unavailability to play
- Prepare SportingPulse Team Sheets and Print off 3 x copies
 1. 1 x SMJFL copy.
 2. 1 x Copy for opposition Team.
 3. 1 x Copy for home Team.

2.3 Pre Match Organisation

- Confirm with the Coach the player(s) who have been nominated as Co-Captains for the Match and add these players’ names to your Match details reminder email.
- Print off your Parental Duty Roster in readiness to find and kit out each Parent for their nominated duty.
- Add Match day details to the Timekeepers and Goal Umpires Cards and place in a clipboard include a Pen.
- Print off the following Parental Duty templates placing them along with a Pen in a clipboard to hand to your Parents / Assistant Coach on arrival.
 1. Highlights Recorder/Match Report (if applicable)
 2. B&F Votes (Best and Fairest Votes) & Goal Kicking recorder
 3. Team Match Awards (hand to Coach / Ass Coach)

2.4 Pre Home Match

Check if your game commencement time indicates your team will be on Ground Set up or Pack up – if so, you will need to allocate parent(s) to assist you in setting up or packing up the ground. Ground Set up also will involve checking the ground for dangerous items and setting up the Umpires area. Please arrive at the ground at least 15 mins prior to the arrival time of the players.

If your Match is the first game of the day, an inspection of the ground must be completed prior to the commencement of play and a *Ground Inspection Report* filled in via the online App.

To download the app search for *AFL Match Day* in the Apple store or *JLT AFL Match Day* in the Android Store.



3. Team Manager Duties – Match Day

3.1 Match Day – Paperwork

- Ensure that you have printed and have with you on Match day a copy of the **Age Group Law Comparison 2016** as part of your Match Day Paperwork.
- Home Games that are the first match of the day - Both Team Managers must complete the Ground Inspection Report (via the App) together before the match.
- Make hand written adjustments to the Team sign in Sheets if required.
- Add registered players, who were not previously shown.
- Cross out players who are not playing.
- Each player must sign the Team Sheet.
- Both Team Managers must give their respective signed paper Team Sheet to the field umpires by half time of the match. Jumper numbers must be shown.
- Both Team Managers (at the completion of the match) must keep their respective Goal Umpire Scorecards and Timekeeper Cards.
- Home Team Manager must provide the Competition Match Report book for the umpires to fill out at the completion of the match.
- The Competition Match Report book is to be left in the umpire's room for each match.
- The field umpires will take the white copy from the book and submit the information along with their votes electronically to the league. The Away Team Manager will take the pink copy and the Home Team Manager will take the green copy.
- Home Team Manager must retrieve both the Home and Away Team Sheets from the umpires at the completion of the match and keep filed and be readily available if requested by the league. *Please note, these are no longer required to be mailed to the League.*

If Team Managers are unsure of any of the above please contact Football Operations as the first point of contact.

3.2 Match Day - Team Manager Responsibilities.

- To provide competent goal and boundary umpires. Goal umpire to be at least 16 years of age.
- Both Team Managers are to provide their respective goal umpire and timekeeper with official scorecards before each match.
- Timekeepers must be provided with official timekeeping cards and record the scores and sign their cards, as should the goal umpires.
- Both Team Managers must ensure their respective Team officials are correctly attired in League approved bibs.
- Goal umpires are to wear white SMJFL approved coats and must be supplied with flags and a pen (pencil if raining).
- Boundary umpires are to wear the correct league approved bib and carry a whistle.
- Each Team Manager must appoint an umpire(s) escort.
- Both Team Managers must ensure their four (4) bench Team officials remain within the confines of the bench. Unless acting in accordance with their required duty.
- Strictly only four officials are allowed on each Team bench.
- **Home Team Manager is to provide two match footballs for the appropriate age group. Footballs must be in good condition and pumped up.**



3.3 Player / Official Report Form

The home Team Manager must provide the Field Umpire/s with copies of the Player/Official Report form.

If any player or official is reported the Umpire should provide a copy of the report to both Team Managers as soon as practicable after the conclusion of the match. Team Managers must then sign the form to acknowledge receipt. The Team Manager of the reported person should contact their relevant club official ASAP after the completion of the match.

Distribution of Umpire Report Forms is as follows:

- 1st copy (white) to the home team’s Team Manager;
- 2nd copy (green) to the Team Manager of the reported player or official’s team;
- 3rd copy (blue) to Member Club of the witness (where applicable);
- 4th copy (yellow) to be retained by the Umpire.

3.4 Match Footballs

The home team must provide the Field Umpire/s with the two footballs of the correct size and material and in good condition (as determined by the Field Umpire) no later than ten (10) minutes before the commencement of a home and away match. The away team Captain shall choose which of the two footballs is to be used for the match.

Correct size and material for age groups is as follows:

Age Group	Size	Material
Under 11 Girls	3	Synthetic
Under 13 Girls	3	Synthetic
Under 15 Girls	3	Synthetic
Under 17 Girls	4	Synthetic
Under 8, 9 & 10 Mixed	2	Synthetic
Under 11 & 12 Mixed	3	1 leather & 1 synthetic
Under 13 & 14 Mixed	4	Leather
Under 15 – 17 ½ Boys	5	Leather

- Red footballs for day matches.
- Yellow footballs for night matches.

3.5 Match Day - after Game Team Awards

The EMJFC will supply your Team with an appropriate amount of Vouchers to award to players after each game during the season.

The Vouchers which are generally from local food outlets have been kindly donated to the EMJFC. The vouchers should be used sparingly and with respect.

For the younger age groups, (U8, U9 & U10) these awards are primarily for recognition of effort and keen participation. Awards are to be handed to the nominated players after the game in a group environment with all players in attendance, observing and giving positive recognition to their Teammates.



Should the Team have won, the awards can be given after the team song has been sung.

Team Awards Tally (Assistant Coach & TM)

The Assistant coach should hand the completed Awards form back to the Team Manager after the presentation of awards. The Team Manager adds the award winning recipients names to his/her internal spread sheet to ensure fair consistency.

An awards season spread sheet is on the website.

3.6 Results Entry

The following is a list of results entry requirements for the various competitions:

Modified Rule:

Item	Required	Timeline	Notes
Full time scores	Yes	8pm match day	Will not be displayed on website (except U12 girls)
Update team sheet	Yes	8pm match day	Make sure all players who played are entered. Remove players who did not play.
Dispute Team sheet	No	12pm Tuesday	Clubs must notify the SMJFL if opposition's online team sheet does not match paper team sheet.
<i>Best players</i>	<i>No</i>		<i>Do not enter this information</i>
<i>Goal kickers</i>	<i>No</i>		<i>Do not enter this information</i>

All other competitions:

Item	Required	Timeline	Notes
Quarter by quarter scores	Yes	8pm match day	
Update team sheet	Yes	8pm match day	Make sure all players who played are entered. Remove players who did not play.
Dispute Team sheet	No	12pm Tuesday	Clubs must notify the SMJFL if opposition's online team sheet does not match paper team sheet.
Best players	No		May be entered
Goal kickers	No		May be entered



4. Match Day Officials & Parent Duty Participation

4.1 Duties of Match Day Team Officials

4.1.1 Team Officials’ Roles

Each participating Club shall for each football match appoint a Coach, Team Manager, and Trainer and may for each match appoint an Assistant Coach, Runner and Water Carrier/s.

Participating Clubs shall ensure that **Team Officials** are fully conversant with and comply with these By-Laws.

Coach

All Coaches must have a minimum current level 1 AFL Coaching Accreditation to coach in the SMJFL. All SMJFL Coaches shall, to the best of their ability, uphold the AFL Coaches Code of Conduct, and must maintain a standard of behaviour and conduct that is in the best interests of the game and the players in their care.

Other than as provided in By-Law 21.1, coaches are not permitted to enter the field of play while any match is in progress, and must remain in the designated Team Bench area at all times other than during the breaks.

It shall be the responsibility of coaches to maintain team discipline and to instruct the players to play within the rules and spirit of the game at all times.

Team Manager

Team Managers must comply with their responsibilities as set out in the SMJFL Team Managers Handbook which is available on the SMJFL website.

Trainer

All Member Clubs must appoint a minimum of one Trainer per team who holds a minimum qualification of Level 1 First Aid with an up to date CPR component. Trainers from under 13’s and above also require the ERT component.

The Trainer must be present for the duration of all games.

A doctor, physiotherapist, paramedic or Registered Nurse (Div. 1 or 2) can act as a Trainer provided that they have a CPR component that is updated every 12 months and have a current ERT component updated every 3 years.

Each team must provide one first aid kit (including ice) for use by the team Trainer(s).

Runner

Runners must be at **least 16 years of age** or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.

Runners may deliver a message to a maximum of 2 players before they must leave the field.

Runners must not coach, barrack or in any way deliberately obstruct play or interfere with a player or official from the opposing team.



Water Carrier(s)

Water Carriers must be at **least 12 years of age** or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task. 13.11 One (1) Water Carrier is permitted to enter the field of play to deliver water to players in all grades up to and including the under 12 competitions. Two (2) Water Carriers are permitted to enter the field of play to deliver water to players in the under 13 to under 17 ½ competitions.

Water Carriers are only permitted to carry plastic water bottles on to the field of play. Metal and glass bottles, and water bottle carriers, are not permitted on the field of play.

Water Carriers shall only enter the field of play behind play to deliver water to the players whilst: a player from either side is having a set shot for goal; or whilst the football is being retrieved and returned to the field umpire who will be located in the centre of the ground after a goal has been scored.

Where a player having a set shot for goal misses the goal, all Water Carriers must immediately leave the playing field.

Water Carriers:

- may enter the field of play from any position on the ground.
- are not permitted to communicate with the Team Bench other than during the breaks between quarters.
- must not at any time other than during the breaks between quarters be within 30 metres of the Team Bench.
- are not permitted to pass messages or give instructions to players, or disrupt play.

A Field Umpire may order from the field and report any Water Carrier who is in breach of these By-laws. Any Water Carrier ordered from the field may be replaced.

4.1.2 Match Officials' Roles

Each team for every match shall provide a Field Umpire (Modified Rules games only) Goal Umpire (except where provided by the SMJFL Umpiring Department), Boundary Umpire (except where provided by the SMJFL Umpiring Department), Timekeeper and Umpires' Escort. The home team shall also supply a Scoreboard Attendant.

Field Umpires

Club Umpire Modified Rules – each team must supply an umpire (must be at **least 18 years old** and have completed the necessary SMJFL provided training).

The home team shall be responsible for submitting the Competition Match Report.

Club Umpires Other Competitions – The SMJFL Director of Umpiring shall appoint Field Umpires.

Where a Field Umpire is absent or unable to complete a match and another member of the current Umpires Panel is not available:

The teams involved may agree to appoint a substitute Field Umpire or Field Umpires who shall:

- Officiate for the match; and



- Have the power to lodge a Report against a player or Team Official; and
- Award SMJFL best and fairest votes for the match.

The home team shall be responsible for submitting the Competition Match Report and votes online

If no substitute Field Umpire(s) can be agreed upon the match shall be abandoned and the matter referred to the General Manager for a determination regarding allocation of premiership points.

Goal Umpire

Where Goal Umpires are not provided by the SMJFL Umpiring Department, each team participating in a match must provide a Goal Umpire who is at least 16 years of age or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.

Each Goal Umpire shall be equipped with a scorecard, two flags and a pen.

Each Goal Umpire shall be responsible for keeping score and the Goal Umpires shall confer and verify scores at the end of each quarter. At the completion of the match they must sign each other's scorecard.

In the case of a disagreement on scores by the Goal Umpires the score recorded on the official Timekeepers' card shall be regarded as correct.

Goal Umpires shall be responsible for ensuring that the area between and behind the goals is kept clear of spectators and obstacles and must not enter the field or dispute decisions of the Field Umpires at any time. Field Umpires may overrule a decision by a Goal Umpire.

Goal Umpires are not permitted to coach or communicate with any players or officials - other than during breaks between quarters. A Field Umpire may order from the field and report any team appointed Goal Umpire who is in breach of this By-law. Any team appointed Goal Umpire ordered from the field must be replaced.

Boundary Umpire

Where boundary umpires are not provided by the SMJFL Umpiring Department, each team participating in a match must provide a boundary umpire, who must **be at least 16 years of age**, or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.

The Boundary Umpires must be familiar with the correct procedures to ensure the proper conduct of the match.

Field Umpires may overrule a decision by a Boundary Umpire.

Boundary Umpires are not permitted to coach or communicate with any players or officials - other than during breaks between quarters. A Field Umpire may order from the field and report any team appointed Boundary Umpire who is in breach of this By-law. Any team appointed Boundary Umpire ordered from the field must be replaced.

Umpire Escort

The umpire escort is one of the most important roles for match day so it is vital that someone who is competent performs this task and understands the role that needs to be undertaken.

Umpire escorts must be **at least 18 years of age** or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.



Both teams must supply an Umpire Escort who shall escort the Field Umpires to and from the ground at the commencement of the match, at half-time and at the conclusion of the match. Each escort shall commence from or conclude at the door of the Umpires’ Room, as the case may be.

During the first and third quarter breaks the Umpires’ Escorts must remain with the umpires, and provide drinks for them.

Umpires’ Escorts shall be responsible for addressing issues involving the behaviour of their team’s spectators towards the umpires.

During play Umpires’ Escorts shall act as Interchange Stewards to ensure that players enter and exit the ground via the designated interchange area.

Timekeeper / Match Duration

A Timekeeper is to be provided by each team and the home team shall provide an accurate timing device and siren, bell or other appropriate audible signalling device.

Timekeepers must be at least 16 years of age or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.

The Timekeepers shall progressively record the scores on the reverse of the official Timekeepers card, and shall sign it at the conclusion of the football match.

Participating Clubs shall ensure that the Timekeepers are aware of the provisions in these By-laws concerning the length of quarters and the length of intervals.

The duration of matches are as follows:

Age Group	Match Duration	Break duration (minutes)		
		¼ Time	½ Time	¾ Time
Under 12 Girls	4 x 12 minute quarters	3	6	3
Under 15 Girls	4 x 15 minute quarters	3	10	5
Under 18 Girls	4 x 17 minute quarters	3	10	5
Under 8, 9 & 10 Mixed	4 x 12 minute quarters	3	6	3
Under 11 – 13 Mixed	4 x 15 minute quarters	3	10	5
Under 14 – 16 Boys	4 x 20 minute quarters	3	10	5
Under 17 ½ Boys	4 x 22 minute quarters	3	10	5

There shall be no “time-on” in any matches.

The Timekeepers must sound a warning siren one minute prior to the conclusion of the ¼ time and ¾ time breaks and 3 minutes prior to the conclusion of the ½ time break.

Players are encouraged to shake hands and offer three cheers to the umpires at the end of the match.



At the conclusion of all matches other than the final match of the day at a particular venue, all players, officials and supporters must exit the ground without undue delay, to enable the teams participating in the next match to access the ground.

Injury Stopped Game

As per SMJFL By-Law 13.11 where play is unable to proceed in a home and away game for a period of time equal to one quarter, due to an injury occurring on the ground which requires (on the advice of trainer/s or other medical personnel) that the injured person should not be removed from the ground until an ambulance arrives, the following procedures shall be followed:

- Where there is an alternate ground at the same venue immediately available, which is in suitable condition (as agreed by both Team Managers), the game should be moved and play continue from the point at which the game was stopped (as noted by the time keepers).
- Where no alternate venue is immediately available, the following shall occur –
 - Where the game is stopped before half time, the game shall be considered abandoned and each team shall be awarded 2 premiership points, with no adjustment to be made to the teams' cumulative total points for and against.
 - Where the game is stopped in the 3rd or 4th quarter, the team leading shall be considered the winner and the score recorded at the cessation of play entered as the final score.
- If the Member club of either team is not satisfied with the outcome, it may appeal by lodging a written complaint with the General Manager no later than 6.00pm on the Monday following the day of the match. The General Manager may, in his or her absolute discretion, act on the complaint in such manner as he/she thinks fit.

SMJFL By-Law 13.12. Where play is unable to proceed in a Finals game for a period of time equal to one quarter, due to an injury occurring on the ground which requires (on the advice of trainer/s or other medical personnel) that the injured person should not be removed from the ground until an ambulance arrives, the game shall be abandoned and shall be replayed within 7 days at a time and venue determined by the General Manager in his or her absolute discretion.

SMJFL By-Law 13.13. Where play is unable to proceed in a Lightning Carnival game for a period of time equal to one half, due to an injury occurring on the ground which requires (on the advice of trainer/s or other medical personnel) that the injured person should not be removed from the ground until an ambulance arrives, the game shall be considered abandoned and each team shall be awarded a draw (where applicable). The game may not be replayed.

Scoreboard Attendant

The home team shall provide a scoreboard attendant, who must ensure that the scoreboard is up-to-date at all times during a match.

The home team shall be responsible for submitting the Competition Match Report and votes online.

Team and Match Officials' Attire



The following table shows SMJFL approved bibs that are provided by EMJFC and must be worn (and be visible) by officials at all times during a football match.

4.1.3 Team and Match Officials’ Attire

The following SMJFL approved bibs shall be provided by Member Clubs must be worn (and be visible) by officials at all times during a football match:

Role	Colour
Team Manager	Grey
Coach	Red
Assistant Coach	Green
Trainer	White
Runner	Yellow
Water Carrier	Light Blue
Umpire Escorts	Orange
Club Umpires	Florescent yellow (shirt)
Boundary Umpires	White
Goal Umpires	White (coat)

Officials must wear enclosed shoes.

4.2 Concussion

If a player is deemed to be concussed on match day, they should not return to the field of play (or training) until such time as a doctor’s certificate has been obtained indicating they are fit to play. This process is to be managed at club level.

4.3 Head Count

If a team captain calls for a head count during play, the Field Umpire will request a head count of the opposing team’s players. Play must immediately be suspended and the Timekeepers’ clock must be stopped whilst the head count is taken.

The timekeepers are to note the score on the scorecard.

4.4 Forfeits

If for any reason you know in advance you won’t have enough minimum players (12) to field a team please let your club Secretary know ASAP so your opposition can be informed.

Where a team has fewer than 12 players the opposing team shall be awarded a “forfeit”.



A time limit of twenty minutes after the official starting time shall be allowed for teams being late, after which the match may be claimed as a "forfeit" at the option of the opposing team.

A "friendly" match may then be played between the teams, provided that the Umpire is made aware that the official match has been forfeited.

All paperwork must note that the match has been forfeited.

No SMJFL Best and Fairest votes shall be awarded in a "friendly" match.

Teams awarded a "forfeit" shall be entitled to lodge an official team sheet on the Competition Management System. Only players included on the Competition Management System will have the match count towards finals eligibility.

4.5 Adverse Weather Conditions

The SMJFL may cancel any SMJFL match due to adverse weather conditions such as, but not limited to, excessive heat/humidity, lightning or rain/hail that may endanger participants' health or safety.

In the event there are no SMJFL staff available to make a decision, a game may be cancelled on the agreement of both Team Managers. However, if the SMJFL, on review of the game, decides the game should not have been cancelled, it reserves the right to award points or hand down any penalty as it sees fit.

Where play is unable to proceed in a home and away game for a period of time equal to one quarter, due to adverse weather conditions, the game shall be cancelled.

Where a match is either not started or stopped prior to half time, the game shall be considered cancelled and each team shall be awarded 2 premiership points. No adjustment will be made to either team's cumulative total points for and against.

Where the game is cancelled in the 3rd or 4th quarter, the team leading shall be considered the winner and the score recorded at the cessation of play entered as the final score.



4.6 Match Day Incidentals

Number of Players (includes loaning players)

The number of players permitted to take place in any match is as follows:

Age Group(s)	On Field		Total on Team Sheet
	Minimum	Maximum	
Under 9 Girls	9	12 [^]	
Under 12 Girls	12	15 [*]	No limit
Under 15 Girls	12	15 [*]	No limit
Under 18 Girls	12	15 [*]	No limit
Under 8 – Under 10 Mixed	12	18	No limit
Under 11 – Under 14 Mixed	12	18	24 (no limit in finals)
Under 15 – Under 17 ½ Boys	12	18	24 (no limit in finals)

* if both teams agree, teams may play up to 18 players each. If no agreement can be reached no more than 15 players can be on the field at any one time.

[^] if both teams agree, teams may play up to 15 players each. If no agreement can be reached no more than 12 players can be on the field at any one time.

Where a team has 12 (or 9 in the case of U9 girls) or more players an official match can be played. The opposition must "loan" players to bring the team up to a minimum of 14 players. The numerical strength of each team must also be adjusted so that the teams are of equal numbers, or at most, have a difference of one on the field of play, as follows:

- The team with the numerical advantage can "loan" players to the opposition, either for a quarter on a rotating basis, or for the match.

For example if one team has 14 players and the other has 21, the team with 21 players agrees to loan 3 players to the opposition, meaning there will be a numerical difference of one (17 versus 18).

- If, however, the team with a shortage of players refuses to accept an offer of "loan" players from the opposition team, the opposition team can play with the prescribed maximum number of players.
- **For the purposes of any girls' matches, no team shall play with a numerical advantage.**



If the team with the full complement of players refuses to “loan” players to the opposition they must play with an equal number of players on the field.

For the avoidance of doubt, teams must match players based on numbers at the start of the match only. Teams are not required to match if a player leaves the field after the start of the match.

"Loaned" players should appear on the team sheet of their team, however it should be noted that they were “on loan” to the other team.

4.6.1 Player Movement

Under 8 to under 10 mixed and under 9 girls

There are no restrictions on the movement of players in the above age groups. However, a player may only play in one game per round in a particular age group.

For the purpose of the Lightning Carnival, a player shall only be permitted to play in the team in which they played the majority of games throughout the season.

Other Competitions (including under 12 girls)

The following player movement restrictions apply:

- Once a player has played a total of six matches in any higher ranked* competitions they are unable to play in a lower ranked competition for the remainder of the season (including finals).
- When a higher ranked team has a bye, no player who has played in that team in the previous round will be permitted to play in a lower ranked competition unless that player has played more games in the lower ranked competition.
- Subject to these By-Laws, a player may only play in one game per round in a particular age group and may play in no more than two games per round.

*Competition ranking are as per Appendix 1 of the Team Managers’ Handbook

4.6.2 Finals Eligibility

To qualify for finals in a particular team a player must:

- play in at least four home and away matches with that particular team; and
- meet all requirements of the Player Movement Policy.

A player may only play in one finals match per round.

A player is ineligible for a particular team once they play a finals match in a higher ranked team.

4.6.3 Send Off Rules

- Players may be sent off by the umpire, in his/her discretion, for either one quarter (“yellow card offence”) or for the remainder of the match (“red card offence”).

Example: where a player is sent off for a yellow card offence at the 16-minute mark of the second quarter



the player would not be permitted to re-enter the ground or be replaced until the 16-minute mark of the third quarter.

- Any player sent from the ground must have the reason for and duration of the send-off explained to them by the field umpire.
- Players sent off are to exit the field of play via the interchange area. The Team Manager must then report to the Timekeeper, advising the player’s name, number and the duration of the send-off. The send-off commences upon arrival at the Timekeepers’ area by the Team Manager.
- The Timekeeper shall advise the Team Manager when the penalty time has expired.
- A player sent from the ground for a red card offence shall not take any further part in the game, but may be replaced after one quarter.

Example: where a player is sent off for a red card offence at the 16-minute mark of the second quarter the player cannot be replaced until the 16-minute mark of the third quarter.

- Yellow card offences are audible obscenity, unsportsmanlike behaviour or misconduct. All other reportable offences are red card offences.
- Any player sent off twice in the same match is automatically suspended for one match by the League.
- Any player who has been sent off two times in any 12 month period shall incur an automatic two match suspension regardless of and in addition to any further penalty that may be incurred by virtue of the incident leading to third send-off. Should that player be sent off any further times during that 12 month period, on each occasion the player shall incur an automatic one match suspension regardless of and in addition to any penalty that may be incurred by virtue of the incident leading to that send-off.
- Please note, the above sanctions are imposed by the League, clubs may impose additional sanctions.

4.7 Disciplinary Issues

4.7.1 Approaching Official SMJFL Umpires

Under no circumstances are Team or Match Officials to abuse, threaten or intimidate umpires or opposition players, officials or spectators.

No person other than an Umpire Escort or Team Manager is to approach the Umpires at any time.

Team Managers may only approach the Umpire(s) during a match for matters not relating to the manner in which the game is being officiated.



Match Officials may speak to umpires regarding the operation of the game but must not abuse, threaten or intimidate umpires or opposition players, officials or spectators.

4.7.2 Umpires Additional Power to Report

- Members of the Umpiring Department shall have the power to report players or Team Officials in relation to an incident which they observe first-hand.
- The Director of Umpiring or Football Operations Manager shall have the power to report players or team officials in relation to an incident of which he or she becomes aware.
- Upon receipt of a report, the SMJFL will notify the Secretary of the Reported player or Team Official’s Member Club of the report as soon as is practicable.

4.7.3 Reports

If a player or official is reported on match day it is the Team Manager’s responsibility to inform the Club Secretary ASAP after the match. If the Club Secretary is unable to be contacted the Club Incident Officer is to be contacted. This includes providing the club copy of the Player/Official Report to the Club Secretary.

The SMJFL will be in contact with the Club Secretary as soon as possible following the match to confirm a report has been laid. At this point the SMJFL may offer a set penalty to the player or official rather than sending the matter to a Tribunal Hearing.

A list of the Set Penalties that may be offered can be found in the SMJFL By-Laws.

If a matter is to be heard at a Tribunal this will normally take place on the Wednesday evening after the match at the SMJFL offices. All details will be confirmed via the Club Secretary.

5. Team Manager Duties – Post Match

5.1 Post Match - Paperwork

- The home Team Manager must provide the Field Umpire/s with an SMJFL Competition Match Report form.
- The Umpires Match Report must be signed by the Team Managers of both teams that participated in the match. In the event of a dispute as to the contents of the Umpires’ Match Report, Team Managers are permitted to make comments as to the nature of the dispute on the back of the Umpires’ Match Report.
- Distribution of the Competition Match Report form is as follows:
 - Green Home team copy
 - Pink Away team copy
 - White Umpire copy
- In games without SMJFL appointed umpires, the home team is responsible for completed the Competition Match Report and submitting it online: www.smjfl.com.au/index.php?id=193 Both Team Managers must sign the Competition Match Report.



** Each Team keep their own goal and timekeeper cards once all scores have been confirmed.

5.2 Post Match - Online Database System Requirements

- Both Team Managers must update their Team Sheets in the SportingPulse system with all changes made on Match Day.
- Delete players who did not play.
- Add registered players who were not on the original Team Sheet.
- Include all jumper numbers.
- *****It is vital that the online Team Sheets mirror the paper Team Sheets. Failure to do so may affect player's finals eligibility.***
- Home Team Manager is to record the quarter by quarter scores and enter these into the SportingPulse system.

This must be done on the day on the match by 8pm sharp.

- Both Team Managers may record the goal kickers and best players and enter these details into the SportingPulse system
- ***Goal kickers and best players are not to be entered for modified rules teams (U8 to U10 & 12 Girls).***

6. Directory of SMJFL Grounds

Name	Address	Map Ref.
Albert Park - Oval 9, 11 & 12	Aughtie Drive, Albert Park	2N H1
Banksia Reserve	Oak Street, Beaumaris	86 E7
Ben Kavanagh Reserve	McDonald Street, Mordialloc	87
Bentleigh Reserve	Arthur Street, Bentleigh	77 F1
Boss James Reserve	David Street, Hampton	77 A7
Brighton Beach Oval	South Road, Brighton	76 D4
Castlefield Reserve	Ludstone Street, Hampton	76 J5
Centenary Park	Brady Road, East Bentleigh	78 B3
Chisholm Reserve	Duncan Street, Sandringham	76 K8
Columbia Reserve	Columbia Drive, Wheelers Hill	71 H11
Como Park	Corner of Williams Road & Alexandra Avenue, South Yarra	2M
Corrigan Oval	Marcus Road, Dingley Village	88 G8
Darling Park – Basil Reserve	Basil Street, East Malvern	60 A12



Donald McDonald Reserve	Fifth Street, Black Rock	86
DW Lucas Oval – Dunlop Reserve	Moirra Street, East Malvern	59 K11
E.E. Gunn Reserve	Malane Street, Ormond	68 E7
Elsternwick Park	St Kilda Street, Elwood	67
Essex Heights Reserve	Outlook Road, Mt Waverley	
Gardiner Park	Carroll Crescent, Malvern	59
Gerry Green Reserve	Nepean Highway, Parkdale	87 E8
Heatherton Recreation Reserve	Ross Street, Heatherton	87
Highbett Reserve	Turner Road, Moorabbin	77 H9
Hurlingham Park	Nepean Highway, East Brighton	67 J10
Jack Barker Oval	Weatherall Road, Cheltenham	87
King George Reserve	East Boundary Road, Bentleigh	77 K3
Koornang Park	Munro Avenue, Carnegie	68
Le Page Park	Corner of Herald & Argus Street, Cheltenham	78 B12
Lum Reserve (West)	Cintra Ave, Wheelers Hill	
McKinnon Reserve	Tucker Road, McKinnon	68 G11
Meade Reserve	Haughton Road, Clayton	
Mentone Grammar	756-768 Springvale Road, Braeside	
Mentone Reserve	Brindisi Street, Mentone	86 K7
Moorleigh Reserve	Bignell Road, Bentleigh	78
Murphy Reserve – Aanenson Oval	Williamstown Road, Port Melbourne	
Murphy Reserve – J.W Woodruff Oval	Williamstown Road, Port Melbourne	
Murrumbeena Park	Kangaroo Road, Murrumbeena	69 B7
Namatjira Park	47 Springs Road, Clarinda	79
Packer Park	120 Leila Road, Carnegie,	



Peanut Farm Reserve	Blessington Street, St Kilda	58 A11
Peterson Reserve	Peterson Street, Highett	77 B8
Pinewood Reserve	Pinewood Drive, Mount Waverley	70 G4
Princess Highway Reserve	Princes Highway, Oakleigh East	70
Princes Park – Oval 1	Beech Street, Caulfield South	68 B6
Princes Park – Oval 4	Dover Street, Caulfield South	68 B6
Souter Reserve	Marcus Road, Dingley	88 G6
Southern Road Reserve	Southern Road, Mentone	87 E6
Stanley Grose Reserve	Stanley Grose Drive, East Malvern	60 A12
Toorak Park	Orrong Road, Armadale	2M G12
Trevor Barker Oval	Corner of Beach Road & Hampton Street, Sandringham	76
W.A. Scammell Reserve	Guest Road, Oakleigh South	69
Walter Galt Reserve	Corner Davey and Victoria Streets, Parkdale	87 F8
Wattie Watson Oval – Elwood Park	Ormond Esplanade, Elwood	67 C5
Waverley Oval	Corner of Waverley & Belgrave Road, East Malvern	A2 69
Wellington Reserve	Mackie Road, Mulgrave	80 C3
Widdop Crescent Reserve	Widdop Crescent Moorabbin Hampton North	77

Notes:

