



Team Manager Duties

AFL Match Day Checklist

Before you begin, download the AFL Match Day App. Instructions are available at www.sefnl.com.au in the Club Resources menu.

The Home and Away Team Managers must inspect the ground together for the first game of the day and each other game if the weather changes. The Home Team Manager then completes the Checklist on the AFL Match Day App.

Match Day Team Sheets

Prior to arriving at the game, the Team Manager prints three copies of the Match Day Team Sheet from FootyWeb. All players and match personnel participating during the game must be registered and listed on the team sheet.

Before the game, the Team Manager signs the Match Day Team Sheet to confirm that the information is correct. They then give a copy to the Umpires, and then swap team sheets with the opposition's Team Manager.

During the game, the Team Manager must fill in their own team's goal kickers and best players on the Match Day Team Sheet.

Match Day Footballs

Before the start of the game home team provides the Umpires with 2 match footballs. The spare football is to be held by the interchange steward so it is available if required.

Interchange Steward and Timekeepers

The Home Team must provide an Interchange Steward except for finals where both teams provide an interchange steward.

Time Keepers must be provided by both the home and away teams.

Paperwork

At the end of the game the Home Team Manager must collect their own and the opposition's paperwork, which consists of:

- Match report sheet listing the best players and goal kickers,
 - Time Keepers cards.
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All Clear

About 10 minutes after the game, Team Managers must check in with the Umpires to get the all clear or to find out if there are any reports. Team Managers must sign any reports made by the Umpires.

Results

Results must be entered into FootyWeb by 6pm on Saturday for each Round.



SOUTH EAST FOOTBALL NETBALL LEAGUE

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Coach's Box	A maximum of five (5) officials, which includes the coach, in the coaches box, plus suitably attired trainers, and runner, plus interchange players and an Interchange Steward, shall be allowed inside the fence.
Runners	Runners must wear the SEFNL Runners Uniform. Runners escort the Umpires from the field to the Umpires' rooms at half time and at full time.
Boundary and Goal Umpires	If a Boundary and/or Goal Umpire is not provided, the Team Manager will need to appoint a person to fill the vacancy.
Trainers/ Water Carriers	<p>Each Club must have a minimum of one (1) AFL Victoria Level One accredited Trainer present during the entire game.</p> <p>There shall be a maximum number of four (4) Trainers/Water Carriers to be registered for each team, with a minimum age of 14 years.</p> <p>They are to stand to the side when not required to treat players in the Coach's Box and should be spread around the ground.</p> <p>Trainers/Water Carriers must wear the appropriate uniform - white polo club shirt/jacket and either white or blue pants with no markings.</p>
MVP Votes	Team Managers of Senior Teams only, must ensure Coaches provide the MVP for a player from the opposition team.
