



# 2020

## Match Day Paperwork and Game Day Operations Guide

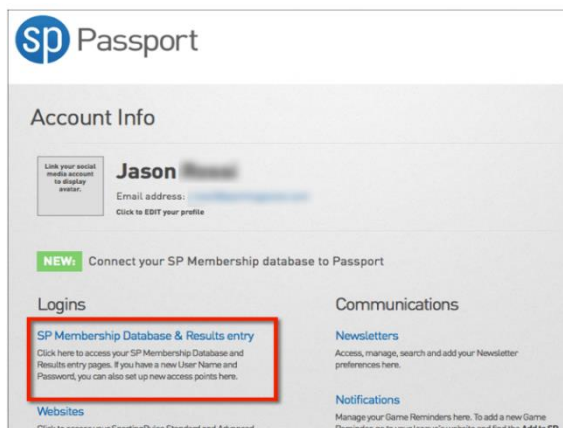
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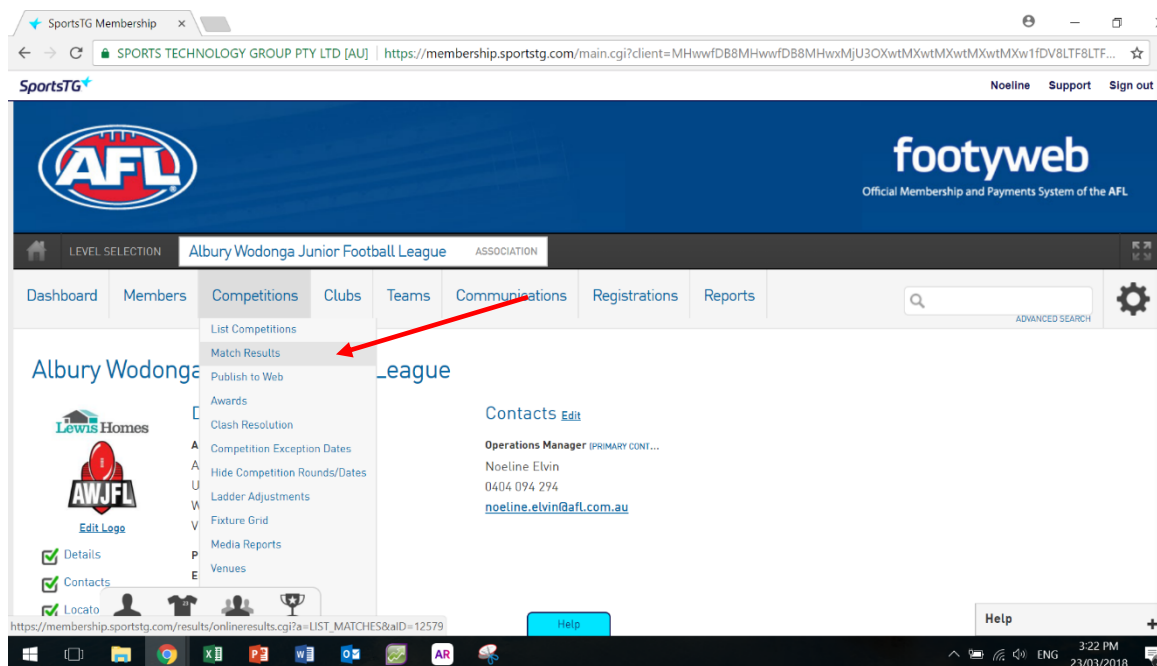
## Team Lists and Team Lodgement

Team lists for each weekend are produced in each clubs Footyweb database. To name a team please follow the below steps:

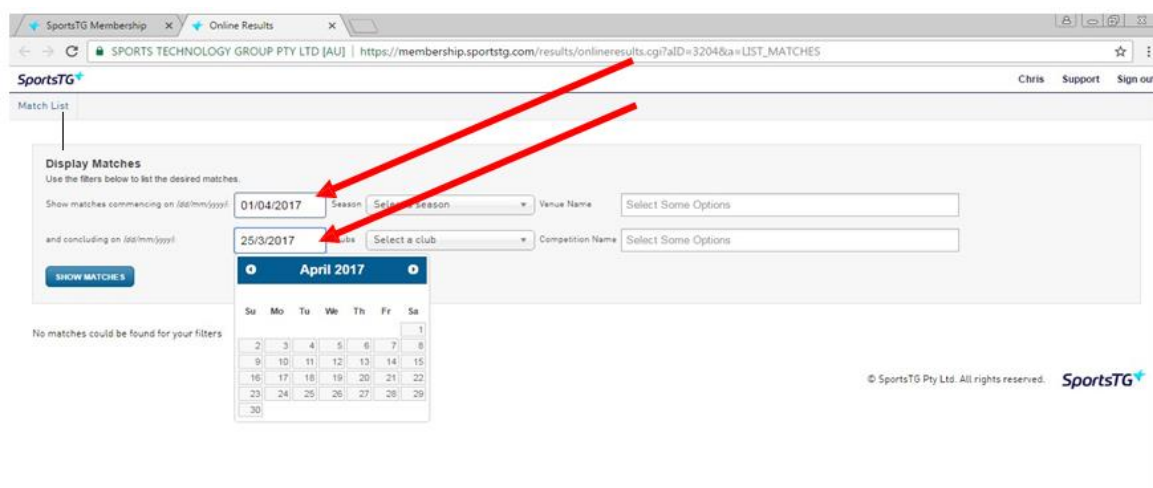
### 1. Open **Sports TG Passport**



### 2. Click the **Comp Management** tab and then **Match Results**



### 3. To view matches enter date of the weekend (e.g. 7<sup>th</sup> April to 8<sup>th</sup> April)



#### 4. Select “pre-game” on the match you wish to enter a team

The screenshot shows the SportsTG Membership website. The 'Match List' tab is active. Under 'Display Matches', there are filters for 'Show matches commencing on' (07/04/2018) and 'and concluding on' (08/04/2018). Below these are dropdowns for 'Season', 'Venue Name', 'Clubs', and 'Competition Name'. A 'SHOW MATCHES' button is present. Below the filters, there is a table of matches. A red arrow points to the 'PRE GAME' button for the match between Barnawartha and Tallangatta.

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock	PRE GAME	AT GAME	POST GAME
	Barnawartha	Tallangatta		2018 TDFL Under 14's	07/04/2018 09:10	Barnawartha	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Beechworth	Chiltern		2018 TDFL Under 14's	07/04/2018 09:10	Beechworth	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Dederang Mt Beauty	Wodonga Saints		2018 TDFL Under 14's	07/04/2018 09:10	Mt Beauty	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME

#### 5. Search player's surname you wish to add to the team sheet then press the green 'plus' symbol to add the player

The screenshot shows the 'Wodonga Maroon' team sheet. The 'Manage this Display List' section has several radio buttons. The 'Available Players' list shows a table of players. A red arrow points to the green plus symbol next to the player 'Arnold, Trent (21/09/2004)'. The 'Selected Players' list shows a table of players already added to the team sheet.

Name	No.	Position
Bradshaw, Noah	16	-- Select a position --
Cassidy, Jett	9	-- Select a position --

#### 6. Once players have been added to the 'Selected players' list, add in each player's jumper number in the 'No' boxes. Once this is done click the green Save button.

The screenshot shows the 'Wodonga Maroon' team sheet. The 'Available Players' list shows a table of players. The 'Selected Players' list shows a table of players already added to the team sheet. A red arrow points to the green 'Save' button at the bottom right of the 'Selected Players' list.

Name	No.	Position
Dixon, Caitlin	76	-- Select a position --
Dransfield, Terry	0	-- Select a position --
Emery, Catherine	34	-- Select a position --
Evans, Nathaniel	55	-- Select a position --
Fakas, Anaislesse	90	-- Select a position --
Franchi, Michael	99	-- Select a position --
Fretwell, Chris	123	-- Select a position --
Gallagher, Ashleigh	22	-- Select a position --
Harris, Joshua	11	-- Select a position --

7. Scroll down and select coaching Staff and other team officials by scrolling down the page. Please note to select coach, the coach must be registered with the club as a coach. Then click the other green **Save** button

The screenshot shows the 'Online Results' page for SportsTG Membership. It features a form with several sections for selecting team officials. The first section is for 'Coaching Staff', followed by 'Team Staff', and then 'Club Umpires/Stewards'. Each section has a list of roles and corresponding dropdown menus for selecting officials. Red arrows highlight the dropdown menus and the 'SAVE TEAM OFFICIALS' button at the bottom left.

8. Once all this information has been entered press the blue **'Team sheet'** button at the top of the page to print a team sheet.

The screenshot shows the 'Online Results' page for SportsTG Membership. It displays game information for 'Wodonga Maroon vs Wodonga White' on 09/04/17. The page includes a 'Pre Game Dashboard' with player and coach counts, and a 'Match Officials' section. A red arrow points to the 'TEAM SHEET' button in the top right corner.

9. The next page will open up a printable team sheet. Please print at least three-four team sheets. At a minimum you will be required to hand one to the umpires, one to the opposition and one for your team.

***Remember to SAVE information entered after EVERY step.***

## Team List – Match Day Paperwork

On match days the following applies to the above team sheets:

- Must be prepared via *Footyweb* (above guide)
- Must include jumper no's, coaches, runners, trainers etc.
- 3 copies printed (at least)
- Umpires must receive their copy 30 mins before the game
- Opposition must receive a copy 30 mins before the game
- Each club is required to record ¼ by ¼ scores, goal kickers and best players. Both home and away team sheets to be handed to home team manager after the game.

Additions and alterations may be made to the original team list by arrangements with the umpire up until the commencement of the match but must be updated online before the match commences. The opposition team are also to be advised of any alterations. Only amendment permitted after the commencement of the match is a change of jumper number (due to tear/blood on jumper e.g.). Again, these amendments must be reported to the umpires (at the end of the quarter) and to the opposition team manager as soon as the change is made.

## Registrations/Transfers

All players must be registered prior to taking the field. A player is considered registered when they appear as active on the club's Footyweb membership database.

All player registrations must be submitted electronically via Footyweb by the player's parent or legal guardian.

Players who have played previously for another club must obtain a transfer from their previous club. If you have any issues with transfers, please email Matthew Elliott at [matthew.elliott@afl.com.au](mailto:matthew.elliott@afl.com.au)

Transfers must be actioned within 6 business days or the transfer will be automatically granted on club databases.

Junior player transfers can only be denied for the following reasons:

- Owes money to previous club (Clubs needs to provide proof)
- Has property belonging to previous club (Clubs needs to provide proof)
- No longer wishes to be cleared (player needs to complete Withdrawal of transfer form)

Automatic transfers will be granted to any player who has not played for 24 months. This will still need to be approved manually.

## Match Durations

The duration of quarters for all home and away matches will be as follows:

- U14 Youth Girls twelve (12) minutes (no time on)
- U17 Youth Girls fifteen (15) minutes (no time on)
- Women's Open seventeen (17) minutes (time on for injuries only, refer to League By Laws)

Times for quarter, half and three-quarter time breaks are as follows:

- Quarter Time - Shall not exceed three (3) minutes in U14's; five (5) minutes in U17 & Women's
- Half Time - Shall not exceed five (5) minutes in U14's; ten (10) minutes in U17 & Women's
- Three Quarter Time - Shall not exceed three (3) minutes in U14's; five (5) minutes in U17 & Women's

## Match Day Ground Requirements

### Ground Markings

- Must be clearly marked (i.e. weekly)
- Centre square must be 50m
- Boundary line must be a minimum 3m inside the fence/any obstructions

### Goal Post Padding

- Must be a minimum of 2.5m in height & 35mm in thickness

### Scoreboard

- All matches are to have a scoreboard in operation

### Changerooms

- Opposition changerooms must be cleaned prior to matchday
- Opposition clubs should leave change rooms clean and tidy

### Timekeeping Facilities

- Table & Chairs with unobstructed view of the match
- Siren
- Time Clock

### Footballs

- 2 x suitable Match Day Sherrin KFC branded footballs are to be available for each match (game ball & spare)
  - U14 Youth Girls** – Size 3 Synthetic footballs
  - U17 Youth Girls** – Size 4 Synthetic footballs
  - Women's Open** – Size 4 Leather KFC branded footballs
- Suitable 'used' footballs (used ball is one that has been used for a maximum of two (2) games previously)

## JLT Match Day Insurance Checklist

A JLT Match Day insurance checklist must be completed prior to the first game of the day. If a player is injured and they match day checklist has not been completed they will not be covered by insurance.

To complete the form, download the JLT app in the app store (search JLT AFL Match Day). Once in the app, select 'Checklist' the 'New' and complete the relevant match details.

The app requires the home team to enter the name of an appropriate away team official who has given their sign off on the ground conditions.



## Team Runner

- Only one (1) permitted per team with their name recorded on team sheet.
- Coaches & suspended players cannot act as runners
- No communication devices allowed
- Hi-Vis Runners Shirt/Top must be worn
- **Runners** must leave the playing field immediately after delivering a message. They may not coach, barrack or in any way deliberately obstruct play or interfere with a player or official from the opposing team.

## Trainers, Other Medical Staff & Water Carriers

- It is the **Home Clubs** responsibility to provide accredited Sports Trainer and/or Emergency Response Coordinator (ERC) for on-field sports injuries.
- Names must be recorded on team list
- Coaches & Suspended players cannot fill this role
- Cannot deliver messages & must not linger on ground
- Must wear Hi-Vis vest with First Aid, Trainer or ECR on the back
- **Water Carriers:** Two (2) Water Carriers are permitted to enter the field of play to deliver water to players. Water Carriers are not permitted to pass messages or give instructions to players or disrupt play.

## Officials on Bench

- Team officials shall consist of a coach and no more than four (4) other persons, making a total of five (5). Only those acting as team officials are permitted inside the oval boundary fences during play. All personnel, including players on the bench, must remain at least two (2) metres clear of the boundary line.
- Team Officials must be recorded on team sheet.

***No club official is to consume alcohol either before or whilst fulfilling an official role.***

## Each Team Manager Match Day Official Duties

### Pre-Game:

- Ensure a Club umpire is available for U14 & U17 Youth Girls and Women's Open matches
- Appoint a Goal Umpire - provide with pen & scorecard.
- Appoint Water People
- Match day checklist completed and signed by a representative of each participating team scheduled to play first match of the day at the ground. (*This must be completed to comply with insurance requirements*).
- Introduce themselves to umpire & opposition team manager. Exchange team lists 30mins prior to the match, one (1) for opposing team and one (1) for umpires
- Make any team changes online prior to start of match

### During the Game:

- Using Team sheet keep a list of goal kickers and quarter by quarter score
- Ensure team players & officials abide by By-Laws and any reasonable request from the umpire

### Post-Game:

- Coach to provide 1-6 best players for your team sheet, these will be posted on SportsTG and printed in the local newspaper
- Total goal kickers on team sheet, ensure these match goals kicked by your team
- Collect goal umpires' scorecard



## Home Ground Team Manager Extra Responsibility

- Appoint Timekeeper
- Appoint Scoreboard attendant
- Liaise with opposing team manager and receive 2 team sheets; 1 for home team & 1 for umpires
- Supply the umpire with:
  - Game Ball
  - Paperwork
    - Central umpires report sheet
    - AFL Victoria Notice of Report pad
    - NEB FFL Best & Fairest Ballot Paper and envelope
    - Team sheets from home and away sides
    - Match Day Checklist & Envelope (if first team playing)
- Distribute & collect paperwork to/from opposing team manager and umpire's rooms
- Ensure umpires (league and club appointed) are aware they are required to complete Central Umpires Match Report and League Best & Fairest Vote Card at the completion of the game.
- The Home Team Manager must collect and collate all paperwork at the end of each match and place in envelope in Umpires Room as per the checklist.
  - Team Sheets x 2 (***ensure ¼ by ¼ scores, goalkickers and best players (1-6) are completed on the team sheet for each team***)
  - Goal Umpire Score Cards x 2
  - Central Umpires Report x 1 (***Ensure match final scores are recorded on this sheet***)
  - AFL Victoria Notice of Report sheet (***only if a player is reported by the Central Umpire***)
  - League Voting (***in sealed envelope endorsed with the date, grade and team names***)
  - Match Day Checklist is complete
- Arrange for match details to be input into Footyweb by 7pm on match day or 10.30pm for night games. **Home club should enter all details including opposition player changes as listed on team sheet if they have not already been done.**

## Reports

Home clubs must notify the league of any reports and email and/or txt '**Notice of Report**' to the League Operations Manager on **match day** – [matthew.elliott@afl.com.au](mailto:matthew.elliott@afl.com.au) / 0411 647 296.

## Electronic Lodgement of Match Results by Host Club

Home clubs must electronically lodge all match day information including **correct scores, best players and goal kickers** for all games played.

Clubs using permit players are to ensure that the permits are applied for and approved online, and the players are selected onto the team sheet so that any **goals/bests** can be awarded.

### 1. Follow Steps 1-4 on **page 3 & 4 – Team Lists and Team Lodgement**

Make any necessary changes to the team lists to reflect the match day paperwork by adding or deleting names.

Only players whose name appears on the list will be included in match reports including goal kickers and best players.



- Once you have made any necessary changes to the team sheets ensure you press **save**. Then select **“post-game”** at the top of the page.

The screenshot shows the 'SportsTG Membership' website. The 'Online Results' tab is active. The 'Match List' section shows a match between 'Wodonga Maroon vs Wodonga White' on '09/04/17 09:00'. The 'PRE GAME' tab is selected, and a red arrow points to the 'POST GAME' tab. The 'Game Information' section shows 'Wodonga Maroon vs Wodonga White' and 'Bill Schultz U14 Cup - 2017'. The 'Pre Game Dashboard' shows 'Wodonga Maroon Selections' with 21 players and 4 coaches, and 'Wodonga White Selections' with 20 players and 0 coaches. The 'Match Officials' section shows 'League Officials' with 0 players and 0 coaches. The 'Wodonga Maroon' tab is selected, showing 'Manage this Display List' and 'Autoselect Players' options. The 'Available Players' section shows a list of players with a filter and a 'Filter' button. The 'Selected Players' section shows a list of players with their names, numbers, and positions.

- Enter ¼ by ¼ scores [goals and points are cumulative rather than for the quarter]; enter total points at the bottom – it does not calculate; Select ‘Final Result’ from the drop-down box for each team, then select **Update Match Scores**

The screenshot shows the 'Update Match Scores' form. The form has a table with rows for 'Quarter 1 Goals', 'Quarter 1 Behinds', 'Quarter 1 Total Points', 'Quarter 2 Goals', 'Quarter 2 Behinds', 'Quarter 2 Total Points', 'Quarter 3 Goals', 'Quarter 3 Behinds', 'Quarter 3 Total Points', 'Full Time Goals', 'Full Time Behinds', 'Full Time Total Points', 'Results', and 'Team Match Summary'. The 'Results' row has a dropdown menu with 'Lost' selected. A red arrow points to the 'UPDATE MATCH SCORES' button at the top right of the form.

- Select each team tab and enter goals scored and best player votes as per the match day team sheets. Ensure you select **update player scores** before leaving each page

The screenshot shows the 'Update Player Scores' form for 'Wodonga Maroon'. The 'PRE GAME' tab is selected, and a red arrow points to the 'POST GAME' tab. The 'Game Information' section shows 'Wodonga Maroon vs Wodonga White' and 'Bill Schultz U14 Cup - 2017'. The 'Final Match Scores' section shows 'Wodonga Maroon' with 7 goals, 11 behinds, and 53 total points, and 'Wodonga White' with 6 goals, 2 behinds, and 38 total points. The 'Wodonga Maroon Player Scores' tab is selected, showing a list of players with their names, member IDs, player numbers, and positions. The 'Goals', 'Bests', 'Yellow Cards', and 'Red Cards' columns are visible. A red arrow points to the 'UPDATE PLAYER SCORES' button at the top right of the form.

## Delivery of Game Day Paperwork

All game day paperwork listed on the Match Day Checklist is to be dropped off to the League Manager by **5pm on the Monday following the weekends matches.**

AFL North East Border  
6 Romet Road  
Wodonga VIC 3690

There is a letterbox for after-hours drop-off or if sent by express post, to be posted not later than the closing time for express post on the **Monday**, ensuring delivery to AFLNEB by **Tuesday**.