



2020

Match Day Paperwork and Game Day Operations Guide

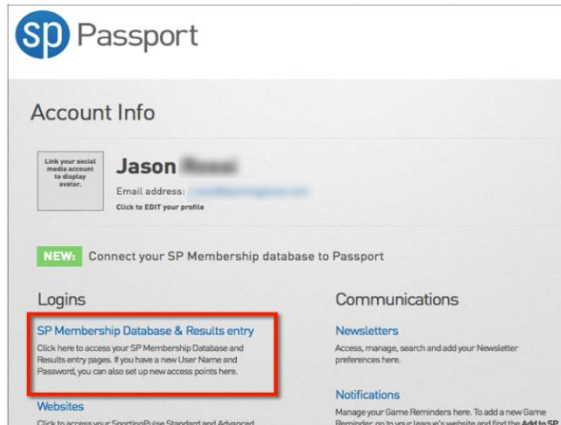
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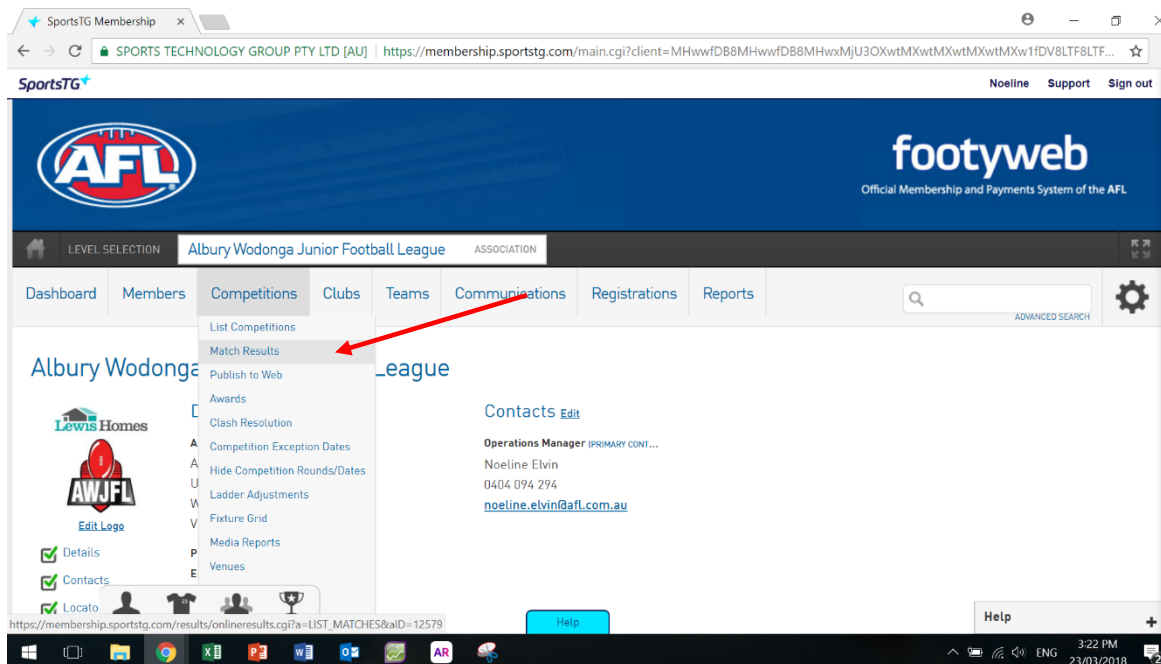
Team Lists and Team Lodgement

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

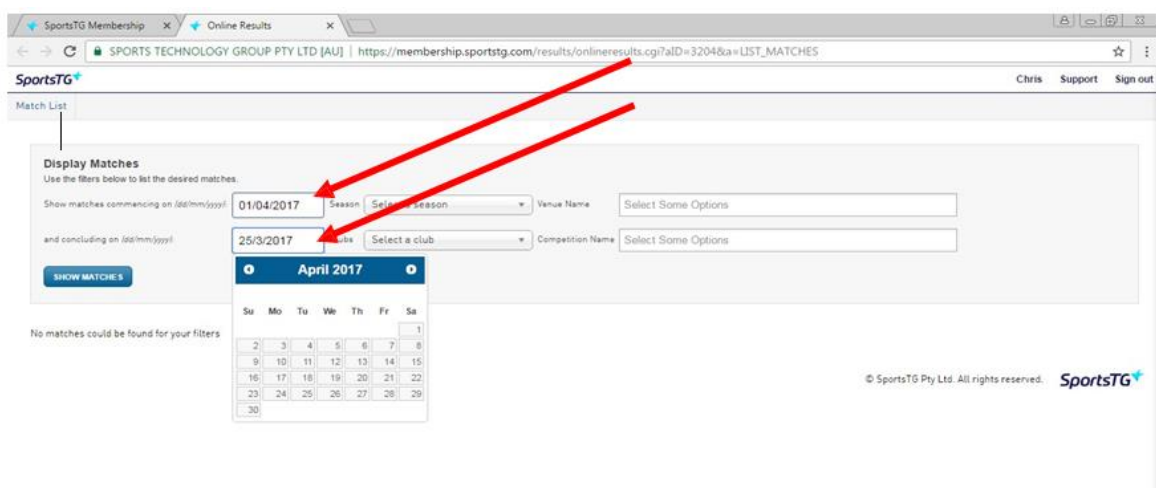
1. Open **Sports TG Passport**



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



3. To view matches enter date of the weekend (e.g. 7th April to 8th April)



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

Display Matches

Use the filters below to list the desired matches.

Show matches commencing on (dd/mm/yyyy): 07/04/2018 Season: Select a season Venue Name: Select Some Options

and concluding on (dd/mm/yyyy): 08/04/2018 Clubs: Select a club Competition Name: Select Some Options

SHOW MATCHES

Click here to view a Match Officials Allocation list for below matches

Result	Home Team	Away Team	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		PRE GAME	AT GAME	POST GAME
	Beechworth	Chiltern	2018 TDFL Under 14's	07/04/2018 09:10	Beechworth		PRE GAME	AT GAME	POST GAME
	Dederang Mt Beauty	Wodonga Saints	2018 TDFL Under 14's	07/04/2018 09:10	Mt Beauty		PRE GAME	AT GAME	POST GAME

UPDATE LOCK STATUS

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

Game Information

Wodonga Maroon vs Wodonga White 09/04/17 09:00

Bill Schultz U14 Cup - 2017

Pre Game Dashboard

Wodonga Maroon Selections 21

Wodonga White Selections 20

League Officials 4

Coaches/Officials 0

RESET MATCH

Wodonga Maroon Wodonga White Match Officials

Manage this Display List

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

Available Players

Filter

Name	No.	Position
Arnold, Trent (21/09/2004)	(01946937)	
Bahr, Sebastian (16/04/2005)	(01755106)	

Autoselect Players

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

Selected Players

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

TEAM SHEET TOOLS

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.

Manage this Display List

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

Available Players

Filter

Name	No.	Position
Olsen, Adrian (09/01/1996)	(00567918)	
Paltridge, Rick (29/11/1990)	(01178664)	
Pauley, Nicole (12/09/1985)	(02912532)	
Phebrasi, Kathy (02/06/1997)	(03019063)	
Quick, Danielle (02/08/1993)	(02863516)	
Schaller, Chris (08/10/1975)	(00973023)	
Seemey, Laura (18/02/1994)	(02921519)	
Spojaric, Laura (19/07/1995)	(02794823)	
Sveller, Angela (07/01/1991)	(03054276)	
Talbot, Aaron (17/04/1976)	(03017196)	

Autoselect Players

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

Selected Players

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 --

OP = On Permit Q = Finals Qualified

SAVE

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 'Team Officials' selection interface. It includes a list of roles on the left and corresponding dropdown menus for selection on the right. Roles include Coaching Staff, Team Staff, Trainer/Water Carriers, Club Umpires/Stewards, and Match Officials. A green button labeled 'SAVE TEAM OFFICIALS' is at the bottom left. A blue 'Team sheet' button is at the bottom right.

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 'Match List' page for a match between Wodonga Maroon and Wodonga White. It displays game information, pre-game dashboard, and player/coach counts. A blue button labeled 'TEAM SHEET' is visible in the top right corner, with a red arrow pointing to it.

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

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:

- Under 12's fifteen (15) minutes (no time on)
- Under 14's fifteen (15) minutes (no time on)
- Under 16's twenty (20) minutes (no time on)

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

- Quarter Time - Shall not exceed three (3) minutes
- Half Time - Shall not exceed four (4) minutes
- Three Quarter Time - Shall not exceed three (3) minutes

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 Albury Wodonga MG branded footballs are to be available for each match (game ball & spare)
Under 12's – Size 3 synthetic
Under 14's – Size 4 leather
Under 16's – Size 5 leather
- 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
- Pink Runners Shirt provided by the League 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 fluoro vest with First Aid, Trainer or ECR on the back
- **Water Carriers** must be under 18 years of age and competent to perform the task. One (1) Water Carrier is permitted to enter the field of play to deliver water to players in the Under 12 competition. Two (2) Water Carriers are permitted to enter the field of play to deliver water to players in the Under 14's and Under 16's. 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 plus 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 Under 12 and Under 14 matches
- Appoint a Goal Umpire - provide with pen & scorecard.
- Appoint Boundary Umpires' (*n/a in Under 12's game*)
- 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
 - AWJFL 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***)
 - 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 / 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.

SportsTG Membership | Online Results

SPORTS TECHNOLOGY GROUP PTY LTD [AU] | https://membership.sportstg.com/results/onlineresults.cgi?alD=12579&mlD=26199851&a=Pre_

Match List

PRE GAME AT GAME POST GAME

Game Information
Wodonga Maroon vs Wodonga White
Bill Schultz U14 Cup - 2017
09/04/17 09:00

Pre Game Dashboard
Wodonga Maroon Selections
Wodonga White Selections
League Officials

Players
21
20
0

Coaches/Officials
4
0
0

RESET MATCH

Wodonga Maroon Wodonga White Match Officials

Manage this Display List
☒ Show all Club players
☐ Show Players registered to this team only
☐ Show Players to this age group
☐ Show all Financial Club players for Competition Season
☐ Show all players unassigned

Autoselect Players
☒ No Auto Select
☐ Players from previous match in same competition
☐ Players registered to this team

TEAM SHEET TOOLS

Available Players
Filter
 Arnold, Trent (21/09/2004) (01946937)
 Bahr, Sebastian (16/04/2005) (01755106)

Selected Players

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

- Enter $\frac{1}{4}$ by $\frac{1}{4}$ 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**

UPDATE MATCH SCORES

Quarter 1 Goals 0
 Quarter 1 Behinds 0
 Quarter 1 Total Points 0
 Quarter 2 Goals 3
 Quarter 2 Behinds 1
 Quarter 2 Total Points 19
 Quarter 3 Goals 4
 Quarter 3 Behinds 2
 Quarter 3 Total Points 26
 Full Time Goals 6
 Full Time Behinds 2
 Full Time Total Points 38
 Results Lost
 Team Match Summary

- 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

PRE GAME AT GAME POST GAME

Game Information
Wodonga Maroon vs Wodonga White
Bill Schultz U14 Cup - 2017
09/04/17 09:00

Full Time Goals 7
Full Time Behinds 11
Full Time Total Points 53

Wodonga Maroon
Wodonga White
6 2 38

Final Match Scores Wodonga Maroon Player Scores Wodonga White Player Scores Awards

Wodonga Maroon

UPDATE PLAYER SCORES

Name	Member ID	Player Number	Player Points/Roles	Goals	Bests	Yellow Cards	Red Cards
Bradshaw, Noah	01250209	16		1	3	0	0
Cassidy, Jett	01492421	09		0	4	0	0
Coonan, Ryan	01576652	06		0	0	0	0
Damm, Mitchell	00859857	15		0	0	0	0
Dyde, Max	02699348	05		0	0	0	0

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**.