

# 2021



# TEAM MANAGERS HANDBOOK



# SHEPPARTON TOYOTA DISTRICT JUNIOR FOOTBALL LEAGUE

## STDJFL EXECUTIVE BOARD

**President:** Mark Lambourn 0407 504 673

**Vice President:** Wes Teague 0429 315 204

**Secretary:** Bree Boyle 0437 098 201

**Treasurer:** Bree Boyle

**Board Member:** Craig Potter 0491 148 195

**Board Member:** Sharon O'Dwyer 0411 858 652

**Board Member:** Ben Dickens

**Website:** [www.sheppartondjfl.sportingpulse.net](http://www.sheppartondjfl.sportingpulse.net)

## OPERATIONS

### **AFL Goulburn Murray**

Office: Kialla Park Community Centre – Reserve St Kialla VIC 3631

Postal: PO Box 1253, Shepparton VIC 3630

Phone: 03 5823 9800

Website: [www.aflgoulburnmurray.com.au](http://www.aflgoulburnmurray.com.au)

Email: [admin@aflgoulburnmurray.com.au](mailto:admin@aflgoulburnmurray.com.au)

Twitter/Instagram: @AFL\_GM

Facebook: \AFLGoulburnMurray

### **Junior Leagues Operations Manager**

Michael Dann

0407 507 522

[michael.dann@afl.com.au](mailto:michael.dann@afl.com.au)

## RESULTS

**Results must be entered onto website before 5.30pm on match day. If for some reason they cannot be entered the final score MUST be emailed to [michael.dann@afl.com.au](mailto:michael.dann@afl.com.au) before 6pm.**

The **HOME TEAM** is responsible for entering results on website by 5.30pm on match day. This includes and not limited to editing both Home and Away Teams to match the official team sheets.

The **HOME TEAM** is responsible for uploading match day stationary to the League website by 5pm on the Monday following the match. The [Match Day Paperwork Submission](#) form can be found under the Resources heading.



**SHEPPARTON TOYOTA DISTRICT JUNIOR FOOTBALL LEAGUE**  
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## SHEPPARTON TOYOTA DISTRICT JUNIOR FOOTBALL LEAGUE STANDARDS

### PEOPLE – PARTICIPATION – PLAY

Our standards represent what our league stands for.  
They underpin everything we do.

#### PEOPLE

We set out to play for fun and enjoyment from the game.  
For family involvement and a pathway for all ages.  
Based on our diverse community, we welcome all

#### PARTICIPATION

Participation is giving everyone a go.  
Respect for the game, for officials and for the people that play.  
Aim to provide a game that is even, level and safe.

#### PLAY

Provide a safe environment, on grounds, with and trainers  
and even in age and size.  
Inclusive – provide opportunity for all to play  
Progressive – moving forward in skills, development & competition.

TEAM ENTRIES					
CLUB	U10	U12	U14	U16	YOUTH GIRLS
Central Saints	1	1			
Eastern Rangers	1	2			
Echuca			2	1	
Echuca United					1
Mooroopna	1	2	2		0.5
Moama				1	1
Nathalia Knights	1	1			
Northern Eagles	1	1			
Numurkah	1	1			
Seymour					1
Shepp Notre			2	1	0.5
Shepp Swans			1	1	1
Shepp United			1	0	1
Southern Stars	2	2			
Tatura	1	1	1		
Wanderers					1
<b>TOTAL</b>	<b>9</b>	<b>11</b>	<b>9</b>	<b>5</b>	<b>6</b>

## U14, U16 & YOUTH GIRLS TEAM MANAGERS DUTIES EACH WEEK:

### Before game -

1. Print out minimum 3 Team Sheets prior to coming to the game.
2. Ensure ALL players are listed and correct jumper numbers are alongside player's names.
3. Ensure all 'officials' are named (First & Surname) where necessary on team sheet.
4. Complete alterations to team sheets at game, sign and distribute – Provide a copy to the UMPIRE (Umpires copy is the Official Team Sheet), copy to opposition Manager and You retain the THIRD copy.
5. Complete and Sign "Match Day Check List" (Check List for each match unless same club are competing). Either hard copy or JLT App for smartphones.
6. Umpires Report book, "B&F envelope" and Most Disciplined club card to be left in Umpires room prior to game (one provided per club)
7. Organise an ADULT Goal Umpire (18 years and over in WHITE coat). Goal Umpires Cards are the Official Match score.
8. **HOME TEAM MUST** organise a suitable TIME KEEPER. The VISITING team may wish to supply a Time Keeper as well; he/she must be alongside HOME team Time Keeper.
9. **HOME TEAM MUST** organise a suitable INTERCHANGE STEWARD. The AWAY team may wish to supply Interchange Steward as well: they must be alongside HOME team Interchange Steward.
10. **EACH TEAM** must supply a suitable Boundary umpire. Boundary umpires must wear a white top.
11. Ensure suitable Goal Umpire, Boundary Umpire and Time Keeper is available, equipped and uniformed to perform correct duties as required.
12. **EACH TEAM** organise Water Carriers/Trainers, no more than 4 in total. Wear Orange vests with a number which is worn on their BACK.
13. **EACH TEAM** to organise own Team Runner (Under 16 wear Ken Keating (Yellow Vests), Under14 wear Brokerhouse (Yellow Vests), Youth Girls wear MBCM Strata Specialists (Yellow Vests).
14. **Coaches are not permitted** to act as runners or water carriers for any team in which their club participates.
15. **REMIND** all Coach to vote for the 3 most valuable players from the opposition team.

### After game -

1. **INTERCHANGE STEWARD MUST** act as escort's to the umpire from the ground and gives him/her Interchange Sheet.
2. A person to be organised to wait outside the umpires rooms to collect the Best and Fairest envelope, Most Disciplined Club Award card, Team sheets and Interchange Sheet. Check umpire has completed "Send Off" details if applicable and printed and signed his/her name (If the umpire has enclosed Team Sheets in envelope, ask him to remove them and reseal the envelope.).
3. Meet with the opposition Team Manager and complete the following:
  - Cross out player's names if they did not play. Opposition to initial.
  - Supply Best Players (number 1-6 beside player in "BP" Column on Team Sheet) and Goal Kickers (number beside player in "G" Column on Team Sheet).
4. Ensure Change Rooms and Ground is left clean and tidy.

### HOME TEAM

1. Ensure the ground is marked.
2. Must Organise a Time Keeper and Interchange Steward.
3. Give Best & Fairest vote slip, envelope and Most Disciplined Club card to umpire.
4. Ask the umpire NOT to put Team Sheets in the B&F envelope.
5. Supply correct size football and give it to umpire.



## TEAM SHEETS

### COMPULSORY 'OFFICIALS' ON TEAM SHEET REQUIRED FOR BOTH TEAMS

- Coach – must be registered on coach.afl and accredited to be on team sheet.
- Team manager
- Runner \*(Registered coaches including assistants cannot act as a runner of a team in which his own club is participating)\*
- Goal Umpire
- Boundary Umpire
- Central Umpire – (If umpire not provided but umpire association both clubs to supply a central)
- Interchange Steward (Home Team)
- Time Keeper/s
- Water Carries
- Sports Trainers / Physicians
- Assistant Coaches

### ITEMS ON TEAM SHEET

- **Players:** (no more than 22 for U14/16 and 24 for YG names on team sheet).
- **Permit players:** Must be applied for online by club administrator (Type 2 – Local Interchange) and must be approved by player's home club.
- **Team Officials:** to be selected in appropriate boxes when selecting teams. (if cannot select, names must be typed). Coaches > Assistant Coaches > Runner > Team Manager > Time Keeper > Interchange Steward > Water Carries > Trainers > Club Supplied Umpires (Goal, Boundary, Central)
- **Trainers/Water Carriers:** are to be entered beside appropriate number on team sheet for number worn on 'jacket' or 'bib'. **No more than 4 water carriers or trainers per team and must wear supplied uniform.** Trainers may wear club trainer's jacket with a number but are included in the 4 people. Handwrite their position beside their name on team sheet.
- **Club Umpires/Stewards:** Handwrite their position beside their name on team sheet.
- Any official not registered in database can be typed in appropriate space on team sheet. Or written in by hand in appropriate space on match day.
- Ensure **jumper numbers** are entered and are correct for each player.
- Ensure **jacket number** is entered for water carriers and trainers.

## MATCH DAY STATIONARY

**UMPIRES AND MVP VOTES MUST BE DELIVERED TO AFL GOUBURN MURRAY BY 5:00PM ON THE MONDAY FOLLOWING THE MATCH.**

**Vote cards can be hand delivered to Kialla Park Community Centre or posted to PO BOX 1253.**

Home Team Manager is to ensure all remaining stationary is uploaded to the League's [Match Day Paperwork Submission](#) form no later than 5pm on the Monday following the match.

1. Both Clubs Team sheets signed by EACH team manager.
2. Goal Umpires Score Cards – signed by BOTH goal umpires.
3. Time Keeper Sheet
4. Interchange/Order off Record form - signed by BOTH Umpire and Interchange Steward.
5. Match Day Check List – must be completed on android/iPhone app – ensure copy is sent to club for records.

## TIME ON

Times for Under 14 and Under 16 matches are 4 x 20 min (no time on).

Time for Youth Girls matches are 4 x 15min (no time on)

- **BLOOD RULE** – Time On is to be added from the time the umpire indicates they are sending the player off until he/she resumes play. The player is to be removed through the interchange area.
- **STRETCHER** – Time On is to be added from the time the UMPIRE indicates the stretcher is on the ground until the umpire resumes play.
- **HEAD COUNT** – Time On is to be added from the time the umpire stops the game after such request from team captain, until the umpire resumes play.
- **INJURY TIME** – Time On is to be added from when the umpire stops play due to a injury, until the umpire resumes play.

## QUARTER TIME BREAKS

**Please remind your coaches to adhere to the set quarter breaks.**

**Maximum time between quarters will be:**

- **First to second: not exceed 5 minutes.**
- **Second to third: not exceed 10 minutes.**
- **Third to fourth: not exceed 5 minutes.**

### **Start of Match**

5 minutes prior to scheduled starting time of the Match and as Umpires enter the Arena: once

2 minutes prior to scheduled starting time: three times

1 minute prior to the scheduled starting time: twice

Scheduled starting time (Start of Match): once

First Quarter Time Interval: once

### **Start of Second Quarter**

2 minutes prior to the scheduled starting time: three times

1 minute prior to the scheduled starting time: twice

Scheduled starting time (Start of Quarter): once

Half Time Interval: once

### **Start of Third Quarter**

3 minutes prior to the scheduled starting time: once

2 minutes prior to the scheduled starting time: three times

1 minute prior to the scheduled starting time: twice

Scheduled starting time (Start of Quarter): once

Three Quarter Time Interval: once

### **Start of Final Quarter**

2 minutes prior to the scheduled starting time: three times

1 minute prior to the scheduled starting time: twice

Scheduled starting time (Start of Quarter):

## INTERCHANGE STEWARD INSTRUCTIONS

The role of the Interchange Steward is to record the player movement on and off the ground during the course of play on the Interchange Sheet. To achieve this effectively, players that commence each quarter on the inter-change bench for each team are to be recorded on the Inter Change Sheet Supplied by the Home Club. **(MUST BE EASILY IDENTIFIED)**

### TIMING

The Interchange Steward is to be provided with a STOPWATCH or be seated near the Time Keeper.

**The time recorded for changes is the e.g. 6 min mark or 14 min mark of that particular quarter NOT the time of day.**

1. Complete Interchange Stewards Sheet: includes Competing Teams; Round; Date and Grade
2. Record Time for the Actual Start of each Quarter.
3. Record Numbers for Players who start on the bench at beginning of each Quarter
4. Record any changes during the quarter – Time the change was Requested, Number for Player who came off, Number for Player who went on, Time in quarter the change occurred.
5. If a player comes off injured during a game and cannot take any further part in the game, write "Injured" beside his "Number" when he came off.
6. If a player is "Ordered Off" by the umpire, Record the Players Number ordered off, Leave column for "Player No. On" vacant, Record Time in Quarter.
7. Player resuming: Record the Players Number in "Player No. On" and Time in Quarter; Leave column for "Player No. Off" vacant.

### ORDER OFF SECTION:

It is the Umpires responsibility to administer the Order-Off Rule. The Umpire shall raise one arm above his/her head holding a yellow or red card, whilst pointing to the inter-change area with the other arm. The Inter-Change Steward should respond by raising their arm in acknowledgment and record the details under the order off section.

- **Yellow Card:** A player sent off with the Yellow card must stay off for 15 minutes playing time.
  - **Red Card:** A player sent off with a Red Card is not permitted to participate any further in the match. The player that is to replace them must wait 15 minutes from send off to before they can enter the field as their replacement.
1. When a player is "Ordered Off" by the umpire, Record the Players Name, Number, Club, Colour of card (R. or Y) ordered off, Leave column for "Rule No" vacant (ask umpire to complete at end of game), Record Time in Quarter sent off, Time in Quarter went back on.
  2. At the end of the game Print and sign your name, then
  3. Take form straight to the umpire at completion of game and ask them to complete the Rule Number (if any Order Off's)
  4. Ask the Umpire to Print and Sign his Name. (Interchange Forms MUST be signed by Umpire each match regardless if there were no Interchanges or Order Offs) to give the "All Clear".



## **INTERCHANGE STEWARD INSTRUCTIONS continued**

### **INJURED PLAYERS**

When a player is injured and cannot continue to play, mark “injured” beside his Number on the Interchange Record Sheet.

### **STRETCHER**

A Player for whom a stretcher was called shall not resume playing for a period of 20 minutes (excluding intervals between quarters) from the time the player left the arena.

The Away Club may also appoint an interchange steward to assist with these duties, but this appointment must be made prior to the commencement of the match, and the home Club notified.

## **UMPIRES ESCORT**

### **(Interchange Steward and/or other designated person)**

It is a requirement of the League that the Umpires be provided with an escort to and from the playing arena to the Umpires Change Rooms prior to game, at half time and the conclusion of each match.

This official should make themselves known to the Umpires prior to the match, and make every effort to walk with Umpires when required.

The Escort is not considered or to be considered as a ‘bouncer’, but rather someone whom should support the Umpires in times of need.

The escort may be able to diffuse situations when matters may become tense toward an Umpire. (Never engage with unruly players/spectators etc.)

It is asked that the escort or another Club official would ensure the Umpires requirements are catered for – drinks during breaks, refreshments (within reason).

**NO PERSON, OTHER THAN THE CAPTAIN IS TO SPEAK TO THE FIELD UMPIRES DURING THE COURSE OF A MATCH or AT INTERVALS.**

**NO PERSON OTHER THAN THE UMPIRES OFFICIATING IN THE MATCH AND THEIR TRAINERS SHALL ENTER THE UMPIRES DRESSING ROOM WHILE THE UMPIRES ARE THERE.**

The positions of Inter Change Steward and Umpire Escort are certainly required to maintain high standards within the League. The people appointed need to be conscious of their duties and be aware that these duties are controlled largely by others (coaches/selectors and umpires in particular). Your patience and diligence is certainly much appreciated.



## STDJFL Code of Conduct

### JUNIOR COACHES CODE OF CONDUCT

1. Be familiar with the laws of Australian football and abide by the rules and conditions of your league and club.
2. Teach your players that rules of the game are mutual agreements, which no player should evade or break.
3. Group players according to age, height, skill and physical maturity whenever possible in any competitive practice session.
4. Avoid over-playing the talented players. The `just average` players need and deserve equal time, if not more.
5. Remember that the players involved play for fun and enjoyment and that winning is only part of it. Emphasise the importance of the learning and development of skills and positive attitudes. Never ridicule or yell at your players for making mistakes or losing a competition.
6. Ensure that equipment and facilities meets safety standards and are appropriate for the age and ability of the players.
7. The scheduling and length of practice times and competitions should take into consideration the maturity level of the player.
8. Develop team respect for the ability of opponents, as well as for the judgment of umpires and opposing coaches.
9. Follow the advice of a qualified person when determining when an injured player is ready to play or train again.
10. Make a personal commitment to keep yourself informed of sound junior coaching principles and developments. Endeavour to attain coaching accreditation and to become an active member of the local branch of the Australian Football Coaches Association.
11. Avoid the use of derogatory language based on gender or race.

### JUNIOR PLAYERS CODE OF CONDUCT

1. Abide by the rules of the game and rules set down by your coach, club and league.
2. Never argue with an official or umpire. If you disagree have your captain, coach or manager approach the official during a break or after the competition.
3. Control your temper. Verbal or physical abuse of officials, umpires, spectators or other players, deliberately distracting or provoking an opponent is not acceptable or permitted.
4. Work equally hard for yourself and your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good plays whether they be your team, opponent or the other team. Be proud to walk off the ground after each game knowing that you have given your best effort and never involve yourself in an argument with opposing players, umpires or officials.
6. Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player. Your involvement to play is for fun and enjoyment and that winning is only part of it.
7. Co-operate with your coach and team mates, and respect the ability of your opponent. Without them there would be no game.
8. Play for the `fun of it' and not just to please parents and coaches.
9. Avoid use of derogatory language based on gender or race.

## STDJFL Code of Conduct Continued

### PARENTS AND SPECTATORS OF JUNIOR FOOTBALL CODES OF CONDUCT

1. Encourage children to participate if they are interested. However, if a child is not willing do not force them.
2. Focus upon the child's efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to their ability by reducing the emphasis in winning.
3. Teach your child that honest effort is important as victory so that the result if each game is accepted without undue disappointment.
4. Encourage your child always to play by the rules.
5. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember your child should be involved in football for their enjoyment, not yours.
7. Remember your child learns best by example. Applaud good play by both your team and by members of the opposing team.
8. If you disagree with an official or umpire raise the issue through the appropriate channels rather than questioning the official's judgment and honesty in public. Remember, most officials give their time and effort for your child's involvement.
9. Support all efforts to remove verbal and physical abuse from junior sporting activities.
10. Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child and deserve your support.
11. Support your club officials in maintaining the highest standard of behaviour both on and off the field for the betterment of the league and your family. Offer your assistance to the team that your child is playing in so that every opportunity is being provided for the best supervision and support. Your involvement will give both yourself and your child far more satisfaction.
12. Avoid use of derogatory language based on gender or race.

### NO ALCOHOL

- Alcohol is not permitted to be consumed at junior games, trainings or functions.

### NO SMOKING

- From 1 April 2014, under the Tobacco Act 1987 smoking is prohibited within 10 metres of outdoor public children's playground equipment, skate parks and sporting venues during organised underage sporting events, as well as in the outdoor areas of public swimming pools.
- Smoking is banned within 10 metres (about two car lengths) of a sporting venue that is an outdoor public place during an organised underage sporting event. This includes training or practice sessions to prepare for an organised underage sporting event, and breaks or intervals during the course of the event, training or practice session.
- The ban applies to outdoor dining and drinking areas within 10 metres of an outdoor public sporting venue during an organised underage sporting event or training session.

## Downloads

Shepparton Toyota District Junior Football League Website  
[www.sheppartondjfl.sportingpulse.net](http://www.sheppartondjfl.sportingpulse.net)

AFL Goulburn Murray Website  
[www.aflgoulburnmurray.com.au](http://www.aflgoulburnmurray.com.au)

AFL Victoria Country  
<http://www.aflvic.com.au/aflvictoriacountry/>



# PLEASE REMEMBER

- ▶ WE ARE KIDS
- ▶ OUR COACHES ARE VOLUNTEERS
- ▶ THE UMPIRES ARE HUMAN
- ▶ WE DO NOT PLAY IN THE BIG LEAGUE

THIS IS  
**OUR GAME**

