



# **Ainslie Junior Football Club Team Manager's Manual**

# Contents

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>5</b>
1.1	Purpose.....	5
1.2	The Ainslie Football Club .....	5
1.3	Junior Club Mission Statement and Goals .....	5
1.3.1	Mission .....	5
1.3.2	Goals .....	5
<b>2.0</b>	<b>APPOINTING TEAM MANAGERS.....</b>	<b>6</b>
2.1	Working with Vulnerable People (WWVP) Card.....	6
<b>3.0</b>	<b>EXPECTATIONS OF JUNIOR TEAM OFFICIALS.....</b>	<b>6</b>
3.1	The Role of the Team Manager .....	6
3.2	Team Manager Responsibilities.....	7
3.2.1	Team Communication .....	7
3.2.2	Health and Safety .....	8
a.	First Aid Providers and Kit.....	8
b.	Medical Considerations .....	8
c.	Injury Records .....	8
d.	Ground Inspections.....	9
3.2.3	Canteen Duty.....	9
3.2.4	Ground Manager .....	9
3.3	Professional Conduct.....	10
3.4	The Role of the <i>Coach</i> .....	11
<b>4.0</b>	<b>DEVELOPMENT AND RESOURCES .....</b>	<b>11</b>
4.1	Manager's Forum .....	11
4.2	Resources .....	11
<b>5.0</b>	<b>EQUIPMENT AND CLOTHING ALLOCATION .....</b>	<b>11</b>
5.1	Training Kit.....	11
5.2	Match Kit .....	12
5.3	Return of Equipment .....	12
5.4	Player Clothing.....	12
5.5	Team Manager Clothing .....	13
<b>6.0</b>	<b>TRAINING ARRANGEMENTS.....</b>	<b>13</b>
6.1	Ground Bookings .....	13
6.2	Sharing of Grounds .....	13
6.3	Timing and Duration of Training.....	13
6.4	Change Rooms .....	14
6.5	Ground Closures .....	14
6.6	Additional Training Equipment.....	14
<b>7.0</b>	<b>AWARDS AND VOTING PROCEDURES.....</b>	<b>15</b>
7.1	Match Awards.....	15
7.2	End of Season Awards .....	15
<b>8.0</b>	<b>CLUB AND TEAM FUNCTIONS.....</b>	<b>17</b>
8.1	End of Season Presentations .....	17

8.2	Team Functions .....	17
8.3	Team Photographs.....	17
8.4	Milestones .....	18
8.5	Sponsorship .....	18
<b>9.0</b>	<b>CLUB POLICIES, PROCEDURES AND GUIDELINES.....</b>	<b>18</b>
9.1	Equity of Opportunity Guidelines .....	18
9.2	Player Selection and Rotation Policy .....	19
9.2.1	Player Selection .....	19
9.2.2	Player Rotation .....	19
9.2.3	<i>Coach's</i> Discretion .....	20
9.2.4	Managing the Bench.....	20
9.2.5	Player Commitment.....	21
9.2.6	Disputes .....	21
9.2.7	Finals Selection .....	21
9.2.8	Maintaining Records.....	21
9.3	Age Dispensation Policy.....	22
9.3.1	Higher Age (Playing Up).....	22
	Process .....	22
9.3.2	Lower Age (Playing Down).....	23
9.4	Grievance Procedures .....	23
9.5	Health and Safety Guidelines .....	24
9.5.1	Responsibility of Club Officials .....	24
9.5.2	Providing a Safe Environment .....	25
	Appendix A – 2021 Club Contacts .....	26
	Appendix B – General Guidelines.....	27
	Hydration and Water Bottles .....	27
	Mouthguards.....	27
	Blood Rule .....	27
	Serious Injury and Concussion .....	27
	Goal Post Padding .....	27
	Adverse Weather Conditions .....	28
	Appendix C – Match and Training Kit Contents .....	29
	Attachment 1 - Match Day Duties of U11s-U17s/U18s WRS Team .....	30
	Attachment 2 - Match Day Duties of U8s-U9s <i>Team Managers</i> .....	37
	Attachment 3 - Match Day Duties of U10s <i>Team Managers</i> .....	42
	Attachment 4 – Team Manager Duties Snapshot .....	46
	Attachment 5 - <i>Medical Information and Consent Form</i>	
	Attachment 6 - <i>Injury Report Form</i>	
	Attachment 7 - Fact Sheet 6 - <i>Ground Manager</i>	
	Attachment 8 - <i>Best and Fairest Voting Form</i>	
	Attachment 9 - Age Dispensation Application - Single Year	
	Attachment 10 - Age Dispensation Application - Two Years	
	Attachment 11 - Age Dispensation Application - Younger Age	
	Attachment 12 - <i>AFL Concussion Guidelines</i>	
	Attachment 13 - <i>AFC Concussion Policy</i>	

Attachment 14 - Fact Sheet 5 - *Goal Umpire*  
Attachment 15 - Scorecard  
Attachment 16 - Fact Sheet 4 - *Boundary Umpire*  
Attachment 17 - Fact Sheet 2 - *Team Runner*  
Attachment 18 - Fact Sheet 1 - *Water Carrier*  
Attachment 19 - Fact Sheet 3 - *Time Keeper*  
Attachment 20 - *Code of Conduct*  
Attachment 21 - Team Song

# 1.0 INTRODUCTION

## 1.1 Purpose

*Team Managers* are crucial to the successful operation of our Junior football teams – they wear many hats when undertaking their role, including planner, administrator, negotiator, organiser, co-ordinator, liaison officer and health and safety monitor, and have an important part to play in ensuring the game is conducted within a well-administered and professional environment.

This manual has been developed as a resource for Ainslie Junior Football Club (AJFC) *Team Managers*. It aims to assist *Team Managers* with their duties and provide guidance on a range of key issues including Ainslie's Junior football philosophy, the role of the *Team Manager*, Club policies and procedures, health and safety issues and Club and team functions. This manual also provides copies of documentation that will assist the *Team Manager* in performing his/her role.

If you need assistance at any stage during the season, or if you have any queries, contact the football office. The office is operated by a permanent staff supported by the Juniors President and AFC Board and is located at 5 Angas Street, Ainslie. A list of current staff is at Appendix A.

## 1.2 The Ainslie Football Club

The Ainslie Football Club (AFC) has a long and successful history of which we can all be proud.

The AFC was formed in 1927 and the first Junior teams followed in 1929. The Club has aided the development of many Junior players into the ranks of the AFL Canberra senior competition as well as the national AFL.

The Club has made a significant contribution to Canberra's football league and in doing so has enjoyed considerable success over the years. The Club remains strong today because of the many great people who have volunteered their services in that time, including the *Team Managers*, *Coaches* and many others who give their time in support of the Club.

## 1.3 Junior Club Mission Statement and Goals

### 1.3.1 Mission

The Ainslie Junior Football Club's (AJFC) mission is to foster fun, fitness, learning and achievement in a positive community environment where everyone is accountable, treated equally and with respect.

### 1.3.2 Goals

In support of its mission, the AJFC's goals are to:

- develop a culture that builds respect and support for each other, our teams, the Club and the game
- develop all players skills and understanding of AFL
- develop our *Coaches*, managers and other volunteers to be the best
- provide the best opportunities for players at all levels
- provide strong leadership and effective management.

## 2.0 APPOINTING TEAM MANAGERS

*Team Managers* are appointed by the Club at the start of each season (or other times as necessary), usually once the number and composition of Junior teams has been identified. The process relies on interested persons (commonly a parent of a player in the team) volunteering to take on the role, generally in response to either a Club-initiated call for expressions of interest or a direct approach by the team *Coach*.

Where two or more persons express interest in managing the same team, the Club will discuss options with all parties and negotiate a suitable outcome. Successful applicants will be notified by the Club once selections have been confirmed.

### 2.1 Working with Vulnerable People (WWVP) Card

All *Team Managers* are required to hold a current *Working with Vulnerable People* (WWVP) card. Although holding a WWVP card is a COMPULSORY requirement there is no cost to obtain a card because the role of *Team Manager* is a volunteer position.

#### Process

*Team Managers* who don't already hold a WWVP card will need to complete an application form (available at [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration)), attend an Access Canberra Service Centre to provide proof of identify and have a photo taken. WWVP registration cards are posted out once Access Canberra has assessed the application. Note: for the purposes of the application the AFC Juniors President is the contact person from the Club.

*Team Managers* are to provide a copy of their WWVP card to the *Manager – Junior Football Operations* for the Club's records.

## 3.0 EXPECTATIONS OF JUNIOR TEAM OFFICIALS

The AFC prides itself on its culture and values. Through these we endeavour to teach and support our players not only on the football field but also in their daily lives. To do this we need to be committed to modelling the types of behaviour and qualities we espouse.

### 3.1 The Role of the Team Manager

In Junior football the role of the *Team Manager* is to:

- provide administrative support to ensure that the *Coach* can focus on coaching the players and that both the *Coach* and players can concentrate on the game
- as team administrator, ensure that all on and off-field matters relating to the team are dealt with efficiently and in a timely manner and have suitable outcomes
- act as a liaison between parents/carers and the *Coach* and/or Club officials
- represent the Club to a high standard on and off the field, acknowledging the *AFL By-Laws* and *Code of Conduct* and adhering to Club policies
- work together with coaching staff, Club officials and parents/carers to ensure that the *AFL By-Laws*, *Code of Conduct* and Club policies are being adhered to and properly observed at all times
- promote the Ainslie Juniors philosophy of enjoyment, participation, improvement, inclusiveness, professionalism, sportsmanship and personal development.

*Team Managers* are expected to work closely with *Coaches* to ensure the efficient and smooth operation of the team. Regular communication between *Team Manager* and *Coach* is essential to achieving this outcome.

## 3.2 Team Manager Responsibilities

Broadly speaking, the *Team Manager* is responsible for coordinating, organising and managing all off-field activities for the team while the *Coach* is responsible for all on-field activities (see 3.3 below for an explanation of the *Coach's* role).

Responsibilities include:

- ensuring the *Coach* and players have sufficient equipment to ensure the efficient operation of the team
- helping to collect player sizing information to facilitate playing jumper allocation
- keeping player lists updated and informing the *Manager – Junior Football Operations* if any changes are made (eg player withdrawals, changes to player jumpers etc)
- developing and maintaining a list of contact names, emails and phone numbers for parents/carers in the team
- communicating with players and parents/carers and acting as liaison between parents/carers and *Coach/Club* officials
- promoting volunteer signup when their team is rostered on for Canteen duty
- monitoring *Match* and *First Aid Kits* and liaising with the *Manager – Junior Football Operations* about required replenishments
- checking fixtures weekly as venues/times may change
- using SportsTG to generate *Team Sheets* and update results
- undertaking specified match day duties – see **Attachment 1** for U11s-U17s/U18s WRS match day duties, **Attachment 2** for U8s-U9s and **Attachment 3** for U10s match day duties
- maintaining appropriate register, including, but not limited to, such things as a register of *Best and Fairest* votes to facilitate end of year awards, a register of games played to facilitate recognition of milestone games (U8s-U10s), a register of weekly attendance and Match Awards, a register of Player's Player votes at year end etc
- distributing team photos and trophies at the end of the year as required
- receiving and returning the *Match Kit*, *First Aid Kit*, playing jumpers and any other Club property at the start and end of the season.

For a snapshot of *Team Manager* duties see **Attachment 4**.

### 3.2.1 Team Communication

*Team Managers* have an important role to play in ensuring effective team communication is maintained during the season. A key responsibility is communicating with players and parents/carers and acting as liaison between parents/carers and *Coaches/Club* officials. The Club policy is to use TeamApp which allows for communication with players and families to be managed from a central point. Each season, the Club will add all registered players and parents/carers across the age groups

to TeamApp and *Team Managers* and *Coaches* will be provided with restricted administration rights so that they have access to update, and communicate with, their teams.

For further information on using TeamApp contact the *Manager – Junior Football Operations* in the first instance.

### 3.2.2 Health and Safety

The Club takes the health, safety and wellbeing of its players, parents/carers, staff and supporters very seriously. *Team Managers* have specific responsibilities in relation to the welfare of their teams as noted below.

#### a. First Aid Providers and Kit

Each team should have at least one, and for competitive teams preferably two, qualified *First Aiders* who are willing and able to provide *First Aid* at games. *Team Managers/Coaches* are required to identify persons who can act as team *First Aider* or who are willing to be trained at the Club's expense. This usually involves putting out a call to the parent group asking for volunteers. Persons undertaking training will be reimbursed on submission of their receipt to the *Manager – Junior Football Operations*.

The Club provides each team with a *First Aid Kit* which is to be taken to all games and, where possible, training sessions.

*Team Managers/Coaches* are to identify team *First Aider* providers and advise the *Manager – Junior Football Operations* of the name and contact details for those persons prior to the first game of the season where possible.

*Team Managers* are to ensure that a *First Aid Kit* is taken to all games.

#### b. Medical Considerations

Some children have medical conditions that may affect their participation in football. The Club, *Coaches* and other team officials need to be aware of any medical issues, particularly any long-term conditions (eg asthma, diabetes, epilepsy, heart disease) that may affect a player's ability to play football.

To assist in this process the Club has developed a *Medical Information and Consent Form* (see **Attachment 5**) to be completed for each player. *Team Managers* are to provide a copy of the form (either email or hard copy) to each player's parent or carer, ideally prior to the start of the season, and collect completed forms which should be retained with the *First Aid Kit* to assist *First Aid* providers in the event of a medical event. *Team Managers* may also choose to collate medical information into a single spreadsheet for easy reference.

*Team Managers* are to ensure that a *Medical Information and Consent Form* is completed for each player, ideally prior to the start of the season.

#### c. Injury Records

The Club is required to keep records of any injuries that occur during games and training sessions. Information about how many players are injured, what type of injuries are sustained and how the injuries occur can assist in planning for injury prevention.

If an injury occurs during a game the team *First Aid* officer must fill out an *Injury Report Form* (see **Attachment 6**) for each injured player and forward completed forms (or a photograph of the form) to the *Manager – Junior Football Operations* at the conclusion of the game. If a Sports Trainer is in



attendance, he/she may complete the *Injury Report Form* but a copy must still be provided to the *Manager – Junior Football Operations*.

At training the *Coach* is responsible for reporting any injuries sustained by players by completing an *Injury Report Form* and forwarding it to the *Manager – Junior Football Operations*.

*Team Managers* should make themselves aware of any injuries to players and remind First Aid providers and *Coaches* of the need to complete and submit *Injury Report Forms* to the Club.

#### **d. Ground Inspections**

The Club has a duty of care to ensure that the playing surface is safe for use.

Prior to any game the *Team Manager* is to carry out a safety inspection of the playing surface and remove or cover any potentially injurious objects (eg glass, exposed or broken sprinkler heads, holes, rubbish, dog droppings etc). Where the game is a home game, Managers of teams that are the first to use the field on the day must complete the JLT App (available to download free of charge) and confirm the details with the opposition *Team Manager*. The *Team Manager* is to send the report to the *Manager – Junior Football Operations*. For away games the *Team Manager* will need to provide their details to the home team Manager to allow him/her to complete the App.

For further information on using JLT App contact the *Manager – Junior Football Operations* in the first instance.

### **3.2.3 Canteen Duty**

At least once per season each Junior team will be expected to undertake duty at Reid Canteen in accordance with the duty roster that will be developed at the beginning of the season. The Canteen is an important fundraising opportunity for the Club and it provides a service to players and supporters. A Volunteer Sign Up sheet will be created for each Canteen and volunteers will be sought from within the team rostered on for duty. *Team Managers* have an important role to play in helping to ensure that the Club has an operational facility on their team's rostered day by notifying parents/carers when the team has been nominated for duty, providing details of the relevant Volunteer Sign Up sheet to parents/carers and encouraging parent/carers to put their names down.

### **3.2.4 Ground Manager**

The Club is required to appoint a *Ground Manager* for all home games. The primary purpose of the *Ground Manager* is to ensure that match day activities run smoothly and in accordance with the By-Laws, including that all at the ground comply with the *Code of Conduct*. As a first point of contact for match day issues, *Ground Managers* must be easily identifiable, wearing the appropriate *Ground Manager* hi-vis vest in such a way that it is clearly visible at all times. Each *Ground Manager* is responsible for ensuring that the vest is passed on to the next person undertaking the role.

*Team Managers* have an important role to play in helping to ensure compliance with the requirement for a *Ground Manager*. This may include identifying someone from within the team (parent/supporter) to undertake the role during the game. The *Ground Manager* needs to be visible and available at all times so ideally, the *Team Manager* will not undertake this role when his/her own team is playing.

A *Fact Sheet* setting out the duties and responsibilities of *Ground Managers* is at **Attachment 7**.

**Note:** In 2020 the advent of COVID 19 placed a range of additional requirements on Clubs, including monitoring attendance at grounds and ensuring compliance with a range of COVID protocols. By necessity *Ground Managers* were required to take on additional responsibilities to ensure that these requirements were met and it is likely that this will continue in future years.

### 3.3 Professional Conduct

*Team Managers* have a responsibility to support, encourage and assist the *Coach*, players and parents/carers in their team within the spirit of the game. To this end, they are expected to display professional conduct at all times both on and off the field. In particular, *Team Managers* are expected:

- to always address players in a controlled and positive manner and treat them equally and with respect
- **not** to use offensive or derogatory language or cultural, sexist or racist references
- **not** to involve themselves in negative dialogue with opposition *Team Managers*, officials, players, spectators or umpires
- together with *Coaches*, to take responsibility for the conduct of their officials, players and parents/carers and ensure that all behave in a responsible manner, including accepting the decisions of *Umpires* and officials.

In the Junior space, we encourage *Team Managers* to:

- remember that players participate for fun and enjoyment and that winning is only part of their motivation. Keep winning and competition in perspective
- plan and prepare fully for game day to ensure that all administrative requirements are met so that the game can proceed in an efficient and timely manner
- emphasise safety always - ensure that equipment and facilities being used by the team comply with safety standards and are appropriate to age and ability levels
- encourage team respect for the ability of opponents and for the judgement of officials and opposing *Coaches*
- recognise the importance of injury:
  - on Match Day, follow the advice of First Aid personnel when determining if injured players are ready to return to the field
  - follow the advice of the treating physician when determining when an injured player is ready to re-commence training or competition
- abide by the Laws and Rules of the game, the Junior League and the Club
- set a good example - demonstrate good sportsmanship and ensure their behaviour is acceptable
- manage parent/carer expectations and promote supportive and positive behaviour
- be supportive of the Club, Club officials and the Club's *Code of Conduct*.

*Team Managers* must inform the *Manager – Junior Football Operations* of any official, player or spectator who they believe is behaving in a manner which is not consistent with the Club's mission and values and/or which may reflect poorly on the AFC, whether at training or games, as soon as possible after the incident occurs.

### 3.4 The Role of the *Coach*

In Junior football the role of the *Coach* is to:

- develop the skills, knowledge and attitudes of all players
- acknowledge that all players are unique and have their particular strengths and weaknesses which need to be considered
- assist players to build their self-esteem by positively supporting and encouraging them for their efforts
- follow the advice of *First Aid* personnel and medical professionals in relation to injured players
- promote the Ainslie Juniors philosophy of enjoyment, participation, improvement, inclusiveness, professionalism, sportsmanship and personal development.

## 4.0 DEVELOPMENT AND RESOURCES

### 4.1 Manager's Forum

The Club endeavours to conduct several *Team Manager* Forums throughout the year, including prior to the start of each season and at the end of the season, which *Team Managers* are expected to attend. Meetings will generally be held after hours in the Memorabilia Room at the Harry Gaylard Pavilion. *Team Managers* will be provided with notification in advance to encourage the highest possible attendance. The purpose of these forums is primarily to serve as an induction for new *Team Managers*, to address issues relevant to managing an AFC Junior team, to establish peer support and to share resources and maintain a level of consistency amongst *Team Managers*.

### 4.2 Resources

Resources, including forms, checklists, instructions and other useful information designed to assist *Team Managers* in undertaking their role, are available in this Manual. In addition, support for *Team Managers* is available within the Club, including a network of Junior *Team Managers*, the *Juniors President*, the *Manager – Junior Football Operations* and other Club officials.

If you require assistance please contact the *Manager – Junior Football Operations* in the first instance to discuss your needs.

## 5.0 EQUIPMENT AND CLOTHING ALLOCATION

Teams need to be fully prepared for the season ahead and to this end the Club issues each team with *Training* and *Match Day Kits* containing equipment and resources necessary for them to successfully participate in footy. Commonly the *Coach* will hold the *Training Kit* and the *Team Manager* will hold the *Match Kit*.

Kits are entrusted to the care of *Team Managers/Coaches* for the season but remain the property of the Club and **must** be returned to the Club at the end of the season.

### 5.1 Training Kit

The Club will provide a basic *Training Kit* containing ball net, training balls, training bibs (as required), cones and cone stand to each *Coach* prior to the team's first training session of the season. It is the *Coach's* responsibility to sign for and look after the *Training Kit*, including collecting all equipment after a training session. A full list of Club-supplied *Training Kit* contents is at **Appendix C**.

It is recommended that no more than four balls are taken to games for pre-match warm-up as it is difficult to keep track of a large number of footballs during the game and balls will go missing.

## 5.2 Match Kit

*Match Kits* contain items required by teams on game day. The Club will provide a *Match Kit* to each *Team Manager* at the beginning of the season. It is the *Team Manager's* responsibility to sign for and look after the *Match Kit*, including regularly checking to ensure that it's fully prepared for the next match. The *Team Manager* is also responsible for taking the *Match Kit* to each game.

*Team Managers* must report any lost, broken, faulty or out of date equipment to the *Manager – Junior Football Operations* so that replacements can be arranged.

A full list of Club-supplied *Match Kit* contents is at **Appendix C**. *Team Managers* may wish to include additional items (eg notepads, clipboards and folders) in the *Match Kit* to assist those undertaking various game day roles.

## 5.3 Return of Equipment

*Training* and *Match Kits*, and any other items of equipment provided to the team, are to be returned to the *Manager – Junior Football Operations* promptly and in a clean condition at the end of the season.

### Training Kits

*Coaches* are to shake out ball nets, wipe over cones and balls and wash any training bibs supplied in the Kit before returning it to the Club.

### Match Kits

*Team Managers* are to vacuum out Kit bags, wipe over cones and balls and wash any training bibs and shirts supplied in the Kit before returning it to the Club.

*Teams Managers* are to advise the *Manager – Junior Football Operations* of any damaged or missing items (refer to the equipment list at **Appendix C**), including balls considered unusable next season, to facilitate purchasing/replacement for the following season.

## 5.4 Player Clothing

As part of their registration fee the Club provides all players with a numbered playing jumper and a pair of playing socks. Prior to the start of the season *Team Managers* will receive a *Jumper Sizing Kit* and a list of registered players for their age group which can be taken to pre-season training so that players can try on jumpers for size. The *Team Manager* is to record the jumper and shoe size for each player and return the *Sizing Kit* and sizing details to the *Manager – Junior Football Operations* who will allocate team jumpers and socks based on the information provided by the *Team Manager*.

The Club also provides each player with a training (warm up) shirt to be worn at training; playing jumpers are not intended to be used at training sessions. Training shirts will either be provided directly to players or will be provided to *Team Managers* for distribution to players depending on when they become available.

Players will also need a pair of playing shorts, football boots and a mouthguard (preferably custom-fitted). A mouthguard is required for all players in competitive age groups and recommended for players in non-competitive age groups. The Club has an arrangement with a local dentist to provide custom-fitted mouthguards at a reduced cost for Ainslie players. Alternatively, non-custom fitted mouthguards can be purchased from a chemist.

Playing shorts and other Club merchandise (eg hoodies, beanies, scarves etc) can be purchased from the footy office at 5 Angas Street, Ainslie. The Club also has a selection of second-hand footy boots which are available to players.

Players must either return or purchase playing jumpers at the end of the football season.

*Team Managers* are responsible for collecting all unpurchased jumpers and returning them promptly and in a clean condition to the *Manager – Junior Football Operations* at the end of the season.

For further information on player clothing contact the *Manager – Junior Football Operations*.

## 5.5 Team Manager Clothing

On appointment, *Team Managers* are entitled to select up to two items of Ainslie branded clothing free of charge. *Team Managers* are to wear their Ainslie clothing when undertaking their role to ensure that they are readily identifiable to players, supporters and opposing teams. Items from which the selection can be made may vary but could include an Ainslie polo shirt, hoodie or winter jacket.

For further information on the *Team Manager* clothing allocation contact the *Manager – Junior Football Operations*.

## 6.0 TRAINING ARRANGEMENTS

The *Coach* has primary responsibility for conducting team training sessions. Although *Team Managers* are not expected to attend training sessions they may do so if they wish. Attendance at training can be an opportunity to support the team, communicate information pertaining to team activities (eg game times, team functions etc), distribute player clothing and keep up to date with player welfare. Training arrangements that *Team Managers* should be aware of are set out below.

### 6.1 Ground Bookings

The Club utilises grounds at Ainslie (Alan Ray Oval), Majura, Reid and O'Connor as its primary training venues. With the size of the Club, and the large number of teams, a great deal of pressure can be placed on these venues. If necessary, and where possible subject to ACT Sportsground allocations and availability, the Club will seek to identify and book additional training grounds to ease congestion and minimise wear on existing grounds.

All ovals need to be booked for training so training needs to be held at regular timeslots (see 6.3) unless other arrangements have been made with the Club. Ground bookings are made by the Club and at least four days' notice is required to change a booking.

### 6.2 Sharing of Grounds

At any one time there are likely to be multiple teams sharing venues on training days and it is therefore important that teams are aware of and respect the training needs of other teams within the Club when training.

The Alan Ray Oval (ARO) has the best surface in Canberra so teams training at the ARO are asked to protect the surface as much as possible by training in separate sections of the oval, moving drills around to minimise wear and not overusing goal squares.

### 6.3 Timing and Duration of Training

At the start of each season the Club, in consultation with *Coaches*, will schedule team training times and days taking account of such factors as *Coach* availability, number of teams, game days etc. When planning training times/days the Club will make all efforts to stagger training to avoid congestion at

any of the training venues but as the Junior teams continue to expand this may not always be possible (refer 6.2 above). Note that other teams from Ainslie (eg Rising Stars, 3<sup>rd</sup> Grade and Women) may also use Reid and Majura Ovals for training at the same time as Junior teams. The times the grounds have been set aside for teams and age groups should be respected and team officials are encouraged to ensure that their teams start and finish their training sessions in a timely manner.

### **U8s to U10s**

- As a general rule, teams from U8s to U10s train one night a week and will usually be allocated the Wednesday timeslot from 4.30pm to 5.30pm at Alan Ray Oval, subject to availability.

### **U11s – U17s/U18s WRS – Competitive Age Groups**

- The competitive teams train up to two nights a week, generally at Ainslie's primary training venues subject to scheduling and availability. Training times will be staggered across the teams from about 4.30pm to 7.00pm with younger age teams starting in the earlier timeslots.

Ideally, training sessions will last between 45-90 minutes depending on the age of the players and factors such as weather and player fitness levels and ability to concentrate.

## **6.4 Change Rooms**

Change rooms at Reid Oval are booked for training days as part of the ground booking process. *Coaches* with teams training at Reid Oval will be provided with a key to the Change Rooms. It is important that all Change Room doors are locked at the end of training.

## **6.5 Ground Closures**

ACT Government sportsgrounds are closed annually for a period of time to allow maintenance to be undertaken on the grounds. Teams will be notified of these ground closures.

Grounds may also be closed at other times when there is wet weather. The status of ground closures can be referenced at the **ACT Sports Grounds website**.

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/79/~/\\_/sportsground-wet-weather-closures](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/79/~/_/sportsground-wet-weather-closures)

In the event of a ground closure due to wet weather the Club will post an advice on its Facebook pages and **may** also email or SMS *Coaches/Team Managers* to advise of the closure.

Please note that grounds must not be used when closed. Clubs face fines from ACT Sportsgrounds for non-compliance.

## **6.6 Additional Training Equipment**

The Club will provide each team with a basic *Training Kit* (see 5.1 above) before training starts for the season each year. The Club also has a variety of other training equipment (such as tackle bags, bump bags etc) which is available for teams to use for training purposes. At the Alan Ray Oval this equipment is kept in the storage container located between the Harry Gaylard Pavilion and the grandstand. *Coaches* with teams training at Alan Ray Oval will be provided with a key to the storage container. It is important that all equipment is returned to the container after use and that the door locked at the end of training.

If your team is not training at Alan Ray Oval please discuss your training equipment needs with the *Manager – Junior Football Operations* in the first instance.

## 7.0 AWARDS AND VOTING PROCEDURES

The Club celebrates the participation and successes of its Junior players through the provision of both match and end of season awards.

*Coaches* and *Team Managers* are responsible for disseminating awards at the end of matches and for controlling the team's voting system for end of season awards.

### 7.1 Match Awards

The Club generally provides *Match Awards* or certificates to teams each season for distribution to players after games at the *Coach's* discretion. These awards are not necessarily for the best players but may also be given as encouragement awards, for players doing something special in a match (eg team play, mark of the day, goal of the day, defensive effort) or for following a *Coach's* instruction etc. **Ideally, each member of the team should receive at least one award during the season.** It is therefore recommended that the *Team Manager* keep a record of each week's award winners so that over the season an even spread can be obtained. Ideally, the awards should be handed out at the end of the game, after the warm-down and *Coach's* address.

Although *Match Awards* are made available to all Junior teams it is acknowledged that *Coaches* of older age groups may elect not to distribute weekly awards based on considerations such as the type of awards available in a given season and the age of the players in the team. In such instances *Coaches* may wish to consider other age appropriate ways to acknowledge and encourage older players.

### 7.2 End of Season Awards

Each year the Club celebrates the Junior players who have represented the AJFC during the season through the presentation of a number of team awards at an end of season presentation (see 8.1 below). Each team from U8s to U10s is presented with 3 awards and each team from U11s to U17s/U18s WRS is presented with 6 awards as follows:

#### U8s-U10s

- *Best and Fairest Award*
- *Best Club Person Award*
- *Coach's Award*

#### U11s-U17s/U18s WRS - Competitive Age Groups

- *Best and Fairest Award*
- *Runner Up Best and Fairest Award*
- *Best Club Person Award*
- *Coach's Awards (x 2 per team)*
- *Player's Player Award (chosen by team with guidance from the Coach/Team Manager).*

The two main awards for each team (*Best and Fairest Award* and *Best Club Person Award*) also have a Perpetual Shield/Trophy. The recipients of these awards will have their name engraved onto the relevant shield/trophy and these remain permanently housed on display in the Club's Memorabilia Room in the Harry Gaylard Pavilion. The recipients will also take home a smaller trophy to commemorate receiving the award. Where there is more than one team in an age group, the names of both recipients will be engraved on the Perpetual Shield/Trophy.

The *Player's Player Award* is voted by players and recipients are those players who have been recognised by their peers.

The *Coach's Awards* provide *Coaches* with maximum flexibility to recognise any player(s) that they consider appropriate. *Coaches* may wish to put a name to the awards – '*Most Improved*', '*Hardest Working*', '*Most Consistent*', the '*Team Motivator*' - or not.

Each player is limited to one Team Award - so if *Best and Fairest* then no *Coach's Award* etc. These are encouragement awards and the Club wants to maximise the number of players who are encouraged through the awards process.

All players in each team from U8s to U17s/U18s WRS also receive a *Participation Medal*. As a rule players will only receive one *Participation Medal* but players who have played four or more games for another team in a season will be eligible for a medal for that team as well.

### **Voting and Selection Process**

The end of season awards are based on an official voting system contributed to by team officials and parents/carers.

The Club has a recommended *Best and Fairest Voting Form* (refer **Attachment 8**) to be used for each home and away game played during the season. *Team Managers* are to distribute at least 3 prepared slips before the start of each game to obtain a cross section of views – one to the *Coach* and the other two to parents/carers on a rotational basis. The votes are to be left solely to the person making the judgment on the day and neither the *Coach* nor *Team Manager* should seek to influence the voting process by discussing the allocation of votes with any parents. The *Team Manager* is to collect completed voting slips at the end of the game.

Ideally, the *Team Manager* will maintain a spreadsheet of votes to assist with awarding of trophies at the end of year presentation.

### **U8s to U10s**

- The *Best and Fairest Award* is determined by using the voting system and is awarded to the player who receives the highest number of *Best and Fairest* votes per team
- The *Best Club Person Award* can also be based on the voting system (and be awarded to the player who receives the second highest number of votes) or as determined by the *Coach/Team Manager* taking account of other considerations such as attendance at training, team effort, leadership etc
- The *Coaches Award* is determined by the *Coach* and provides him/her with maximum flexibility to recognise any player he/she considers deserving of acknowledgement for their efforts during the season. *Coaches* may choose to put a name to the award or not.

### **U11s – U17s/U18s WRS – Competitive Age Groups**

- The *Best and Fairest* and *Runner-up Best and Fairest Awards* are determined by the official voting system and are awarded to the players who receive the highest and second highest number of *Best and Fairest* votes respectively per team
- The *Best Club Person Award* may be determined by votes and/or by the *Coach/Team Manager* taking account of other factors such as attendance at training, team effort, leadership etc
- The *Coaches Awards* are determined by the *Coach* and provide him/her with maximum flexibility to recognise the two players he/she considers deserving of acknowledgement for their efforts during the season. *Coaches* may choose to put a name to the award or not.



## 8.0 CLUB AND TEAM FUNCTIONS

### 8.1 End of Season Presentations

End of season presentations are held each year after the completion of the Finals series. All team awards and participation medals are presented at these events. See 7.2 for details of specific awards. Dates and details of presentations will be advised to teams in advance of the event and, as far as possible, *Coaches*, *Team Managers* and officials and players are expected to attend. *Coaches* are also expected to make a short speech (usually reflecting on the season, the team and individual award recipients) and to assist their *Team Manager* to distribute awards. Historically, because of the number of Junior teams, Presentation events generally involved more than one team. In 2020, with the advent of COVID 19, Presentations were limited to one team at a time. The format of future Presentations will take account of prevailing COVID protocols and requirements but either way it is important that teams closely follow the timetable that is prepared for the event and *Team Managers* are expected to assist with this process.

As well as recognising the players, presentation events provide an opportunity to recognise others who make a contribution to the team during the season, including team officials and volunteers. Teams who choose to recognise volunteers with small gifts are responsible for funding the associated costs.

### 8.2 Team Functions

It's nice for players and team officials to get to know each other socially as well as in game situations. Teams are encouraged to try and have a team get together at the beginning of the season and at different points throughout the year as a way of bringing everyone together and promoting informal team bonding. There are many options for these functions, ranging from a team dinner or undertaking a different team bonding session such as going to a movie. *Team Managers* and *Coaches* may choose to factor a team function into their planning for the season. Teams are responsible for the costs of these events and they should be undertaken with due regard to player safety and wellbeing, recognising any COVID protocols that may be in place.

### 8.3 Team Photographs

Team photographs are arranged by the Club each season and, by providing a record of each team, are a significant contributor to the Club's history. Photographs are displayed in the Memorabilia Room at the Harry Gaylard Pavilion as a permanent record of each season's teams.

As a general rule, teams will be allocated a timeslot for their photographs and all players, *Coaches*, Assistant *Coaches* and *Team Managers* are expected to be in attendance at least 10 minutes prior to the session. It is important that the schedule is followed as it will impact other teams if there is a delay. Teams will be notified in advance when and where team photographs will be taken.

On the day players are expected to be in full playing uniform (Club playing jumper, shorts and socks and football boots) and team officials are expected to wear appropriate Club attire. Team and individual player photographs are available for purchase. *Coaches* and *Team Managers* are also welcome to have individual photos taken on the day. A portion of the money raised from team photographs is returned to the Club and is an additional source of revenue.

**(Note:** no formal team photographs were taken in 2020 due to COVID 19, however, teams were asked to take their own team photographs and provide them to the Club for display. This system worked reasonably well and may be employed again depending on the status of COVID in future years).

## 8.4 Milestones

The Club maintains a database of player milestone games (50, 75, 100, 150, 200 games). When a player reaches a milestone game the Club will produce an Ainslie Juniors *Milestone Certificate* for presentation to the player. Certificates are only produced after the game is played and are generally presented at the match following the relevant milestone game. Certificates will be provided to *Team Managers* before the game.

Please note that, for competitive teams (U11s – U17s/U18s WRS), games played are recorded on the SportsTG system from data provided by *Team Managers* via the match day *Team Sheets*. This data will be tracked by the Club to facilitate generation of milestone certificates. *Team Managers* for non-competitive age groups (U8s-U10s) must maintain a manual record of the games played by each player in their team which is to be provided to *the Manager – Junior Football Operations* at the end of the season.

It is recommended that *Team Managers* advise the *Manager – Junior Football Operations* at least one week before if they believe that a milestone game is coming up.

## 8.5 Sponsorship

From time to time *Team Managers* may become aware of sponsorship opportunities eg a parent/carer in a team may express a willingness or ability to provide some form of sponsorship or financial support to the Club. All offers of, or enquiries about, team or individual sponsorship should be directed to the AFC *General Manager* for consideration.

## 9.0 CLUB POLICIES, PROCEDURES AND GUIDELINES

**Note:** although *Coaches* are identified as having a specific role and/or responsibility in relation to a number of the policies and procedures outlined below, *Team Managers* should also be familiar with this section so that they can assist and support *Coaches* to implement the various guiding principles within their particular team.

### 9.1 Equity of Opportunity Guidelines

Through its Junior grades the AFC provides an equal opportunity for all boys and girls to participate in football. The spirit of equity is that all players have the same opportunity to develop and enjoy their football although it is acknowledged that, as players move through the age groups, the implementation of equity may vary.

The following points are a guide by which *Coaches* should operate:

#### U8s to U10s

- Every effort should be made to ensure that, regardless of their skill levels, all players have the opportunity to play as much football as possible in relation to:
  - the number of games played in a season
  - the on-field playing time each week
  - the opportunity to be involved in the game while on the field
  - endeavouring not to change players through the quarter.

### **U11s to U17s/U18s WRS – Competitive Age Groups**

- All players are entitled to a fair share of the game regardless of their skill levels
- All players should be given the opportunity to play in a variety of positions
- Avoid over playing the talented players. All players need and deserve equal time and opportunity
- Efforts should be made to give players the tools that they will require to advance to become good sports people.

## **9.2 Player Selection and Rotation Policy**

This *Player Selection and Rotation Policy* acknowledges that all registered players are entitled to a fair share of game time and seeks to define what is expected of players, *Coaches* and the Club in relation to equitable game time. *Coaches* have a responsibility to follow the guidelines in this *Policy*.

### **9.2.1 Player Selection**

In accepting a player's registration the Club assumes responsibility for the development of that player as a footballer. To ensure a player develops his/her football skills and knowledge, the Club must give the player a fair share of game time. No player can develop as a footballer by sitting on the bench and it is not acceptable for a player who is lacking the skills of football to be given unfair game time for that reason alone. Player's development cannot be predicted and can improve dramatically if given fair game time together with instruction and confidence.

#### **U8s to U10s**

- In these age groups the emphasis is placed on participation and enjoyment. The main goals are the acquisition of football skills and the nurturing of physical and emotional development and wellbeing
- In these age groups it is expected that all players should spend equal time on the field for each game. Where team numbers make it too difficult to provide equal time during a game then equal time may be provided on an average basis. All players should spend at least three quarters of each game on the field.

#### **U11s to U17s/U18s WRS – Competitive Age Groups**

- In the U11s to U17s/U18s WRS competitive age groups each player should ideally spend a minimum of one half of each game on the field and no player should be off the field for longer than a quarter at a time. This gives all players a fair, but not necessarily an equal, time on the field.

### **9.2.2 Player Rotation**

The rotation of players through a variety of positions is important to their football development. It gives players the opportunity to develop the different skills and to experience the different roles that are required in different positions.

#### **U8s to U10s**

- U8s and U9s Auskick players and U10s are required to be rotated through the three areas of the ground (forwards, centres and backs) during each game. They should be given the opportunity to experience all roles including key positions as well as flanks during the season

## U11s to U17s/U18s WRS – Competitive Age Groups

- Ideally, all players should be rotated through a variety of positions over the season: it is important to give players the opportunity to develop skills and to experience the roles required in different positions. Starting the game on the field should be experienced by all players and evenly shared.

In reality, rotation and game time for a particular player will depend on the game circumstances and there are a number of reasons why the *Policy* may not be strictly adhered to on a particular day. Some of these reasons relate to our Duty of Care towards players. No player should be placed in a position where he/she could be harmed. Physical match-ups may prevent a player from playing in a particular position, for example a small player should not be played on a big player. Similarly, no player should be given equal time if they are carrying an injury or not fully recovered from injury or illness.

However, all opportunities should be taken to implement the *Policy*. If a team is winning easily it is a good opportunity to play less talented players in key positions.

It should also be noted that on-field time does not necessarily relate to equal playing time. A player should not be placed in a position for a whole game where he/she would not touch the ball. For example, it is not fair to a player to be in a back pocket for an entire game when the ball is constantly in the team's forward-line.

### 9.2.3 Coach's Discretion

The *Coach* has complete discretion in determining which players are on the field and when, providing the basic guidelines of the *Policy* are followed. Many factors need to be considered when determining how much time a particular player spends on the field. Factors to be considered include:

- player commitment (training and match)
- skills balance of the team
- strength and tactics of the opposition plus significance of the game
- team numbers, injury and absenteeism
- disciplinary action

While *Coaches* should ensure that a maximum number of players get the opportunity to participate in games each week, in the case of a large squad it may be appropriate to roster players off for some games. All players should be rostered off equally during the course of a season. To assist families, good two-way communication between the coaching staff and parents/carers is essential. For example, coaching staff should be told about any player who is unavailable due to travel or illness and should make rosters available early so that families can plan their weekends.

### 9.2.4 Managing the Bench

The *Coach* should make every effort to regularly rotate the bench and positions. If the same players are regularly off the field for long periods then the *Coach* may be asked by the Club to justify his/her team selections.

It is acknowledged that, while managing the interchange of players is crucial to implementing this *Policy*, the need to focus on the game can make this difficult for a *Coach* to do. Where possible, it is recommended that *Coaches/Team Managers* appoint a person/s to manage the bench in line with this *Policy*. Ideally, that person will record player game times and make those records available for review by coaching staff as required. Such records can also assist in defending the *Coach* against any complaint.

At the U8s to U10s levels field positions for each quarter can be planned before the game and adhered to as closely as possible.

### 9.2.5 Player Commitment

#### U8s to U10s

- In this age group the players have different levels of commitment so game time should not depend on commitment alone. However, considerations such as continual misbehaving or lateness could mean a player starts the game on the bench.

#### u11s to U17s/U18s WRS – Competitive Age Groups

- At this level, players who display commitment, discipline and a strong work ethic to improve their skills and fitness at training and during games deserve more playing time than those who do not. *Coaches* may elect to withdraw the playing time of players who have poor behaviour at training or matches but those players should be told clearly the reason why playing time is withdrawn
- Players who attend training during the week prior to a game should be the first considered for selection. The exception to this rule is when a player is unable to attend through illness or other family commitments providing the player advises the *Coach* beforehand. It is recommended that *Coaches* record player attendance at training to back up any decisions based on attendance.

### 9.2.6 Disputes

A dispute regarding game time can only be resolved if records of playing time and other influences such as training attendance, injury reports and reports of misbehaviour are well documented and retained. These records must be made available to the *Manager – Junior Football Operations* if a complaint is lodged. If a satisfactory outcome cannot be reached between player and Coaching staff the dispute will be referred to the *AFC Juniors President* for resolution.

### 9.2.7 Finals Selection

It is generally recognised that Finals football is different from the home and away games. However, the general principles of this Policy should be followed as much as possible through the finals.

Subject to the League's Finals player eligibility provisions, the *Coach* should endeavour to give all players a fair share of playing in a Final. The *Coach* must use his/her players wisely and consult closely with the person monitoring playing time. Where the issue of minimal playing time is likely to arise *Coaches* should endeavour to inform players and parents/carers in advance, so that player expectations are met on match day.

### 9.2.8 Maintaining Records

Consistent with the *Equity of Opportunity Guidelines* and *Player Selection and Rotation Policy*, it is recommended that all *Coaches* keep records that demonstrate:

- **the equity of opportunity that has been provided to players** - this information can be used as supporting evidence in the event that a decision/s made by the *Coach* during the season is challenged by a player, parent/carer or other
- **player attendance at training** - this information can demonstrate player commitment and aide in determining player game selection
- **playing times and rotations at games** - this information can assist in resolving disputes regarding game time and help defend the *Coach* against any complaint.

## 9.3 Age Dispensation Policy

The *Age Dispensation Policy* acknowledges that, from time to time, players will seek to participate in an age group (either higher or lower age) for which they would not ordinarily be eligible.

### 9.3.1 Higher Age (Playing Up)

#### Process

Consideration of a player's desire to play up will involve the following steps:

1. The player concerned and his/her parents/carers must lodge a signed application form with the *Manager – Junior Football Operations*. Applications for Age Dispensation may be for a single year (see **Attachment 9**) or two or more years (see **Attachment 10**) and are available on the AFC website or from the *Manager – Junior Football Operations*
2. Single year age dispensation applications will be considered by the *AFC Juniors President* in consultation with *Coaches* as necessary
3. In the case of a request for a two-year dispensation, the player's application and the Club's recommendation will be forwarded to AFL Canberra for final decision
4. The AFC will inform the player and his/her parent of the outcome of the application, including the Club's recommendation and the reasons for the recommendation.

Consideration of Age Dispensation applications will involve an assessment of the following factors:

- **Age** - the difference between the player's age and those playing in the older age group
- **Size and maturity** - whether or not a player is well developed physically and mentally for his/her age. The assessment will take account of whether the player will be put in an unsafe environment playing against older/larger players
- **Skill level** - whether a player has good skills or is in a development stage. Skill levels are important and can determine how often the player will get the ball during a match and whether he/she can make use of it. Lack of skills and getting the ball can lead to lack of confidence
- **Other factors** - such as team balance, player motivation, discipline and nature of the request ie to play up full time or part-time.

#### Criteria

Determining whether the Club will recommend that a player be permitted to play in a higher age level (ie single or two years over age) will be based on the following criteria:

- **Player safety** – player safety is the paramount consideration. The AFC recognises it has a duty to ensure that players are not placed in teams and standards of competition where they face an unreasonable risk of injury
- **Player enjoyment** – ensuring players enjoy their experience with our Club is an important objective for the AFC. The Club recognises that, for some players who have the ability, playing out of age can enhance their motivation and enjoyment of the game
- **Player development** – playing out of age may provide opportunities to promote skills development and confidence for more talented players
- **Team numbers** – team numbers vary across age groups and divisions and excessively small and large numbers can adversely affect the enjoyment and competitiveness of the players involved

in individual teams. The impact of players playing out of age on both younger and older age groups will therefore be considered.

### 9.3.2 Lower Age (Playing Down)

A player may seek dispensation to play down in a lower age group for reasons such as physical capacity, disability or development considerations. Players seeking exemption to play down must obtain dispensation in accordance with the *National Age Dispensation Policy*.

#### Process

Consideration of a player's desire to seek dispensation to play in a competition below their applicable age group on the basis of a disability, physical size or development considerations will involve the following steps:

1. The player concerned and his/her parents/carers must lodge a signed application form (see **Attachment 11**) with the *Manager – Junior Football Operations*. Application forms are available on the AFC website or from the *Manager – Junior Football Operations*
2. The application must be supported by relevant medical evidence which states the basis for, and reasons to support, the request for the player to play down a competition age group, having regard to all relevant matters pertaining to the player, including:
  - the player's disability; and/or
  - the player's physical size or development considerations; and
  - the qualifications of the person providing the certificate.
3. The application, supporting medical certificate and the Club's recommendation will be forwarded to AFL Canberra for final decision. AFL Canberra will determine the application for exemption as it sees fit, after considering the circumstances presented.
4. The AFC will inform the player and his/her parent of the outcome of the application.

#### Criteria

In considering an application for an age dispensation, the League will have regard to the following factors:

- the effect of the player's disability or physical size or development considerations on his/her capacity to effectively participate in AFL
- how it is proposed that the grant of age dispensation will support the player to overcome any barriers to his/her effective participation in Australian Football arising from the player's disability or physical size or development considerations
- the availability of other assistance to the player to enable him/her to effectively participate in Australian Football; and
- any other relevant circumstances.

## 9.4 Grievance Procedures

All players have the right to expect fair treatment and an environment free from discrimination, harassment and abuse. The Club has a responsibility for the overall welfare and well-being of team members.

*Team Managers, Coaches, officials and players are expected to follow the Club's Code of Conduct and no unfair treatment or abuse will be tolerated.*

At times parents/carers may have issues that concern them and/or their child. The Club will respond promptly and fairly to all complaints brought to its attention.

In the event of a grievance being raised by parents/carers the following steps should be followed:

- under normal circumstance, parents/carers are encouraged to approach the *Team Manager* or *Coach* to resolve the matter
- if a parent/carer is reluctant to approach the *Team Manager* or *Coach*, or is not satisfied that a resolution has been reached after making an initial approach to them, they should contact the *Manager – Junior Football Operations* in the first instance. In this situation the *Manager – Junior Football Operations* will communicate directly with the *Coach* and/or *Team Manager* to inform them of the concern that has been raised and seek a resolution based on the Club's relevant policies and procedures
- if no resolution can be reached through this process the matter will be referred to the *AFC Juniors President* for final resolution.

If the team playing group (*Coach, Team Manager, parents/carers, a player or any member of the team group*) has a grievance with an opposition team or AFL Canberra, **under no circumstances should they contact AFL Canberra directly.** The Club needs to maintain a productive and ongoing relationship with members of the Canberra football community and direct approaches may jeopardise this relationship. Importantly, it is AFL Canberra policy that **all** correspondence **must** come from Club representatives.

*Team Managers* are to direct any issues with the League or opposing clubs **immediately** to the *Manager – Junior Football Operations*.

## 9.5 Health and Safety Guidelines

Clubs are required to take reasonable care and reasonable steps to protect members and to minimise the risk of injury or harm. Consistent with this requirement, the Club has a responsibility to provide a safe environment for players, *Coaches*, officials and spectators and a legal duty of care to ensure the safety of individuals affiliated with the Club.

**Note:** although *Coaches* are identified as having a specific role and/or responsibility in relation to player safety considerations as outlined below, *Team Managers* play a key role in supporting *Coaches* to ensure that the health and wellbeing of players is not endangered as a result of their sporting participation.

### 9.5.1 Responsibility of Club Officials

Football is a contact, running sport with constant competition for the ball and injuries do occur. Club officials need to be aware of the precautions that can be taken to make the playing of Australian Rules safer to minimise the risk of injury. In particular, *Coaches* need to:

- take into account the ways in which the physical and emotional maturity of a Junior/youth differs from that of an adult
- be aware of, and take into account, any long term or short-term medical condition players may have
- ensure that facilities and equipment being used at training or games are appropriate and safe



- ensure players wear appropriate protective equipment
- ensure participants are properly prepared through quality coaching
- consider attaining First Aid accreditation (noting qualified First Aid personnel may not always be available at training) and encourage parents/carers to gain adequate First Aid knowledge
- promote a safe and enjoyable environment and ensure adherence to the Club's *Code of Conduct*
- report any potential risks to players, spectators and officials to the *Manager – Junior Football Operations* as soon as those risks are identified.

### **9.5.2 Providing a Safe Environment**

Many football injuries can be prevented by giving prior attention to safety issues. The following guidelines outline some safety practices that *Coaches* can put into place to ensure a safe environment during both training and games.

#### **Training**

- ensure warm-up and cool-down exercises accompany all training sessions
- avoid repetitive training techniques and restrict endurance activities so that developing bones, joints and muscles are not injured
- provide training targeted towards injury prevention, including skills development, awareness of the rules and good technique for tackling, marking, landing and falling
- ensure that players are matched as closely as possible, taking into account body shape and size, when training and for particular positions in games
- restrict training sessions in hot or humid conditions - children have immature sweat glands and are more susceptible to heat loss or heat gain
- ensure adequate fluid intake before and during training sessions

#### **Pre-game**

- ensure that players undertake appropriate warm up, including slow jogging and stretching leading up to more intense running
- check with players to ascertain whether they have any medical condition that may affect their ability to safely participate in the game
- check that players are wearing appropriate clothing, a mouthguard (preferably custom made) and correct footwear

#### **During the game**

- check that players are wearing their mouthguard at all times
- monitor players with a history of injury
- ensure that injured players do not return to the field unless they are cleared to do so by a qualified First Aider or other medical professional
- ensure that bleeding players are removed from the field until the bleeding is stopped

#### **After the game**

- ensure that players warm down using jogging and stretching
- make themselves aware of any injuries to players received during the game
- advise injured players to seek medical attention where deemed necessary by the team First Aider

General guidelines for health and safety are contained at **Appendix B**.

## **Appendix A – 2021 Club Contacts**

### **AFC General Manager**

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### **AFC Manager – Junior Football Operations**

Vacant

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### **AFC Juniors President**

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## Appendix B – General Guidelines

The following guidelines apply to games and/or training. *Team Managers* are encouraged to familiarise themselves with these guidelines and ensure their application as appropriate.

### Hydration and Water Bottles

Children are at greater risk of dehydration which can contribute to fatigue, cramps and heat stress and should be encouraged to drink water at regular intervals.

Historically, the Club has supplied water bottles to each team for use by runners to provide water on the field, however, this practice was stopped in 2020 following the advent of COVID 19. Whether or not the practice of Club-supplied water bottles is reintroduced players should be advised to bring their own water bottle to training and games. To prevent the spread of any infectious disease players must not share water bottles.

### Mouthguards

Mouthguards are the best protection for the teeth and all players must wear a correctly fitted mouthguard for games and, ideally, for training. Mouthguards should fit the mouth perfectly to allow natural breathing and speech. A custom fitted mouthguard fitted by a dental professional using a special shock absorbing material is best.

### Blood Rule

A player who is bleeding or has blood on his/her body or clothing during a game or training must leave the ground for immediate medical attention. Before returning to the field he/she must ensure that bleeding has stopped, any wound is dressed and, as far as possible, blood has been removed from his/her clothing.

During games, any officiating *Umpire* has the discretion to stop the game so that any player with blood on his/her body or clothing can leave the playing field and be replaced by another player through the interchange. If a player refuses to leave, or leaves slowly, he/she can be reported for misconduct. If a replacement player is slow getting into position, the game can be recommenced before he/she does so.

### Serious Injury and Concussion

If concussion or serious injury occurs during a game or at training the player must be examined by a doctor. Concussion occurs when, after a blow to the head, there is a brain injury with some immediate disturbance of brain function. Any player showing the signs or symptoms of concussion should be removed from the field immediately **where safe to do so** and referred to a medical practitioner. If unconscious, pain is felt in the neck or lower limb movement is restricted, the player **should not** be moved. If the injury occurs during a game, the game should be immediately stopped and an ambulance called. Concussed players **must not** return to the game. A player, who has suffered concussion with or without losing consciousness, should not then participate in any match or training session until he or she is fully recovered and has been cleared to do so by a medical practitioner. The *AFL Concussion Guidelines* are at **Attachment 12** and the *AFC Concussion Policy* is at **Attachment 13**. Both documents are also contained in the First Aid/Concussion folder included in each *Match Kit*.

### Goal Post Padding

The Club provides goal post pads that need to be correctly fitted to all the posts before a game commences. They are designed to reduce the possibility of injury to players colliding with the metal goal posts. There are three sets varying in size from 1.8 metres to 2.4 metres. The largest set meets AFL safety standards and should be used for the older age groups ie U14s-U17s/U18s WRS. The

smallest set should only be used for the U8s to U10s age groups. All goal post padding must be removed at the conclusion of the last game and returned to the appropriate storage area.

### **Adverse Weather Conditions**

There are dangers playing football under adverse weather conditions eg high temperatures, extreme cold or wet and electrical storms. In hot conditions adequate sun protection and hydration should be encouraged.

In the event of adverse weather conditions, the Club, in consultation with *Coaches*, will determine whether training sessions should be cancelled or postponed to reduce the risk of injury. The Club will notify any such decision via its social media forums. *Team Managers* may also use their own communication channels (eg email, TeamApp) to advise of cancellations/postponements.

Decisions on whether games will be cancelled or postponed will generally be made by the League in consultation with Clubs.

## Appendix C – Match and Training Kit Contents

### Match Kit

Item	Quantity
Match Ball	2
Plastic Tarpaulin	1
Goal Umpire Flags	1 set
Hooter/Siren	1
Pump – ball and siren	1 of each
Pump Needles	1-2
Boundary Umpire Whistle	2
Magnetic Coaching Board and Magnets	1 (U11s-U17s, YG U12s-U18s WRS only)
Stop Watch	Available on request
Ice Wrap Dispenser and Ice Wrap	1 (U15s-U17s, YG U16s-U18s WRS only)
Cones	50 (U8s-U10s, YG U10s) 10 (U11s-U17s, YGs U12s-U18s WRS)
Runners Shirt/Top	1 (U11s-U12s, YG U12s) 2 (U13s-U17s, YG U14s-U18s WRS)
First Aid Bib	1 (U8s-U10s, YG U10s) 2 (U11s-U17s, YG U12s-U18s WRS)
Water Runners Shirt/Top	2
Coaches Bib	1 (U8s-U10s, YG U10s only)
Team Manager's Bib	1 (U8s-U10s, YG U10s only)
First Aid Kit	1
First Aid/Concussion Guidelines	1 folder
Multiple Drinks Crate*	1
Water Bottles*	6-12 depending on crate

\*subject to COVID restrictions

### Training Kits *(guide only - may vary depending on age group)*

Item	Quantity
Ball Net`	1
Training Balls	10-12
Cones	10-25
Cone Stand (where available)	1
Training Bibs	15-20

# Attachment 1 - Match Day Duties of U11s-U17s/U18s WRS Team Managers

The following list of duties is intended as a guide to assist *Team Managers* who are managing competitive teams in completing their duties for each match day. Duties may be varied to reflect an individual's time commitment or the scope of the role as negotiated with the team *Coach*.

## Before you start

**Parent involvement** – as *Team Manager* you will be greatly assisted in undertaking your duties, particularly on game day, if you recruit parents/carers to help out with the team. You have several options to ensure you maximise parent/carer involvement, including:

1. you can draw up a parent *Duty Roster* at the start of the season (preferred) which includes the following positions:  
Goal Umpire  
Boundary Umpire  
Team Runner  
Water Runner (*subject to prevailing COVID restrictions*)  
First Aid  
Best and Fairest Voters  
Scorer  
Timekeeper (home games only)  
*Ground Manager*  
Snakes and Oranges (*subject to prevailing COVID restrictions*)
2. you can issue a call for volunteers to identify positions they would like to fill on an ongoing basis for the season

Parents/carers should ideally be rotated amongst roles however some parents/carers may be uncomfortable performing particular roles (eg goal and boundary umpiring) and it may be preferable to identify specific volunteers to fill those roles. Once you have met and spoken to your parent/carer group at the start of the season you will have a better idea of who is willing/able to do which job.

## Pre-Game

In the week leading up to the game you will need to:

### Communication

- make contact with the *Coach* to obtain an update on the playing list ie injured/absent players, any players playing up etc
- email players/parents/carers to confirm details of the upcoming game, including start time and ground location, and availability of duty and/or canteen roster volunteers

### Equipment

- check the *Match Kit* and *First Aid Kit* for any missing or damaged items. Contact the *Manager – Junior Football Operations* if you need any replacements

### Team Sheets

- generate a *Team Sheet* from SportsTG. SportsTG will pre-populate *Team Sheets* with player names and numbers (manually insert numbers if not automatically generated), however, you

will need to enter the names of the *Coach* and other match officials (including Runners, Boundary and *Goal Umpires* and *First Aiders*) involved with the game

- if you have a player from another age group helping your team out you need to list the name at the bottom of the *Team Sheet* and put what team he/she plays for eg Joe/Jane Bloggs (u12s)
  - this player must be qualified to play in your age group - ie either a player from a younger age group or a player playing underage in an older age group
- print four *Team Sheets* for each game – one each for the *Umpires*, the opposition *Team Manager*, your goal recorder and your *Coach* (or yourself as appropriate)
- if names are missing from the *Team Sheet* write them on the Sheet by hand
- if a player fails to turn up for the game after the *Team Sheet* has been printed put a line through the name if it is on the *Team Sheet*

**Note:** make these changes on all four copies of the *Team Sheets*

- players may only be added to the *Team Sheet* after Half Time with the approval of the *Ground Manager* and confirmed with all parties involved, including the *Umpires*.

## Paperwork

- ensure that you have sufficient *Best and Fairest Voting Forms*, *Injury Report Forms*, *Scorecards* and weekly *Award Certificates* for the match. Forms and scorecards are available for download from the AFC website and *Award Certificates* are available from the footy office

## Game Day

Game Day is a busy day for *Team Managers* and it will help you considerably if you prepared and circulated a parent *Duty Roster* at the start of the season rather than trying to recruit volunteers on game day. You will still need to confirm volunteer availability in the week leading up to the game, and from time to time you may need to make adjustments to the *Duty Roster*, but your job will be much easier if parents/carers know in advance when they will be required to perform duty. A series of *Fact Sheets* have been developed to assist parents/carers undertaking various game day roles. Copies of the *Fact Sheets* are included in the Attachments. It is your responsibility to ensure that all volunteers understand their roles.

## Match Personnel

It is your responsibility to ensure that, for every match, you have a:

- **Goal Umpire** – prior to the start of the game you will need to provide the appointed *Goal Umpire* with flags, a scorecard, a pen and, ideally, a clipboard to write on.

Please ensure that, at the end of each quarter, the *Goal Umpire* checks and agrees on the score with the opposition *Goal Umpire*. If necessary, give the person carrying out these duties a copy of *Fact Sheet No. 5 – Goal Umpire* (refer **Attachment 14**). A sample *Scorecard* is at **Attachment 15**.

Don't forget to collect the *Goal Umpire's* scorecard at the end of the game. Make sure he/she has signed and dated it. One scorecard (either your *Goal Umpire's* or the opposing *Goal Umpire's*) must be provided to the *Umpires*.

- **Boundary Umpire to run one half of the ground** – prior to the start of the game you will need to provide the appointed *Boundary Umpire* with a whistle from the *Match Kit* (unless they have their own) and a *Boundary Umpire* shirt/bib.

Please ensure that the person(s) doing this job knows the appropriate rules. If necessary, give him/her a copy of *Fact Sheet No. 4 – Boundary Umpire* (refer **Attachment 16**).

- **Team Runner** – teams are entitled to use up to 2 *Team Runners* who must be appropriately identified. Prior to the start of the game you will need to provide the appointed *Team Runner/s* with the relevant shirt/bib provided in the *Match Kit*. The role of the *Team Runner* is to deliver messages from the *Coach* to the team's players and leave the ground immediately having done so.

**Note:** only one *Team Runner* is allowed on the field at a time.

Please ensure that the person(s) doing this job knows the appropriate rules. If necessary, give him/her a copy of *Fact Sheet No. 2 – Runner* (copy at **Attachment 17**).

- **Water Runner** – subject to COVID restrictions, teams are entitled to use up to 4 *Water Runners*. Prior to the start of the game you will need to provide the appointed *Water Runner* with the drinks crate and the relevant shirt/bib.

Please ensure that players' drinks are on hand at all times (liaise with *Water Runner* to ensure bottles are filled).

Please ensure that the person(s) doing this job knows the appropriate rules. If necessary, give him/her a copy of *Fact Sheet No. 1 – Water Carrier* (copy at **Attachment 18**).

- **First Aid officer/s** – a minimum of one designated team *First Aider* is to be available for each game. Prior to the start of the game you will need to provide *First Aiders* with the team *First Aid Kit* and a *First Aid* shirt/bib.

Please ensure that your *First Aider/s* hold appropriate qualifications and a WWVP authorisation.

- **Scorer** – before the start of the game you will need to provide the designated *Scorer* with a copy of the day's *Team Sheet*, a pen and, ideally, a clipboard to write on.

**Note:** where there is a scoreboard available at home games you are responsible for organising a scoreboard attendant to update the scoreboard.

Please ensure that the person doing this job writes the scores onto the *Team Sheet* quarter by quarter and records the goal kickers for the game. It is a good practice for the *Scorer* to check scores with the *Goal Umpire* at the completion of each quarter. The final score also needs to be checked with the *Goal Umpire* after he/she has checked and agreed on the score with the opposing team's *Goal Umpire*.

You should also ensure that you agree on the score with the opposition *Team Manager* and that the correct score is written on the *Team Sheet*.

Don't forget to collect the 'scoresheet' at the end of the game.

**Note:** It is important to make sure the goals listed against players on the *Team Sheet* add up to the final score. Problems will occur with SportsTG if the goals do not add up or if six best players are not listed.

- **Best and Fairest Voters** – before the start of the game you will need to provide *Best and Fairest Voting Forms* to a minimum of two parents/carers and the *Coach*. A *Best and Fairest Voting Form* is included at **Attachment 6**.



- It is your responsibility to ensure the integrity of the *Best and Fairest* voting system and to maintain records for use in determining end of year awards.

Don't forget to collect the completed *Best and Fairest Voting Forms* at the end of the game.

## Home Games

It is your responsibility to ensure that before the start of every **home game** (ie where your team is named first in the draw) you:

- have a **Timekeeper** (in addition to the personnel listed above) – before the start of the game you will need to ensure that the designated *Timekeeper* has suitable devices for signalling time (ie stopwatch/phone and siren or whistle)

Please ensure that the person doing this job is aware of the timing for the age group. If necessary, give him/her a copy of *Fact Sheet No. 3 – Timekeeper* (refer **Attachment 19**).

- have a **Ground Manager** (in addition to the personnel listed above) – before the start of the game you will need to ensure that a *Ground Manager* has been appointed or is available for your game

Please ensure that the person doing this job is aware of the requirements of the role. If necessary, give him/her a copy of *Fact Sheet No.6 – Ground Manager* (refer **Attachment 7**).

- provide a **Match Football** – it is your responsibility to provide the *Match Football* to the *Umpires* before the start of the game and to ensure that the ball is returned after the end of the game.

Please ensure that your *Match Football* is pumped up and ready to go before the start of the game.

- If your team is playing in the **first game** of the day on an oval you will need to:
  - put out the **goal post pads**
  - mark out the **interchange area to be used by both sides** – place cones midway around the playing area and about a metre outside the boundary line, 15 metres apart
  - set up **interchange benches to be used by both sides** – benches are kept in the storeroom at the end of the main pavilion at Reid Oval
  - undertake a **pre-match ground check** - undertake a safety inspection of the playing surface and complete the JLT App (downloadable for free from the App store or hard copy). Any potential injurious objects (eg glass, dog poo, exposed or broken sprinkler heads, holes, rubbish etc) must be removed or covered

The ground check should ideally be completed in co-operation with the opposition *Team Manager*.

Once you have completed the ground check please email the JLT App report or completed hard copy report to the *Manager – Junior Football Operations*

- set up a designated **First Aid station** – in co-operation with the *First Aid* officer you will need to set out any available seating for use by injured players. Some seating is kept in the storeroom at the end of the main pavilion at Reid Oval
- meet and greet the **opposition Team Manager** – before the start of the game you will need to introduce yourself to the opposition *Team Manager* and:

- highlight the location of facilities (eg which change room and *Coaches* box they can use, location of toilets and other amenities)
- complete the JLT App ground check
- provide them with a copy of your *Team Sheet*
- discuss any issues related to the game (eg number of players, any substitutions and/or any other considerations that may impact on the game).

## **Umpires**

No later than 15 minutes before the start of the game you will need to introduce yourself to the *Umpires* and provide them with a copy of the *Team Sheet*. If your sheet is not ready before the start of the game (eg if you are waiting on players) it may be provided at quarter time.

Players may only be added to the *Team Sheet* after half time with the approval of the *Ground Manager* and all parties involved, including the *Umpires*.

If an officially appointed *Umpire* is not present by the prescribed match start time, the *Team Managers* of the competing teams shall appoint an *Umpire* acceptable to both from any available source. You will need to discuss this with the opposition *Team Manager*.

*Team Managers* are also required to escort *Umpires* on and off the playing field.

At the end of each match, *Team Managers* are to seek verbal confirmation from the *Umpires* to ascertain whether or not any reports of players or officials have arisen from the match or to receive the 'all clear'.

## **Players**

A player **cannot play** in a game unless they are registered with the League or have an approved clearance from a previous Club.

If you are aware that a player in your team is not registered or if they have been suspended or if they have a transfer approval pending please ensure that they do not play in the game until they have registered and/or their suspension period has expired and/or the transfer process has been completed.

Any player who has blood on themselves or their clothing during the game has to be removed from the field and cleaned up and wounds covered before returning.

## **Parents/Carers and Spectators**

*Team Managers* must endeavour to keep parents/carers and spectators under control and back from the playing and interchange areas and the *Coaches'* box. Please also ensure that Officials are the only ones in the *Coaches'* Box.

You may encourage parents/carers and spectators to barrack for their team but you should strongly discourage *Umpire* and/or opposition abuse - abuse in any form will not be tolerated. A *Ground Manager* is required to be appointed for each game and assistance can be sought from that person as necessary. *Code of Conduct* guidelines are included at **Attachment 20**.

## **Disputes**

Any disputes or concerns that the *Coach* may have can only be delivered to the *Umpire* via the *Team Manager*. Such messages should only be delivered at quarter or half time. During the match if a player is sent off the *Umpire* will inform the *Team Captain* and indicate how long the player is off for. Any query to the *Umpire* during the match should be made through the *Team Captain*.

## After the Game

The 5 to 10 minutes after a game can be a hectic time for *Team Managers* and you should make the *Coach* aware of this so that, if necessary, he/she can allow more time before team talks and presentations to allow you to complete your duties. You may also want to recruit other parents/carers to take on some of the post-match responsibilities.

Immediately following the conclusion of the game, you will need to:

### Umpires

- check with the *Umpires* to see if any player has been reported. If a report is made you should inform the player and contact the *Manager – Junior Football Operations* to ascertain arrangements
- retrieve the *Match Football* from the *Umpires* and return it to your *Match Kit*
- provide the Scorecard to the *Umpires* unless already provided by the opposition *Team Manager*

### Equipment

- gather up the team equipment (ie flags, siren, whistles, water crate, tarpaulin, *First Aid Kit*) and return them to the *Match Kit*

### Post Pads

- if you are the home team, and yours is the last game on the oval, arrange the removal of the goal post pads and ensure that they are returned to the storage room

### Clean up

- if you are the home team, and yours is the last game on the oval, ensure that grounds and change rooms are left neat and tidy
  - ensure that the change rooms are swept out and rubbish and/or lost property is removed
  - do a quick check of the ground and surrounds and retrieve any rubbish and/or lost property

### Injuries

- note any injuries to players that may require follow up
- ensure that you collect any completed *Injury Report Forms* from the team First Aid personnel

### Paperwork

- collect the:
  - completed *Best and Fairest Voting Forms* from parents/carers
  - obtain a verbal report from the *Coach* of his/her best six players (1 for best down to 6) to be entered into the SportsTG system. These may, but not necessarily, correspond to the players nominated in the team's *Best and Fairest* voting system
  - completed *Team Sheet* from the appointed *Scorer* for that game
  - completed Scorecard from the *Goal Umpire* and provide to the *Umpires* if required
- hand out any newsletters, team information sheets and any other information of relevance to the team
- prepare any *Match Awards* and provide to the *Coach* for handing out to players (see Section 7.0 above for information on Match and end-of-season Awards)

- provide any *Milestone Certificates* to the *Coach* for handing out to players.

Don't forget to encourage players to sing the *Team Song* (see **Attachment 21**).

### **Updating Results - SportsTG**

Following each game, you will need to enter the scores, goalkickers and best player votes into SportsTG. These updates need to be entered **BEFORE 11.59pm Sunday** (or earlier if possible). After this time the games will be locked and you will be unable to enter or change any data. If you are unable to enter your scores, or miss out on doing so within the appointed window, you will need to contact the *Manager – Junior Football Operations*.

## Attachment 2 - Match Day Duties of U8s-U9s Team Managers

The following list of duties is intended as a guide to assist *Team Managers* managing non-competitive teams in the U8s-U9s age groups in completing their duties for each match day. Duties may be varied to reflect an individual's time commitment or the scope of the role as negotiated with the team *Coach*.

### Before you start

**Parent/Carer involvement** – as *Team Manager* you will be greatly assisted in undertaking your duties, particularly on game day, if you recruit parents/carers to help out with the team. You have several options to ensure you maximise parent/carers involvement, including:

1. you can draw up a parent *Duty Roster* at the start of the season (preferred) which includes (depending on age group) the following positions:

Field Umpire

Goal Umpire

First Aid

Best and Fairest Voters

Timekeeper (home games only)

*Ground Manager*

Snakes and Oranges (*subject to prevailing COVID restrictions*)

2. you can issue a call for volunteers to identify positions they would like to fill on a more permanent basis

Parents/carers should ideally be rotated amongst roles however some parents/carers may be uncomfortable performing particular roles (eg goal and field umpiring) and it may be preferable to identify specific volunteers to fill those roles. Once you have met and spoken to your parent/carers group at the start of the season you will have a better idea of who is willing/able to do which job.

### Pre-Game

In the week leading up to the game you will need to:

#### Communication

- make contact with the *Coach* to obtain an update on the playing list ie injured/absent players, any players playing up etc
- email players/parents/carers to confirm details of the upcoming game, including start time and ground location, and availability of duty and/or canteen roster volunteers
- if Ainslie is the host Club, a designated co-ordinator will need to make contact with other Clubs in the competition on the Monday/Tuesday of the week leading up to game day to provide them with details of the fixture, ground maps, contact details and other relevant information

#### Equipment

- check the *Match Kit* and *First Aid Kit* for any missing or damaged items. Contact the *Manager* – *Junior Football Operations* if you need any replacements

#### Paperwork

- ensure that you have sufficient *Best and Fairest Voting Forms*, *Injury Report Forms* and weekly *Award Certificates* for the match. Forms and scorecards are attached and *Award Certificates* are available from the footy office

## Team Sheets

In Auskick Pros footy **U8s and U9s** you will need to prepare your own *Team Sheet*, showing the names of all players who are participating in the match. Please prepare only one *Team Sheet* per day and include all the players who play for the team on the day on that Sheet. **Do not** make separate lists for the multiple games a team may play during a *Super Gala Day*. Print two copies of the *Team Sheet* - one for yourself and one for the *Coach*.

**Note:** In Auskick Pros footy (U8s and U9s) a player is deemed to have played one game per day no matter how many short Auskick Pro games they may have played in. For example, a player may play three short games at an *Auskick Pro Super Gala Day* but this is counted as only one game for Ainslie records.

To make sure that the Club can accurately record games played to our database, it is important to take care when creating *Team Sheets* so that you can keep an accurate record of games played for each player during the season.

## Game Day

Game Day is a busy day for *Team Managers* and it will help you considerably if you prepared and circulated a parent *Duty Roster* at the start of the season rather than trying to recruit volunteers on game day. You will still need to confirm volunteer availability in the week leading up to the game, and from time to time you may need to make adjustments to the *Duty Roster*, but your job will be much easier if parents/carers know in advance when they will be required to perform duty. A series of *Fact Sheets* have been developed to assist parents/carers undertaking various game day roles. Copies of the *Fact Sheets* are attached. It is your responsibility to ensure that all volunteers understand their roles.

## Team Numbers

Maximum players on the field at any one time (with any number of reserves) is as follows:

- U8s - 9 players
- U9s - 9-15 players

Under the equalisation rule, *Coaches* and *Team Managers* should agree to have equal numbers on both teams. Surplus players should be given to the other side so that all available players get a game of football.

## Match Personnel

It is your responsibility to ensure that, for every match, you have a:

- **Field Umpire** – prior to the start of the game you will need to provide the appointed *Field Umpire* with a whistle
- **Goal Umpire** – prior to the start of the game you will need to provide the appointed *Goal Umpire* with flags – **no official scores are kept in these age groups.**
- **First Aid officer/s** – a minimum of one designated team *First Aider* is to be available for each game. Prior to the start of the game you will need to provide *First Aiders* with the team *First Aid Kit* and a *First Aid* shirt/bib.

Please ensure that your *First Aider/s* hold appropriate qualifications and a WWVP authorisation.

- **Best and Fairest Voters** – before the start of the game you will need to provide *Best and Fairest Voting Forms* to a minimum of two parents/carers and the *Coach*. A *Best and Fairest Voting*

Form is included at **Attachment 8**. It is your responsibility to ensure the integrity of the *Best and Fairest* voting system and to maintain records for use in determining end of year awards.

Don't forget to collect the completed *Best and Fairest Voting Forms* at the end of the game.

## Set Up – Host Club

Host Clubs are responsible for setting up and/or transitioning playing fields from U8s to U9s in accordance with the *Field Set Up Guidelines* provided by AFL Canberra. All *Team Managers* present on game day will need to work co-operatively to ensure that fields are set up prior to commencement of games. *Team Managers* will also need to ensure that fields are packed up and the kit is provided to the next week's host.

It is your responsibility to ensure that before the start of every **home game** (ie where your team is named first in the draw) you:

- tape printed fixtures, maps and Auskick rules to a wall or post in a visible position
- set up field flags in appropriate positions referring to the provided map
- set up each field in accordance with the *Field Set Up Guidelines* provided AFL Canberra including placing marking cones on the oval to divide the playing area into 3 equal zones. Forwards, centres and backs must remain within their zone during play.
- have a **Timekeeper** (in addition to the personnel listed above) – before the start of the game you will need to ensure that the designated *Timekeeper* has suitable devices for signalling time (ie stopwatch/phone and siren or whistle)

Please ensure that the person doing this job is aware of the timing for the age group as follows:

**U8s** – commence central timing using siren

- 1.25pm - 5 minute warning
- 1.30pm - games begin
- 3 x 12 minute thirds with 4 minute breaks
- 2.20pm approx. – games finish

**U9s** – commence central timing using siren

- 2.40pm – 5 minute warning
- 2.45pm – games begin
- 3 x 15 minute thirds with 4 minute breaks
- 3.45pm approx – games finish

- provide a **Match Football** – it is your responsibility to provide the *Match Football* to the *Umpires* before the start of the game and to ensure that the ball is returned after the end of the game.

Please ensure that your *Match Football* is pumped up and ready to go before the start of the game.

- if your team is playing in the **first game** of the day on an oval you will need to:
  - put out the **goal post pads**
  - undertake a **pre-match ground check** - undertake a safety inspection of the playing surface and complete the JLT App (downloadable for free from the App store or in hardcopy). Any

potential injurious objects (eg glass, dog poo, exposed or broken sprinkler heads, holes, rubbish etc) must be removed or covered.

The ground check should ideally be completed in cooperation with the opposition *Team Manager*.

Once you have completed the ground check please email the JLT App report to the *Manager – Junior Football Operations*

- set up a **First Aid station** where injured players can be attended to
- meet and greet the **opposition Team Manager** – before the start of the game you should introduce yourself to the opposition *Team Manager* and:
  - highlight the location of facilities
  - complete the JLT App ground check
  - discuss any issues related to the game
- place **marking cones** on the oval to divide the playing area into 3 equal zones. Forwards, centres and backs must remain within their zone during play.

## Players

A player **cannot play** in a game unless they are registered with the League or have an approved clearance from a previous Club.

If you are aware that a player in your team is not registered or if they have been suspended or if they have a transfer approval pending please ensure that they do not play in the game until they have registered and/or their suspension period has expired and/or the transfer process has been completed.

Any player who has blood on themselves or their clothing during the game has to be removed from the field and cleaned up and wounds covered before returning.

## Parents/Carers and Spectators

*Team Managers* must endeavour to keep parents/carers and spectators under control and back from the playing area.

You may encourage parents/carers and spectators to barrack for their team but you should strongly discourage *Umpire* and/or opposition abuse - abuse in any form will not be tolerated. A *Ground Manager* is required to be appointed for each game and assistance can be sought from that person as necessary. *Code of Conduct* guidelines are included at **Attachment 20**.

## Disputes

Any disputes or concerns that the *Coach* may have can only be delivered to the *Umpire* via the *Team Manager*. Such messages should only be delivered at quarter or half time.

## After the Game

The time immediately after a game can be a hectic time for *Team Managers* and you should make the *Coach* aware of this so that, if necessary, he/she can allow more time before team talks and presentations to allow you to complete your duties. You may also want to recruit other parents/carers to take on some of the post-match responsibilities.

Immediately following the conclusion of the game, you will need to:

Don't forget to encourage players to sing the *Team Song* (see **Attachment 21**).



## Umpires

- retrieve the Match Football from the *Umpires* and return it to your *Match Kit*

## Equipment

- gather up the team equipment (ie flags, siren, whistles, tarpaulin, *First Aid Kit*) and return them to the *Match Kit*
- if you are the home Club ensure that all fields are packed up and the *Auskick Pro Kit* is provided to the next week's host
  - use your participants to collect all cones
  - pack down posts by unwinding from the middle and take spikes out
  - ensure that the kit bag has 4 green posts and 4 white posts

## Clean up

- ensure that grounds and any change rooms used are left neat and tidy
  - do a quick check of the ground and surrounds and retrieve any rubbish and/or lost property

## Injuries

- note any injuries to players that may require follow up
- ensure that you collect any completed *Injury Report Forms* from the team First Aider.

## Paperwork

- collect the completed *Best and Fairest Voting Forms* from parents/carers
- hand out any newsletters, team information sheets and any other information of relevance to the team
- prepare any *Match Awards* and provide to the *Coach* for handing out to players (see Section 7.0 above for information on Match and end-of-season Awards)

## Scores

Scores and bests are **not** recorded for **U8s-U10s** matches or recorded on the AFL Canberra website.

## Attachment 3 - Match Day Duties of U10s Team Managers

The following list of duties is intended as a guide to assist *Team Managers* managing non-competitive teams in the U10s age group in completing their duties for each match day. Duties may be varied to reflect an individual's time commitment or the scope of the role as negotiated with the team *Coach*.

### Before you start

**Parent/Carer involvement** – as *Team Manager* you will be greatly assisted in undertaking your duties, particularly on game day, if you recruit parents/carers to help out with the team. You have several options to ensure you maximise parent/carers involvement, including:

1. you can draw up a parent *Duty Roster* at the start of the season (preferred) which includes (depending on age group) the following positions:

Field Umpire

Goal Umpire

First Aid

Best and Fairest Voters

Timekeeper (home games only)

*Ground Manager*

Snakes and Oranges (*subject to prevailing COVID restrictions*)

2. you can issue a call for volunteers to identify positions they would like to fill on a more permanent basis

Parents/carers should ideally be rotated amongst roles however some parents/carers may be uncomfortable performing particular roles (eg goal and field umpiring) and it may be preferable to identify specific volunteers to fill those roles. Once you have met and spoken to your parent/carers group at the start of the season you will have a better idea of who is willing/able to do which job.

### Pre-Game

In the week leading up to the game you will need to:

#### Communication

- make contact with the *Coach* to obtain an update on the playing list ie injured/absent players, any players playing up etc
- email players/parents/carers to confirm details of the upcoming game, including start time and ground location maps, and availability of duty and/or canteen roster volunteers

#### Equipment

- check the Match Kit and First Aid Kit for any missing or damaged items. Contact the *Manager – Junior Football Operations* if you need any replacements

#### Paperwork

- ensure that you have sufficient *Best and Fairest Voting Forms*, *Injury Report Forms* and weekly *Award Certificates* for the match. Forms and scorecards are attached and *Award Certificates* are available from the footy office

## Team Sheets

For **U10s** you will need to prepare your own *Team Sheet*, showing the names of all players who are participating in the match. Print two copies of the *Team Sheet* - one for yourself and one for the *Coach*.

To make sure that the Club can accurately record games played to our database, it is important to take care when creating *Team Sheets* so that you can keep an accurate record of games played for each player during the season.

## Game Day

Game Day is a busy day for *Team Managers* and it will help you considerably if you prepared and circulated a parent/carer *Duty Roster* at the start of the season rather than trying to recruit volunteers on game day. You will still need to confirm volunteer availability in the week leading up to the game, and from time to time you may need to make adjustments to the *Duty Roster*, but your job will be much easier if parents/carers know in advance when they will be required to perform duty. A series of *Fact Sheets* have been developed to assist parents/carers undertaking various game day roles. Copies of the *Fact Sheets* are attached. It is your responsibility to ensure that all volunteers understand their roles.

## Team Numbers

Maximum players on the field at any one time (with any number of reserves) is 9-15 players per team.

Under the equalisation rule, *Coaches* and *Team Managers* should agree to have equal numbers on both teams. Surplus players should be given to the other side so that all available players get a game of football.

## Match Personnel

It is your responsibility to ensure that, for every match, you have a:

- **Field Umpire** – prior to the start of the game you will need to provide the appointed *Field Umpire* with a whistle
- **Goal Umpire** – prior to the start of the game you will need to provide the appointed *Goal Umpire* with flags – **no official scores are kept in this age group.**
- **First Aid officer/s** – a minimum of one designated team *First Aider* is to be available for each game. Prior to the start of the game you will need to provide *First Aider/s* with the team *First Aid Kit* and a *First Aid* shirt/bib.

Please ensure that your *First Aider/s* hold appropriate qualifications and a WWVP authorisation.

- **Best and Fairest Voters** – before the start of the game you will need to provide *Best and Fairest Voting Forms* to a minimum of two parents/carers and the *Coach*. For a *Best and Fairest Voting Form* see **Attachment 8**. It is your responsibility to ensure the integrity of the *Best and Fairest* voting system and to maintain records for use in determining end of year awards.

Don't forget to collect the completed *Best and Fairest Voting Forms* at the end of the game.

## Home Games

It is your responsibility to ensure that before the start of every **home game** (ie where your team is named first in the draw) you:

- have a **Timekeeper** (in addition to the personnel listed above) – before the start of the game you will need to provide the designated Timekeeper with suitable devices for signalling time (ie stopwatch and siren or whistle)

Please ensure that the person doing this job is aware of the timing for the age group. If necessary, give him/her a copy of *Fact Sheet No. 3 – Timekeeping* (see **Attachment 19**).

- provide a **Match Football** – it is your responsibility to provide the *Match Football* to the *Umpires* before the start of the game and to ensure that the ball is returned after the end of the game.

Please ensure that your *Match Football* is pumped up and ready to go before the start of the game.

- if your team is playing in the **first game** of the day on an oval you will need to:
  - put out the **goal post pads**
  - place **marking cones** on the oval to divide the playing area into 3 equal zones. Forwards, centres and backs must remain within their zone during play
  - undertake a **pre-match ground check** - undertake a safety inspection of the playing surface and complete the JLT App (downloadable for free from the App store or in hardcopy). Any potential injurious objects (eg glass, dog poo, exposed or broken sprinkler heads, holes, rubbish etc) must be removed or covered

The ground check should ideally be completed in co-operation with the opposition *Team Manager*.

Once you have completed the ground check please email the JLT App report or completed hardcopy to the *Manager – Junior Football Operations*

- set up a **First Aid station** where injured players can be attended to
- meet and greet the **opposition Team Manager** – before the start of the game you should introduce yourself to the opposition *Team Manager* and:
  - highlight the location of facilities
  - complete the JLT App ground check
  - discuss any issues related to the game

## Players

A player **cannot play** in a game unless they are registered with the League or have an approved clearance from a previous Club.

If you are aware that a player in your team is not registered or if they have been suspended or if they have a transfer approval pending please ensure that they do not play in the game until they have registered and/or their suspension period has expired and/or the transfer process has been completed.

Any player who has blood on themselves or their clothing during the game has to be removed from the field and cleaned up and wounds covered before returning.

## Parents/Carers and Spectators

*Team Managers* must endeavour to keep parents/carers and spectators under control and back from the playing area.

You may encourage parents/carers and spectators to barrack for their team but you should strongly discourage *Umpire* and/or opposition abuse - abuse in any form will not be tolerated. A *Ground Manager* is required to be appointed for each game and assistance can be sought from that person as necessary. For *Code of Conduct* guidelines see **Attachment 20**.

### Disputes

Any disputes or concerns that the *Coach* may have can only be delivered to the *Umpire* via the *Team Manager*. Such messages should only be delivered at quarter or half time.

### After the Game

The time immediately after a game can be a hectic time for *Team Managers* and you should make the *Coach* aware of this so that, if necessary, he/she can allow more time before team talks and presentations to allow you to complete your duties. You may also want to recruit other parents/carers to take on some of the post-match responsibilities.

Don't forget to encourage players to sing the *Team Song* (see **Attachment 21**).

Immediately following the conclusion of the game, you will need to:

#### Umpires

- retrieve the *Match Football* from the *Umpires* and return it to your *Match Kit*

#### Equipment

- gather up the team equipment (ie flags, siren, whistles, tarpaulin, *First Aid Kit*) and return them to the *Match Kit*

#### Post Pads

- if you are the home team, and yours is the last game on the oval, arrange the removal of the goal post pads and ensure that they are returned to the storage room

#### Clean up

- ensure that grounds and any change rooms used are left neat and tidy
  - do a quick check of the ground and surrounds and retrieve any rubbish and/or lost property

#### Injuries

- note any injuries to players that may require follow up
- ensure that you collect any completed *Injury Report Forms* from the team First Aider.

#### Paperwork

- collect the completed *Best and Fairest Voting Forms* from parents
- hand out any newsletters, team information sheets and any other information of relevance to the team
- prepare any *Match Awards* and provide to the *Coach* for handing out to players (see Section 7.0 above for information on Match and end-of-season Awards)
- provide any *Milestone Certificates* to the *Coach* for handing out to players.

#### Scores

Scores and bests are **not** recorded for **U10s** matches or recorded on the AFL Canberra website.

## Attachment 4 – Team Manager Duties Snapshot



### AINSLIE JUNIORS FOOTBALL TEAM MANAGER DUTIES – SNAPSHOT

DAY	ACTIVITY	DETAILS	TIP
MONDAY	Communication  Follow-up	Email players/parents/carers to remind them about training and any upcoming events or team activities for the week  Follow-up any questions, clarification, issues etc with the <i>Manager – Junior Football Operations</i>	Keep email group updated Keep in contact with <i>Coaches</i> Keep abreast of team issues
TUESDAY	Equipment	Check <i>Match Kit</i> for any replenishments  Check <i>First Aid Kit</i> for any replenishments	Know your kit
WEDNESDAY/THURSDAY	Team update  Communication	Obtain an update from the <i>Coach</i> about the playing list and any changes, those playing up from your team or those playing up from a lower level  Email players/parents/carers to remind them about details of next game, clarify volunteers for Match Day ( <i>Best and Fairest Voters, Goal Umpire, Water Runners, Team Runner, Boundary Umpire/s, Timekeeper, Scorer, Interchange/Bench Rotation</i> ) and Canteen duty (where relevant) etc  Hand in any unclaimed lost property items to the footy office at 5 Angas Street, Ainslie  Pick up any items required to replenish <i>Match</i> or <i>First Aid Kits</i>	Ensure <i>Age Dispensation (Playing Up) Forms</i> and transfers have been approved  Develop a volunteer roster (ideally covering the entire season)
FRIDAY		Generate <i>Team Sheet</i> from SportsTG  Print 4 copies for distribution on game day  Ensure you have sufficient <i>Best and Fairest Voting Forms, Injury Report Forms, Scorecards</i> and <i>Award Certificates</i> for the match	Don't forget to enter details of <i>Coaches, Runners, Boundary/Goal Umpires</i> and <i>First Aider/s</i> on <i>Team Sheet</i>  Organise your paperwork



SUNDAY	<b>Results</b>	Ensure that all results have been accurately entered on SportsTG. Don't forget to allocate 'bests' (ie best players ranked 1-6) and enter goals kicked data. <i>Can be done on Saturday for Saturday games</i>	<b>Enter results <u>by 11.59pm</u> Sunday</b>
	<b>Paperwork</b>	Collate <i>Team Sheets</i> , <i>Umpire's paperwork</i> , <i>Injury Report Forms</i> and completed <i>Best and Fairest Voting Forms</i>	<b>Create folder or other system to file season's paperwork</b>
		Provide hard or soft copy of <i>Injury Report Forms</i> to the <i>Manager – Junior Football Operations</i>	
		Update team <i>Best and Fairest</i> register	
		File <i>Team Sheets</i> and <i>Umpire's paperwork</i>	
		Update <i>Games Played Register</i>	
	<b>Review Communication</b>	Email players/parents/carers to comment on game, relay or reinforce any messages from the <i>Coach</i> , identify any good performances, statistics or milestones, advise any lost property from match day and, importantly, relay "Thank Yous" to the volunteers	<b>Keep <i>Best and Fairest Register</i> updated for end of season awards</b>
	<b>Follow up</b>	Advise the <i>Manager – Junior Football Operations</i> of any match day issues that will/may require follow-up	<b>Keep <i>Games Register</i> updated</b>
	<b>Promotion</b>	Advise the <i>Manager – Junior Football Operations</i> of any interesting occurrences, stories etc from your weekend match (preferably with photos) that may be worthy of a Junior news item on the Ainslie Football Club website or Facebook page	<b>Enlist parents/carers/supporters to take plenty of photos</b>



**Attachment 5 - *Medical Information and Consent Form***

**Attachment 6 - *Injury Report Form***

**Attachment 7 - Fact Sheet 6 – *Ground Manager***

**Attachment 8 - *Best and Fairest Voting Form***

**Attachment 9 - Age Dispensation Application – Single Year**

**Attachment 10 - Age Dispensation Application – Two Years**

**Attachment 11 - Age Dispensation Application – Younger Age**

**Attachment 12 – *AFL Concussion Guidelines***

**Attachment 13 - *AFC Concussion Policy***

**Attachment 14 - Fact Sheet 5 – *Goal Umpire***

**Attachment 15 - Scorecard**

**Attachment 16 - Fact Sheet 4 – *Boundary Umpire***

**Attachment 17 - Fact Sheet 2 – *Runner***

**Attachment 18 - Fact Sheet 1 – *Water Carrier***

**Attachment 19 - Fact Sheet 3 – *Time Keeper***

**Attachment 20 - *Code of Conduct***

**Attachment 21 - Team Song**