



WEST COBURG
FOOTBALL CLUB

Juniors 2022 Team Manager
Presentation



**WEST COBURG
FOOTBALL CLUB**

Team Manager Responsibilities

- Weekly game communication
- Review Operations manual: <https://essendondfl.com.au/wp-content/uploads/2022/03/2022-Football-Operation-Manual-Website.pdf>
- Coordinating tasks for Parents and home game set up/close up.
- Submission of selected game officials and players online via SportsTG (GameDay) and Match Day paperwork - Umpire/ Opposition. Time & Score Card accuracy and umpire submission.
- Club Best and Fairest – both parents & coaches case votes
- Kit Bag /Jumpers / Balls / First Aid kit maintain in good condition. With aid of Junior Coordinator.
- Game results & best players entered into Gameday
- 50 & 100 Milestone career games monitoring and communication
- Promoting club social activities



- Set up group WhatsApp text messaging on your mobile
- Send Introduction email to parents





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Match Day Officials & Roles

Each gameday requires the following official role to be filled by volunteers:

- Coach
- Assistant Coach
- Team Manager
- Match Day official
- Runner
- Trainer (First Aid)
- Water Person(s)
- Goal umpire
- Umpire escort

Important to note that the EDFL require all team to have a qualified Trainer. If a Trainer is not provided the Club risks a fine and possible game forfeit.



- Email parent roster at beginning of season noting Parents are to find someone else if not available
- Find a parent willing to help at short notice such in case someone not available





Mandatory Official Uniforms

- **COACH** Red
- **ASSISTANT COACH** Red
- **RUNNER** Yellow
- **MATCH DAY OFFICIAL** Yellow
- **TEAM MANAGER** Red
- **GOAL UMPIRE** White
- **TRAINERS** Black
- **WATER PERSONS** Green
- **UMPIRES ESCORT** Blue

Officials Identification

- Team Runner: wear yellow bib including their club name
- Umpires Escort: wear blue bib including their club name
- Trainers: wear white pants/black bib including their club name
- Water Persons: wear green water bibs including their club name (U15, U17, U19–Maximum of 2 Water Carriers)





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Other Match Day Volunteer Duties

- First & Last Home Game – Ground inspection / set up / pack up / clean up
- Scoreboard operator (home games only)
- Match Day timekeeper
- Orange & Snakes person





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Trainer Responsibilities

- Each team must have one accredited sports trainer per team.
- All trainers are to wear identification bibs.
- Trainers must be registered on SportsTG
- Trainers are reminded to have Defib, First Aid Kit, Stretcher and Ice all accessible.

Runner Responsibilities

- Deliver messages from the coach to players whilst each quarter is in progress.
- Deliver the message as quickly as possible and return to the coach's box immediately.
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game
- The runner must be correctly attired in accordance with league requirements





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Match Day Official

The duties and responsibilities of this official should be in accordance with the AFL Kids First program philosophies.

Please ensure the Match Day Manager is not undertaking any other role during these matches. The role and duties are:

- Encouragement – at all times encourage parents and spectators to observe the Code of Conduct and display positive behaviour.
- Public Relations – assume a public relations role with parents and supporters and reinforce the philosophy of AFL Kids First and Code of Conduct.
- Observance and Presence – maintain a clear but calm presence at all times. Monitor and communicate with appropriate club personnel and parents as required.
- Report – where necessary, report serious and/or continued breaches of the Code of Conduct to their club officials.





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Umpire Escort Responsibilities

- Escort the umpires from their change rooms to the centre of the field prior to the start of each match.
- Escort the umpires from their assembly point on the field to their change rooms at half time.
- Escort the umpires from their change rooms to the centre of the field after the half time break.
- Escort the umpires from their assembly point on the field to their change rooms at the conclusion of the match.
- Stand with the umpires during the quarter and three quarter time intervals and present water





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Goal Umpire

ESSENDON DISTRICT FOOTBALL LEAGUE GOAL UMPIRE'S SCORE CARD

Played at.....on.....

.....Grade

.....V.....

	GOALS	BEHINDS	POINTS	GOALS	BEHINDS	POINTS
1st Qr.						
2nd Qr.						
3rd Qr.						
4th Qr.						
Final scores						

.....Goal Umpire

.....Club

CARDS TO BE COMPARED AT HALF - AND THREE - QUARTER TIMES.
COMPLETE, SIGN AND GIVE TO FIELD UMPIRE AFTER MATCH. CLUB GOAL UMPIRES TO
RETURN CARD TO TEAM MANAGER WHO WILL GIVE CARD TO FIELD UMPIRE AFTER MATCH.
GOAL UMPIRES MUST CONSULT FIELD UMPIRE FOR "ALL CLEAR" PRIOR TO RAISING THE FLAGS.





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Timekeepers Responsibilities

- Timekeepers box – check that siren and time clock in place.
- Timekeepers card preparation.
- At conclusion of game Timekeeper passes signed card to Team Manager for delivery to Field Umpire.





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TIME KEEPERS REPORT/SCORECARD
THIS FORM MUST BE GIVEN TO THE UMPIRE AFTER YOUR GAME

Date		Grade		Home Team:			Away Team:			Time of Quarters	
1st QUARTER	Time	3rd QUARTER	Time	Goals	Behinds	Points	Goals	Behinds	Points	U10 Mixed	12 Min
Home team enters field		Home team enters field		1st Qtr			1st Qtr			U10 Girls	12 min
Visitors team enters field		Visitors team enters field								U12 Girls	12 Min
Umpires enter field.....		Umpires enter field.....								U12 Mixed	15 min
Start		Start		2nd Qtr			2nd Qtr			U14 Girls	15 min
Finish		Finish								U14 Mixed	15 min
Time off : Min sec		Time off : Min sec								U16 Girls	15 min
2nd QUARTER	Time	4th QUARTER	Time	3rd Qtr			3rd Qtr			U16 Boys	20 Min
Home team in position		Home team in position								U18.5 Girls	17 Min
Visitors team in position		Visitors team in position								Women	20 Min
Umpires in position.....		Umpires in position.....		4th Qtr			4th Qtr			U18.5 Boys	20 Min
Start		Start								Thirds	20 Min
Finish		Finish								Reserves	25 Min
Time off : Min sec		Time off : Min sec		Total			Total			No Time On Above	For The
Timekeeper Signature.....		Timekeepers Signature.....								Seniors	20 Min
Club.....		Club.....								Plus Time On	

Interval Times: 1/4 Time 5 min, 1/2 Time 15 Min, (10 Min All underage grades except U18.5's) 3/4 Time 5 Min.

BLUE CARD					YELLOW CARD					RED CARD			
PLAYERS NAME	#	CLUB	TIME OFF	TIME ON	PLAYERS NAME	#	CLUB	TIME OFF	TIME ON	PLAYERS NAME	#	CLUB	TIME OFF

Only 1 form required to be completed per match.

UMPIRE SIGNATURE.....



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Scoreboard Attendant Responsibilities

- Must ensure that the scoreboard is up-to-date at all times during a match.
- Scoreboard attendants must be at least 12 years old or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.





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Order off Rule

Red Card (Report) – CANNOT RETURN TO THE FIELD

- Red Card is used for a reportable incident that would go directly to the tribunal and the reported player would not be offered a set penalty. Refer Umpire Report Sheet.

Yellow Card (Report) – 15 MINS

- Yellow is for reports which the player would be offered a set penalty.

Blue Card (Cooling Off - No Report) – 15 MINS

- Player/s engaging in unsocial behavior not in the spirit of the game of Australian Rules Football.

SUMMARY

- Red and Yellow cards are used in relation to reports.
- Blue card is for cooling off. Allowing a player to regain composure but being able to be replaced. **NO REPORT**
- **ALL players can be replaced immediately.**
- Playing time does not include stoppages in play for a stretcher or ambulance. It does not include $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ time breaks.





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Team Sheet & Scorecards

EDFL official Team Sheets are to be completed online, (3) three copies printed in preparation for game day. Late changes allowed on day then after amendments entered into SportsTG/GameDay

1st Copy - Opposition Team Manager 15-20mins before game commencement

2nd Copy - Umpire 15-20 mins before game commencement

3RD Copy - Your record

Goal Umpire Scorecards - Opposition and WCFC check, signs then passes onto Team Manager.

Timekeepers Scorecards - Opposition and WCFC check, signs then passes onto Team Manager.

Team Manager checks both Goal Umpire and Timekeeper scorecards then passes onto field umpire no later than 10 minutes after game conclusion.

Team Manager is required to keep track of points and player goals throughout the game, results to be entered into GameDay before 5pm on the next day.

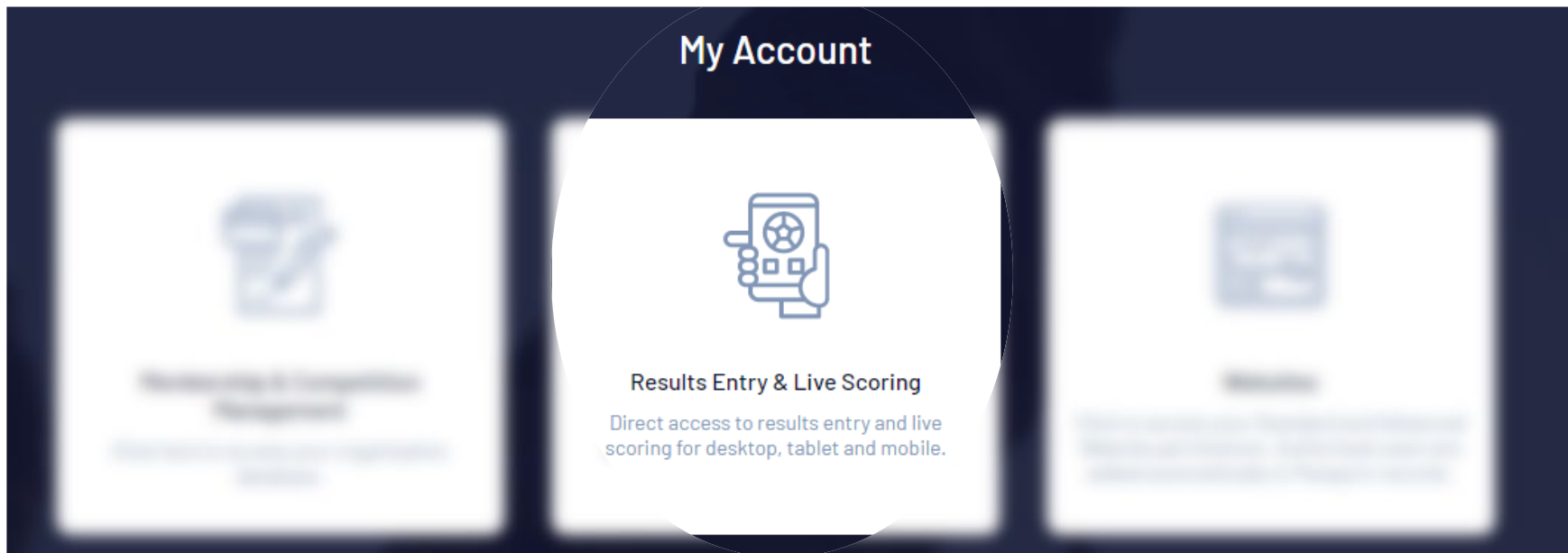




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GameDay - Passport

- Logging of team sheets and scores
- Access via EDFL website. https://websites.mygameday.app/assoc_page.cgi?c=0-3922-0-0-0&SID=42349
- Or GameDay directly. <https://passport.mygameday.app/login>





Team Choice

Online Results Accounts

Select the Online Results account you would like to access from the list below.

<p>West Coburg 1 Essendon District Football League (EDFL)</p> <p>iFLY Grading Under 14 Girls Team Last login: 2022-03-30 22:47:03</p>	<p>West Coburg 1 Essendon District Football League (EDFL)</p> <p>Team Last login: 2022-03-29 15:16:06</p>
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Match Selection

- Check the dates to bring up **correct list**
- Select **Pre Game**

Match Results Entry

Show matches between: (dd/mm/yyyy) To:

Match List

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	
	Maribyrnong Park 1	West Coburg 1		iFLY Grading Under 14 Girls	03/04/2022 11:00	Walsh Oval	<input type="button" value="Pre Game"/> <input type="button" value="At Game"/> <input type="button" value="Post Game"/>
	West Coburg 1	Aberfeldie 1		iFLY Grading Under 14 Girls	10/04/2022 11:00	Brearley Reserve	<input type="button" value="Pre Game"/> <input type="button" value="At Game"/> <input type="button" value="Post Game"/>





Officials Selection

- Coach has to be registered / provide accreditation to be in drop down (contact registrar if note there)
- TM/Trainer/Assistant coach should be in drop down. Otherwise manually under **temporary assignment**.
- **Save Officials** first before completing team selection

Team Officials Auto Select Officials Save Officials

Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments.

Group	Appointment	Member	Temporary Assignment
Club Coaching Staff	Coach	[Redacted]	
Club Coaching Staff	Ass. Coach	[Redacted]	
Club Runner	Runner	Select Team Official	[Redacted]
Club Team Staff	Team Mgr	Fraser, Mark	
Club Trainers	1.	[Redacted]	
Club Trainers	2.	Select Team Official	
Club Trainers	3.	Select Team Official	
Club Water Person	1.	Select Team Official	
Club Water Person	2.	Select Team Official	
Other	Umpires Escort	Select Team Official	[Redacted]
Other	Match Day Manager (Jnr's only)	[Redacted]	



Team Selection

- Auto select players registered to team

Selected Players

- If unable to locate, try using available players. Use all club players.

Available Players

- Type in name.

Available Players





Team Selection

- Once team is in select player, add jumper number (positions not required)

Selected Players

Auto Select Players

Sort by: Name No. Position

Fraser, Alice

No. Select a position

- Once confirmed team and numbers then Save

Save Team Selection

- Then print



POST GAME: Update any team changes that were recorded at game. E.g. players that didn't turn up. Make sure it matches what the umpires would have.



Post Game – Scores

- Go back into GameDay and choose **Post Game**
- Update both teams scores (Home team responsibility) in line with timesheet/goal umpires and **save match scores**.

← Back to Match List

Pre Game At Game **Post Game**

IFLY Grading Under 14 Girls
03/04/22 11:00
Full Time Goals
Full Time Behinds
Full Time Total Points

Maribyrnong Park 1 West Coburg 1

Final Match Scores West Coburg 1 Player Scores Awards

Helpful tip: Progressive score is required for AFL. eg. the score for 02 is the running total, not the amount scored in the quarter.

Maribyrnong Park 1	West Coburg 1
Quarter 1 Goals <input type="text"/>	Quarter 1 Goals <input type="text"/>
Quarter 1 Behinds <input type="text"/>	Quarter 1 Behinds <input type="text"/>
Quarter 1 Total Points <input type="text"/>	Quarter 1 Total Points <input type="text"/>
Quarter 2 Goals <input type="text"/>	Quarter 2 Goals <input type="text"/>
Quarter 2 Behinds <input type="text"/>	Quarter 2 Behinds <input type="text"/>
Quarter 2 Total Points <input type="text"/>	Quarter 2 Total Points <input type="text"/>
Quarter 3 Goals <input type="text"/>	Quarter 3 Goals <input type="text"/>
Quarter 3 Behinds <input type="text"/>	Quarter 3 Behinds <input type="text"/>
Quarter 3 Total Points <input type="text"/>	Quarter 3 Total Points <input type="text"/>
Full Time Goals <input type="text"/>	Full Time Goals <input type="text"/>
Full Time Behinds <input type="text"/>	Full Time Behinds <input type="text"/>
Full Time Total Points <input type="text"/>	Full Time Total Points <input type="text"/>
Results <input type="text" value="Select result"/>	Results <input type="text" value="Select result"/>

Save Match Scores





Post Game – Goals and Best Players

- Update WCFC **Best players** (1 – 6) and **goal scorers** after every game.
- Goals scorers need to match how many goals were noted on prior **final match scores** page.
- Save using **Update player Scores**

← Back to Match List

Pre Game All Game Post Game

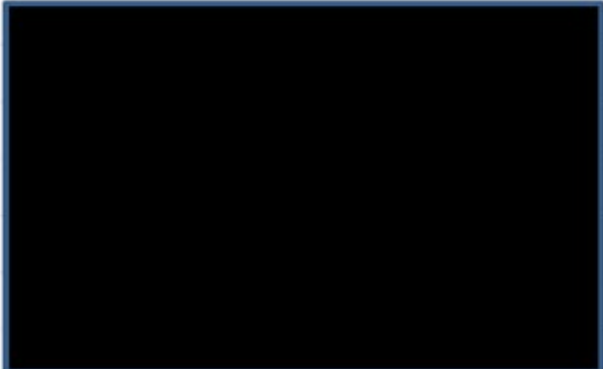
IFLY Grading Under 14 Girls
03/04/22 11:00
Full Time Goals
Full Time Behinds
Full Time Total Points

Maribyrnong Park 1 West Coburg 1

Final Match Scores West Coburg 1 Player Scores Awards

West Coburg 1

Update Player Scores

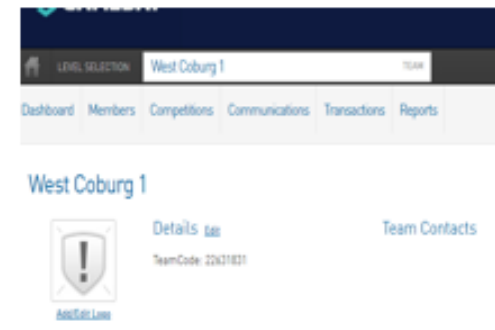
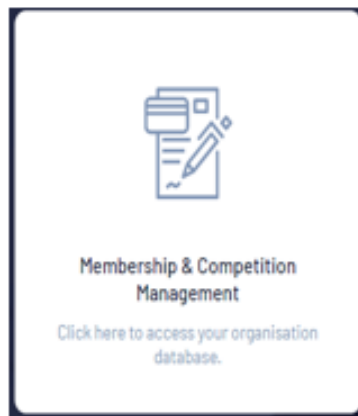
Name	Member ID	Player Number	Roles	Goals	Best
				<input type="text" value="0"/>	<input type="text" value="0"/>
				<input type="text" value="0"/>	<input type="text" value="0"/>
				<input type="text" value="0"/>	<input type="text" value="0"/>
				<input type="text" value="0"/>	<input type="text" value="0"/>
				<input type="text" value="0"/>	<input type="text" value="0"/>
				<input type="text" value="0"/>	<input type="text" value="0"/>
				<input type="text" value="0"/>	<input type="text" value="0"/>
				<input type="text" value="0"/>	<input type="text" value="0"/>





Players Match Numbers - Milestones

- Recognising milestone games: 50 or 100 games.
- Parents can source and pay for a banner for match day.



Members in Team

Competition: --All Competitions-- Season: 2022 Age Group: --All Age Groups-- Status: Active Gender: Female





Players Game Numbers - Milestones



Fraser Alice



Dashboard Types Coach Accreditations Tags Tribunal Transfers Member History **Statistics**

Alice Fraser - #03306605



Career Statistics

Apprentice	Games	M	Club
[REDACTED]			
Totals	25		





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Match Day Checklist

- Officials and players entered into GameDay before game commencement.
- EDFL official Team Sheets (3) three copies are required on Match day.
- Team Manager to arrive at least 45 minutes before game.
- Team Sheets handed to umpire and opposition Team Manager before game commencement.
- Best & Fairest voting slips handed out (parents / coach)
- All Match Day official duties confirmed before game commencement
- Check correct Official and Player attired
- Adhering to strict starting and break times
- Results entered into GameDay

Additional Home Game Responsibilities

- Allow extra 15-20 minutes for set up if first game.
- Ground Inspection (AFL Match Day App) if first game.
- Scoreboard operation
- Presents (2) two footballs to umpires. Spare ball placed in timekeepers' box, Home Umpire escort person collects ball after game.
- Cleaning and Equipment Storage post game if last game.





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Team Manager Tips

- A little preparation goes a long way.
- Use email templates, spreadsheets, pre fill documents prior to match.
- Engage with the parents of the players at training / gameday.
- Give the parents a team list. So they get to know the players.
- Ask for help.
- Document folder / clipboard.
- You can never have enough pens.
- Enjoy the game.





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Voting Cards

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Vs

Grade.....Date.....

5 votes Player.....No.....

4 votes Player.....No.....

3 votes Player.....No.....

2 votes Player.....No.....

1 vote Player.....No.....





**WEST COBURG
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Weekly Awards



WEST COBURG
JUNIOR FOOTBALL CLUB



opposition player of the week
**ENCOURAGEMENT
AWARD**

Team.....date.....

Please present to the canteen
for 1 hot item and a can of soft drink

