



CAULFIELD BEARS JUNIOR FOOTBALL CLUB

TEAM MANAGERS MANUAL

Season 2018

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INTRODUCTION

The role of the Team Manager is to manage the administrative affairs of their Team, in particular:

- 1) Completion and lodgement of Team documentation
- 2) Organisation of duty roster for match days
- 3) Ensuring the Team functions in its off-field capacity

It is an extremely important and much appreciated role at the Caulfield Bears Junior Football Club (CBJFC).

This manual is to be read in conjunction with the SMJFL 2018 Team Managers Handbook.

Team Manager Coordinator

To support the Team Managers, the Committee appoints a Team Manager Coordinator who will:

- Coordinate and educate all Team Managers about their role
- Oversee paperwork required by the SMJFL
- Liaise with the Committee about issues raised by Team Managers
- Maintain database of games played and notify Team Managers when milestones are coming up

This manual is to be read in conjunction with the SMJFL 2018 Team Managers Handbook.

Responsibilities

The following list of duties is very extensive and the Team Manager needs to effectively delegate many roles to other people to ensure the workload is spread across other members of the Team. However, it is the Team Manager who has the ultimate responsibility to ensure that the tasks are completed and done so in accordance with Club standards.

KEY CONTACTS

PRESIDENT	LOUISE NELSON	louisenelson10@gmail.com	0403 396 977
VICE PRESIDENT	PETER BREMNER	vicepresident@caulfieldbears.com.au	0412 326 942
SECRETARY	KATHERINE ROBERTS	secretary@caulfieldbears.com.au	0418 108 365
TREASURER	JOHN MARGERISON	johnmargerison@metricon.com.au	0423 708 034
GROUNDS and COUNCIL LIAISON	PETER BREMNER	peter.bremner@colliers.com.au	0412 326 942
TEAM MANAGER COORDINATOR	SAM JACKSON	samtjackson@optusnet.com.au	0403 253 828
CLUB TRAINER	CARLEE PEPYAT	carleepepyat@gmail.com	0421 480 725

DUTIES

AD HOC

Code of Conduct

The Team Manager needs to be familiar with the Club Code of Conduct that is outlined in the Information Booklet on the Caulfield Bears website and needs to actively promote this code in all dealings with parents, players and officials.

At the initial parent information session, Team Managers must ensure that parents are informed of their responsibility to adhere to the 'Parents Code of Behaviour' and reiterate that these codes of behaviour extend to social networking sites.

If Team Managers become aware of parents breaching the code and feel uncomfortable addressing the issue or are unable to change the behaviour, they must escalate to the Team Manager Coordinator for further action.

Team Managers are to issue each family with CBJFC Parent Expectations and each player must receive the Player Expectations form. They must sign this document indicating they have read and understood what is expected of them. The Team Manager must collect and file, the signed Player Expectations, for the Club.

Jumper Allocation

The Team Manager must accurately record the allocation of all jumpers (and other club equipment) to players and to ensure that they are returned at the conclusion of the season.

Players are asked to 'sign-out' and 'sign-in' all jumpers (and other club equipment) for verification purposes. Players who fail to return club property at the end of the season will be fined a \$50 replacement cost charge.

Club Property and Equipment

The Team Manager is to ensure all property and/or equipment in their Team Kit (including training footballs and jumpers) are clearly marked. All property should be marked to identify the property as belonging to (a) the Caulfield Bears Junior Football Club and (b) the relevant team. For example, all property/equipment in the U12 Team Kit should be marked "CBJFC U12".

Familiarity with SMJFL By-Laws

The Team Manager needs to be familiar with the contents of the SMJFL By-Laws prior to the commencement of the season. This document can be found on the SMJFL website, under 'Rules & Policies'.

Should there be a conflict between the information contained in this document and the SMJFL By-Laws, the information contained in the SMJFL By-Laws shall take precedence.

Games Played Records

The Team Manager Coordinator keeps track of games played for each player and will inform the Team Manager of 'milestone' games for players when they occur.

All players achieving a 50 game milestone will be presented with a commemorative medallion. 100 game players are presented with a trophy and if they have played the majority of their 100 games at CBJFC, their names will be inscribed on the "100 Game Board" at the end of each season.

If parents want to create a banner for their child, the Club has banner-making materials available for their use. Information can also be provided on preferred suppliers who make banners for purchase - at the families own cost.

Newsletter Report

The Team Manager must ensure a match report is completed each week to be included in the Club's weekly newsletter 'The Bear Facts' and it is recommended that the Team Manager roster a parent for this duty each week.

A template will be made available for use by all teams – the template has been designed to enable a brief match report as well as other information relevant to the team (such as Goal Kickers, Best on Ground, Bear of the Week awards, etc).

Match reports are due by midday on the Monday following your game. The template (and any associated pics) must be emailed to cbjfcnewsletter@gmail.com

Family Nights

Each Team will be rostered to assist with the running of a Family Night (once per season). The Team Manager will need to ensure that adequate numbers of people are scheduled to assist with:

- Setting up tables and chairs within social rooms
- Providing food (incl. cooking if required)
- Managing the bar and canteen
- Selling raffle tickets
- Cleaning up social rooms at conclusion of night

DUTIES

Match Day

Ground Markings

The Team Manager needs to ensure the ground is properly marked with boundary lines, goal squares, bounce circle(s) and interchange area(s). It is not the Team Manager's responsibility to mark the ground rather it is his/her responsibility to ensure the ground has been properly marked in accordance with SMJFL requirements.

A centre square area (approx. 40m x 40m) is to be clearly and properly marked. A 40m arc across the half-forward line is optional.

The Player Interchange areas can be either on opposite sides of the ground or, if on the same side, they should be placed a good distance apart (eg: one in the forward pocket and the other in a back pocket of the ground).

For modified rules games, the Team Manager must ensure that the zones have been set up with the flat plastic cones and at the conclusion of the match, removed from the ground.

Boundary Lines and Ground Perimeters

At Koornang Park (and other grounds in its municipality), the City of Glen Eira imposes a minimum distance of 4 metres between the boundary line and the perimeter fence (at all points).

If a ground does not have a perimeter fence, a second line parallel to the boundary line should be marked – this second line should be at least 3 metres from the boundary line and no spectators are allowed within this zone (ie: the area between the 2 marked lines). Coaches and team officials (incl. interchange players) are allowed within this area but there must be no hard objects such as a drink-bottles and/or carry-racks, medical box, chairs, etc.

Similarly, with grounds that are fenced ie Koornang Park, only team officials and interchange players are allowed inside the fenced area of the ground and all hard objects must be placed as far away from playing area as realistically possible.

Only four officials are allowed in the Team Bench area during the match: Coach, Assistant Coach, Trainer & Runner. They must all be wearing the appropriate SMJFL bib.

If spectators/parents approach the coaching area or stand too close, they must be asked to move.

Modified Rules Ground Set-Up

Ground set-up for modified rules single team games will be as follows.

Our standard modified rules set-up will consist of one set of temporary posts being set-up at centre half back (along the centre square) in line with the permanent goal posts at the other end. The ground should then be divided using the disks into three even sections and the boundary lines brought in a little bit.

Pre-Match Ground Inspections

When playing at home, the CBJFC Ground Steward (or nominated Committee member) will complete the ground inspection and submit the report via the "JLT Match Day" App. This will then be available for all to access. Team Managers should ensure that they have sighted this report before their match begins.

If the Team is playing later in the day, the Team Manager may request another ground inspection to ensure the condition of the ground (and surrounding environment) has not deteriorated since the initial inspection.

For 'away' matches, the Team Manager needs to check that the ground has been inspected by a responsible person of the 'home' team prior to the commencement of the match (or the commencement of the day's play) and that their Ground Inspection Report has been submitted via the online App.

If the "Ground Inspection Report" has not been completed or submitted, the match should not commence until such time as the ground inspection has been conducted.

Registration of Players

The Team Manager is responsible to ensure only players registered with CBJFC play in any given match. If in doubt, the player should not be allowed to play until confirmation of registration has been obtained from the club's Registration Officer.

The Team Manager must also ensure that only players who have met the finals qualification standards, as stipulated by the SMJFL, play in any finals. Confirmation of the status of any/all players can be obtained from the club's Registration Officer.

CBJFC Match Report

Team Managers must complete a "CBJFC Match Report" (refer Appendix 2) to provide information to the Club if there is any incident or problem relating to the match played.

Provide Team Officials

The Team Manager is responsible for ensuring that their Team provides the following officials and that they are all correctly attired with the relevant SMJFL bibs as per the SMJFL By-Laws:

- Coach* — must be accredited with AFL Level 1 Coach
- Assistant Coach* — must be accredited with AFL Level 1 Coach
- Runner*
- Umpire escort**
- First-aid officer/medical trainer*
- Parent Umpire (Modified Rules only)*
- Boundary umpire (not required for Modified Rules)
- Goal umpire
- Water-person(s) (not allowed for Modified Rules)

*These officials must all have a current "Working with Children Check".

** Umpire escorts for modified rules games do not require a working with children check as the umpire's in these games are over the age of 18. All other umpire escorts require the check.

Whilst not an official role, many Team Managers allocate a parent to provide oranges for half time and snakes for the end of the game.

First Aid Officer/Trainer

The Trainer must be supplied with adequate first-aid equipment/supplies and should hold a Provide First Aid (HLTAID003) certificate along with a current CPR qualification. Trainers for teams in U13 and above are also required to hold an Emergency Response Training certificate.

If an incident arises that requires the Trainer, the Team Manager must ensure that the Trainer has completed a "CBJFC Injury/ Incident form" (Refer Appendix 4), which will then be submitted to the Club Trainer.

The Team Manager should ensure that they are aware of the CBJFC Medical Emergency Plan and that their Trainer has a copy of this document in the medical kit.

Runner

Runners may deliver a message to a maximum of 2 players before they must leave the field.

They may not coach, barrack or in any way deliberately obstruct play or interfere with a player or official from the opposing team. A field umpire may order from the field if they feel that the Runner is in breach of the By-Laws. Any Runner ordered from the field may be replaced.

Water Carrier

Water Carriers must be at least 12 years of age or, in the opinion of the Field Umpire, of sufficient age to be competent to perform the task.

One Water Carrier is permitted to enter the field of play to deliver water to players in all grades up to and including the U12s. Two Water Carriers are permitted to enter the field of play to deliver water to players in the U13-U17 competitions.

Water-persons must not be positioned within 30 metres of the coaching area or have any communication with the coaching area unless it is during a break between quarters. Water Carriers are not permitted in modified rules games.

Field Umpires

For modified rules (U8-U10), each Team must supply an Umpire over the age of 18 who has completed the necessary SMJFL training. Team Managers should ensure that at least 2 parents in the group have been accredited.

Should one team fail to provide a qualified umpire, the match will be played with just one umpire.

For other competitions, the SMJFL will appoint & supply umpires for all matches. If a team requires a point of clarification from the umpire, the Team Manager is the only person who can approach the Field Umpire on behalf of the team.

Please refer to the SMJFL Team Manager document in the event of an umpire not being assigned or fails to attend a match.

Goal Umpire

Each Team must supply a goal umpire over the age of 16 for all matches. They must be appropriately attired with a white jacket to identify themselves as the goal umpire and be equipped with a set of goal flags, scorecard and pen/pencil. The goal umpire must confirm the match score with the other goal umpire at the conclusion of each quarter and notify the scoreboard operators accordingly. In the event of a dispute of the score between the goal-umpires, they should confer with the time-keepers who will also keep the score of the match.

Boundary Umpire

Each Team (except for U8-U10s) must supply a boundary umpire for all matches. The boundary umpire must be at least 16 years of age and must be competent and fit for the role (which is subject to the discretion of the field umpire). Boundary umpires must wear the appropriate SMJFL bib and carry a whistle. The boundary umpire must be conversant with the correct procedures to ensure the proper conduct of the match.

The field umpire has the power to over-rule a decision by a club-appointed boundary umpire or goal umpire if he/she believes such decision to be incorrect.

Umpire's Escort

It is the responsibility of the Team Manager to appoint a responsible person to act as Umpire's Escort. The role of the Umpire's Escort is to escort the field umpire(s) to and from the ground at the beginning of the match, at half-time and the end of the match. The umpire is to be escorted by the Umpire's Escort from where the umpire is at the time the siren sounds to end the half or the game to the door of the umpire's room.

The Umpire's Escort should make himself/herself known to the field umpire when the umpire arrives at the ground or as soon thereafter as practical and show him/her to the umpire's room. The Umpire's Escort should introduce the umpire to the Team Managers and Coaches of each team.

The Umpire's Escort should also ensure the umpire leaves the ground safely and, if appropriate, is accompanied by his/her parent or guardian.

Failure to comply with the above may incur a fine to our club from the SMJFL.

The Umpire's Escort should communicate with the umpire during the quarter-time, half-time & three-quarter-time breaks to identify potential problems (eg; players swearing or becoming feisty, etc) and inform the Team Coach or Team Manager of the potential problem. By acting as this conduit between the umpire(s) and our Team Coach &/or Team Manager, he/she may be able to defuse potential issues.

The Umpire's Escort should also organise drinks and/or oranges for field umpires and boundary umpires at all intervals during a match as well as before and the end of the match. If it is a home match at Koornang Park, the Umpire's Escort should also organise a complimentary sports drink or soft drink from the canteen for the field umpire(s) and boundary umpires at half-time.

Time-keeper

Each Team must supply at least one competent time-keeper with a score-card (incl. pen or pencil) for recording match score and, if they are the "Home" team, an accurate timing device and a siren or bell which can be clearly heard at any location on the field.

The time-keeper shall also be responsible to operate the score-board for home matches (non-modified rules only).

There is no "time-on" for any stoppages except in exceptional circumstances and only at the instruction of the field umpire(s) in the appropriate manner.

The time-keeper shall also record the scores of the match on the reverse side of the time-keepers card as a check in the case of a dispute by the Goal Umpire(s).

The time-keeper shall complete and sign the time-keepers card and verify the accuracy of its information.

The time-keeper shall be aware of the provisions in the SMJFL By-Laws concerning the length of quarters and the length of intervals.

The time-keepers are to sound the siren or bell five minutes before the commencement of the match. One minute prior to the completion of the intervals at quarter-time and three-quarter-time and 3 minutes prior to the conclusion of the interval at half-time as a warning to the competing teams that the interval is soon to conclude.

The playing times shall be as follows:

Age Group	Match Duration	Break duration (min)		
		¼ time	½ time	¾ time
U9 Girls	10 minute Qtr	3	6	3
U12 Girls	12 minute Qtr	3	6	3
U15 Girls	15 minute Qtr	3	10	5
U18 Girls	17 minute Qtr	3	10	5
U8-10 Mixed	12 minute Qtr	3	6	3
U11-13 Mixed	15 minute Qtr	3	10	5
U14-16 Boys	20 minute Qtr	3	10	5
U17 ½ Boys	22 minute Qtr	3	10	5

Canteen Duty

Whenever playing at 'home', it is the responsibility of the Team Manager to ensure volunteers are supplied to the canteen for the duration of the teams' home matches or as directed by the permanent canteen staff. If 2 people from the team share this duty on any given day, it is advisable to arrange for a person to assist in the canteen from the commencement of the match (or earlier if possible) until the end of the half-time break and the 2nd person to assist in the canteen from the start of the half-time break in the match until the commencement of the next match or until the custom of the canteen has subsided. By adhering to this process, there will be sufficient numbers of people serving during the 'peak' periods (which are the half-time breaks and end/before matches).

No person under the age of 16 years is allowed in the canteen during match days.

Provide Match Footballs

The home club must provide 2 match (red) footballs in good condition, according to umpire's discretion, for the appropriate age group. Both footballs are to be offered to the field umpire for inspection at least 10 minutes prior to the scheduled commencement time of the match.

Age Group	Football Size	Football Type
U8 – U10	Size 2	Synthetic (all-weather) footballs
U11 – U12	Size 3	One red leather and one synthetic (all weather) football
U13 – U14	Size 4	2 red leather footballs
U15 – U17	Size 5 (aka Match)	2 red leather footballs

In wet conditions, or night matches, a yellow leather football can be used, if agreed by both coaches.

All footballs supplied by SMJFL for U11 – U17 finals will be leather footballs unless, in the opinion of the SMJFL Executive, due to weather conditions, synthetic or yellow footballs may be used.

All match footballs must have the SMJFL logo imprinted on them.

Players Attire

All players must wear the correct guernsey, shorts & socks with the SMJFL logo.

All players must wear white shorts at "Away" matches and navy shorts at "Home" matches. Beige or black compression undergarments may be worn underneath Club shorts, but must not extend below the knee.

All players in the modified rules competition must be wearing the appropriate coloured wristband for their zoning:

Position	First Named Team	Second Named Team
Forward	Blue	Yellow
Centre	Red	Red
Back	Yellow	Blue

The stops/studs of football boots must not have any sharp edges or exposed metal or be unsafe according to the umpire. No aluminium or stainless steel stops/studs will be allowed.

No jewellery is permitted. Mouthguards must be worn. Under no circumstances may a player commence a match without a mouthguard.

Reported Players

If a CBJFC player is reported, the Team Manager MUST inform the Team Manager Coordinator or Club Secretary at the completion of the match. Please refer to the SMJFL By-Laws for further information of reported players. The CBJFC also has an internal policy for dealing with reported players, this can be found in the CBJFC Club Handbook.

Players sent from the ground

Players who are sent from the ground by the umpire due to misdemeanour must proceed directly to the coach's box/area, via the interchange area. The minimum period of time a player is to be sent from the ground for a misdemeanour is the duration of one full quarter. That is, if a player is sent from the ground at the 5 minute mark of the first quarter, he/she will remain off the ground until no earlier than the 5 minute mark of the second quarter. The Team Manager must advise the time-keepers of the player's name & jumper number and how long he/she has been sent from the ground. Time will commence from the time the Team Manager advises the time-keepers of these details. Please refer to the SMJFL By-Laws for further clarification.

Interchange Area

Team Managers must ensure the interchange of players is made through the marked interchange area. The exception to this rule is that a severely injured player may be taken from the ground at any place. However, if a player is taken from the ground outside of the interchange area, the player cannot return onto the ground for the duration of exactly one quarter the match. EG; Example: if the breach occurs at the 16-minute mark of the second quarter the player would only be permitted to return to the field at the 16-minute mark of the third quarter.

CBJFC Voting

Voting for Club Awards is to be conducted for all age groups from U11, by 2 people each match on the following basis:

5 votes — Best Player

4 votes — 2nd Best Player

3 votes — 3rd Best Player

2 votes — 4th Best Player

1 vote — 5th Best Player

The Coaching Team should complete one set of votes for each round. It is up to the discretion of the Coaching Team and Team Manager whether another set should be completed by a parent. The Team Manager should rotate this amongst the parent group at their discretion.

The completed voting cards are to be returned to the Team Manager at the conclusion of the match and the Team Manager will seal the votes into an envelope provided for this purpose. Each envelope should be marked with the round number and name of opposition team. The Team Manager will securely store these voting cards until the end of the season at which time the votes will be counted for each match to determine the recipients of team awards &/or performance awards. The 'end-of-season' voting must be conducted by at least 3 people for verification purposes.

Refer to Appendix 3 for an example of the voting card.

Player Awards

Awards will be given to players for each match as well as for the entire season.

'Season Awards' are to be awarded in the following format:

- **Best and Fairest Player, 2nd Best and Fairest Player, 3rd Best and Fairest Player**

The Best and Fairest awards will be judged in accordance with the season's voting system, as shown above.

- **Match Day Awards**

'Match Day Awards' are to be allocated to the player judged as 'Best Player' and 2 other players to receive 'Encouragement Awards'. These awards can be announced immediately after the match or at the club's 'Family Night' social function.

One or two will be a canteen award, the others will come from Sponsors.

At all home matches, the Coach and Team Captain will nominate a player from the opposition team to receive a "Sportsmanship" award. They will be presented with a canteen voucher.

It is the responsibility of the Team Manager to ensure that the Coaches have all the awards ready at the conclusion of each match.

SMJFL MATCH DAY REQUIREMENTS

The SMJFL also have a Team Manager Handbook, which should be read in conjunction with this document. It covers all their match day requirements. The SMJFL Team Manager document will be given to all Team Managers in their kits. Should there be a conflict between the information contained in this document and the SMJFL Team Managers Handbook, the information contained in the SMJFL Team Managers Handbook shall take precedence.

Team Sheets

The Team Manager must print off 2 copies of the Team Sheet from sporting pulse: 1 for the opposition and 1 for the CBJFC – to be filed for the Team Manger Coordinator with the other relevant match day paperwork.

Players' names must appear on the Team Sheet in the same order they appear in the SMJFL Team Register and each player competing in the game must sign the Team Sheet adjacent to their name (only the CBJFC sheet needs to be signed). A line must be ruled through the name of any player who is not taking part in the match and DNP (did not play) written next to their name.

Both Team Managers must sign the completed Team Sheets and hand them to the Field Umpire no later than the commencement of the third quarter – usually done at half time.

At the conclusion of the match, the Team Sheets are handed back to the Team Managers. If the Opposition Team requires a copy, they are given the unsigned version (should still be amended with any changes to players).

It is recommended that the Team Manager takes a copy (pic) of their team's signed sheet for their records and the second signed sheet is to be given to the Team Manager Coordinator with the other match day documentation listed below.

It is critical that any changes made on match day to the Team Sheet (ie players removed who did not play) are reflected in sporting pulse. Team Managers must update their on-line sheets by 8pm Match Day. The SMJFL will be using the on-line sheets as their official record, so if there are any discrepancies, it is the on-line version that will be considered correct. This has implications for insurance and finals, so it must be accurate.

Competition Match Report (CMR) Form

When playing home matches, the Team Manager must complete the heading of the CMR and leave in the umpire's room for them to complete.

Umpires rate the behaviour of players, spectators and officials on their copy of the CMR (not visible to the teams). Team Managers need to be even more vigilant that behaviour around them is appropriate. At the conclusion of the match, both Team Managers are to sign the CMR and it is then distributed as follows:

- Green — Home team copy
- Pink — Away team copy
- White — Umpire copy

The relevant copy (green or pink) must be submitted to the Team Manager Coordinator with the other documentation.

In games without SMJFL appointed umpires (eg. modified rules), the home team Umpire is responsible for completing the CMR and submitting it online: www.smjfl.com.au This must be done by 9pm on match day otherwise the Club is fined.

Player/Official Report Form

When playing home matches, the Team Manager must provide the umpire with copies of the Player/Official Report form to complete if required.

Submitting Match Documentation

During the week, the Team Manager Coordinator will provide each Team Manager with an envelope and document checklist for their upcoming match. The Team Manager must collect this from their pigeon-hole in the Club Rooms and at the conclusion of the match, ensure that the relevant items are enclosed:

- Copy of team sheets (CBJFC and opposition)
- Competition Match Report (green or pink copy)
- CBJFC Match Report – if required
- Injury/Incident Form – (to be filed in CBJFC Club Trainer's folder)
- Player/Official Report Form – if required
- Goal umpire scorecard
- Timekeeper scorecard

If the match is being played away, these items must be returned at the conclusion of your game. If an incident has occurred, the Team Manager Coordinator must be contacted that day.

Updating Sporting Pulse

At the conclusion of each match, the following information needs to be updated in Sporting Pulse:

U8-U10 Requirements

Action	Rqd	Timeline	Notes
Enter scores	Yes	8pm match day	Information will not be shown on-line.
Update team sheets	Yes	8pm match day	Online sheets must reflect paper copies
Dispute opposition team sheet	No	12pm Tuesday	Must notify TM Coordinator if opposition's online sheet does not match the paper copy

U11-U17 Requirements

Action	Rqd	Timeline	Notes
Enter scores	Yes	8pm match day	
Update team sheets	Yes	8pm match day	Online sheets must reflect paper copies
Dispute opposition team sheet	No	12pm Tuesday	Must notify TM Coordinator if opposition's online sheet does not match the paper copy
Best players	No	8pm match day	May be entered
Goal kickers	No	8pm match day	May be entered

ADVERSE WEATHER CONDITIONS

The SMJFL may cancel any SMJFL match due to adverse weather conditions such as, but not limited to, excessive heat/humidity, lightning or rain/hail that may endanger participants' health or safety.

In the event there are no SMJFL staff available to make a decision, a game may be cancelled on the agreement of both Team Managers. However, if the SMJFL, on review of the game, decides the game should not have been cancelled, it reserves the right to award points or hand down any penalty as it sees fit.

Where play is unable to proceed in a home and away game for a period of time equal to one quarter, due to adverse weather conditions, the game shall be cancelled.

Where a match is either not started or stopped prior to half time, the game shall be considered cancelled and each team shall be awarded 2 premiership points. No adjustment will be made to either team's cumulative total points for and against. Where the game is cancelled in the 3rd or 4th quarter, the team leading shall be considered the winner and the score recorded at the cessation of play entered as the final score.

CONCLUSION

The role of the Team Manager is extremely important for the club to function effectively and the CBJFC are very appreciative of our Team Managers for their individual and collective efforts.

To be truly effective, a Team Manager needs to recruit other parent helpers so that many of the tasks and duties can be delegated and the work shared.

Good luck for your season and, again, we thank you very much for your efforts.

Appendices

- I. Match Day Checklist
- II. CBJFC Match Report Templates
- III. Voting Card Templates
- IV. Injury / Incident Forms — separate document
- V. SMJFL 2014 Law Comparison Ready Reckoner — separate document
- VI. Team Kit Checklist / Jumper Allocation — separate document
- VII. Fixture Template / Duty Roster — separate document
- VIII. SMJFL Team Manager Duties Handbook — separate document

APPENDICES

Match Day Checklist

- Wear Team Manager bib
- Check if help required for home ground set up: sponsor banners, padding on goals posts, zones etc
- Give out bibs to other parent helpers and instruct Umpire Escort, Time Keeper and Goal Umpire of duties
- Give whistle to Parent / Boundary Umpires and First Aid Kit to Trainer
- Give scorecard to Goal Umpire, timekeeper card to Timekeeper
- Introduce yourself to opposition Team Manager, Coach and Umpire
- Sight ground inspection report.
- Get players to sign one copy of Team Sheet – adjust sheet accordingly, if necessary
- Ensure all players are properly attired (including mouthguards)
- For modified rules – distribute wrist bands to players (or give to Coach)
- Record all quarter time scores and goal scorers on both copies of Team Sheet (not U8 or U9)

Home Match:

- Ensure CMR book is in Umpire's room – complete header information
- Give umpire 2 match footballs to select from (make sure they are returned at the end of the game)
- Check canteen duties are covered by rostered parent helpers

Half Time:

- Ensure both team's sheets have been signed by both Team Managers and taken to Umpire
- Ask Umpire if there are any messages for the Coaches

Full Time:

- Report to Umpire and sign CMR – distribute report according to instructions
- Collect Team Sheets – give unsigned copy to opposition
- Collect Goal Umpire and Timekeeper scorecards
- Check Coach has awards for players
- Collect voting cards - if applicable
- Collect all bibs, whistles and match balls
- Record all scores and goal scorers on clubs copy of team sheet
- Complete CBJFC Match Report if applicable
- Trainer to place Injury/Incident form in Club Trainer folder for home games. Give to TM to place in folder for away games
- Put all match documentation in envelope provided by TM Coordinator and place in Team pigeon-hole

After The Game:

- Update sporting pulse website with match scores and changes to team sheet by 8pm
- Pack up ground and tidy Club Rooms (if last home game of the day)

APPENDICES

CBJFC Match Report – Example Copy

Please complete this Match Report and return to the Team Manager Coordinator together with Umpires Report, Team Sheet, etc. This information is important to advise the Committee of Management of any operational issues pertaining to the conduct and management of your team – the CoM needs to be informed of any potential issues and act promptly and appropriately, whenever necessary.

We thank you for completing this report.

Team: Under

Round # vs

1. Did any player not attend or was late and failed to communicate his/her absence or lateness to the coach or Team Manager?

Yes/No

If 'Yes', please provide details and if any action has been taken.

2. Were there any issues regarding the rostered duties (goal umpire, umpires escort, etc)?

Yes/No

If 'Yes', please provide details.

3. Were there any issues relating to player/supporter behaviour?

Yes/No

If 'Yes', please provide details.

4. Did you sight a copy of the 'Ground Inspection Report'?

Yes/No

If 'No', why not?

If 'Yes', were there any issues in relation to the report or condition of the ground?

5. Was the ground marked in accordance with SMJFL requirements?

Yes/No

If 'No', please comment

6. Was there a Sports Trainer/First Aid Officer in attendance at the match during its entirety?

Yes/No

If 'Yes', did he/she perform adequately?

Please provide any additional comments, if necessary.

7. Were any players injured?

Yes/No

If 'Yes', please include injury/incident report forms

8. Were there any issues relating to the umpire (ie: late arrival, etc)

Yes/No

If 'Yes', please provide details

9. Were any CBJFC players reported or sent from the ground during the match?

Yes/No

If 'Yes', please provide details

**10. Are you aware of any non-football related achievements of a player in your team
(or any other player at The Bears or family member of a CBJFC player?)**

Yes/No

If 'Yes', please provide details

Name:

Signed:

Date:

Please complete and return this Match Report to our Team Manager Coordinator at the conclusion of your match.

APPENDICES

Voting Card – Example Copy

VOTING CARD

Team: Under _____ Date: _____

Round: # _____ VS _____

5 votes _____

4 votes _____

3 votes _____

2 votes _____

1 vote _____

When complete, please immediately return this Voting Card to your Team Manager. Thank you.

.....

VOTING CARD

Team: Under _____ Date: _____

Round: # _____ VS _____

5 votes _____

4 votes _____

3 votes _____

2 votes _____

1 vote _____

When complete, please immediately return this Voting Card to your Team Manager. Thank you.

.....

VOTING CARD

Team: Under _____ Date: _____

Round: # _____ VS _____

5 votes _____

4 votes _____

3 votes _____

2 votes _____

1 vote _____

When complete, please immediately return this Voting Card to your Team Manager. Thank you.