

## Pre-Season Preparation

Prior to the season commencing you will receive a team list via email from the Registrar.

Once you receive the list you can start planning for the season. You will need to:

- Liaise with the coach to plan for the season and confirm Team Training time/s, which is confirmed by Football Manager of the club/ coaching coordinator
- Decide on what if any team fundraising you will do for the season. (Fundraising is optional ) Some teams fundraise to pay for end of season break ups/activities, oranges/lollies, umpires or team building activities
- Decide on a method of communication that you will use to contact the parents. ie. Email / facebook / Text message. Many teams use a Team Facebook page to advise parents of training, games, club events etc.

If you decide to set up a Facebook page we recommend you have your TM Co-ordinator in the group (especially for the first few weeks) as they will be your first point of call if you have any queries.

The group must also be a closed group.

Please also be aware that not all families may be on Facebook, so alternatives may be needed for those families

- Make contact with all parents from the Team; (best way is via a group email initially)
  - Introduce yourself and the coach
  - Inform them of Training time/s
  - Advise how you will be communicating with them throughout the season.
  - Advise them of the various Volunteer roles that need to be filled each week and seek interest (\*See Game Day Roles)
  - *\*\*\*It takes a village for Junior footy to run every week the more parents you can get on board the better/ easier your job will be.\*\*\**
  - Remind families of the Merchandise they will need (Socks and Shorts) before the season starts
  - Ask if their child has any medical conditions that you need to know about.
  - Send any Important Dates (Round 1, Awards nights etc)
  - Sort jumpers and organise jumper presentation at training (this can be done in club rooms or on oval after training). Ensure you note down name & number of jumper on your team list so you know who has received their jumper.
- You'll receive a First Aid kit at the Team Manager meeting. Your game day Trainer will be responsible for this during each match.
- Confirm who your Trainers (best to have a few to alternate, especially as back up) These names will be and passed the First Aid Co-ordinator (see committee contact list) and they must supply their first aid certificate.

Note: Teachers and nurses have this already, for those parents who want to be a trainer but don't have a certificate, the club offers training for this.
- Become familiar with the LJFC Social Media Policy as listed on the club's website: [www.langyjfc.com.au](http://www.langyjfc.com.au). All club representatives, parents and members are responsible for their actions, including comments or information posted on Social Media. The club may sanction any officials or members for inappropriate or offensive communication.

## Club Meetings

LJFC will hold meetings for coaches and Team Managers, which it is expected you will try to attend. Dates to be confirmed.

## Social Events

- Let parents know about the Social Functions that Langy JFC will be holding this year. Share any correspondence the club may distributed relating to social events.
- TM's and Coaches are expected to support and encourage their families to attend the social functions.
- LJFC Gala Awards Night is one of our big events and is always a lot of fun – Date and Venue TBA.

## Awards Night

Your team will be rostered for a minimum of 1 award night during the year.

You will receive a roster from the Team Manager Co-Ordinator.

Once you receive the roster, advise your team of your scheduled dates.

This night the awards you normally give out on game day will be handed out at the club.

The awards night is held in the Junior club rooms (potentially the new club rooms) on a Sunday night, doors open 5pm.

### AWARDS

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Awards will be provided to you by your TM coordinator.

To ensure the awards last all year it is advisable that you hand out a 2-4 awards each game, with the canteen award as an additional award (only available for games 9am-1pm).

Once you run out of awards there are no more available. Ensure you keep a spreadsheet to keep track of who has received awards. This is important particularly for younger players.

## Pre Game Preparation

### *Week to week (prior to Sundays)*

You'll need to start preparing and communicating prior to game days. Here are a few things you'll need to do.

- Communicate to all parents advising of game time. What time players need to be there (some coaches like players there up to 30mins before game time) Location of ground, confirm volunteers. You can also send a map of the ground.

#### **Example:**



Round 4

Sunday 15th May 11:30am

Vs YCW @ Lloyd Park Oval 2 (Home ground)

Please arrive 11am for warm up.

Parent helpers for this weeks game:

[OBJ]

**Goal umpire:**

**Runner (U11-U18 only):**

**Trainer:**

**Ground Marshall:**

**Timekeeper:**

**Scorer (U11-U18 only):**

**Oranges/lollies:**

**Boundary umpire/s (U11-U18 only) :**

**Field Umpire:** *(u11-u18 should have allocated league umpire however back up parent field umpires are a must incase your game isn't allocated one for the day)*

**Water Carrier/s (U11-U18 only):**

If you can't do a role I've rostered you on for please let me know and I'll make adjustments.

- First goal raffle \$2 (if you choose to implement this fundraiser for your team, for the season)

Thanks everyone.



- Get your game day paperwork in order.
  - Write up your vote envelopes, awards, team sheets.
  - Print Team Sheets from Player HQ 2 – 3 copies . Do this on a Thursday or Friday once all your team is confirmed.
  - Have your onfield roles vests/whistle etc ready.
  - If you know of any players not playing ensure you let your coach know ASAP.

## Game Day Volunteers

All parents are encouraged to help out on game day. This creates a great culture within your team. Fixtures won't be confirmed until the first few weeks of the season, so its best to wait until the fixture is confirmed before you send out your roster.

Allocate parents week to week based on home games or away games for role purposes.

You will need your volunteer's to register via Player HQ. Link will be provided by your TM Coordinator. **All on field helpers** will need to have a current Working with Children's Check.

Visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) or your local post office.

Follow up with On-Field Team helpers for WWC (this includes, Coach, TM, Runner and Trainer, Goal Umpire and Field Umpire.)

Some parents may be keen to commit to a certain role each week however if you cannot get parents/ family members to commit to a role every week you can create a roster to help share the load, (refer to provided template in your kit). You might find people will be more willing to help when it is rotated on a roster rather than every week.

### COACHES BOX – non competitive age groups (U8-U10)

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- Officials permitted in coaches box along with interchange players
  - Coach
  - Assistant Coach
  - Team Manager
  - Trainer

**Injured players are not permitted on the bench.**

### COACHES BOX – Competitive age groups (U11-U18)

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- Officials permitted in coaches box along with interchange players
  - Coach
  - Assistant Coach
  - Team Manager
  - Trainer
  - Runner

**Injured players are not permitted on the bench.**

## CLUB FIELD UMPIRES

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- In the Under 8, 9 & 10 age groups Club supplied Umpires are used, which is parents of players in the team. *No league umpires allocated to non competitive age groups.*
- It is aimed that each team is to supply an umpire who will be responsible for controlling half the ground, it is hoped that this method will make the task less daunting and eliminate the perception of favouritism.

Team Managers &/or Ground Marshall may approach the umpire at the conclusion of the playing quarters; to raise any concerns for the game, provide water and offer support.

**BOTH TEAM MANAGERS MUST APPROACH TOGETHER.**

## FIELD UMPIRES UNDER 11's – 18's

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League appointed refer to League Handbook for rules for this age group. Refer to By-Laws.

Under 11's and 12's x 1 Umpires

Under 13's – 18's x 2 Umpires

- One or two league umpires should be appointed to U11-U18 games but in the event your game does not receive any league umpires, ***it is recommended you allocate one parent field umpire as back up.*** *Both home and away teams will need to supply one field umpire each.*

League & club appointed (field) umpires in U11 -U18 will need to do League BNF votes

- If an Umpire doesn't turn up to a game you'll need to notify the club via email [secretary@langyjfc.com](mailto:secretary@langyjfc.com)
- At anytime before or during a match, a field umpire may inspect a players boots or hands or any protective equipment that a player intends to wear or use during a match. Fingernails need to be trimmed to a length that cannot cause harm to another player. Refer to By Laws; 9.3 Inspection

### **League BNF votes U11 – U18**

- Leave a team sheet in the umpire's room for them to refer to. Umpires should complete votes via their Umpires Matchday app.
- If League umpire not in attendance, then the club umpires should complete votes after the game and these should be submitted to the club with the match day paperwork

## GOAL UMPIRE – ref section 16.7 of bylaws

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A goal umpire shall be at least **15 years of age**

*Dress: White Jacket/top and flags (supplied by club)*

- Before the match, check that game details are correctly entered on the scorecard.
- Wait for the field umpire to give the all clear before giving a decision. If the field umpire believes the score is a behind he/she will raise one hand near their mouth and say, "all clear". If the umpire believes it is a goal he/she will raise two hands.
- Both goal umpires must wave the flags after each score and record the score on the scorecard.
- Scorecards should be checked with the other goal umpire at the end of each quarter.
- Umpires must change ends at the half time break. Club supplied umpires are not to barrack or comment on play.
- The Field umpire may override the decision given by the club goal umpire

## PLAYERS SENT FROM THE GROUND

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In the event that the field umpire sends a player from the playing field, the following instructions should be followed:

A player sent from the ground may not be replaced for the period of the penalty, penalty imposed is playing time. (refer to red, yellow and blue cards)

Your Runner needs to escort player off the ground. Refer to by-laws

**Blue Card- 15 mins off the ground, player can be replaced**

**Yellow Card- 15 mins off ground, player cannot be replaced**

**Red Card - Off the ground for the remainder of the game, player can be replaced after 20 minutes**

- Blue card is shown to a player who has not committed and reportable offence but has behaved in a manner detrimental to the image of the game & requires a cooling off period.
- Please note that players receiving a red card may be reported and required to attend tribunal hearing (Discuss with umpires after the match & advise TM coordinators and coach coordinators of any Red/ Yellow cards incurred.) 2 yellow cards in a match = Red card penalty.
- If a player receives 2 yellow cards in a season, there is an automatic 1-week suspension to be served immediately. League Admin will advise club.
- **IT IS TIMEKEEPERS RESPONSIBILITY TO MAKE NOTE OF THE TIME, BUT SOMETIMES THEY ARE LOCATED ON THE OTHER SIDE OF THE GROUND, SO WE RECOMMEND TEAM MANAGER KEEPS TRACK OF TIME AND MAKES NOTE WITH OTHER TEAM MANAGER ON AGREED TIME.**

## BOUNDARY UMPIRE – ref section 14.13 of bylaws

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U11-U18

A boundary umpire shall be at least **13 years of age**

*Dress: Orange Vest (supplied by club)*

- The boundary umpire is responsible for determining when the ball has left the field of play and whether it has done so on the bounce or on the full.
- The boundary umpire is responsible for throwing the ball back into play when it has left the field of play (a throw-in). League Umpire to confirm if they will throw the ball in or the boundary umpire.

***Speak with league field umpire to confirm your role***

## RUNNER

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*Minimum 16 years old for **U11-U18***

*Dress: Vest (supplied by club)*

- To relay messages from the coach to the players
- Runners must not assume the role of the coach and should not remain on the ground for any other purpose than to deliver a message and return to coach's box.
- The umpire may ask the runner to leave the ground if it is felt the runner is not carrying out his designated role.
- If a player is reported or sent from the ground the runners should go directly to the umpire who will inform them of the penalty and reason.
- The Runners are not to enter into discussion with the umpire and are to go directly to the timekeepers and inform them of the player's name, number, penalty and offence.
- Runner must escort player off field.
- U8-U10 age groups do not supply a runner.

## WATER CARRIERS – ref section 16.6 of bylaws

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*Minimum 13 years of age*

*All water carriers 18 years and over must have completed a WWC and be a registered volunteer as per all onfield roles.*

*Dress: Vest (supplied by club)*

- U11-U18 teams are permitted to have up to two (2) water carriers
- U8-U10 Water Carriers are not required
- All Water Carriers must not act as a coach or runner while on the ground.
- Delivery water to your players and then run off the field to your allocated station (opposite side of the ground to the coaches box)
- Water carriers are not to be inside coaches box
- Offer water to umpires as a courtesy
- Only enter ground during a substantial break in play (eg, goal has been kicked or other end of the field to where play is)
- A field umpire may award a free kick against a water carrier who is seen to have interfered with play or player

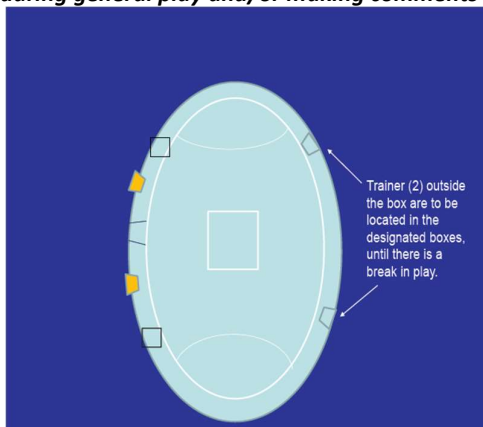
**TRAINERS/ FIRST AID/ ERC**

**To attend to injuries & provide water to players for hydration**

*Dress: Vest (supplied by club)*

- 1 trainer minimum required on game day
- Team trainers need to be Level 2 certified. Please advise our First Aid Coordinator (See club contacts) of your Trainers name and details, including those that have current accreditations ASAP.
- Each team should plan for 2 volunteers to be first aid trained, qualified as each team requires at least 1 trainer to be on field during matches
- Training available for those interested and not level 2 certified. Sessions will be held. Dates to come.
- The trainers should ensure that a stretcher is located near the coaches’ box/area and that it is in serviceable condition.
- Trainers may enter the field to assist an injured player, as soon as you have completed your duty you must come off the ground immediately
- There may be 2 trainers if required for U11-U18 (highly recommended for U15-17). One trainer to remain in coaches box and the other at least 20 meters away from the coaches box. Refer to below image.

**Trainers must not act as Runners or Coach while on the ground & Teams may be penalised for loitering on the ground during general play and/or making comments to players and umpires.**



Please refer to the table below and the AFL Trainers Policy for specific qualifications.

Level		Senior: 18+	Youth: 13-17	Auskick/Junior: 5-12
Match	Recommended:	Trainer	Trainer	Trainer
	Minimum:	ERC	ERC	Current First Aid
Training*	Recommended:	Trainer	Trainer	Trainer
	Minimum:	ERC	ERC	Current First Aid

**Notes:**

ERC: Emergency Response Coordinator

\*Overall responsibility of the Clubs is to provide a safe training environment.



### RUNNER – ref section 16.5 of bylaws

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*Minimum 16 years old for **U11-U18***

*Dress: Vest (supplied by club)*

- To relay messages from the coach to the players
- Runners must not assume the role of the coach and should not remain on the ground for any other purpose than to deliver a message and return to coach's box.
- The umpire may ask the runner to leave the ground if it is felt the runner is not carrying out his designated role.
- If a player is reported or sent from the ground the runners should go directly to the umpire who will inform them of the penalty and reason.
- The Runners are not to enter into discussion with the umpire and are to go directly to the timekeepers and inform them of the player's name, number, penalty and offence.
- Runner must escort player off field.
- U8-U10 age groups do not supply a runner.

### GROUND MARSHALL – ref section 16.10 of bylaws

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*Dress: Vest (supplied by club)*

- Ground Marshalls should introduce themselves to the umpires
- Ground Marshalls are to stand behind fence during play
- Control spectators' behaviour such as Abuse, Language, un-sportsman like behaviour and derogatory remarks, both Ground Marshalls of home and away teams should approach offenders in a non-threatening way, if the problem persists, club executive or committee personnel should be informed.
- No spectators on the field at anytime
- **Approach umpires at the conclusion of the playing quarters to ensure umpires are supported & have water**
- Escort umpires off field post game

***Parents are not allowed on the ground if injuries occur. Only Runners and Trainers allowed.***

**TIMEKEEPER/ SCORER – ref section 16.11 of bylaws**

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*For all Home & Away games - Both teams shall supply a timekeeper for each match  
Minimum 18 years of age*

- Time keep & enter score for scoreboard located at ground  
**RECOMMEND HAVING 2 PEOPLE TIMEKEEPING AT HOMES GAMES  
1 X TIME KEEPING / SIREN & 1 X SCOREBOARD (U11-U18 only require scorer)**
- To sound the siren at the beginning and end of each quarter.
- To record details of any send off or report on the card, give the all clear when penalty imposed by the umpire has lapsed.
- Time keepers to advise the club runner or team manager that the player may return to the ground or that a replacement is permitted
- You cannot stop the clock, even for injury. The umpire is the only person that can call the game off.

GRADE	QUARTER LENGTH	INTERVALS (mins)
U8 – U10 Boys/Girls /Mixed	4 x 12 mins (No time on)	3 – 5 – 3
Under 12 Girls	4 x 12 mins (No time on)	3 – 5 – 3
Under 11, 12, 13, 14 Boys/Mixed Under 14, 16, 18 Girls	4 x 15 mins (No time on)	3 – 8 – 5
Under 15, 17 Boys	4 x 20 mins (No time on)	3 – 8 – 5

## Game Day -Before, during and after the game

### Before – Home and Away games

When you arrive at the ground there are a few things you need to do first.

- Complete your ground checklist (for home games only) App on phone to be advised – mainly to check ground is safe, no sharp objects/ dog poo on field.
- For Home games - ensure you have a **match ball** ready to provide to field umpire.  
**Match Balls have been provided in each kit, it is the HOME team’s responsibility to provide the Match Day ball. Please make sure it is pumped and ready for every home game. They aren’t easily replaced so please keep them separate from training balls and remember to collect off the umpires at the conclusion of the match.**
- Obtain canteen awards x 2 (1 for your own team 1 for opposition team) *not for games after 2.40pm* (LJFC supply canteen awards for both teams as do many clubs, however some clubs do not.)
- Introduce yourself to the other teams Team Manager, provide them with canteen award (can swap team sheets then, or half time)
- Handout your volunteer bibs and ensure all volunteers are aware of job they have to do.
- Check players fingernails to ensure they are trimmed to a length that cannot cause harm to another player (seek assistance from coach/assistant coach)
- **Any Players that cant play last minute on game day and you have already printed team sheets**
  1. Cross their name off team sheet and write DNP (did not play)
  2. You will need to remove them from your team sheet for that game on player hq

- U11-U18 A copy of the teamsheet is to be Signed by the Field umpires at half time of the game.
- If the umpire requires a copy of team sheet please provide them with one

**It is the Team Managers responsibility to ensure individual player goals and statistics are uploaded into PlayerHQ by the end of the day Sunday (after game has been played) no later than 8pm. Ref page 20-21. ALL AGE GROUPS are to enter individual scores to go towards “Career Goals”**

### During – Home and Away games

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- It's best if Team Manager/ Assistant Coach keep track of the score. That way you can let the coach know what the score is and if there is discrepancy with the goal umpire's scorecards.
- Keep track of player goals either hand written or straight into PlayerHQ.
- You, as TM are allowed on the ground during all breaks. At Half time it is advisable you hand out oranges to the players and at ¾ quarter time or after the game hand out lollies. This can change and is dependent on each team.

### Half time – Home game

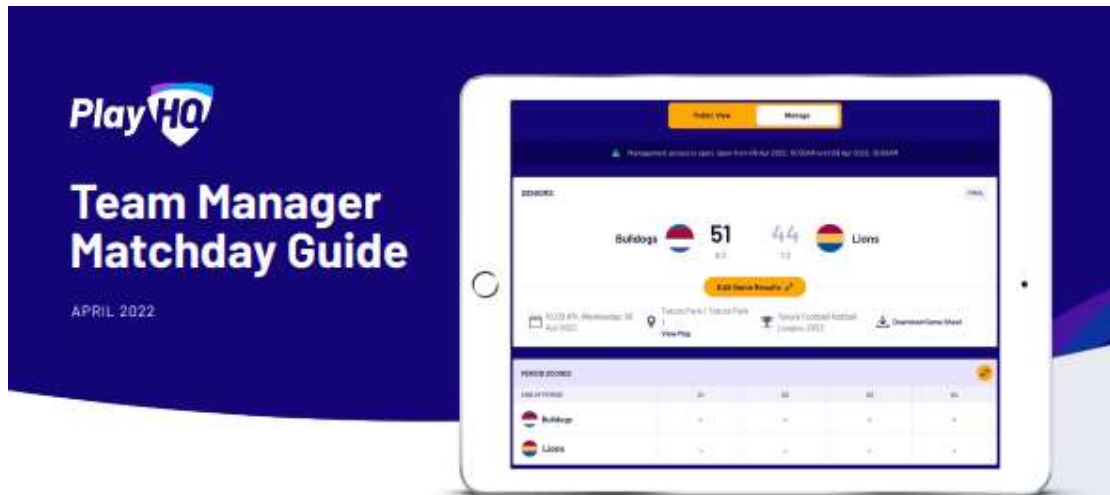
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- U11-U18 age groups – Umpires to sign Team Sheets – ensure you have crossed out any players who could not play and write DNP (did not play)
- At half time you'll need to meet the opposition team manager to exchange team sheets. They will need to give you a copy of their signed time sheet. They also need to sign your Langwarrin team sheet  
Note: for away games you'll need to just hand over your signed Langwarrin team sheet to the opposition TM.
- During the last few minutes of the game is advisable you write out your awards. You'll need to discuss with your coach as to who he/she wants to nominate for an award.
- For the younger age groups in particular these awards should be used as encouragement awards and all players should receive awards throughout the season. Keeping a spreadsheet can help keep a record of who has received an award and how many they have received. (See provided template in your kit)
- The older age groups may choose to award based on the match played.
- The awards are generally given out straight after the game in the club change rooms or when you have your scheduled awards night, you'll need to keep the awards for that day and hand out at the awards evening.

### After the Game

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- Have the umpires sign your team sheet (if hasn't been done already)
- Take photos on your phone of both scorecards
- **It is the Team Managers responsibility to ensure individual player goals and statistics are uploaded into PlayerHQ, including removing any players that did not play.**  
**Please enter by the end of the day Sunday (after game has been played) by 8pm.**
- **ALL AGE GROUPS are to enter individual goals kicked to go towards "Career Goals".**  
(A lot of kids and parents are keen to know how many goals they have kicked for the year).
- **ALL AGE GROUPS to enter Game Score into PlayerHQ** (best way is to look at the photo taken from your goal umpire and enter exact scoring)
- U8-U10s even though the scoring doesn't count, you are still required to enter score in (its not show to the public) - for U10s in particular this will help with team grading purposes going into U11s, whether your team is placed into Div 1, 2, 3 etc. (note this is not an individual grading process)
- Write up any Injury Reports for the game – refer to "Care of Players" page 18.



## Thank you so much for putting your hand up to be a Team Manager, it's people like you that keep clubs running.

This document is designed to guide you through using PlayHQ to successfully complete your Team Manager tasks on matchday.

Before we tackle your matchday day-to-do list, you'll need to ensure you've registered as a **Team Manager** to PlayHQ.



# Checklist

- Pre Game**
  - Login to PlayHQ
  - Select your team for matchday
  - Allocate player positions
  - Print your team sheet
  - Delegate person to cut oranges
- During Game**
  - Enter quarter by quarter scores
- Post Game**
  - Enter game result
  - Enter best players
  - Enter goal kickers
  - Enter club award votes

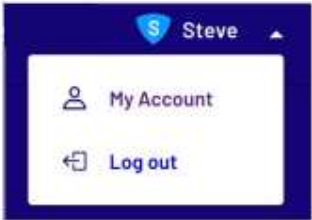
# Pre Game PlayHO



**Admin allocates Team Manager**  
 Ensure that your club administrator has allocated you as Team Manager.  
 The Team Manager toggle  must be turned on to enable management access.



**Login to PlayHO**  
 Login via [playhq.com/login](https://playhq.com/login) using your PlayHO credentials.  
 Yet to sign up? Revert back to the previous page for step by step guide on signing up as a Team Manager.



**Navigate to My Teams**  
 In the top right hand corner, drop down the menu and click [My Account](#). Find the team you are managing then proceed to the upcoming match.



**Select your team for matchday**  
 Navigate to your upcoming match and toggle to [Manage](#). You'll be granted access to [Select Team](#) ahead of matchday.



**Allocate player positions**  
 Under the **POS** heading, drop down the position of each player. If player positions option is unavailable, the likely scenario is that your league wouldn't have activated the player positions setting. Same applies for emergency players.



**Print your team sheet**  
 Select [Download Game Sheet](#) to export as a printable PDF. Don't forget that games can also be scored electronically.  
 You're all ready, now it's time to delegate the orange cutting before the big game.

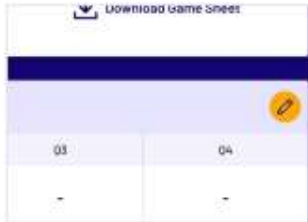
- Important**
1. If you do not have this access, you'll need to touch base with your club administrator to enable team management access.
  2. Administrators must have allocated players to your team in order for you to select players to match line-up.
  3. Adding players to a line-up must be done each game.
  4. You may not have access to edit opposition team line-ups. This is a league setting.

## Checklist

**Pre Game**

- Login to PlayHO
- Select your team for matchday
- Allocate player positions
- Print your team sheet
- Delegate person to cut oranges

# During and Post Game



### Enter quarter by quarter scores

You have the option to enter quarter by quarter scores however if you're too entrenched in the match, it's fine to just enter the scores at the games end. Within team management game centre, enter in the qtr by qtr results. Click the icon that's adjacent to **Period Scores**. If using electronic scoring, there is no need to do this.



### Enter game result

Once the game is complete, click **Edit Game Results** to enter final scores. Even if you have entered the quarter by quarter scores, you will need to finalise the match via **Edit Game Results**. It's important to note that your league will set how many hours after game start time that the scores can be entered. If using electronic scoring, there is no need to do this.



### Enter best players

Click on the edit icon that's adjacent to **Best Players** heading, select the best players from the game in order of best, second best and so on. The league deciphers how many best players can be entered ranging from 1 to 6.



### Enter goal kickers

Click on the edit icon that is adjacent to the **Player Statistics** heading. Enter the goals and behind for each player. If using electronic scoring, there is no need to do this.



### Enter club award votes

If your club has enabled club awards, click the three dots that appear in the top right of team management game centre. Click the icon to give votes to players.

Do note that club awards is different to best players. Awards can only be viewed by club admins whilst best players is public.



### You're all done, canteen time

Dim sims, hot dogs, killer pythons, whatever tickles your fancy, treat yourself, you've earned it.



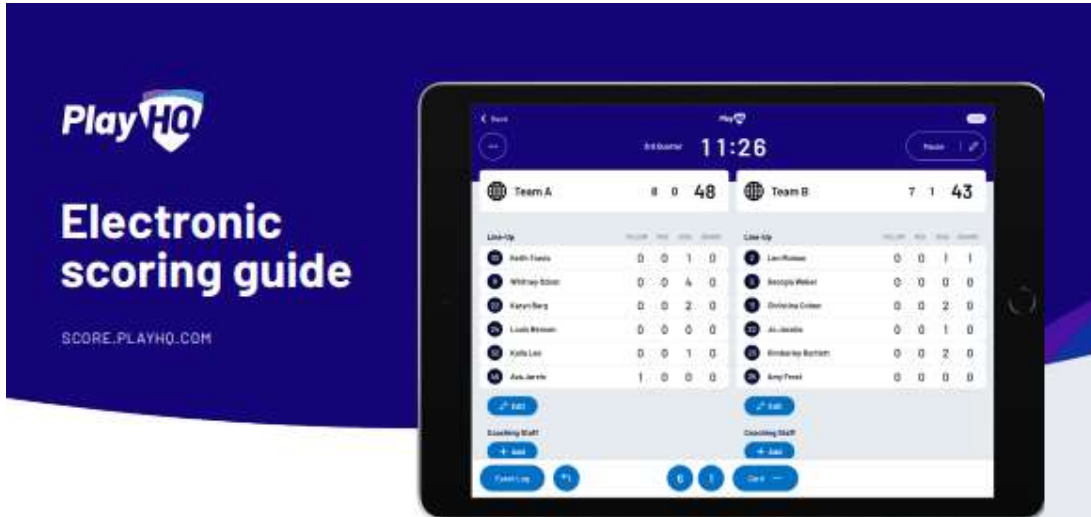
## Checklist

### During Game

- Enter quarter by quarter scores

### Post Game

- Enter game result
- Enter best players
- Enter goal kickers
- Enter club award votes



**Managing the lineup**

Select **+** or **-** on a team to bring up the lineup editor.  
 Click on **+** or **-** to move players in and out of the lineup.  
 To add a fill-in, click **ADD FILL-IN** and provide required player information.



**Editing the clock & starting periods**

Click **START** to kick-off the next period. The clock will automatically begin counting down. The current period will show next to the clock.  
 Edit the clock by clicking the **🕒** icon.  
 When the clock has run down the period will automatically end.



**Adding scores**

Scores can be added by:

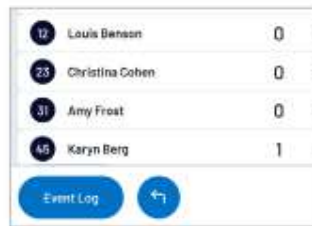
- Clicking on a player or team, then selecting the score OR
- Clicking on the score type, then selecting a player or team.



**Adding cards**

Cards can be added by:

- Clicking on a player or team, then selecting the card type, OR
- Clicking on the card type, then selecting a player or team.



**Undo and event log**

Click on **EVENT LOG** to view a full history of the games events.  
 Click on the **↶** to undo the last score or card.



**Finalising a game**

Click on the menu on the top left of screen, and select **END GAME**.  
 Click **SUBMIT** to confirm the result and enter the PIN to complete the match.



## Match Day Paperwork to submit

### HOME GAMES

For all home games you are responsible for handing in all the paperwork.

#### **Non Competitive U8-U10**

2 x signed team sheets

Submit in supplied envelope and write game details on (see team manager paperwork)

*Envelope should be placed in letterbox inside junior club rooms, next to the Canteen.*

#### **Competitive U11-U18**

2 x scorecards off Goal Umpires

2 x signed team sheets (ensure league umpire has signed)

Submit in supplied envelope and write game details on (see team manager paperwork)

There will be 2 envelopes one is for game day sheets, the other is for CLUB Votes.

*These envelopes are to be handed into LJFC letterbox in foyer next to canteen.*

#### ***Envelope 1 should include:***

2 x Goal Umpire scorecards

2 x signed team sheets

*Umpire Votes should be submitted via the umpires matchday app.*

#### ***Envelope 2 should include:***

Club vote envelopes (3 small envelopes in the 1 larger one)

Votes can be done by eg, coach, assistant coach, 1 runner or you boundary umpire etc. (see below for more information on votes)

### AWAY GAMES

#### **Non Competitive U8-U10**

You don't need to submit Paperwork for away games. All the paperwork is submitted by the opposition Team Manager for their home game.

#### **Non Competitive U11-U18**

Club vote envelopes (3 small envelopes in the 1 larger one)

Envelope to be handed into LJFC letterbox in foyer next to canteen, next home game.

### VOTES

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#### **Club Votes – 11's -18's**

- Speak to your coach about who they would like to do the votes each game. It is recommended that officials do the votes, including coach, assistant coach, runners, TM rather than parents. But this is entirely up to the coach.
- The votes are given back to the team Manager after each game. You'll then need to hand these in as per your match day paperwork. They need to be handed in at LJFC letterbox in foyer next to canteen.

#### **League BNF votes U11 – U18 (by field umpires)**

- Leave a team sheet in the umpire's room for them to refer to. Umpires should complete votes via their Umpires Matchday app – **directions displayed in umpires changing rooms**
- Please ensure the form is completed by the 2x Club Umpires each match for age groups under 11 and up. Votes are to be completed immediately following the match.
- If League umpire not in attendance, then the club umpires should complete votes straight after the game as per above

## WORKING WITH CHILDRENS CHECK

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**(Required for all registered volunteers)**

[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

or visit your local Post Office

**Volunteer Checks are free.**

## CARE OF PLAYERS

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### **Injury Reports**

All injuries should be reported to the club.

This online form should be completed by Team Manager, Trainer or Coach and once completed a notification will be sent to the club secretary. This form should be completed within 48 hours of the incident.

All players are covered by the LJFC insurance. If the injury does or is likely to require ongoing medical treatment, families can and should submit a claim form to the Insurance company.

Claim forms can be downloaded from the club website, completed and sent to [secretary@langyjfc.com](mailto:secretary@langyjfc.com). The forms are then signed and completed by Exec committee and can then be submitted.

**More information to be issued by the clubs First Aid Officer.**

### **Medical Conditions**

Please ensure your Team manager and Coach are given details of any medical conditions, allergies or physical ailments for players.

This information will be confidential and is only provided to team and club officials, such as trainers for them to support players on and off the field.

In the event that an injury or accident occurs this information will be extremely important in providing care to your child.

### **Player Concussion Information**

- All players with suspected concussion must seek an urgent medical assessment with a registered doctor.
- Player must have a minimum 12 day mandatory break from playing any matches
- Players must obtain a written clearance from a medical practitioner to return to training and playing.
- Players must only recommence "usual contact" training when symptom free and physically able to complete full training sessions.
- Recommended that any player with symptoms persisting for more than 5 days (post the concussion) seek specialist opinion prior to resuming training and playing matches.
- Children and adolescents typically take longer to recover following a concussion than adults. In general, children and adolescents (aged 5-17) require a different approach from adults because their brains are developing, and they need to continue learning and acquiring knowledge. As such, the priority is not just player welfare and return to sport, but a critical element is return to school and learning.

**Please refer to Concussion Management Guidelines:**

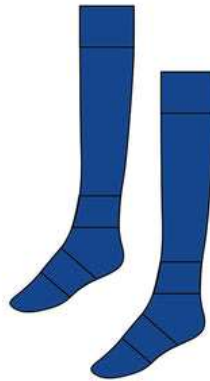
[www.headcheck.com.au](http://www.headcheck.com.au)

Refer to By Laws – Ref appendix E (pg 66-68) By Laws

Seek advice from doctor

## Merchandise

- The merchandise range for Langwarrin JFC includes socks and shorts required for game days. Novelty items such as jumper, hat, beanies, scarf, training shorts and tops available.
- Please note that due to AFL licensing requirements LJFC playing shorts are only available from the club.
- The Merchandise Shed is open one afternoon throughout the junior football season. Dates and times TBC. Keep an eye on our social pages.
- For any queries speak with your Team Manager Co-Ordinator [teammanager@langyjfc.com](mailto:teammanager@langyjfc.com)

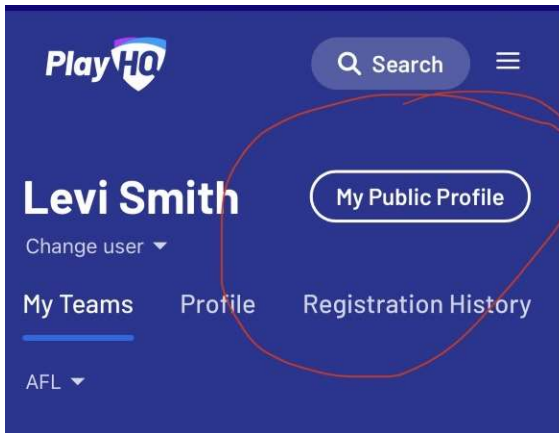


***Please contact your Team manager Co-ordinator or Club registrar if details need updating during the season.***

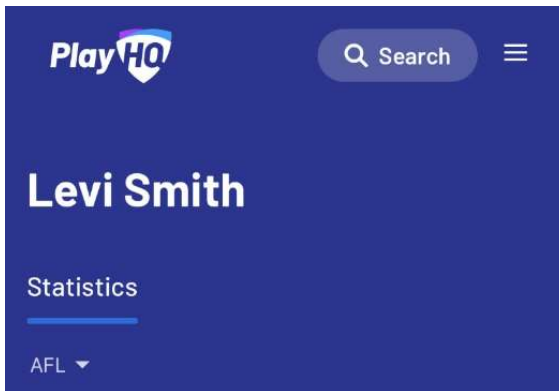
## PLAYER STATISTICS – CAREER GOALS

Each player can access their statistics including games played through playHQ.

- Log into your PlayHQ account, select your user account (childs profile)
- Select public profile



- Select Statistics



You can get each parent to advise you how many games they have played so far and keep a spreadsheet OR they may choose to advise you a couple of games out from their milestone game.

If a few players share the same milestone game date, they can always share cost of a banner. This is one of the companies teams use <https://addsignage.com.au>

## PLAYER STATISTICS – MILESTONE GAMES

Once you have your team info in PlayHQ your players families should be able to check on Playhq on their amount of “career games player” *Similar to the above steps.*

You can also check with our club registrar [registrar@langyjfc.com](mailto:registrar@langyjfc.com) to be sent a list at the beginning of the season for you to keep a tally of played games.

You can put together a spreadsheet on any milestone (50, 100 etc) games your players may play this season so you can keep parents updated.

Parents source their own banners if they wish to celebrate.  
TM’s don’t organise anything but may mention it in their Game day posts.