



St Kilda City JFC

Team Managers Handbook 2020

St Kilda City Team Managers Handbook 2020

Table of Contents

Key StKCJFC Contacts:	5
TM Game Day Duties and Responsibilities.....	6
During the week	6
Update Teamstuff:	6
Prepare Sporting Pulse Team Sheet	6
Prepare the score cards.....	7
Pack the Team Bag and ensure it has all the parent duty items in it including:.....	7
AT THE GAME	7
Prior to the game at the ground.....	7
At Half Time	9
After Game	9
Evening of the game day	10
On Field Incidents – How to Handle	10
Sporting Pulse – Online system	12
Prepare Teamsheets.....	12
Start of Season	13
SMJFL Webinar for TMs on the use of Sporting Pulse.....	14
Access	14
On Line results.....	14
Adding Players.....	15
ST KILDA CITY JFC SPECIFICS	17
Rule Matrix	17
Working With Children Check (WWCC).....	17
Medical Emergencies including Concussion Policy	17
Paramedics Game Day.....	17
Medical Emergency information for Wattie Watson and Peanut Farm	17
SKCJFC Concussion Policy	17
Team manager Tools	18
Team Manager Kit bag	18
Score Cards.....	18
Ground report	18
Teamstuff App.....	19
Interleague	19
Grading of teams.....	19

St Kilda City Team Managers Handbook 2020

Training and Match Day Facilities at Wattie Watson	20
Ground Day Manager at Wattie Watson.....	20
Key Safe at Wattie Watson.....	20
Wattie Watson Change Room Facilities & Elwood Soccer Club	20
Use of Wattie Pavilion at training	20
Wattie Watson Main Ground Protocols	21
Wattie Watson REAR OVAL Protocols	22
Training and Match Day Facilities at Peanut Farm	24
Use of Peanut Farm at training	Error! Bookmark not defined.
Peanut Farm Protocols	24
Uniform, Merchandise & Clash Strips	26
Uniform	Error! Bookmark not defined.
Merchandise.....	Error! Bookmark not defined.
Promotional items.....	Error! Bookmark not defined.
Clash strips	Error! Bookmark not defined.
Milestone Games and Banners	26
St Kilda City Policies including Awards Distribution	27
End of Season Awards (pertains to Under 11s up).....	27
Key resources and web sites	28
SMJFL Web site – Policies and Guidelines.....	28
SMJFL Web site – Rules and By- Laws	29
St Kilda City Junior Football Club web site - Policies and Forms	30
StKCJFC Resources.....	Error! Bookmark not defined.
WWCC Everproof sheet.....	32
Specimen Signature Sheet.....	32
Best and fairest vote record sheet	33

St Kilda City Team Managers Handbook 2020

Introduction

Welcome to Junior Football at St Kilda City JFC for season 2020

The Team Manager role is the glue that holds your team together and basically, your role is to manage all the off field activities, the Coach manages the action on the other side of the white line during the 4 quarters every Sunday when your little cherub ceases to be your child and becomes a footballer.

There's a lot of stuff to managed both on gameday and in the leadup and a good team manager will have good delegation skills and (hopefully) an enthusiastic set of parents who want to pitch in and make their child's footy experience a positive one.

You need to get to know each of your parents and bring them in to the fold. Organise a social function, write a match report or better still get one of them to do it, rotate the match day jobs, and get them all involved

Football is a team effort, you can't do it all yourself so engage, delegate and conquer.

The greatest gift you can give to your child and community is your time, you have taken the first step.

St Kilda City Team Managers Handbook 2020

Key StKCJFC Contacts:

Game Day Manager (Wattie Watson)	Jack Denborough 0477 974 540
Team Manager Coordinator	Tania Smith 0458 166 527
President	Jamie Howden 0447 777 313
Secretary	Todd Perkinson 0438 131 487
Vice President	Damien Ross 0409 001 763
Vice President	Matt Dever 0413 802 502
Footy Operations - Equipment	Glenn Jowett 0417 659375
Footy Operations – Coaching Liaison	Tim Ockleshaw 0400 812 482
Incidents Officer	Simon Good 0439 903 182
Treasurer	Kieran O’Mahony 0436 672 837
First Aid Kits	Alex Heaton 0425 208 477
Registrar	Genevieve Rapsey 0405 727 976
Coordinator Girls Teams	Jane Pound janelpound@gmail.com

Key dates

<http://smjfl.com.au/index0200/>

We are still awaiting official confirmation of the season.

However, at this stage, the season recommences Sunday 12th July 2020.

It is likely to be a 10 round season, finishing on Sunday 20th September, with one week of finals.

The season fixture for the entire club can be found at

http://websites.sportstg.com/rpt_fixture.cgi?clubid=70176&client=1-4901-70176-110795-0&type=club

COVID Update

Please read and watch “Return to Training 2020” and “Training During COVID” video on the SKCJFC Club Website.

Each TM MUST appoint a COVID Safety Officer to record attendees to games and ensure strict adherence to social distancing for the duration of the season. Regular updates will be provided.

CODE OF CONDUCT

SKCFC takes seriously our commitment to the highest of standards in regards to the code of conduct of all players, parents, volunteers and spectators. This year, a committee member will attend each team to address the CODE OF CONDUCT. Please ensure yourself and your team are familiar with this. See St Kilda City JFC Club website – Polices and forms for details.

St Kilda City Team Managers Handbook 2020

TM Game Day Duties and Responsibilities

During the week

(Preferably early in the week!)

Update Teamstuff:

Confirm training time, and send reminders by pressing the alarm clock on the page of those who haven't confirmed attendance.

Confirmation of the following week's game. When the fixture comes out, it is usually for max 4 weeks only. You can enter the 4 games into Teamstuff, but they do sometimes change, so I suggest you always check on Thursday that your game has not changed. Then send out game day reminder through Teamstuff with the following notes on the notification:

- Attendance time as determined by the coach. Usually 30 to 45 minutes prior to start.
- Shorts – Specify BLACK for Home game, or WHITE for Away game.

Parent Duties section - keep note of each week allocation so you can share it around properly.

Roster includes:

- Field Umpire (modified rules only)
- Runner-
- Trainer-
- Umpire Escort
- Boundary Umpire (if required)
- Water Carrier (if permitted)
- Goal Umpire
- Time keeper
- Best & Fairest Parent voter – Let parent know they will be expected to provide votes at the conclusion of the game.
- Oranges (and emergency) – Parent responsible for bringing the half time oranges. This position may also be nominated as the “emergency helper” should another rostered parent be unable to help. Post-match snakes are also welcomed!

Prepare Sporting Pulse Team Sheet

Log on to Sporting Pulse (via the SMJFL website) and allocate the team for the week. Typically, this will be the same as the previous week's team with any known absentees removed.

Print 3 Copies of Team

- Copy for Opposition Team
- Copy for Home Club
- Copy for you to note allocated captains, general match notes etc.

St Kilda City Team Managers Handbook 2020

Prepare the score cards

One Time keepers score card and one goal umpire's score card for each match. Write the correct date, round and team details i.e. "STKCJFC Under 10 South (Whites) Not 'Saints or City'.

Pack the Team Bag and ensure it has all the parent duty items in it including:

First Aid Kit: It must be with you on the ground, not in the boot of your car.

Team Manager's folder with all required paperwork and guidelines beyond the parent duty items including

- Score cards (Time Keeper, Goal Umpire)
- Match report book – (This may be a master copy at the ground!!!)
- Umpire review sheet "Report on Umpires" (Home games and league umpired games only)
- Submission envelopes (non-modified rules games)
- Coach's award(s) (sponsor voucher(s) or other)
- SMJFL Team Manager Handbook
- Rules Matrix
- 4-5 Pens

Two match footballs of the appropriate size. Home team provides the match balls, but worth taking balls to each match. Label your match balls "STKCJFC". You may also have to wipe the game ball down, and ensure that both balls are properly inflated.

AT THE GAME

Prior to the game at the ground

If first Team at the Ground – follow the ground set up procedures, including the ground inspection report on the JLT app and form being filled out.

You should be wearing your grey bib, so that the opposing team manager can identify you. If it is a home game, you should (of course) find your opposing team manager, greet them and show them where their changing room is and, if need be, explain which ground they are playing at.

You should also show them where their coach's box is. At Wattie Watson, the home team takes the nearest box.

You should obtain the information from them necessary to fill in your part of the match report form – that is, the names of their goal umpire, boundary umpire (where necessary), and their name. It is worthwhile then confirming when you will be exchanging the teams sheets. Often this is done at half time.

During the game, you should ensure that the spectators are behind the fence.

If possible you should briefly approach the umpire at the breaks between quarters just to check that everything is OK (sometimes they want you to send a message to the team).

St Kilda City Team Managers Handbook 2020

You should also ensure that if your coach or a player has a concern about something that is happening on the field, they tell you and you can then raise it with the other team manager. For example, there may be a complaint that a particular player on the other team is either hitting people, or (in the younger age groups) teasing someone. In those circumstances, you would typically approach the other team manager and say something to the effect of there has been a complaint about number so and so doing such and such – you didn't see it yourself and don't know for sure what the full story is – but could you please just have quick chat to him to make sure that if it has been happening it doesn't happen again, and that you have had a chat with your players to make sure they don't do it either. This is mostly well received if done sensitively.

You should distribute the bibs to your other officials,

- Team Manager to wear Grey bib
- Coach to wear Red bib
- Assistant Coach to wear Green Bib
- Check that a club representative has done the ground inspection and signed off a condition report (Away team may also inspect ground or ask for report)
- Ensure that any signage, goal post padding, Time keeper's table and scoreboard are in place – if you are the first game
- Find the Opposition Team Manager and show them the opposition "away" rooms
- Find the rostered parents (encourage them to be early) and provide them with required equipment – This is where it may help to have an "Assistant"
- Meet and greet the Umpire
 - You can find out your allocated umpire beforehand by clicking on the link behind <http://smjfl.com.au/index0222/>
It makes a good impression if you can greet the umpire by name rather than 'G'Day Ump'
 - If playing "Home", present the Umpire with two match balls. The umpire will reject one and the rejected ball to be placed back into the Team Bag immediately. **(The match ball will need to be collected at the end of the game).**
 - Introduce the umpire to the Umpire escort.
 - For a home game you should try to locate the umpire, introduce yourself, show him or her the umpire's room, and introduce your umpire's escort and if possible also your opposing team manager.
 - Sometimes the umpires wants briefly to address the teams before the game. You should ask whether he or she wants to do this, and if so facilitate it.
 - Remember, you are the only official who can approach the umpire and discuss any aspect of the match.

St Kilda City Team Managers Handbook 2020

- As Players arrive
 - All players sign in the SMJFL Copy. (as per the Specimen Sheet at the commencement of the year) before half time. Best to have it signed prior to warm up.
 - A Specimen Signature Sheet of the Team in alphabetical order is required at the commencement of the season: This must be 100% completed (full name signature) and submitted no later than Rd 4.)
 - Players attire: Ensure all players are in correct St Kilda City jumper, black shorts home, (white shorts away), always St Kilda City socks
 - Boots (stops) must not have any sharp edges.
 - Players to be ready for Umpire inspection prior to game.

At Half Time

A line is to be drawn through player's names who are on the Team sheet but have not arrived. Make hand written adjustments to Team Sheet if required (add registered players not previously shown if appropriate)

Sign Master Team sheets (Both Home & Visiting Team Managers). Give copy of your team (typically unsigned by players, if it is a Sporting Pulse print, but with any corrections) to Visiting Team Manager and received copy of their team. (Keep this Visitors copy for records, but should also appear on Sporting pulse)

Put Master Signed Team Sheets (Home and Away team) into SMJFL Master match report book and hand to Umpire. Modified teams hold onto forms for season ready for inspection by SMJFL if required.

After Game

Give coach coach's award certificate/vouchers. Note winner as generally shared around through the year.

Find the umpire (in their rooms) and ensure they have filled out the match report

Sign Match Report. Note umpires comments re reports, send offs, other remarks and add comments if appropriate.

Collect the game ball (or confirm if the Umpire Escort has it if it has been previously arranged to do this)

Away Team Manger signs match report and receives a copy.

Receive the Match Report book (with master match report) and both master Team sheets (signed) from Umpire.

Collect all Documentation from Goal Umpires & Time Keepers, Best and Fairest Parent votes/statistics/scores (and Best & Fairest Votes (in Envelope) from Umpire for U/11 and over)

Collect all Parent helper items including bibs, goal umpire equipment & medical kit: – This is where it may help to have an "Assistant"

St Kilda City Team Managers Handbook 2020

You will generally find the opposing team manager to be good to deal with, because only nice people (like you!) become team managers.

There is no longer a need to send documentation into the league, but there is a requirement to keep it all. I suggest you have a file at home for all documentation and make sure you have it in case the league request anything during the season.

If the last Team at the Ground, follow all of the ground pack up procedures.

Evening of the game day

Enter data into sporting pulse system, include:

- Quarter by Quarter scores (Visitors to check & confirm)
- Record Goal Kickers (U11 & above only)

Record separately of the Best & Fairest voting.

Help coach with the writing of a match report (or write it yourself) which will be emailed to parents following the game.

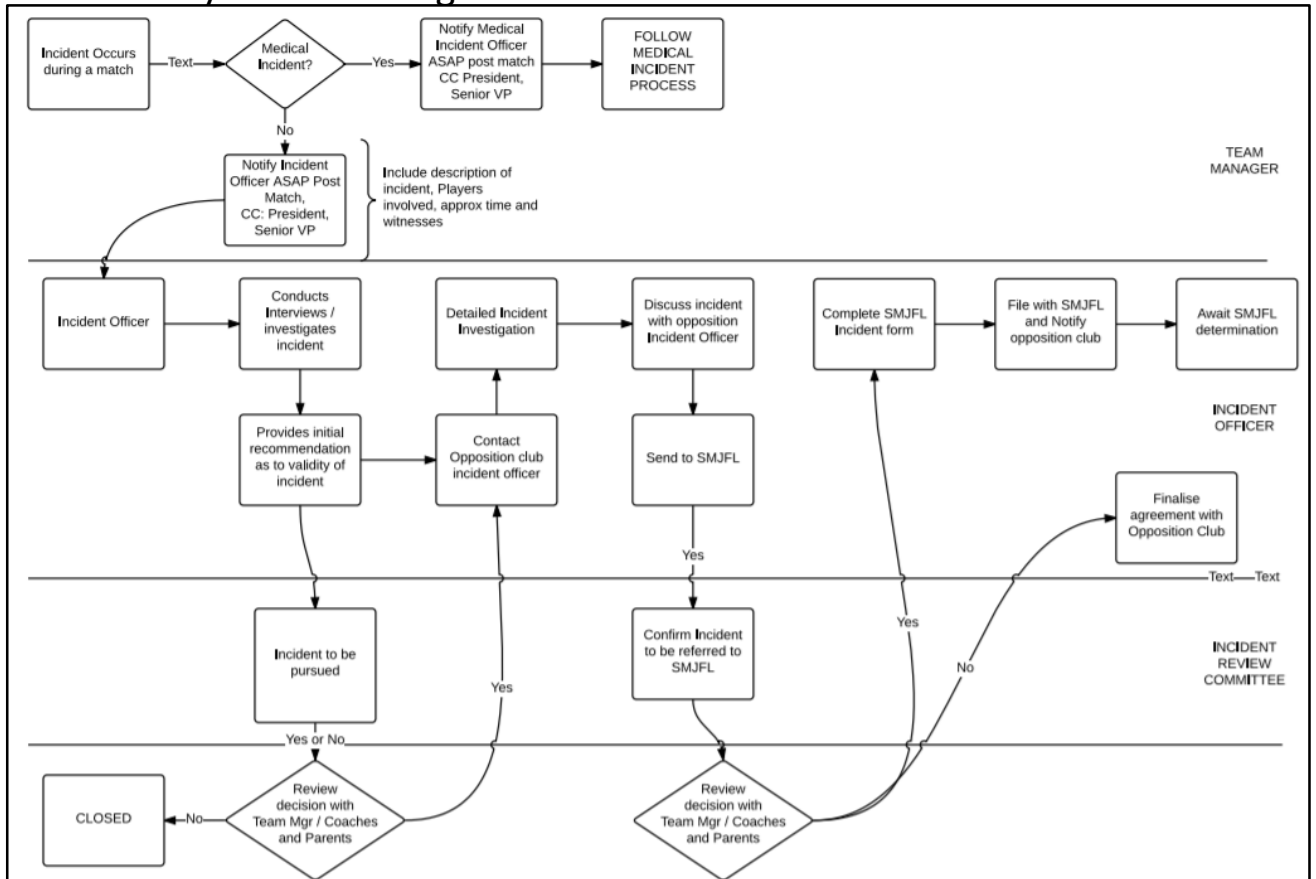
On Field Incidents – How to Handle

The committee has an incidents officer Simon Good, see Key contacts

Any incidents are to be written up in the match day report, the SMJFL usually like the clubs to sort out things between themselves, this involves the Presidents talking. Best to prevent incidents from occurring, but if one does, it's best to inform the opposition team manager and write it up in the match day report. You should then inform the President as soon as practical.

If there is an incident during the match (medical or behavioural) the Team Manager needs to follow the flow chart as below. If in any doubt, just reach out

St Kilda City Team Managers Handbook 2020



St Kilda City Team Managers Handbook 2020

Sporting Pulse – Online system

This guide will help Team Managers to prepare and print Teamsheets and enter results on Game day. All SMJFL Team Managers use the online Sporting Pulse system to manage teams and enter results.

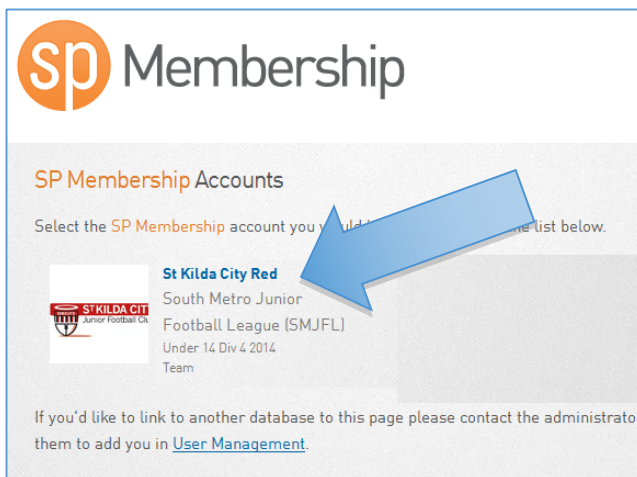
Prepare Teamsheets

Each team manager must prepare and print off 3 copies of your teams' teamsheet prior to each match.

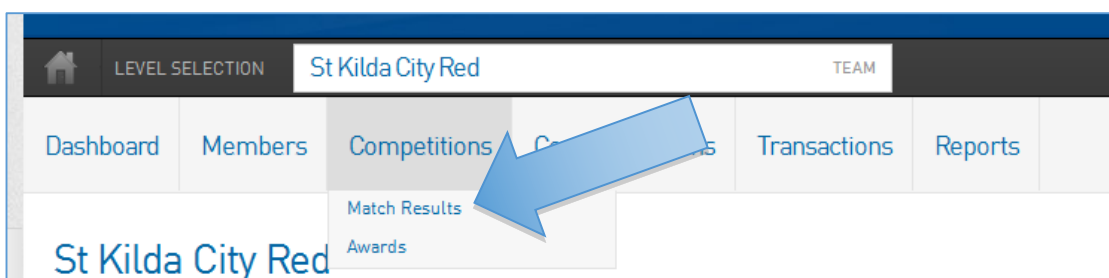
The teamsheet contains a list of all participating players, their jumper #'s and the officials' names.

To do this log onto your Sporting Pulse Passport at <http://www.smjfl.com.au/index.php?id=85>

After logging in select the link to your team



Once logged in you are presented with the dashboard for your team.



To prepare a teamsheet you must firstly select the match you want and the players involved.

Select Competitions/Match Results and you will be presented with the matches scheduled for your team. You may need to filter the dates and Season to find the next game.

St Kilda City Team Managers Handbook 2020

Display Matches
 Use the filters below to list the desired matches.

Show matches commencing on (dd/mm/yyyy): Season: Venue Name:

and concluding on (dd/mm/yyyy): Competition Name:

SHOW MATCHES

Result	Home Team	Away Team	Result	Competition	Match Date	Time	Venue	
	Cauffield Beers	St Kilda City Red		Under 14 Div 4 2014	06/04/2014	10:00	KOORNAING PARK	<input type="button" value="PRE GAME"/> <input type="button" value="GAME"/> <input type="button" value="POST GAME"/>

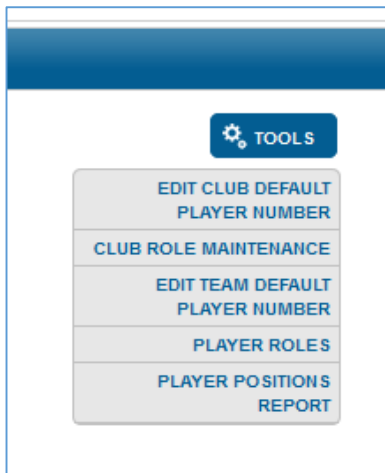
From the matches displayed, select the Pre-game button

You are then presented with a screen with a list of all players in the club on the LHS and the players for your match on the RHS.

Start of Season

At the start of the season, you can allocate jumper numbers to players and these will automatically appear in the teamsheet.

To do this, select Tools/Edit Club Default Player Number on the far RHS at the top of the screen



TOOLS

- EDIT CLUB DEFAULT PLAYER NUMBER
- CLUB ROLE MAINTENANCE
- EDIT TEAM DEFAULT PLAYER NUMBER
- PLAYER ROLES
- PLAYER POSITIONS REPORT

Choose each player in your team, assign a jumper number and hit the 'Assign' Button

Assign Player Numbers and Positions

Player:

Player Number:

Player Positions:

ASSIGN NUMBER

Do this for your whole team and they appear on each teamsheet you prepare during the season

St Kilda City Team Managers Handbook 2020

SMJFL Webinar for TMs on the use of Sporting Pulse

To assist Team Managers with the Sporting Pulse System, the SMJFL has recently produced a webinar that is worth watching before you commence the process of set up.

<https://support.sportstg.com/help/afl-team-managers-webinar>

Access

The StKCJFC Team manager coordinator will verify/allowing access to Team Managers for the Sporting Pulse System – the system that we rely on for data entry of players and match stats etc

This is relatively easy for those who have been previous team managers as they are already 'in the system'.

Full access for those of you who have done the role before should be available by the end of today.

You will need to go in and verify your team lists by round 1.

For those of you who are either new Team Managers or do not have a Sporting Pulse Passport, you need to get one by doing the following before I am able to give member access:

1. Google Sporting Pulse Password
2. Follow the steps on how to get one.
3. It is probably easier to use the email address that you have used to register your child.
4. After you have an SP password, please advise me so I can give access to team.
5. After I've given access, you need to go in and verify your team list prior to Round 1.

** If you are stuck on SP Password, please call the team manager co-ordinator.

On Line results

One of the basic requirements of the TM role is to complete online match results U11 upwards – U8-10 do not put results in (this is the responsibility of the home team) **by 8.00pm Sunday evening.**

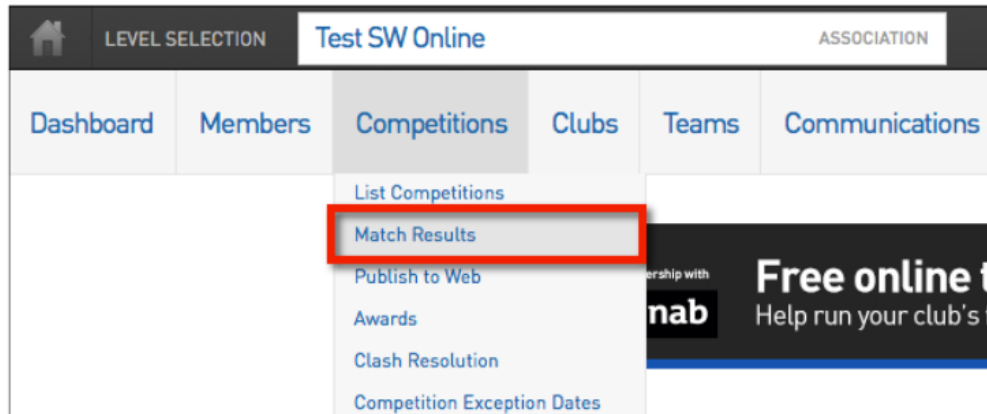
The Club incurs fines from the League for any team that does not submit by 8pm.

St Kilda City Team Managers Handbook 2020

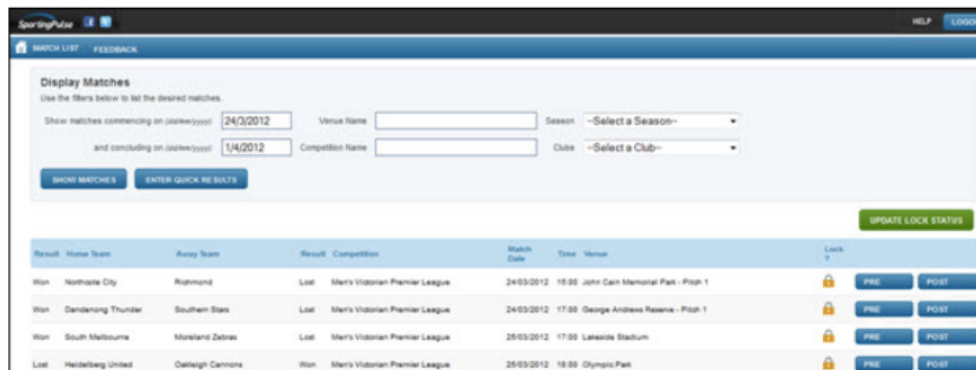
Adding Players

Log in to Online Results

The Online Results system can be accessed from your SportsTG Membership/Competitions database (as shown below).



Below is the Match List Screen. This will be the first screen that comes up when entering the Online Results system from your Membership database.

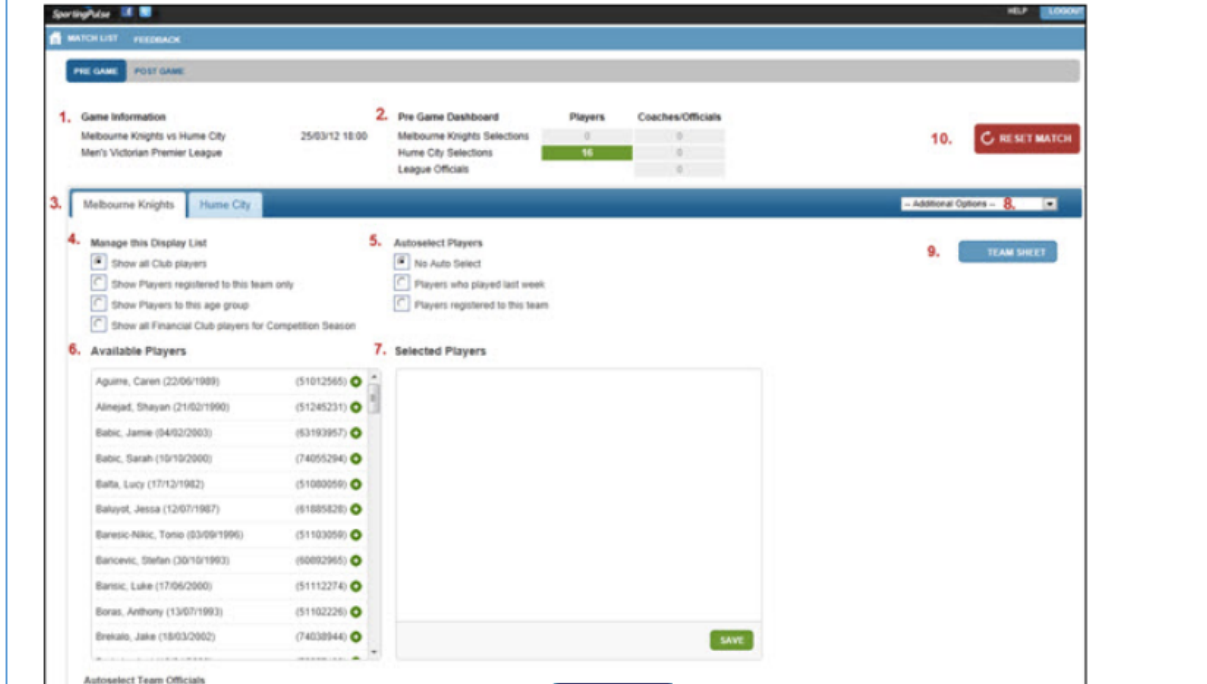


St Kilda City Team Managers Handbook 2020

Pre Game Screen

The Pre-Game Screen (shown below) houses all the pre-game administration including team selections, assigning team officials and accessing team sheets.

Pre-Game Screen Options



St Kilda City Team Managers Handbook 2020

ST KILDA CITY JFC SPECIFICS

Rule Matrix

This is issued each year by the SMJFL. Please see link below or the copy in 'Resources' section at end of this Handbook.

http://smjfl.com.au/wp-content/uploads/2020/01/2020_RuleVariationMatrix_Final.pdf

Working With Children Check (WWCC)

A current Working with Children Check is required by the SMJFL for all volunteer roles. A register is kept by the StKCJFC Safety Officer and audited by the SMJFL using Everproof data. Working With Children Checks are free for volunteers and available online or from the Post Office. The Team Manager should assist to ensure all volunteers in their team are compliant. Roles required include Coach, Assistant Coach, Runner, Trainer, Team Manager, Club Volunteer Umpire (U8 - U10 Mixed/ U12 Girls) and Umpire Escort. It is the individual's responsibility to set up their own Everproof account and upload copies of the qualifications required.

Medical Emergencies including Concussion Policy

Paramedics Game Day

The club pays for a Paramedic to be present at all Wattie Watson home games. Please ask your trainer to introduce themselves to the Paramedic on duty and also let the opposition trainer know that a professional Medic is on hand and available for them if required.

Medical Emergency information for Wattie Watson and Peanut Farm

There is a medical emergency information in place in the home team change rooms at both Wattie Watson and the Peanut Farm.

It contains information on where ambulances have access and where the defibrillator machines are located.

Ambulance access gate for Peanut Farm

There is also a key for the gate located at the South Eastern end of the Peanut Farm (near Blessington St) that is for the ambulance access. It is marked as such and should remain in the key safe so we all know where it is located.

SKCJFC Concussion Policy

Any player with a suspected concussion should:

- * Be accessed by a medical practitioner, if there is no Medic at the game please ask the parents / care person of the child to organise this assessment.
- * Have a two week minimum rest from footy if concussion is confirmed
- * Cannot play or train until the trainer has been provided with a medical practitioners note confirming that the player is fit to play.

Coaches and Team Managers are aware of and follow this important guide line, these references are listed in front of this handbook.

St Kilda City Team Managers Handbook 2020

Team manager Tools

Team Manager Kit bag

A team manager Kit bag is issued at the start of every season by the equipment manager and consists of the following;

- * Set of bibs
- * 2 match footballs
- * Goal umpire flags
- * Whistle for boundary umpire or field umpire (modified rules)
- * Time keeper and goal umpire cards
- * Vouchers
- * 3 x blankets
- * First aid kit
- * Goal umpire jacket
- * Colored wrist bands (U8-10 Mixed, U12 Girls)

It's a good idea to have the following in your bag; pencil case with spare pens for goal umpire, plastic bags for clean-up of the ground if you are first to set up, rain coat.

Score Cards

Time keeper and Goal umpire cards are provided by the club at the start of the season. These are SMJFL league issued cards and the equipment manager provided these at the start of the season.

Ground report



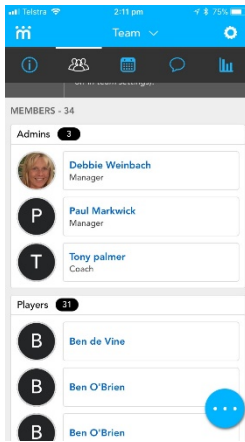
If you are setting up the ground for the day you may need to complete a match day checklist for a home match not played at Wattie Watson (for games at Wattie Watson, this is performed by the Ground Day Manager). If you are the away team you should check with your opposing home team manager and make sure that it has been completed – you ought to be asked to sign off on their checklist.

The checklist has only to be completed by the team manager for the first game on the ground for that day.

The checklist is completed on line using JLT Australian Football National Risk Protection Programme app. Please make sure you have downloaded the JLT app to your smart phone and follow the procedure. It is quite straight forward and this ensures that our club (and players) are covered by insurance in the event of a serious injury. You will see that it requires the opposing team manager to enter their details, and provides for both team managers to make the necessary assurances. Ideally, you should run through it together on your phone.

St Kilda City Team Managers Handbook 2020

Teamstuff App



The Teamstuff app is useful for managing game day, training and social commitments of the team. It is best to reach out to an experienced team manager, most will say that setting up the team stuff app is a great way of communicating with your entire team.

Interleague

Players are invited to join the Interleague squad at the start of the year, a member of the committee will inform you and the player of the invitation. It is a requirement to wear a club jumper at the training sessions, you will need to liaise with the team manager coordinator and the equipment manager.

Grading of teams

St.Kilda City JFC policy to commence grading of mixed teams at under 13 level and girls teams at under 14 level.

If you are Under 9, Under 10, Under 11, Under 12 boys/mixed or Under 13 girls in season 2019, it is our intention to keep your teams as they were last season. Team makeup can only alter due to new registrations or unique circumstances that will be considered on a case by case basis by the committee.

The SMJF issue the grades that the teams will compete in prior to the start of the season, the first four rounds are classified as grading rounds and the StKCJFC committee can make a claim to the SMJFL for a team to go up or down a division on the basis of teams of equal ability playing in the same division.

St Kilda City Team Managers Handbook 2020

Training and Match Day Facilities at Wattie Watson

Ground Day Manager at Wattie Watson

This year the club has arranged for a ground day manager, **Jack Denborough 0477 974 540** for home games at Wattie Watson. This person can assist with any of the logistics involved in playing at Wattie. Make good use of this resource.

Key Safe at Wattie Watson

Opening up Club Rooms

Get key from the keysafe chained to the cage opposite the water tanks on the South side of club room (txt Tania Smith on 0458166527 for code).

Open the Home and Way change rooms (and close the rollerdoors in the middle of the rooms if they are not already down), the store room, the umpire's room, and the Club rooms

This key also opens the front storeroom door, the changerooms, the umpires' rooms and our storeroom, which is located inside our Home changeroom.

To access the club rooms, the alarm keypad is located on the LHS of the door as you enter, the code is 2236, hit the ALL OFF button – you should get a 'Welcome' message

Protocol when using the key

Please ensure that once you've used the key from the key safe at Wattie to put it back immediately. This is necessary because there often several people at the ground at the same time requiring access for different reasons.

Wattie Watson Change Room Facilities & Elwood Soccer Club

We share change room facilities with Elwood Soccer Club

When TMs arrive at the ground, there will now be a change room schedule on a notice board – located near the umpires room. This will indicate your change room as well as that of your opposition (please be courteous and let them know). The change rooms have been numbered as per the schedule.

Given the turnover and usage of the change rooms, please advise all teams and players not to leave any gear/bags in the rooms. or at least to put everything away in their bags, zip them up, and place their bags out of the way under the seats.

Use of Wattie Pavilion at training

Usually, we don't open change rooms and the pavilion on training nights. However, we understand that sometimes inclement weather may require it.

If this is the case, can you please ensure that you lock up, put the alarm back on and return the key to its rightful spot in our keysafe and tumble the combination (make sure you don't leave the combo exposed).

If you do use the pavilion, you are expected to clean up after yourselves (this includes the carpet. Please take off muddy boots before entering.

Please forward this message to your respective coaches.

St Kilda City Team Managers Handbook 2020

Wattie Watson Main Ground Protocols

All fixtures for Wattie Watson main oval can be found at

http://websites.sportstg.com/comp_info.cgi?action=VENUE&venueid=17281608&client=1-4901-0-0-0

Documentation

We are operating the Satchel system as per previous years.

Wattie has a black satchel stored with the scoreboard and siren in the front storeroom and will contain:-

- * Clock
- * Spare Goal Umpires Cards
- * Spare Timekeepers cards.
- * 1 x Competition Match Report book - provided by the home team, completed by the umpire and signed by both team managers.
The Ump keeps a copy, and one for each Team Manager
- * 1 x Umpire report book – if a player is reported, the ump fills this in
- * Current By-laws book

The TM for the first team on the ground that day should put the satchel on the Timekeepers table and it remains there and is used by all teams until after the final match when the last TM should put it back in the storeroom with the scoreboard.

The Competition Match Report book should be taken to the Umpires rooms where it stays until the last match. It is then put back in the satchel

The Satchel will be refreshed each week with cards and the books when they run out of pages. If you run out of Goal Umps cards in your kitbag for use at away matches, take a max of 2 out of the satchel to cover you. These cards can get into short supply so please don't hoard them.

Main Oval set-up

- * Pad the goalposts – padding is in the front Storeroom at Wattie
- * Ground inspection - pick up dog poo etc. (not usually much)
- * Setup Timekeepers table with Clock (also kept in satchel), Timekeepers cards and Siren
The siren plugs into a power point inside the front storeroom via an extension cord.
- * Take the scoreboard from the front storeroom and hang it on the outside wall (a 2 person job)
- * Take the stretcher from the front Storeroom and put it near the scorers table
- * Take the Competition match report book from the satchel and put it in the Umpires rooms.
- * If the weather allows, put up the marquee which is also stored in the front storeroom. It's a 4 person job! The walls are stored in a separate bag and Velcro onto the main structure
Put it up so it covers the scorers table.
- * If you're setting up for an U8-10 match, you'll need the Field marking Dots
The Red dots which mark out the sectors of the ground are kept in the front storeroom next to the scoreboard these need to be laid out on the ground.
Note – if the next match is an U11+, the U8-10 TM should organise to have the dots taken up and put back in the storeroom

St Kilda City Team Managers Handbook 2020

Ground warm-up

- Neither team should warm up on the soccer pitch playing surface in front of the change rooms, even if there is no game on at the time. The soccer club, rightly, complains about this as it wears down its playing surface. At busy times it is hard to find somewhere to warm up. But people have to do the best they can. You may have to explain this to your opposing number (as well as to your own coach).

Main Oval take-down

- * Remove the goalpost padding and store in the front Storeroom. Stand it upright at the back of the storeroom, this is important as accessibility is hampered if they're stored horizontally on the floor
Put clock, siren, unused GU/Timekeepers cards in the satchel and put back in front storeroom.
Do NOT take the satchel with you. It MUST remain at Wattie
- * Put Scoreboard back in the front Storeroom (2 man job)!
- * Take down the marquee and put it back in the front storeroom, stand it up at the back
- * Put the stretcher back in the front Storeroom.
- * Sweep the visitors and home teams change rooms.

Wattie Watson REAR OVAL Protocols

Rear Oval is the smaller over next to the Croquet club and usually used for Under 8, Under 9 and Under 10s and under 12 girls.

All fixtures for Wattie Watson back oval can be found at

http://websites.sportstg.com/comp_info.cgi?action=VENUE&venueid=26410753&client=1-4901-0-0-0

Documentation

We are operating the Satchel system as per previous years.

Wattie has a black satchel stored with the scoreboard and air horn in the front storeroom and will contain:-

- * Clock
- * Spare Goal Umpires Cards
- * Spare Timekeepers cards.
- * 1 x Competition Match Report book - provided by the home team, completed by the umpire and signed by both team managers.
The Ump keeps a copy, and one for each Team Manager
- * 1 x Umpire report book – if a player is reported, the ump fills this in
- * Current By-laws book
- * Air Horn (please let the team manager coordinator know if the gas is running low)

The TM for the first team on the ground that day should put the satchel on the Timekeepers table and it remains there and is used by all teams until after the final match when the last TM should put it back in the storeroom with the scoreboard.

The Competition Match Report book should be taken to the Umpires rooms where it stays until the last match. It is then put back in the satchel

St Kilda City Team Managers Handbook 2020

The Satchel will be refreshed each week with cards and the books when they run out of pages. If you run out of Goal Umps cards in your kitbag for use at away matches, take a max of 2 out of the satchel to cover you. These cards can get into short supply so please don't hoard them.

Back Oval set-up – Assist with Grounds Manager as necessary.

- * Take goal posts via trolley from the front Storeroom to rear oval and insert them – a 2 person – or more job. The holes at each end of the ground should be visible but are sometimes difficult to find if the oval has been mowed.
- * Ground inspection - pick up any dog poo or sticks (if any)
- * Complete match report with opposition Team Manager prior to the game using the JLT App.
- * Setup Timekeepers table with Clock (also kept in satchel), Timekeepers cards and Siren (Horn)
- * Take the Competition match report book from the satchel and put it in the Umpires rooms.
- * U8-10 Field marking Dots, unless the ground was marked into thirds.
The Red dots which mark out the sectors of the ground are kept in the front storeroom next to the scoreboard. If the Ground is being set up by U8-10's, these need to be laid out on the ground.

Back Oval take-down

- * Remove the goalpost and transport on trolley and store in the front Storeroom. Put clock, siren, unused GU/Timekeepers cards in the satchel and put back in front storeroom.
Do NOT take the satchel with you. It MUST remain at Wattie

St Kilda City Team Managers Handbook 2020

Training and Match Day Facilities at Peanut Farm

The Peanut Farm fixtures can be found at

http://websites.sportstg.com/comp_info.cgi?action=VENUE&venueid=17281586&client=1-4901-0-0-0

Peanut Farm

Information to follow once games resume.

Key safe at Peanut Farm

Opening up Club rooms

Get key from cage near store room 1 (txt Tania on 0458166527 for code).

To access the club rooms, the alarm must be disengaged. Code is 4122.

Peanut Farm Protocols

Please be aware that on Sundays we may share the Peanut Farm with the St Kilda Sharks. Their games usually start at 12:00 and 2:00 and they start arriving an hour before. We try and clear the changerooms rooms 30 mins before the start of their games.

The Sharks fixture for the Peanut Farm can be found at

http://websites.sportstg.com/assoc_page.cgi?c=1-11684-0-453320-0&a=COMPS

Documentation

We are operating the Satchel system as per previous years.

The match day satchel is on a shelf in the container on the RHS. The satchel contains the following;-

- * Clock
 - * Spare Goal Umpires Cards
 - * Spare Timekeepers cards.
 - * 1 x Competition Match Report book
 - * 1 x Umpire report book – if a player is reported, the ump fills this in
 - * Current By-laws book
 - * Air Horn

The TM for the first team on the ground that day should put the satchel on the Timekeepers table and it remains there and is used by all junior teams until after the final match when the last TM should put it back in our container.

The Competition Match Report book should be taken to the Umpires rooms where it stays until the last junior match. It is then put back in the satchel. Note the Senior footy club has a very similar Competition Match Report book, please ensure we use the SMJFL one and replace this in our satchel at the end of the last junior game on the oval.

The Satchel will be refreshed each week with cards. If you run out of Goal Umps or Timekeepers cards in your kitbag for use at away matches, take a max of 2 out of the satchel to cover you. These cards can get into short supply so please don't hoard them.

St Kilda City Team Managers Handbook 2020

Ground set-up matchday

- * Pad the goalposts – stored in the visitors change rooms.
- * Ground inspection - pick up dog poo etc.
- * Take the scoreboard numbers from the visitors rooms to the scoreboard
- * Setup Timekeepers table with chairs and the St Kilda City marquee (weather permitting) complete with walls and weights, which is a 2+ person job – all stored in our shipping container. There is a trolley in the shipping container to wheel it into place – by the side of the home teams’ dugout. The marquee is the only shelter we have available at the Peanut Farm so the scorers table should be set up under it. Peg it out and use the weights provided as it can be susceptible to wind
- * Take the stretcher from the visitors’ rooms to the Timekeepers table.
- * The home teams rooms may contain the BBQ belonging to the Seniors This needs to be removed and stored outside for the duration of our Sunday games
- * The satchel should be stored under the table so unload the clock and Timekeepers cards.
- * Take the Competition match report book from the satchel and put it in the Umpires rooms.
- * The scoreboard numbers stored in the visitors change rooms or our Shipping container should be taken to the scoreboard
- * Take the stretcher from the visitors room and put it near the scorer’s table
- * Note, Water is available from the toilets only. The Gents toilets has a hose connected to one of the basins to allow drink bottles to be filled.

Ground take-down

If the Sharks (Women’s team) are playing after you....

- * Put clock, airhorn, Competition Match Report book and unused GU/Timekeepers cards in the satchel and put back on a shelf on the RHS of our shipping container. Do NOT take the satchel with you. It MUST remain at Peanut farm.

If the Sharks are NOT playing after you and you are the last Junior Team on the oval

- * Remove the goalpost padding and store in the visitors change room or our shipping container.
- * Put clock, airhorn, Competition Match Report book from umpires rooms and unused GU/Timekeepers cards in the satchel and put back on a shelf on the RHS of our shipping container. Do NOT take the satchel with you. It MUST remain at Peanut farm.

St Kilda City Team Managers Handbook 2020

Uniform and Merchandise

The club has SMJFL-approved shorts and socks that must be worn by all players. These are available for sale from the club and online at 'Ur 4 Sport'. A range of Club merchandise is also available online. See link below.

<https://ur4sport.com.au/collections/all>

Football and Sports bags

These are available to all U8, U9 and U10 players when they first register for the club. Promotional players match day sports bags are a once-off gift, all new players should receive a bag. Any new registrations, please liaise with Glenn Jowett regarding new kit.

Milestone Games and Banners

Our Club has available for use a pro-forma banner developed for use in players' milestone games. The problem is, we weren't able to come up with anything that simulated the 'tear through' experience of a traditional banner – that being an undeniable part of the joy! There are two available and these are stored in the store room with the Poles. **Please ensure that they are returned after use and on a wet day please arrange to dry the banner before storing.**

As it currently stands, the following options are available to those undertaking milestone games:

(a) Our Club has available for use a pro-forma banner developed for use in players' milestone games There are two available and these are stored in the store room with the Poles. **Please ensure that they are returned after use and on a wet day please arrange to dry the banner before storing ;or**

(b) Good old fashioned, MYO (make your own) banner; or

(c) Having a milestone banner manufactured by our preferred supplier for these, Milestone Banners : <http://milestonebanners.com.au/> The Club will chip in \$50 to subsidise the costs of these. All you need to do is order the banner, they have our pattern and usually charge approx. \$150 and electronically send a copy of the receipt to club Treasurer Kieran O'Mahony : omahokie@gmail.com – along with your bank account details and you will be reimbursed accordingly via EFT.



Please forward any news, player milestone information or photos to the StKJFC website/communications manager to registrar@stkildacityjfc.com.au

This is a great way to promote the club both to internal and external audiences.

St Kilda City Team Managers Handbook 2020

St Kilda City Policies including Awards Distribution

Team vouchers are provided by the club for post-match awards these are distributed to the Team Managers at the start of the season. Please remind your coaches that the weekly vouchers are essentially 'egalitarian awards' to be spread evenly throughout the team.

End of Season Awards (pertains to Under 11s up)

Please read the policy. Essentially there are three top 3 B&F awards. The additional three Coach's awards are to be individual recognition awards. Hopefully, coaches will use these awards to encourage some players who may not ordinarily get a look in on B&F. Please don't use the coaches awards to acknowledge the 4th, 5th and 6th B&F players in the team. Show some love and remember, at the end of the day we're just trying to keep as many kids playing the sport as we can.

There is a template B&F spreadsheet available for Team Managers.

St Kilda City Team Managers Handbook 2020

Key Resources and Websites

SMJFL Web site – Policies and Guidelines

<http://smjfl.com.au/index0198/>



Age Dispensations

[AFL National Age Dispensation Policy](#)

Concussion

- [Responsible approach to concussion in the AFL](#)
- [Concussion management policy](#)
- [Concussion recognition & management guidelines for PARENTS](#)
- [Concussion recognition & management guidelines for PLAYERS](#)
- [Sports trainers in community AFL football policy](#)
- [Management of concussion in community football](#)
- [Concussion management poster](#)
- [Pocket SCAT2](#)

Extreme Weather

[AFL Victoria Extreme Weather Policy 2017](#)

St Kilda City Team Managers Handbook 2020

Key Resources and Websites

SMJFL Web site – Policies and Guidelines (continued)

Team Manager Training Video

<https://support.sportstg.com/help/afl-team-managers-webinar>

Grading

[SMJFL Grading Guidelines and Processes](#)

Coaching

[SMJFL Coaching Accreditation Policy](#)

SMJFL Web site – Rules and By-Laws

<http://smjfl.com.au/inex0197/>



The screenshot shows the SMJFL website's 'Rules & By-laws' page. At the top, there is a banner for 'SOUTH METRO JUNIOR FOOTBALL LEAGUE' with the slogan 'IT'S ABOUT THE KIDS' and 'MAJOR SPONSOR MONASH University'. Below the banner is a navigation menu with links: Home, About Us, Fixtures/Results/Ladders, News/Media, Clubs, Partners, Rules, By-Laws & Policies, Female Football, Interleague, Umpires, and Club Admin. The main content area is titled 'Home / Rules & By-laws' and 'Rules & By-laws'. It lists several links: 2019 By-Laws, 2019 Rule Variation Matrix, 2019 Laws of Australian Football – Not released yet, 2019 Team Managers' Handbook, SMJFL Statement of Rules, SMJFL Board Code of Conduct, and SMJFL Board Terms of Reference. On the right side, there is a 'SMJFL Partners' section featuring the St Kilda F.C. logo with the motto 'FORTIUS QUO FIDELIUS'.

Rules & By-laws

[2020 By-Laws](#)

[2020 Rule Variation Matrix](#)

[2020 Laws of Australian Football](#)

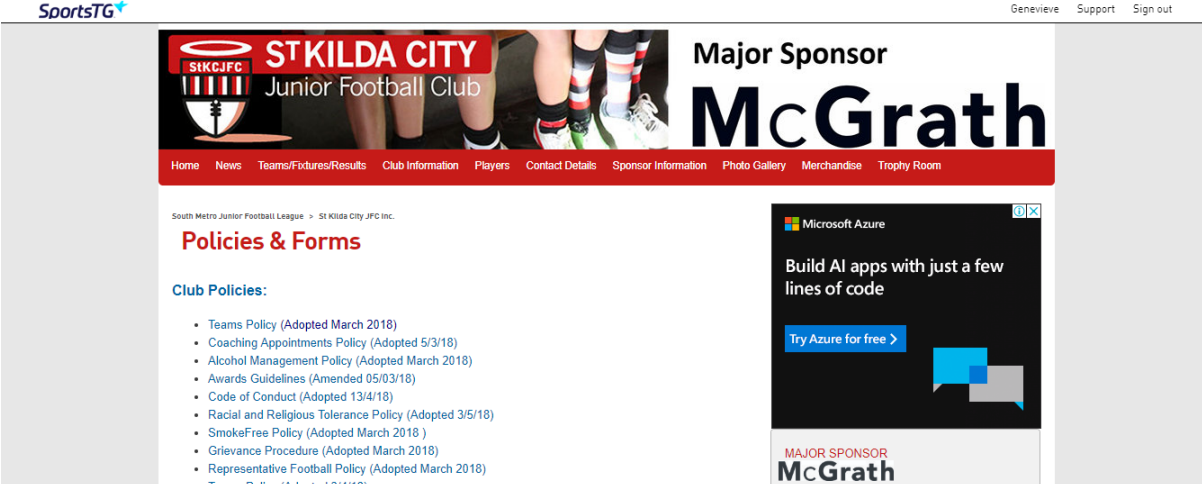
[2020 Team Managers' Handbook](#)

St Kilda City Team Managers Handbook 2020

Key Resources and Websites

St Kilda City Junior Football Club web site - Policies and Forms

http://websites.sportstg.com/club_info.cgi?c=1-4901-70176-0-0&SID=315652



Policies & Forms

Club Policies:

- Teams Policy (Adopted March 2018)
- Coaching Appointments Policy (Adopted 5/3/18)
- Alcohol Management Policy (Adopted March 2018)
- Awards Guidelines (Amended 05/03/18)
- Code of Conduct (Adopted 13/4/18)
- Racial and Religious Tolerance Policy (Adopted 3/5/18)
- SmokeFree Policy (Adopted March 2018)
- Grievance Procedure (Adopted March 2018)
- Representative Football Policy (Adopted March 2018)
- Teams Policy (Adopted 3/4/18)

Policies & Forms

Club Policies:

/ [Code of Conduct \(2020\)](#)

/ [Teams Policy \(Mixed and Boys\) \(2019\)](#)

/ [Teams Policy \(Girls\) \(2020\)](#)

/ [Coaching Appointments Policy \(2018\)](#)

/ [Representative Football Policy \(2015\)](#)

/ [Awards Guidelines \(2018\)](#)

/ [AFL Concussion Management Policy](#)

/ [Child Safe Code of Conduct \(2018\)](#)

/ [SMJFL Child Empowerment Initiatives \(2018\)](#)

/ [Child Incident-Reporting-Procedure \(2018\)](#)

/ [Child Safe Recruitment Policy \(2019\)](#)

/ [Child Safety Policy \(2018\)](#)

St Kilda City Team Managers Handbook 2020

/ Child Safe Mission Statement (2018)

/ Grievance Procedure (2012)

/ Alcohol Management Policy (2012)

/ Racial and Religious Tolerance Policy (2018)

/ Smoke Free Policy (2012)

Club Procedures:

/ Wattie Watson set-up and take-down

/ Peanut Farm set-up and take-down

/ St Kilda City Team Managers run-sheet

/ SMJFL Team Manager's Handbook

Registration forms:

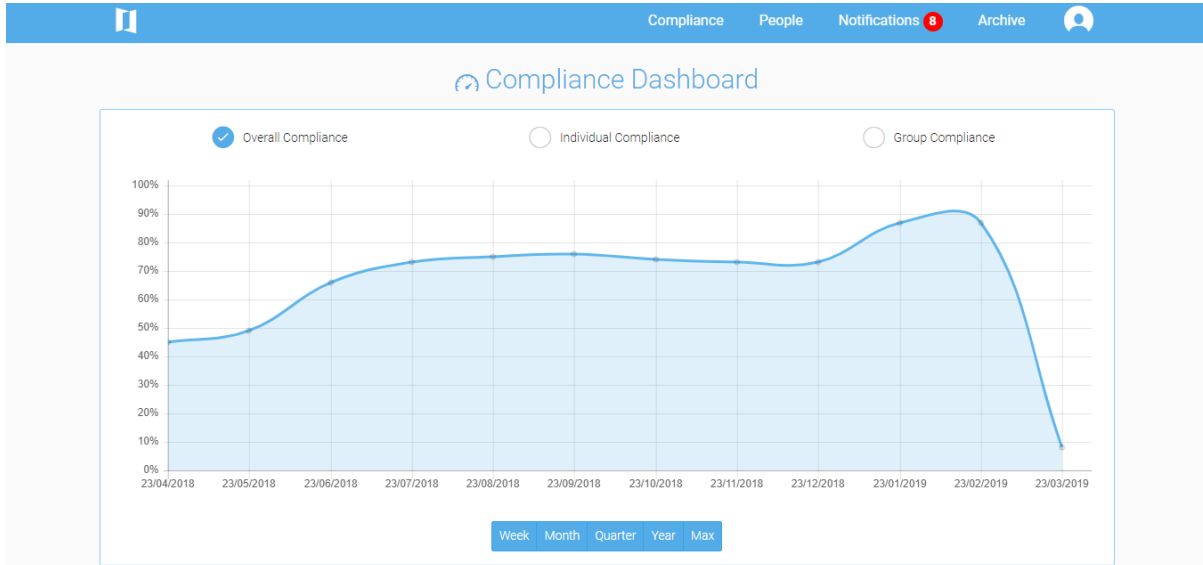
- All players register online

Financial Hardship Policy

This policy outlines potential support for prospective and current members who may be excluded from participation due to financial hardship. Coaches or Team Managers may seek further information regarding this policy by contacting the [Club President](#).

St Kilda City Team Managers Handbook 2020

Everproof



WWCC Everproof sheet


1	Please list all users to be uploaded. Required fields are in Red.						
2	Please choose from one of the below roles where applicable						
3			Must be unique for each person	e.g. StKFCFC	U16 Boys 2018	e.g. Team	Person = Personal Account Only AM = Administrator of BlueQ for your Organisation/Club
4	FirstName	LastName	EmailAddress	Organisation	Groups	GroupTypes	Roles
5	Fred	Blogs	Fred@test.com.au	St Kilda City Junior Footy club	U-16		Team Manager
6				St Kilda City Junior Footy club	U-16		Coach
7				St Kilda City Junior Footy club	U-16		Assistant Coach
8				St Kilda City Junior Footy club	U-16		Trainer
9				St Kilda City Junior Footy club	U-16		Runner
10				St Kilda City Junior Footy club	U-16		Umpire Escort
11							Person

Specimen Signature Sheet

1	SMJFL TEAM SIGNATURE SHEET - 2018		
2	CLUB: Saint Kilda City Junior Football Club		Age Group: U16 Div: 2
3	Surname	First Name	D.O.B. Current Signature
4	Fred	Blogs	8-May-01
5	Sam	Brown	31-Jul-01
6			
34	Team Manager Name: Paul Markwicik		Team Manager Contact Number: 0419 030 561

St Kilda City Team Managers Handbook 2020

Best and fairest vote record sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
4															
5		 ST KILDA CITY Junior Football Club	Total Votes	Round 2 Vs Dingley			Round 3 Vs east Malvern			Round 4 Vs Sth Melbourne 14/05/2017			Round 5 Vs St Peters 21-05-2107		
6				Game 1			Game 2			Game 3			Game 4		
7				Coach	parent	Total	Coach	parent	Total	Coach	parent	Total	Coach	parent	Total
8		Fred Blogs	33	0	0	0			0		4	4			0
9		Sam Brown	20	5	5	10			0			0	1		1
10		Trevor G	34			0			0			0	5	5	10
11		Charlie Test	0			0			0			0			0
12		Ben B	65	3		3	5	4	9		5	5		1	1
13		Judd H	0			0			0			0			0
14		Tim B	28	2	1	3	3		3	1		1			0
15		Tom F	36			0	4	5	9			0	3	2	5
16		Blake Y	2			0			0		2	2			0
17		Mary F	1			0		1	1			0			0
18		Roger W	0			0			0			0			0
19		Joe H	9			0			0			0	2	3	5
20		Loki P	6			0			0		1	1			0
21		Ken X	11		4	4	1		1			0			0
22		Rodney S	1			0			0			0			0
23		Hugh F	4	4		4			0			0			0
24		Mac N	2		2	2			0			0			0
25		Max B	18			0			0			0			0
37			420	15	15	30	15	15	30	15	15	30	15	15	30
38			420												
39															