

**FOREST
LIONS**



**Forest Lions
Junior AFL Club**

Managers Handbook 2018

President's Message

"Volunteers don't get paid, not because they're worthless, but because they're priceless"



On behalf of the Forest Lions Junior AFL Club, I would like to say thank you for volunteering to manage your respective team.

Volunteers are what makes our club tick and creates the great club culture that has been built over the previous 49 years.

Through some great work by the Forest Lions committee members we have created this Managers Handbook to assist you in your role as Team Manager. This handbook includes the relevant information and resources you need to make the 2018 season an enjoyable experience for you, your team and the parents of all of the players.

As a club we have been fortunate enough to see good growth in teams and player numbers over the past few years. Whilst a key to success in sporting clubs is to ensure the kids are having fun and learning the game, it is also important to ensure that parents have a good experience and want to bring their kids back to play again next year.

As the Team Manager you play a key role in keeping parents well informed throughout the season as well as assisting on game day to make the season a successful one for the team as a whole.

If you any have any questions or need clarification of anything, please feel free to drop me a note on the email address below.

Thanks again for being an active volunteer with the Forest Lions.

We are very appreciative of all of our volunteers and look forward to your success in 2018.

Warm regards,

Jono Hall

President

Forest Lions Junior AFL Club

president@forestafll.com.au

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Introduction

We hope the information provided in this booklet will make taking on the job as Team Manager easier and less stressful.

As Team Manager you will be expected to provide admin and liaison support for your team's Coach throughout the season. This will include producing match day documentation, entering scores online and coordinating parent volunteers.

If you have any questions please feel free to contact a committee member.

Preseason

Contact List

Once registration has been completed our registrar will email you a spreadsheet of team members and their contact details. We recommend you make up a contact list to include:

- # (Match jumper/jersey number – can be filled in later)
- Name (of player)
- Surname (of player)
- Parents (name)
- Mobile Numbers
- Emails

Please send this Contact List out to all players, to make sure all the details are correct. You may need to make some changes and resend it.

Preseason

Draw

Just before the start of the season the Greater Sydney Junior AFL Association (GSJAFL) will issue details of the draw. Forest Lions is part of Sydney Harbour Juniors area.

You will be emailed a spreadsheet version first, then it will be posted on the Sydney Juniors AFL / Sports TG website (www.aflsj.com.au) In previous years it has only comes through a day or two before the start of the season so it may be a while before you can email out a complete draw to the team.

Team Roster

There are several jobs you will need to allocate to parents for both home and away games.

- 1 Goal Umpire
- Half Time refreshments
- 2 Best & Fairest Judges
- 2 Boundary Umpires (U13+)
- BBQ & Canteen Helpers (Home Games)

These jobs are described in more detail in the Forest Lions Parent Handbook which is located on our website www.forestafl.com.au/handbooks

Ground Locations

The website for [AFL Greater Sydney Juniors](http://www.aflgreater.com.au) lists all the clubs and their home grounds in the Sydney Harbour North Shore & North West region. You will find the list under Ground Locations Menu on their home page.

Start of Season

Manager's Kit

Before the footy season starts you will be given a Manager's Kit containing the following:

- Match Ball (leather)
- 2 Goal Umpire Flags
- First Aid Kit
- Whistle (U13+ 2 whistles)
- Manager's Bib (maroon)
- Coach's Bib (blue)
- Runner's Bib (pink) U11+
- Water Carrier's Bib (white) U11+
- Goal Umpire Bib (white)
- Boundary Umpire Bibs (white) U13s+
- Score Cards
- Pens
- Clipboard
- Managers Handbook
- Player Awards
- Wire Water Bottle Carrier
- Team Water bottles
- Job Description Cards

During the season you will be responsible for all Match Day equipment issued to your team. Please report any losses or damages to the Property Manager ASAP.

At the end of the season all equipment is to be returned to the Property Manager.

Uniforms

Forest Lions provide each player with a Match Day jersey, which they keep for the season and then return at the end of their last match. Players need to purchase socks and shirts from the club. This can be done at some pre season training nights and from the Canteen on Home Games. Please remind players it is cash only.

Skins may be worn under the uniform in colder weather. Skins can be black, white or skin colour but not full length.

Uniform Price List

Socks -----	\$15
Shorts -----	\$20
Combination (Socks & Shorts) -----	\$30
Caps-----	\$10
Kids Hoodies-----	\$50
Adult Hoodies-----	\$55

Match Week

Team Emails

During the week before the match it is best to email the team to remind them of the match and roster details and to check who is available. The coach may ask for players to be there 30-45 minutes before the game is due to start to allow players to warm up. Email the coach a list of unavailable players.

Team Selection

The day before the Match you will need to enter player names into the Footy Web to produce Team Sheets. You will also need to enter Team Officials. Instructions below:

Footyweb Instructions – Team Selection

The following instructions provide details on how to enter team sheets into the Footyweb each week. It is very important that you read it prior to the first match of the season.

Each week before the game, preferably on the Saturday, we would like all managers (other than Auskick) to enter their team for that Sunday's match into Footyweb. This is required by NSW AFL and is needed so that we can keep an accurate record of the number of games played by each child.

Three copies of the team sheet need to be printed:

- 1 to go to the Ground Manager
- 1 for the opposing team's Manager
- 1 for your own records

This is particularly important for U11s and above as you may forfeit the game if team sheets aren't completed. All team sheets need to be kept until 2 weeks after the end of season.

To enter your team selection for the week into Footyweb please follow these steps:

1. Go to Greater Sydney Junior AFL website <https://passport.sportstg.com//login/>. Click on Passport. This will take you to SportsTG Passport login page.
2. Enter login details:
These will be provided via a separate email from the club.
3. Click on **sign in**.
4. Click on **Results Entry & Live Scoring**
5. Click on **Forest Districts Australian Football Club GSJ Sydney Harbour Club**. (Right of our logo.)
6. Type in the weekend dates (eg 5/4/2018 to 6/4/2018) that you want to view matches for. Select 2018 for Season and click on **Show Matches**.
7. It will then list all the games for the Forest Lions for that weekend – click on **Pre Game** next to the game you wish to produce a team sheet for.

8. Select the players you require from the left hand side (ie this is the list of available players) – if you click on Show Players in this Age Group, it will shorten the list to players in your age group. Add their jumper numbers now or hand write them later.
9. Click on the **green plus sign** to add the player's name to the **Selected Players List**. Once you have added all the players available for that game click **Save**. You can also a) remove players or b) load all players from previous week
10. If a player unexpectedly turns up for a game or is absent, you can alter the team sheet manually then update the team selection before you enter the game results.
11. It is important you also select team coach and officials. If you can't find a name you can write it on the sheets you print out. Click on **Save Team Officials**.
12. Then click on Team Sheet up on the top right of the screen and **print 3** copies of the team sheet.
13. Click on **Match Menu** to take you back to the main menu.
14. If you have any questions please contact Mark Hurst either by email mark.hurst@finity.com.au or phone 0402 425 462.

Entering Match Results

Follow the instructions for entering Team Selections on the Footyweb up to point 7. You will need to do this for home games only, but it is good to check scores have been entered correctly. Only teams U11s and above will need to enter scores. Scores need to be entered on Sunday otherwise you will be locked out of the system.

8. It will then list all the games for the Forest Lions for that weekend – Click on **Post Game** next to the game you wish to add results for.
9. You only need to enter the final number of goals in **Full Time Goals** and final number of behinds in **Full Time Behinds**. Enter the Full Time Total Points. Do this for both teams. Select from the dropdown **result type**. U9 & U10 teams need only to select draw. Please ignore Super Goals they should not be there.
10. Once you have completed entering the score, click on green **Update Match Scores** button and log out of Footyweb.

Wet Weather

AFL games are played in all but extreme weather unless councils have closed the grounds. Players are expected to turn up unless the Coach or Manager has informed them that the grounds have been official closed or the GSJAFL have cancelled the round.

This year the council are inspecting the grounds at 7am each weekend morning. Please check the website wetweathercheck.com which will tell you which AFL grounds are open and closed.

You can also check on the council's website [Northern Beaches Council/Lionel Watts](http://NorthernBeachesCouncil.com.au)

Match Day

Team Sheets

As players arrive mark their attendance on a Team Sheet. When you have a good idea of player numbers liaise with both Coaches and other Manager to decide on player numbers and configuration to be played.

When attendance has been finalised alter all Team Sheets where necessary. Please remember to add any players playing up and sign all sheets. Ask the other Manager to sign two copies.

Team Sheets need to be distribute as follows by the end of the first quarter of the match:

- 1 Team Sheet signed by both Managers to Opposing Team Manager
- 1 Team Sheet signed by both Managers to Ground Manager
- Keep 1 Team Sheet for your own records

Players

Check all players have:

- Mouth guards (AFLGSJ and Forest Lions recommend the use of mouth guards but they are not mandatory and use is at the discretion of parents)
- Have trimmed nails

Playing Up Age Groups

If you have any players from a lower age group playing for your team, you will need to get a parent or guardian to sign a Parental Consent Form to Play Up an Age Group. They only need to sign the form if they are playing up more than one age group, ie an U12 playing an U14 game. The form is valid for the whole season so keep it in your folder for a reference for the rest of the season.

Match Number

The table below shows player numbers for each age group:

Min #: Below this number a team has to forfeit.

During the school holidays these numbers reduce by 2.

Age Group	Min #	Max on Field	# of Interchanges(Subs) Allowed	
U9-U10	9	12	Unlimited	
U11-U12	12	15	6	
U10 & U12 Girls	9	12	Unlimited	
U15 Youth Girls	9	15	6	
U18 Youth Girls	13	16	6	
U13-U17	Div 1 & 2	15	16	6
	Div 3	13	16	6
	No Div	13	16	6

The maximum number of players that can be listed on a team sheet is 20.

Match Day

Match Length/Breaks

Quarter Lengths	
U9/U10, U10 Girls	4 x 10 mins
U11-U12, U12 Girls	4 x 13 mins
U13-15, U15/U18 Girls	4 x 15 mins
U17	4 x 16 mins

Breaks	U9/U10, U12 Girls	U11-U17 & U12/U15/U18 Girls
1/4	4 mins	4 mins
1/2	4 mins	5 mins
3/4	4 mins	4 mins

Parents

Make sure everybody is aware of their rostered jobs. Make sure the Goal Umpire has flags, pen and scorecard. The Ground Manager should have spares if needed. Hand out Best & Fairest forms to appropriate parents. Fill up the team's water bottles.

Job Descriptions

Runner

- Must wear pink Runner bib.
- Must deliver message then leave field.
- Only one per team allowed on field.

Water Carrier

- Must wear white Water carrier bib.
- Must deliver water only, no messages then leave field.
- Up to four per team allowed on field.

Goal Umpire

- Must wear white Goal Umpire Bib.
- Signals goals and behinds when points scored.
- Keeps score, confirming score with other Goal Umpire in breaks.

Boundary Umpire

- Must wear white Boundary Umpire Bib.
- Needs whistle
- Signals when ball goes out of bounds.
- Performs throw-ins when needed. (U15+ only)
- I usually ask two parents to Boundary Umpire so they don't have to run so much.

Umpire

If it is a home game you will need to give the Match Ball to the Umpire. For games played after 3pm you will need a yellow match ball. For home games our Ground Manager will supply these.

Blue, Yellow & Red Cards

The following penalties are handed out to players by the umpires for breaking rules:

Blue Card

- Umpire sends player off to “cool down”
- Player is sent off for 10 minutes of playing time.

Yellow Card (player put on report)

- Player sent off for breach of rules ie striking
- Player is sent off for length of quarter.

Red Card (player put on report)

- Player sent off for serious breach of rules ie kicking
- Player is sent off for rest of match.

After the Match

Give Player Awards to Coach to hand out and a B & F form to fill in. It helps to keep a record of who wins so they can be distributed fairly over the season.

U11s+: Take a note of the scores from the Goal Umpire’s scorecard. Collect B&F voting forms from parents & Coach. Make sure they have been signed. Make sure all items are returned to Managers Kit

Entering Scores into the Footyweb

This needs to be done by the following Monday 5pm. Remember to adjust team selection if necessary before entering the scores. There are step-by-step instructions on page 8.

Other Paperwork

After each match Best & Fairest Voting are recorded on a spreadsheet. The forms are kept and forwarded on to the Club registrar at the end of the season. This information needs to be kept confidential. At the end of the season you will be asked to email information to your coach and the committee.

Keep a record of how many matches players participate in. Once they have reached 50 games milestone they get to celebrate by running through a banner before the start of a game. Even though this information is now recorded online, it is good to have a back up record.

Match Day Checklist

On the day of the Match you will need to bring the following:

- Managers Kit (inc Match Ball)
- 3 Team Sheets
- 3 Best & Fairest Voting Forms
- Player Awards
- Scorecard
- Pens
- Water bottles and Carrier
- Team Contact List
- Job Description Cards

For home games played at night or after 3pm the Ground Manager will supply the umpire with a yellow match ball.

E-Points Reward System

This is a new initiative introduced by GSJ AFL, which was successfully trialed in

Western Australia to encourage good behavior from players, teams, clubs and supporters. The Reward E Points is a system where Wins and Losses, on match days, are supplemented by "Rewards E Points" that a team can accumulate for good behavior. Reports and Code of Conduct breaches (Yellow & Red cards) may ultimately have an impact on a team's position on the ladder. Poor behaviour such as abuse of umpires or opponents from team officials and supporters will also result in E points not being awarded. Field Umpires will report such behavior in their Match Reports and the AFLSJ Administration and Umpire Manager will determine the allocation of Reward E Points.

End of Season

Finals (U11+)

It is only when teams reach the U11s Divisions that scores are officially recorded in the Footy Web. At the end of the season the top four teams in each division play in provisional, semi and Grand finals for the Major Premiership.

Last Game of the Season/Jersey Collection

Please ask players to bring a spare top to change into after the game as you will need to collect all jerseys after the game. If the last game is at our home ground, please place them all in a large plastic bag and leave them in the store with your manager's kit. If there are any jerseys missing you will be asked to round them up and organize returning them to the club.

Team Photos

These are taken towards the end of the season. A date and time will be emailed to you. The photos are given out on Presentation Night. You will be asked to identify players and supply correctly spelt names.

Trophies and Awards

You will be asked to supply a list of players and their correctly spelt names so participation awards can be organized. Once the Best & Fairest Votes are all in the Team Coaches and some Committee members meet to vote on awards.

New players receive a wooden plaque, which holds the brass shield given out yearly for participation.

Presentation Night

These are taken towards the end of the season. A date and time will be emailed to you. The photos are given out on Presentation Night.

Many thanks for your time and dedication to your team.