

TEAM MANAGER

As your Club appointed TEAM MANAGER, you should make yourself aware of the By-Laws of the Bendigo Junior Football League.

On Match Day **YOU** are the **MAIN CONTACT** for your **TEAM**.

You will be the one approached by a League Official.

Neat, legible lodgment of paperwork is your responsibility (clear photos, not compressed).



All Bendigo Junior Football League Games and Functions are Smoke and Alcohol Free.

NO SMOKING OR ALCOHOL CONSUMPTION is allowed by any Team Official.

All areas used by the Bendigo Junior Football League are NO SMOKING AND DRINKING areas. It is YOUR responsibility to enforce this ruling and to ensure ALL PARENTS and others are informed of the policy.



Change rooms and social rooms can be used subject to Covid-19 government and governing body protocols. Teams are responsible for all their own equipment, clothing and players private possessions. The BJFL will not be held responsible for any loss by Clubs or Players.

TEAM MANAGER

Information for Season 2021

KITS

Your team will receive kits which contain:

- 10 x combination of Timekeepers Cards and Goal Umpires Cards.
- Spare B&F Cards (only to be used when club umpires are appointed) – **All competitive (except U12)**
- Spare Most Discipline Club Award (only to be used when club umpires are appointed) – **All competitive divisions**

Each pack contains enough paperwork for 10 games.

The first team (home team) in the fixture provides all paperwork – if you are the first listed team but the game is not at your usual home ground, you are still the home team.

NOTE: U9, U10 and U12 girls are not required to submit paperwork, they do require the players and 0-0 score to be entered on SportsTG (for game records).

IMPORTANT CHANGE: An online submission to replace the MATCH DAY envelope!

DUTIES OF TEAM MANAGER BEFORE & AFTER MATCH

PRE-MATCH

1. Match Day Check List is an **app** (available on Apple and Android). This must be completed before the start of each match by a Home Club Representative. Please see the following link for instructions on how to download the app: <http://www.aflvic.com.au/wp-content/uploads/2014/03/Match-Day-Checklist-App-Download-Instructions.pdf>

2. Team sheets must be correctly completed and readable.

3. Team sheets must include indication of Permit Players. (P)

4. The home team manager will tear off the Timekeeper's card and distribute to person(s) allocated to the duty.

5. Timekeeper's card includes three sections.

ONE: Details of the match, Start and Finish times of quarters are to be recorded.

TWO: A section to record any 'ORDER OFF' (reason for sendoff **MUST BE RECORDED**) and

THREE: Timekeepers are also required to keep score of the game and at the completion sign the bottom of the card.

6. Please ensure that Timekeepers/Interchange Stewards escort the Umpires to and from the field.

7. The Scorecards are to be given to Goal Umpires, one for each team.

8. Team Sheets for age groups 12, 14, 16 and 18 Girls must clearly list goal kickers against the players name where applicable.

9. Team Sheets must list best payers for age groups **Under 12, Under 14, Under 16, Under 14 Girls, Under 16 Girls & Under 18 Girls**. 1 - first best through to 6 - sixth best

10. If the BUA supply insufficient umpires, the home club is to supply the first umpire required. If a second umpire is required, the away team to supply.

E.G., 1 BUA Umpire + 1 home club umpire, 0 BUA Umpires = 1 home club + 1 away club umpire.

As Team Manager, you will be the person approached by a League Official.

Your Coach will not be approached, so you must ensure that the above and the following occur on Match Day

DURING MATCH

1. The following positions are to be filled by responsible people

Accredited Coach – **Official BJFL “Accredited Coach” Blue Vest**

Assistant Coach – **Blue**

Team Manager – **Yellow**

Official Runner – **Green**

Water Carriers – **Red**

Trainer/Medical – **Red with white cross**

Timekeeper/Umpire Escort – **Orange**

Boundary (U16B & U18G Only) / Goal Umpires – **White**

All are to wear the appropriate coloured BJFL vest which must be visible at all times. The vests are designed to go over clothing. Jackets or other clothing must not cover them at any time.

2. Boundary Umpire(s) are required for Under 16 Boys and Under 18 Girls. Water Carriers are permitted to run water, each person to have their own drink bottle.

POST MATCH

1. At the completion of the match the home team manager is required to collect all completed match day admin:

2 x completed team sheets one for each club. – signed by Team Manager for each side

1 x completed Timekeepers card

2 x completed Goal Umpire cards

2. Scores and Goal Umpire Cards must be checked to ensure they match and add to total of goals kicked by individuals. Illegible result sheets may not be published, refer to By Laws.

3. Umpires Report. If there has been a report made, make sure all relevant paperwork is lodged with AFLCV.

If a report has been made, at the time of entering results, please send a courtesy e-mail to nathan.williams@aflcentralvic.com.au outlining the details.

4. The HOME TEAM is responsible for the entering of results into SportsTG (GameDay, no later than 8pm each Sunday night after the current Round.

5. The HOME TEAM is responsible for submitting the Match Day Results ONLINE Link via:

<https://form.jotform.com/201851816036048>

The **League Best and Fairest** is for the following competitions only:

Under 14 (Mixed), Under 16 Boys, Under 14 Girls, Under 16 Girls and Under 18 Girls.

The league will deal directly with BUA in gaining votes (via the Match Day Paperwork App). Where a club umpire is appointed, spare vote cards are supplied in the kits. These will have to be delivered to the AFLCV office (Level 1, 45 Mundy St, Bendigo).

The **Most Discipline Club Award (MDCA)** will be back for 2021, where a BUA umpire is appointed they will complete via the Match Day Paperwork App. The league will deal directly with BUA in gaining the information. Where a club umpire is appointed, spare vote cards are supplied in the kits. Photos can be taken of cards and submitted within the online form (along with the team sheets, goal umpire and time keeper cards). The MDCA is for all competitive divisions.

All Results and Match Day items are to be submitted NO later than 12.00 noon the Monday following the Round.

Teams are required to keep the originals of all game day documents until after the season has completed.