



2021

Match Day Paperwork and Game Day Operations Guide

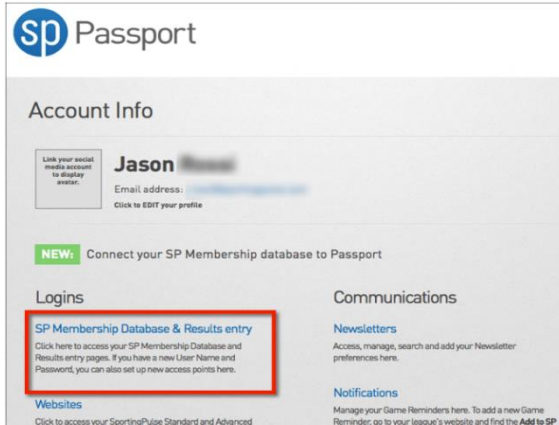
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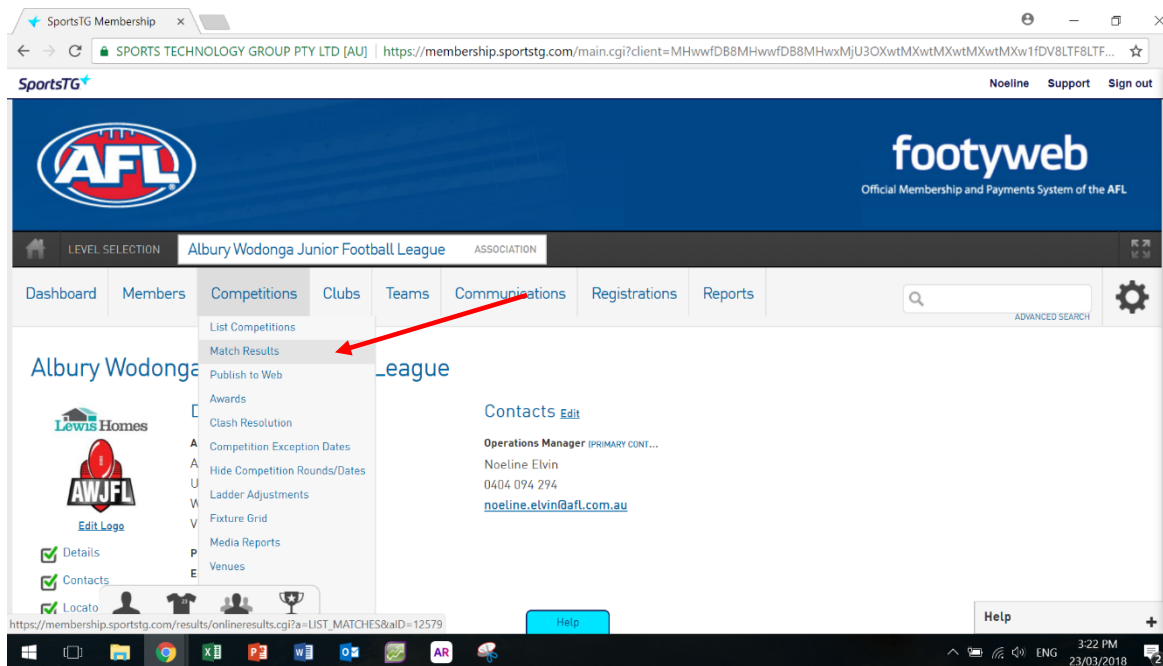
Team Lists and Team Lodgement

Team lists for each weekend are produced in each club's Footyweb database. To name a team please follow the below steps:

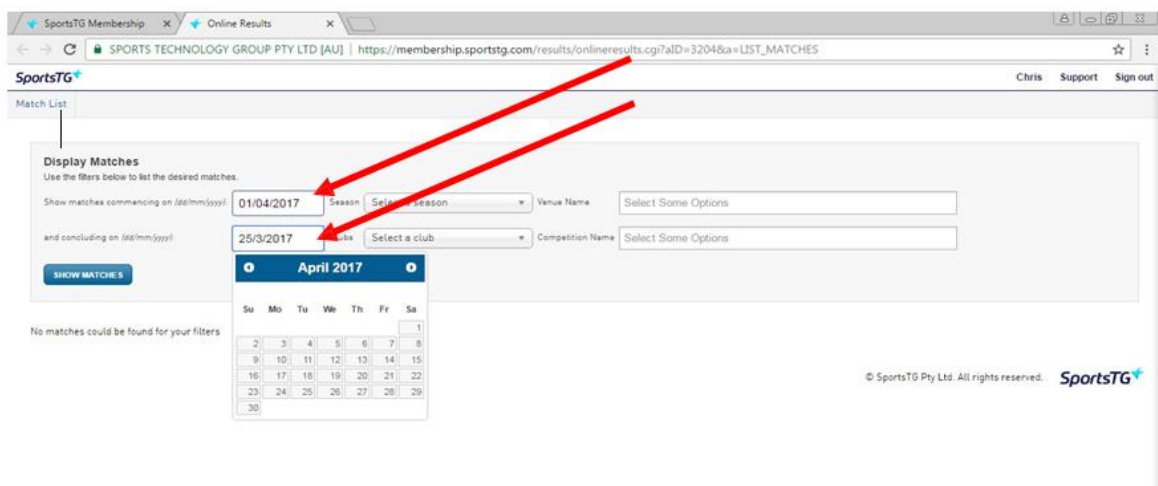
1. Open Sports TG Passport



2. Click the Comp Management tab and then Match Results



3. To view matches enter date of the weekend (e.g. 7th April to 8th April)



4. Select “pre-game” on the match you wish to enter a team

The screenshot shows the SportsTG website interface. At the top, there are navigation tabs for 'SportsTG Membership' and 'Online Results'. Below the navigation is a search bar with the URL 'https://membership.sportstg.com/results/onlineresults.cgi?dtFrom=07%2F04%2F2018&Seasons=&dtTo=08%2F04%2F2018&clu...'. The main content area is titled 'Display Matches' and contains several filter fields: 'Show matches commencing on (dd/mm/yyyy): 07/04/2018', 'Season: Select a season', 'Venue Name: Select Some Options', 'and concluding on (dd/mm/yyyy): 08/04/2018', 'Clubs: Select a club', and 'Competition Name: Select Some Options'. A 'SHOW MATCHES' button is located below the filters. Below the filters is a link: 'Click here to view a Match Officials Allocation list for below matches'. The main table displays match details with columns: Result, Home Team, Away Team, Result, Competition, Match Date Time, Venue, Lock, and buttons for 'PRE GAME', 'AT GAME', and 'POST GAME'. A red arrow points to the 'PRE GAME' button for the first match (Barnawartha vs Tallangatta).

5. Search player’s surname to add to the team sheet then press the green ‘plus’ symbol to add the player

The screenshot shows the 'Wodonga Maroon' team sheet interface. At the top, there are navigation tabs for 'SportsTG Membership' and 'Online Results'. Below the navigation is a search bar with the URL 'https://membership.sportstg.com/results/onlineresults.cgi?alD=12579&mID=26199851&a=Pre...'. The main content area is titled 'Game Information' and contains several tabs: 'Wodonga Maroon', 'Wodonga White', and 'Match Officials'. The 'Wodonga Maroon' tab is selected. Below the tabs are several sections: 'Manage this Display List' with radio buttons for 'Show all Club players', 'Show Players registered to this team only', 'Show Players to this age group', 'Show all Financial Club players for Competition Season', and 'Show all players unassigned'; 'Available Players' with a search filter and a list of players (Arnold, Trent (21/09/2004) and Bahr, Sebastian (16/04/2005)) with green plus buttons; 'Autoselect Players' with radio buttons for 'No Auto Select', 'Players from previous match in same competition', and 'Players registered to this team'; and 'Selected Players' with a table of players (Bradshaw, Noah and Cassidy, Jett) and red minus buttons. A red arrow points to the green plus button for Trent Arnold in the 'Available Players' list.

6. Once players have been added to the ‘Selected players’ list, add in each player’s jumper number in the ‘No.’ boxes. Once this is done click the green Save button.

The screenshot shows the 'Selected Players' list interface. At the top, there are navigation tabs for 'SportsTG Membership' and 'Online Results'. Below the navigation is a search bar with the URL 'https://membership.sportstg.com/results/onlineresults.cgi?alD=32048&mID=25685245&a=Pre...'. The main content area is titled 'Selected Players' and contains a table of players with columns: Name, No., and Position. The 'No.' column contains jumper numbers: Dixon, Caitlin (76), Dransfield, Terry (0), Emery, Catherine (34), Evans, Nathaniel (55), Fakas, Anaillesse (90), Franchi, Michael (99), Fretwell, Chris (123), Gallagher, Ashleigh (22), and Harris, Joshua (11). A green 'SAVE' button is located at the bottom right of the table. A red arrow points to the 'SAVE' button.

7. Scroll down and select coaching Staff and other team officials by scrolling down the page. Please note to select coach, the coach must be registered with the club as a coach. Then click the other green **Save** button

1. Coaching Staff Coach: **Alsopp, Jerrimie**

1. Coaching Staff Ass Ch1: **Baby, Jasmine**

2. Team Staff Team Rnr 1: **Baby, Jasmine**

2. Team Staff 2: **Alsopp, Jerrimie**

2. Team Staff Team Mngr: **Alexander, Shea**

3. Trainer/Water Carriers 1: **Alexander, Shea**

3. Trainer/Water Carriers 2: **Beil, Melinda**

3. Trainer/Water Carriers 3: **Baby, Jasmine**

3. Trainer/Water Carriers 4: **--Select Team Official--**

3. Trainer/Water Carriers 5: **--Select Team Official--**

3. Trainer/Water Carriers 6: **--Select Team Official--**

3. Trainer/Water Carriers 7: **--Select Team Official--**

3. Trainer/Water Carriers 8: **--Select Team Official--**

4. Club Umpires/Stewards 1: **--Select Team Official--**

4. Club Umpires/Stewards 2: **--Select Team Official--**

4. Club Umpires/Stewards 3: **--Select Team Official--**

4. Club Umpires/Stewards 4: **--Select Team Official--**

4. Club Umpires/Stewards 5: **--Select Team Official--**

4. Club Umpires/Stewards 6: **--Select Team Official--**

4. Club Umpires/Stewards 7: **--Select Team Official--**

4. Club Umpires/Stewards 8: **--Select Team Official--**

SAVE TEAM OFFICIALS

Team sheet

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8. Once all this information has been entered press the blue **'Team sheet'** button at the top of the page to print a team sheet.

Match List

PRE GAME AT GAME POST GAME

Game Information
Wodonga Maroon vs Wodonga White 09/04/17 09:00
Bill Schultz U14 Cup - 2017

Pre Game Dashboard
Wodonga Maroon Selections 21
Wodonga White Selections 20
League Officials 0

Players 21
Coaches/Officials 4

RESET MATCH

Wodonga Maroon Wodonga White Match Officials

Manage this Display List
 Show all Club players
 Show Players registered to this team only
 Show Players to this age group
 Show all Financial Club players for Competition Season
 Show all players unassigned

Autoselect Players
 No Auto Select
 Players from previous match in same competition
 Players registered to this team

Available Players
 Filter:
 Arnold, Trent (21/09/2004) (01946937)
 Bahr, Sebastian (16/04/2005) (01755106)

Selected Players

Name	No.	Position
Bradshaw, Noah	16	-- Select a position --
Cassidy, Jett	9	-- Select a position --

TEAM SHEET **TOOLS**

9. The next page will open up a printable team sheet. Please print at least three-four team sheets. At a minimum you will be required to hand one to the umpires, one to the opposition and one for your team.

Remember to SAVE information entered after EVERY step.

Team List – Match Day Paperwork

On match days the following applies to the above team sheets:

- Must be prepared via *Footyweb* (above guide)
- Must include jumper no's, coaches, runners, trainers etc.
- 3 copies printed (at least)
- Umpires must receive their copy 30 mins before the game
- Opposition must receive a copy 30 mins before the game
- Each club is required to record ¼ by ¼ scores, goal kickers and best players. Both home and away team sheets to be handed to home team manager after the game.

Additions and alterations may be made to the original team list by arrangements with the umpire up until the commencement of the match but must be updated online before the match commences. The opposition team are also to be advised of any alterations. Only amendment permitted after the commencement of the match is a change of jumper number (due to tear/blood on jumper e.g.). Again, these amendments must be reported to the umpires (at the end of the quarter) and to the opposition team manager as soon as the change is made.

Registrations/Transfers

All players must be registered prior to taking the field. A player is considered registered when they appear as active on the club's Footyweb membership database.

All player registrations must be submitted electronically via Footyweb by the player's parent or legal guardian.

Players who have played previously for another club must obtain a transfer from their previous club. If you have any issues with transfers, please email Matthew Elliott at matthew.elliott@afl.com.au

Transfers must be actioned within 6 business days or the transfer will be automatically granted on club databases.

Junior player transfers can only be denied for the following reasons:

- Owes money to previous club (Clubs needs to provide proof)
- Has property belonging to previous club (Clubs needs to provide proof)
- No longer wishes to be cleared (player needs to complete Withdrawal of transfer form)

Automatic transfers will be granted to any player who has not played for 24 months. This will still need to be approved manually.

Match Durations

The duration of quarters for all home and away matches will be as follows:

- U14 Youth Girls twelve (12) minutes (no time on)
- U17 Youth Girls fifteen (15) minutes (no time on)
- Women's Open seventeen (17) minutes (time on for injuries only, refer to League By Laws)

Times for quarter, half and three-quarter time breaks are as follows:

- Quarter Time - Shall not exceed three (3) minutes in U14's; five (5) minutes in U17 & Women's
- Half Time - Shall not exceed five (5) minutes in U14's; ten (10) minutes in U17 & Women's
- Three Quarter Time - Shall not exceed three (3) minutes in U14's; five (5) minutes in U17 & Women's

Match Day Ground Requirements

Ground Markings

- Must be clearly marked (i.e. weekly)
- Centre square must be 50m
- Boundary line must be a minimum 3m inside the fence/any obstructions

Goal Post Padding

- Must be a minimum of 2.5m in height & 35mm in thickness

Scoreboard

- All matches are to have a scoreboard in operation

Changerooms

- Opposition changerooms must be cleaned prior to matchday
- Opposition clubs should leave change rooms clean and tidy

Timekeeping Facilities

- Table & Chairs with unobstructed view of the match
- Siren
- Time Clock

Footballs

- 2 x suitable Match Day Sherrin KFC branded footballs are to be available for each match (game ball & spare)
U14 Youth Girls – Size 3 Synthetic footballs
U17 Youth Girls – Size 4 Synthetic footballs
Women's Open – Size 4 Leather KFC branded footballs
- Suitable 'used' footballs (used ball is one that has been used for a maximum of two (2) games previously)

Marsh Match Day Insurance Checklist (formerly JLT)

A Marsh Match Day insurance checklist must be completed prior to the first game of the day. If a player is injured and they match day checklist has not been completed they will not be covered by insurance.

To complete the form, download the Marsh app in the app store (search Marsh AFL Match Day). Once in the app, select 'Checklist' the 'New' and complete the relevant match details.

The app requires the home team to enter the name of an appropriate away team official who has given their sign off on the ground conditions.

JLT

JLT Sport AFL Match Day Checklist

March 2014

The **JLT Sport AFL Match Day Checklist App** is a pre-game inspection tool for evaluating potential injury and accident causes on and around the player and public areas.

It allows club officials to identify safety concerns and record any actions required to address these concerns.

PLEASE NOTE: The downloading of Apps should be done when connected to a WiFi network (where possible) to avoid excess data usage charges.

iPhone and iPad Users

Click on the App Store button
Click on the "Search" function in the top right hand corner
Type in **AFL Match Day**
Select "Install"

Android Users

Click on the Play Store button
Click on the "Search" function in the top right hand corner
Type in **JLT AFL Match Day**
Select "Free"
Select "Install"

JLT Group Services Pty Ltd, ABN 28 004 485 214, AFS License 417 964
17/607 Bourke Street, Melbourne, VIC 3000, Tel: (03) 9613 1415 www.jlta.com.au

Team Runner

- Only one (1) permitted per team with their name recorded on team sheet.
- Coaches & suspended players cannot act as runners
- No communication devices allowed
- Hi-Vis Runners Shirt/Top must be worn
- **Runners** must leave the playing field immediately after delivering a message. They may not coach, barrack or in any way deliberately obstruct play or interfere with a player or official from the opposing team.

Trainers, Other Medical Staff & Water Carriers

- It is the **Home Clubs** responsibility to provide accredited Sports Trainer and/or Emergency Response Coordinator (ERC) for **on-field** sports injuries.
- Names must be recorded on team list
- Coaches & Suspended players cannot fill this role
- Cannot deliver messages & must not linger on ground
- Must wear Hi-Vis vest with First Aid, Trainer or ECR on the back
- **Water Carriers:** Two (2) Water Carriers are permitted to enter the field of play to deliver water to players. Water Carriers are **not permitted** to pass messages or give instructions to players or disrupt play.

Officials on Bench

- Team officials shall consist of a coach and no more than four (4) other persons, making a total of five (5). Only those acting as team officials are permitted inside the oval boundary fences during play. All personnel, including players on the bench, must remain at least two (2) metres clear of the boundary line.
- Team Officials must be recorded on team sheet.

No club official is to consume alcohol either before or whilst fulfilling an official role.

Each Team Manager Match Day Official Duties

Pre-Game:

- Ensure a Club umpire is available for U14 & U17 Youth Girls and Women's Open matches
- Appoint a Goal Umpire - provide with pen & scorecard.
- Appoint Water People
- Match day checklist completed and signed by a representative of each participating team scheduled to play first match of the day at the ground. (*This must be completed to comply with insurance requirements*).
- Introduce themselves to umpire & opposition team manager. Exchange team lists 30mins prior to the match, one (1) for opposing team and one (1) for umpires
- Make any team changes online prior to start of match

During the Game:

- Using Team sheet keep a list of goal kickers and quarter by quarter score
- Ensure team players & officials abide by By-Laws and any reasonable request from the umpire

Post-Game:

- Coach to provide 1-6 best players for your team sheet, these will be posted on SportsTG and printed in the local newspaper
- Total goal kickers on team sheet, ensure these match goals kicked by your team
- Collect goal umpires' scorecard

Home Ground Team Manager Extra Responsibility

- Appoint Timekeeper
- Appoint Scoreboard attendant
- Liaise with opposing team manager and receive 2 team sheets; 1 for home team & 1 for umpires
- Supply the umpire with:
 - Game Ball
 - Paperwork
 - Central umpires report sheet
 - AFL Victoria Notice of Report pad
 - NEB FFL Best & Fairest Ballot Paper and envelope
 - Team sheets from home and away sides
 - Match Day Checklist & Envelope (if first team playing)
- Distribute & collect paperwork to/from opposing team manager and umpire's rooms
- Ensure umpires (league and club appointed) are aware they are required to complete Central Umpires Match Report and League Best & Fairest Vote Card at the completion of the game.
- The Home Team Manager must collect and collate all paperwork at the end of each match and place in envelope in Umpires Room as per the checklist.
 - Team Sheets x 2 (**ensure ¼ by ¼ scores, goalkickers and best players (1-6) are completed on the team sheet for each team**)
 - Goal Umpire Score Cards x 2
 - Central Umpires Report x 1 (**Ensure match final scores are recorded on this sheet**)
 - AFL Victoria Notice of Report sheet (**only if a player is reported by the Central Umpire**)
 - League Voting (**in sealed envelope endorsed with the date, grade and team names**)
 - Match Day Checklist is complete
- Arrange for match details to be input into Footyweb by 7pm on match day or 10.30pm for night games. **Home club should enter all details including opposition player changes as listed on team sheet if they have not already been done.**

Reports

Home clubs must notify the league of any reports and email and/or txt '**Notice of Report**' to the League Operations Manager on **match day** – matthew.elliott@afl.com.au / 0411 647 296.

Electronic Lodgement of Match Results by Host Club

Home clubs must electronically lodge all match day information including **correct scores, best players and goal kickers** for all games played.

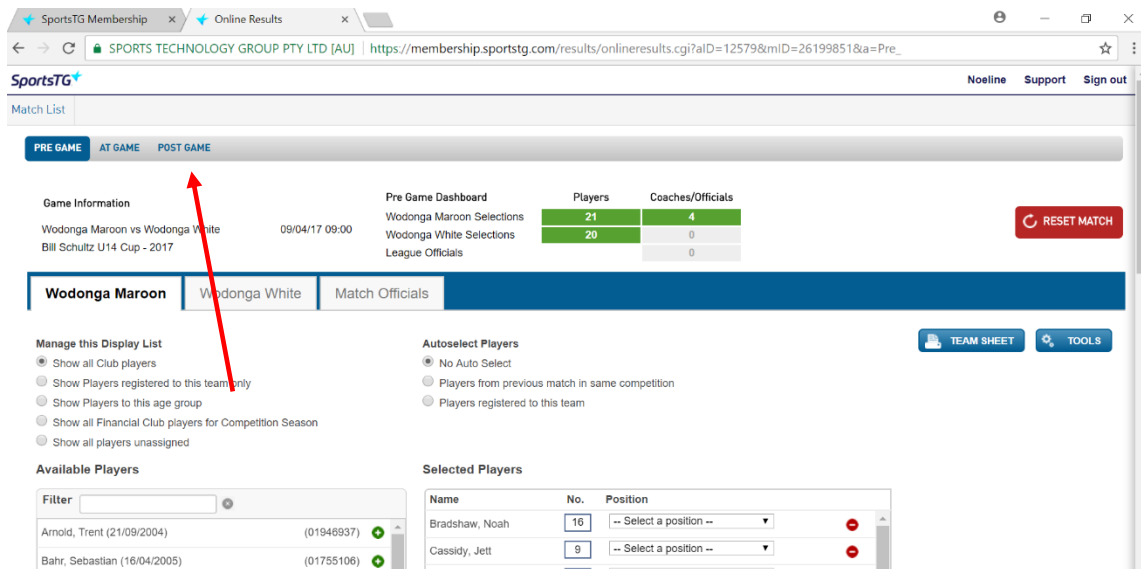
Clubs using permit players are to ensure that the permits are applied for and approved online, and the players are selected onto the team sheet so that any **goals/bests** can be awarded.

1. Follow Steps 1-4 on **page 3 & 4 – Team Lists and Team Lodgement**

Make any necessary changes to the team lists to reflect the match day paperwork by adding or deleting names.

Only players whose name appears on the list will be included in match reports including goal kickers and best players.

2. Once you have made any necessary changes to the team sheets ensure you press save. Then select “post-game” at the top of the page.



3. Enter ¼ by ¼ scores [goals and points are cumulative rather than for the quarter]; enter total points at the bottom – it does not calculate; Select ‘Final Result’ from the drop-down box for each team, then select **Update Match Scores**

4. Select each team tab and enter goals scored and best player votes as per the match day team sheets. Ensure you select **update player scores** before leaving each page

Name	Member ID	Player Number	Player Points/Roles	Goals	Bests	Yellow Cards	Red Cards
Bradshaw, Noah	01250209	16		1	3	0	0
Cassidy, Jett	01452421	09		0	4	0	0
Coonan, Ryan	01576652	06		0	0	0	0
Damm, Mitchell	00859857	15		0	0	0	0
Dyde, Max	02699348	05		0	0	0	0

Delivery of Game Day Paperwork

All game day paperwork listed on the Match Day Checklist is to be dropped off to the League Manager by **5pm on the Monday following the weekends matches.**

AFL North East Border
6 Romet Road
Wodonga VIC 3690

There is a letterbox for after-hours drop-off or if sent by express post, to be posted not later than the closing time for express post on the **Monday**, ensuring delivery to AFLNEB by **Tuesday**.