

Gungahlin Jets
Tips for Junior Coaches & Managers
Competitive Age Groups
(U11 to U17 and YG)

- ❖ Coaches and Managers should take the time to familiarize themselves with the AFL Canberra By-Laws. These can be found here:

<http://gungahlinjets.com.au/wp-content/uploads/2018/04/2018-AFL-Canberra-By-Laws-Final.pdf>

- ❖ **Jetstream:**

JETSTREAM is the weekly Jets newsletter that is sent out via e-mail on a Thursday night / Friday morning. Each week the coach or manager is requested to submit a match report for inclusion (or seek a volunteer for this role) in the next edition. Articles should be submitted to jetstream@gungahlinjets.com.au by the Tuesday following the game. Generally Jetstream will not be published if there are no games. Kids (and parents) love to see photos of 'Jets in Action', please include a couple of photos with your submission. It is a good idea to ask other parents to send in some photos too.

- ❖ **Managers Role:**

The Manager role on game day is as the "Game Official" requiring you to ensure that all official documentation, league and club requirements are completed. The Team Manager is to liaise with the opposing Team Manager to confirm the following:

- Goal Umpire – each team is to supply one goal umpire.
- Field Umpire – If there is no AFL appointed umpire then each team is to provide a field umpire (refer By-Laws).
- Time Keeper – preferable to have 1 from each team, but OK if home team only.
- Boundary Umpire – each team is responsible for supplying at least one boundary umpire each (refer By-Laws).
- There is someone available at the ground designated as the Emergency Response Coordinator (this is the host clubs responsibility – refer to B-

Law 20.7) Each team is responsible for managing their own player welfare and should have their own first aider. For home games (Amaroo) we will have Sports Medicine Australia as our ERC.

Even-up rule – Manager should liaise with other team to see how many players they have and if there is a requirement to even up (refer By-Laws).

❖ **Game Day Awards:**

The Manager should ensure that they have sufficient game day awards available and that the awards are '*evenly*' distributed throughout the season by keeping track of who gets what award. If you run out of game day awards, please speak with a Committee member.

In 2018 we will have the following awards:

TBC

❖ **Refreshments:**

The Manager should ensure that there are sufficient refreshments available at each break (fruit) – this is best passed onto parents via a roster and organised the week before.

❖ **Canberra Indoor Rock Climbing:**

Canberra Indoor Rock Climbing is one of the Jets Juniors oldest sponsors and have allocated each team 1 x Team Building session at Canberra Indoor Rock Climbing (Mitchell) free of charge – it is suggested that you book well in advance. This is a great idea when your team has a bye, or could be combined with your end of season activity (pizza or they do have a BBQ facility available on request).

❖ **Team Communications:**

Regular communication with your team should be given a high priority. Coaches and Managers should discuss who is responsible for communication to the players and their families (ideally this should be performed by the Managers and the coaching left to the coach)

It is a good idea to e-mail all families the Wednesday prior to the game with time and location and directions (Google Maps link) to ensure that

every player turns up at the right time in the right location. Check that all families have a valid e-mail address. It is also a good opportunity to remind all players to bring their mouth guard and water bottles (no mouth guard = no game).

It is suggested that you use an e-mail address that you have access to after hours to ensure that you get last minute messages from players.

❖ **Player Welfare Officer:**

This year Subhasish Mukhopadhyay (smukhopadhyay1@gmail.com) will be undertaking the role of Player Welfare Officer. Please notify Subh as soon as possible when a player has been injured or is suffering from significant illness, (not necessary incurred during a footy game or training) that puts them out of action for more than 2 weeks. Sub will aim to work with both player, family and the coach / manager to ensure that the player is not overlooked and that a 'return to play plan' is established.

❖ **Injuries and Insurance:**

The Jets Injury Report Sheet can be found on the website (<http://gungahlinjets.com.au/wp-content/uploads/2015/08/Injury-Report-Sheet-final-2.pdf>).

This is to be used for any significant injury that requires first aid attention.

Gungahlin Jets are fully insured with JLT Insurance. If any of your players or officials require information about making an insurance claim you should contact the Player Welfare Officer (contact details above).

❖ **Odd Jobs:**

As Manager or Age Coordinator, you may also be required to coordinate such activities such as distribution, promotion and collection of raffle tickets and other fundraising activities within your team, as well as collection of \$\$ for the sale of socks and shorts etc.

You will be well advised to arrange in advance for such activities as game day set-up (where you are the first home game at Amaroo), boundary umpire (might be a little harder to source), time-keeper, and goal umpire.

The day runs much smoother when people know in advance that they have a job to do on the Saturday.

As team manager / coach / age coordinator, you may also be asked to arrange canteen volunteers. The Jets Volunteer Coordinator will e-mail you advising of when your team needs to fill canteen slots.

❖ **Helpers:**

Other parents / volunteers are your best friend!

Do not ever feel that you have to do it all, you should encourage the player's family members on the sidelines to get involved as much as possible to assist. If you are having problems finding volunteers, please contact the President or Vice President for assistance.

Sometimes targeted requests for help can be more effective than "all" emails.

❖ **Committee Members:**

If at any time you need assistance, please do not hesitate to call one of the Committee members. Contact details can be found here;

<http://gungahlinjets.com.au/juniors/junior-committee/>

❖ **Coach & Manager Resources:**

The Gungahlin Jets Website has a wealth of information and resources for Coaches and Managers, please take the time to review the documents contained in the Resources section:

<http://gungahlinjets.com.au/juniors/resources-for-coaches-managers/>

It is a great idea to put together a folder containing useful information, documents and contact details for your families and also other coaches, managers and committee members.

❖ **Team Jumpers:**

As Manager, you will also be responsible for the handing out and collection of Team Jumpers. You need to keep record of who gets what number jumper so that you can ensure that you get them all back at the end of the season. If you need to borrow jumpers from another team/ age group please ensure that you keep a record of the jumper number, size and team borrowed from.

If jumpers are not returned it will be your responsibility to chase them up from players. Replacement cost is \$50 per jumper invoiced to the family.

❖ **Pre-Game - Team Sheets:**

Team Lists - For each match (U9 and above), an official team sheet is to be created via SportingPulse / FootyWeb prior to the game (Friday night).

Each player that is expected to play in the upcoming match is to be loaded into the Team Sheet.

Each player is to have a jumper number assigned to them for the match.

Each team is to have Five (5) copies of their team sheet for each match and distributed as follows:

- Copy 1: Given to Opposition Team Manager prior to game
- Copy 2: Given to Umpire no later than 15 minutes prior to game
- Copy 3: Completed version given to Umpire on completion of game
- Copy 4: Completed version given to Opposition Team Manager on completion of game
- Copy 5: Kept by Team Manager and used to enter / update team sheet in SportingPulse / FootyWeb after the game.

Please refer to the By-Laws for rules relating to when players can be added to team sheets.

***AFL Canberra By-Laws states at Regional Law: 11.2 (E) (i) Players can be added to the Team Sheet after the half time interval upon approval of the Ground Manager.

Upon completing any match day changes to the Team Sheet the Team Manager is to sign the Team Sheet in recognition that all information provided on the sheet is correct. Penalties may apply if it is found incorrect information was supplied on the Team Sheet.

The Team Sheet from Footy Web is required to be sent to the Juniors Game Tally Manager (Shirsh Tomer) by Sunday following the game. This is important so that we can keep up to date with game milestones.

Game Tally Manager will not be responsible for chasing up team sheets – you may need to explain the reasons to a parent why their kid has missed out on their 50 game medal because you have not submitted your team sheets.

These are to be completed electronically and e-mailed to Shirish (jets.gametally@gmail.com).

❖ **Post Game – Score Entry and Team Sheets**

Each team must update their team sheets in SportingPulse post-game. For example, if you had Jimmy Barnes on your team sheet, but he didn't turn up / play, then you must delete Jimmy from the electronic Team Sheet on SportingPulse. Likewise, if John Farnham turns up unexpectedly, you will need to add him to the online Team Sheet.

The Home team is responsible for entering the quarter by quarter scores for both teams into SportingPulse. This must be one by midnight on the Sunday following the game – the games are “locked” at midnight with no further changes allowed.

Each team must also enter their goal kickers and best players (1 to 6). Note: Best players in SportingPulse have no bearing on Jets Best and Fairest etc...the “bests” in SportingPulse should be shared among all players if possible.

❖ **Game Day at Amaroo:**

If you are the 1st or last team playing at Amaroo you are responsible for setting up / packing up as required.

Home Ground Kit - Each coach has a code for the Juniors Equipment Shed.

- **Ground Inspection** – these MUST be completed online using the APP (Details below) before the first game.



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"

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- **Keys** – the keys hanging on the Blue "Game Day Box" open the Game Day Shed (3rd shed), Toilets, power box and Change rooms.
- **Checklist** – There is a checklist at the following link:

<http://gungahlinjets.com.au/wp-content/uploads/2015/08/Junior-Match-Day-Setup.pdf>

The Committee appointed Ground Manager will coordinate (but not do) the setting up of the Venue.

Red Goal Pads – located in the Game Day Shed, must be placed on all goal posts prior to the start of the game.

Coaches Boxes – located in the Game Day Shed, must be set up at least 3 meters from the boundary line.

Even if you do not intend using them please set them up if there are teams playing after you. This means that the next team does not have to disrupt your game by trying to set them up while you are playing.

Scoreboard – located in the Game Day Shed is to be hung on the Hangar.

Siren – We have a new siren permanently located in the Score Keeper's Room inside the Hangar for the top oval and another alternate siren located in the game day shed which plugs into the power box attached to The Hangar (outside).

Change rooms and toilets – must be opened as soon as you arrive at the ground, and swept out of dirt and debris at the end of the game (if you are the last game).

Interchange Area - The home team shall be responsible for providing cones for the interchange area. This area is to be on the boundary line approximately 15 metres apart on one wing.

Boundary Line - Team managers are asked to keep the boundary line clear at all times. To facilitate this coaching staff will not be allowed within 1 metre of the boundary line and spectators are not allowed within 3 metres of the boundary line. The Game Day Manager will enforce this if required.

Emergency Access - The home club is responsible to ensure that it can promptly facilitate ambulance access to the field of play if necessary. This means no parking in front of the emergency gate.

Stretcher - A stretcher is located in the Game Day Shed or the Medical Room and must be located in a quickly accessible location for the duration of the day's play.

Team Size – refer to 2018 By-Laws.

❖ **Mouth Guards:**

Mouth guards are mandatory for all Junior matches from U10 to U17. It is each team's responsibility to ensure their players are wearing mouth guards for each game. **Players cannot take the field if they do not have their mouthguard in.**

❖ **Extra Paperwork:**

In most cases the AFL appointed umpire will complete his/her responsibilities online. Club appointed umpires are also required to complete all post-game requirements online ?

❖ Umpires will be responsible for the following:

- Umpire Match Reports
- League Best & Fairest vote (different from Jets B&F)
- Umpire report if any are made

These are to be completed online.

❖ Team Managers will be responsible for providing the following:

- Team Sheets
- Club Report on Umpires
- Time Keepers card
- Goal Umpires Score Card

These can all be found on the Jets website

(<http://gungahlinjets.com.au/juniors/resources-for-coaches-managers/>)

❖ The Team Manager should introduce him/herself to the umpires and officials of the visiting club on arrival and acquaint them with the ground facilities.

- ❖ The duplicate team sheet is to be kept by each team for their own recording of goal kickers and best players, updating of SportingPulse and submission to Registrar (see above).
- ❖ Time Keepers - each club is to appoint a Time Keeper for each match. Time Keepers will be required to record the scores of each game in which they officiate. Time Keeper / Scorer should be given a copy of the Team Sheet so that they can record the goal kickers.
- ❖ After the Game the Team Manager is to ensure that a representative of the club waits on the umpires at the conclusion of each match to ascertain whether or not any reports of players or officials have arisen from the match or to receive the “all clear”. In 2018 the AFL Canberra By-Laws state:

12.3 (D) (i) The team manager is to seek umpires for verbal confirmation as to whether or not there were any reports from the game

- ❖ At the end of each match the Team Manager or Coach is required to complete (via SportingPulse) by midnight on Sunday:
 - Update team list;
 - Enter the quarter by quarter scores;
 - Enter best players;
 - Enter the goals scored by each (The tally of goals entered for players must equal the number goals scored by the respective teams);
- ❖ Length of breaks between quarters:
 - Refer to 2018 By-Laws

❖ **Best and Fairest / Players Player**

Each team in U11 and above are to manage the Best & Fairest as follows:

- Four separate people are to submit votes to the team manager post-game (generally Coach, Assistant Coach and 2 different parents selected at random (not the same parents every week please)).

- Votes can be either (3, 2, 1) or (6, 5, 4, 3, 2, 1)...there is a 3,2,1, template on the Jets website (<http://gungahlinjets.com.au/juniors/resources-for-coaches-managers/>) if needed.
- Team Manager is to collect the votes each week and place in a sealed envelope until the end of the season. At the end of the season the team manager and one other person are to physically count / tally the votes.
- The vote count is to be submitted to the Registrar at the end of the Home and Away season to enable awards to be ordered.
- The player with the most votes is deemed the B&F winner, the player with the second highest votes is deemed the B&F Runner Up.

Each team in U11 and above are to manage the Players Player award as follows:

- Every player is to submit votes to the team manager post game.
- Votes are to be 3,2,1 – there is a template on the Jets website.
- Team Manager is to collect the votes each week and place in a sealed envelope until the end of the season. At the end of the season the team manager and one other person are to physically count / tally the votes
- The vote count is to be submitted to the Registrar at the end of the Home and Away season.
- The player with the most votes is deemed the Players Player winner.
- If the highest vote scorer from Players Player is also the winner or runner up from B&F, the Players Player will be the next highest vote scorer (i.e. A player should not win both awards).