

**Gungahlin Jets**  
**Tips for Junior Coaches & Managers**  
**Non-Competitive**  
**(U8 – U10)**

- ❖ 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 in the next edition. Articles should be submitted to [jetstream@gungahlinjets.com.au](mailto: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 Generally, Jetstream will not be published if there are no games.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:**

Managers role on game day is as the "Game Official" requiring you to coordinate and confirm with the opposition manager the following:

- ◆ Field Umpire – usually the responsibility of the home team (named first on draw).
- ◆ Time keeping – home team should time keep.
- ◆ Ground Set-up assistance (if required) IAW rules.
- ◆ Goal Umpire – each team to supply one goal umpire.
- ◆ 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.

- ❖ **Game Day Awards:**

The Manager should ensure that there are sufficient game day awards available and that the awards are '*evenly*' distributed throughout the

season (especially in the younger age groups) by keeping track of who gets what award. A suggestion is to ask a parent to announce the game day awards and to say a few words about those players 'selected' (via the even distribution philosophy of course !). If you run out of game day awards, please contact the Committee.

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 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 Sheets:**

For Under 8's the Manager is to ensure that the [U8 Weekly Team Sheet](#) is 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.

For Under 9 and Under 10, Coach and / or Manager should log into SportingPulse and enter their players to the "Pre-Game" team sheet.

Each Under 9 and Under 10 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.

There is no requirement for Under 9's and 10's to enter goal kickers or scores.

A copy of the Team Sheet from SportingPulse (Under 9 and Under 10) 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.

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

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.

❖ **Player Welfare:**

This year Subhasish Mukhopadhyay (smukhopadhyay1@gmail.com) will be undertaking the role of Player Welfare Officer. Please notify Sub 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).

### ❖ **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.

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. The Team List provided by the Registrar will have 3 columns of e-mail addresses. It is suggested that you use all 3 email addresses for each player to ensure that the player and both parents receive the message. You can of course use the FootyWeb Communicator option to send e-mails.

### ❖ **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 and goal umpire etc. 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.

### ❖ **Volunteers:**

Other parents / volunteers are your best friend!

Do not ever feel that you have to do it all, you should encourage other family members to get involved as much as possible in umpiring, writing match reports, providing game day refreshments, field umpiring, deciding match day awards etc. 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:**

If at any time you need assistance, please call one of the Committee members. Contact details can be found here:

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

❖ **Coaches and Managers 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. Families will be charged a \$50 replacement fee (invoiced to family) if jumpers are not returned or are wilfully damaged.

❖ **Under 8 Field Set Up;**

Each week it is the responsibility of the Jets to set up one or two fields for the day.

This requires some coordination and a little bit of effort. Generally during the week prior, the hosting club will send out an e-mail advising of the field layout and which teams are playing on particular fields. The AUSKICK PRO Coordinator (Ben Granger [bengrang@bigpond.net.au](mailto:bengrang@bigpond.net.au)) should send this out to coaches and managers (if it is received in time).

There is a set of goals and a set of cones allocated to U8 specifically.

❖ **Under 9 Field Set Up;**

Under 9 coaches will be required to set up their field when playing at home (Amaroo). Equipment can be found in the 1<sup>st</sup> shipping container or in the end medical room, please see the Ground Manager for assistance.