



Kedron Lions Junior Football Club

**Team Managers Handbook
2023**

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Introduction

The role of Team Manager of your selected team is a very important role within the club as you are the main communicator between the Club and Coach to the players and parents in your team.

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

The information provided in this Handbook will help you to understand your role. Please don't hesitate to contact your Committee with any questions you may have, and we hope that you enjoy your experience as Team Manager this year.

Club Contacts

President:

Glenn Noy

Email: president.kedronjuniors@outlook.com

Vice President & Registrar

Erryn O'Brien

Email: registrations.kedronjuniors@outlook.com

Secretary:

Alison Blyth

Email: secretary@kedronjuniors.com.au

Treasurer & Canteen Coordinator:

Ju Johnson

Email: treasurer.kedronjuniors@outlook.com

Junior Coordinator:

Rob Cray

Email: juniorexecutor.kedronjuniors@outlook.com

Youth Coordinator:

Heath Dutschke

Email: youthcoordinator.kedronjuniors@outlook.com

Umpire Coordinator

Lou Birrell

Email: louinhongkong@hotmail.com

First Aid Coordinator:

Fin Blyth

Email: findlayblyth@yahoo.com.au

Who to call/contact for what?

Umpire hasn't turned up:

In the case that an Umpire has not turned up for your game, please call the Umpire Coordinator Lou Birrell on 0411 075 404 and advise that you have no umpire present. If there is another club member or parent who is qualified to umpire, please ask them to umpire the game in the interim until the assigned umpire arrives.

First Aid hasn't turned up:

In the case that First Aid has not turned up for your game, please call the First Aid Coordinator Fin Blyth on 0427 789 137 and advise that you have no First Aid present. If Fin can't be contacted, our First Aid is provided by Resistance Sports Science and their phone number is 3172 2553; please call them and advise.

If there is another club member or parent who is qualified in First Aid, please ask them to be the First Aid officer so that the game can begin until the allocated First Aid Officer arrives. The First Aid Kit is located in the clubs Canteen.

Club House is not open:

If you are the first game scheduled for the day you may arrive before the Club House or Canteen opens. If you believe that the Club House or Canteen should be open or are wondering what time it opens, please call the Canteen Coordinator, Ju Johnson on 0437 334 942 to enquire further.

Issues in Team between Players/Parents/Coach/Manager etc:

If there are issues within your team that you are having trouble resolving, please call the relevant Coordinator for assistance i.e. Junior Coordinator if you are a Junior team, Youth Coordinator if you are a Youth team.

If you have a formal complaint, it will need to follow the complaints process. All complaints need to be addressed to the club secretary at: secretary@kedronjuniors.com.au
The club will endeavor to get back to in response in the shortest available timeframe.

Contacting opposition prior for game day issues:

Please contact opposition managers and/or coaches as soon as possible in regard to game day issues such as player numbers or inclement weather. Obtaining contact details will be sourced via the individual club's social media or website.

Pre-season/ Early season

Contact List

Once registration and teams have been completed, our Registrar or respective coordinator 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 check this Contact List with players, to make sure all the details are correct. You may need to make some changes.

Team Communications

Team App is our preferred method of contact with the player families.

Our Registrar will create your Team App and send the details and permissions to you. You can then add your players and parents and start communicating.

Please download the Stack Team App from the Apple store or Google Play.



Pre-season

Draw

Just before the start of the season the South East Queensland Juniors (SEQJ) will issue details of the draw. Kedron Lions Juniors is part of the South East Queensland Juniors (SEQJ) competition. Youth Teams (13+) are nominated to either the Conference Championship or Community Cup.

In previous years the first two rounds have only come through a week or two before the start of the season. A link for each team's fixtures can be found under their page on the kedronlionsjuniors.com.au website. These will often be released two weeks at a time for the first few rounds of the season.

Job Roster

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

	Junior Home	Junior Away	Youth Home	Youth Away
Canteen	Y		Y	
Ground Marshall	Y		Y	
Time Keeper	Y		Y	
Score Board			Y	
Scorer			Y	Y
Water Runners			Y	Y
Runner			Y	Y
Goal Umpire	Y	Y	Y	Y

Your Registrar will send you a Roster Template in your Team Manager Welcome Pack.

For Time Keeper and scoreboard operators please insure that you take responsibility of the keys that you have been issued and signed for in the key register in the canteen.

Start of Season

Manager's Kit

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

- Match Ball (home game U11 Mixed +, other match balls will be stored in the canteen)
- 2 Goal Umpire Flags
- Runner's Bib (pink) U11 Mixed +
- Water Carrier's Bib (white) U11 Mixed +
- Goal Umpire Bib (blue)
- Player Awards
- Water Bottle Carrier/s
- 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 Committee as soon as possible for replacement.

At the end of the season all equipment is to be returned to the Club House.

Uniforms

Kedron Lions Juniors provide each player with a Match Day jersey, which is returned at the end of each match. Players need to purchase socks and shorts (reversible for Youth Players U13+) from the club. The mandatory items (socks and shorts) are available to purchase at point of player registration through Play HQ, or from the Uniform Shop at the beginning of the season. After this time, uniform can be purchased from the Canteen during home games.

Please note: Skins may be worn under the uniform but must be skin colour only.

Jersey Washing

It is the Team Managers responsibility to wash all team jersey's each week. You may wish to add this to the Roster as a volunteer role, however, this is up to you. Most Team Managers find it easier to do this task themselves to ensure that jerseys are always accounted for.

Match Week

Team Communication

During the week before the match it is best to communicate with 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 minutes (Juniors) or 60 minutes (Youth) before the game is due to start to allow players to warm up.

Advise the Coach if any of the players are unavailable for a game.

Team Selection

The day before the Match you will need to allocate your Team on Play HQ. Please refer to the document "Team Manager Play HQ User Guide."

Please note: it is vital that you allocate your team BEFORE the match begins. After the match has entered, please enter the score ASAP as this must be done within 24 hours of the match ending.

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 officially closed or the SEQJ have cancelled the round. For coaches and managers please make contact with Junior or Youth Coordinators if further information is required.

All training sessions will have a deadline of 14:00 (2pm) on the day of training for extreme weather events - consistent rain etc. The club does have the right to cancel training right up to the scheduled training time or during training pending on circumstances. No teams will be permitted to train in the presence of an electrical storm.

Match Day

Team Sheets

A team sheet must be completed for all teams in all age groups before the commencement of each match using the Play HQ system.

Youth teams must print three (3) team sheets (one each for own team, opposition, umpire). A team sheet signed by all the players playing in the match must be submitted to the field umpire(s) before the commencement of a match team sheets must have the following listed:

- Player Names & Player Numbers
- Play HQ Number
- Coach
- Assistant Coach
- Runner
- Water Carriers
- Ground Marshall (name & signature)
- First Aid Officer (name & signature)

Players arriving late will not be permitted to participate in the match until they have been checked by the field umpire and signed the team sheet. This can only be done at the quarter or half-time breaks.

Any player arriving after the commencement of the third quarter cannot participate in the fixture match.

Where a team sheet, submitted to the umpires, lists a player's name with a signature beside the player's name, the player will be recorded as having played the match.

Any player listed on the team sheet must be at the ground, dressed in football playing attire and ready to take the field if called upon.

Falsifying team sheets will incur a fine at the discretion of the Competition Manager and may also result in player de-registration.

Players

Check all players have:

- Mouth guards (SEQJ and Kedron Lions Juniors 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 U11 playing an

U13 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 Numbers

The table below shows player numbers for each age group:

Age Group	Number on Field	# of Interchanges(Subs) Allowed
U8	9	Unlimited
U9 & U10 Mixed	12	Unlimited
U9 Girls	9	Unlimited
U11 Mixed	15	Unlimited
U11 Girls	12	Unlimited
U13 Youth Girls	12	4
U15/17 Youth Girls	16	6

For Youth games (U13+) the maximum number of players that can be listed on a team sheet is 22.

The **maximum number** of players allowed on the playing surface at any time is as follows: -

- All Youth Boys Competitions – 18
- Under 15 Youth Girls and Under 17 Youth Girls – 16
- Under 13 Youth Girls – 12

The **minimum** number of players in a team is as follows: -

- All Youth Competitions – 14
- Under 15 Youth Girls and Under 17 Youth Girls – 12
- Under 13 Youth Girls – 9

For further information please refer to AFL Queensland State Youth Rules and Regulations 2023.

Match Day

Match Length/Breaks

Quarter Lengths	
U8/9/U10, U11 Girls	4 x 10 mins
U11/U13/U15	4 x 15 mins
U13/U15/U17 Girls	4 x 15 mins
U17 Boys	4 x 20 mins

Breaks	U8/9/10, U11 Girls	U11/12/14 U13/15/U17 Girls	U17 Boys
1/4	3 mins	5 mins	5 mins
1/2	6 mins	10 mins	15 mins
3/4	3 mins	5 mins	5 mins

Parents

Make sure everybody is aware of their rostered jobs. Make sure the Goal Umpire has flags, pen and scorecard. The Umpire should hand these to the Team Manager at the start of the game. Fill up the team's water bottles.

Job Descriptions

Time Keeper

- Keep time for each quarter of the match
- Record on time cards the time taken to play each quarter (Youth only)
- Lodge completed time cards (given by the Umpire before match) with the Team Manager after the game has finished -

Runner Youth only)

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

Water Carrier (Youth only)

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

Umpire

If it is a home game you will need to give the Match Ball to the Umpire.

Yellow & Red Cards

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

Yellow Card (player put on report if umpire deems necessary)

- 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.
- Player is not allowed inside the playing area or the coach's box.
- Player cannot be replaced for the remainder of that quarter and the whole of the next quarter.

After the Match

U13s+: Take a note of the scores from the Goal Umpire's scorecard. Collect Time Keeper Card also. Make sure they have been signed. Make sure all items are returned to Managers Kit

Entering Scores into the Play HQ (Youth only)

This needs to be done by the following Monday 5pm. Remember to adjust team selection if necessary before entering the scores.

Other Paperwork

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 backup 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 (Youth only)
- Player Awards
- Scorecard (Youth only)
- Water bottles and Carrier
- Team Contact List

Player Milestone Games

In the case of a player milestone game (50, 100, 150 games) please contact your Registrar, Erryn O'Brien to arrange pick up of a medal to present to the player at the end of the game, and to coordinate the banner if it's a home game.

End of Season

Finals (U13+)

It is only when teams reach the U13s Divisions that scores are officially recorded in Play HQ. At the end of the season the top four teams in each division play in provisional, semi and Grand finals for the Major Premiership.

Team Photos

These are taken towards the middle part 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.

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.

Team Song

KEDRON LIONS TEAM SONG

It's a grand old flag

It's a high flying flag

It's the emblem for me and for you

It's the emblem of the team we love

The team of the Red and the Blue

Every heart beats true

For the Red and the Blue

As we sing this song to you (What do we sing?)

Should old acquaintance be forgot

Keep your eye on the Red and the Blue!

(To the tune of 'It's a Grand Old Flag')

<p>MIXED UNDER 8 INTRODUCTORY</p> <p>10 MINS</p> <p>GROUND SIZE: 80m x 60m</p> <p>ZONES: 9-A-SIDE</p> <p>SCORING: No scores, ladders or finals</p> <p>RESULTS: No recording of best players or goal kickers. No individual player awards</p> <p>NO REPRESENTATIVE TEAMS</p> <p>Tackling, Stealing the ball, Bumping, Deliberate out of bounds, Smothering, Fending off, Barging, Shepherding, Deliberately rubbed behind</p> <p>BOUNCING THE BALL: 1 max</p> <p>KICKING OFF GROUND: Not permitted unless accidental</p> <p>OUT OF BOUNDS: From a kick, a free is awarded against the player who last kicked the ball. From hands, or if doubt the umpire shall call a ball up 10m in from boundary.</p> <p>MARKING: Any distance, reasonable attempt</p> <p>PENALTIES: No distance penalty applies. Players can be ordered off at the umpire's discretion</p> <p>FIELD UMPIRES: Club/Coach (1)</p> <p>GOAL UMPIRES: Club (2)</p> <p>BOUNDARY UMPIRES: On field</p> <p>COACHES: On field</p>	<p>GIRLS UNDER 9 DEVELOPMENT</p> <p>10 MINS</p> <p>GROUND SIZE: 80m x 60m</p> <p>ZONES: 9-A-SIDE</p> <p>SCORING: No scores, ladders or finals</p> <p>RESULTS: No recording of best players or goal kickers. No individual player awards</p> <p>NO REPRESENTATIVE TEAMS</p> <p>Bumping, Stealing the ball, Barging, Deliberate out of bounds, Smothering, Fending off, Deliberately rubbed behind, Shepherding</p> <p>MODIFIED TACKLING</p> <p>BOUNCING THE BALL: 1 max</p> <p>KICKING OFF GROUND: Not permitted unless accidental</p> <p>OUT OF BOUNDS: From a kick, a free is awarded against the player who last kicked the ball. From hands, or if doubt the umpire shall call a ball up 10m in from the boundary.</p> <p>MARKING: Any distance, shows control</p> <p>PENALTIES: 10m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion</p> <p>FIELD UMPIRES: Club (1)</p> <p>GOAL UMPIRES: Club (2)</p> <p>BOUNDARY UMPIRES: On field</p> <p>COACHES: On field</p>	<p>MIXED UNDER 9&10 DEVELOPMENT</p> <p>10 MINS</p> <p>GROUND SIZE: 100m x 80m</p> <p>ZONES: 12-A-SIDE</p> <p>SCORING: No scores, ladders or finals</p> <p>RESULTS: No recording of best players or goal kickers. No individual player awards</p> <p>NO REPRESENTATIVE TEAMS</p> <p>Bumping, Stealing the ball, Barging, Smothering, Deliberately rubbed behind, Shepherding, Fending off</p> <p>MODIFIED TACKLING</p> <p>BOUNCING THE BALL: 1 max</p> <p>KICKING OFF GROUND: Not permitted unless accidental</p> <p>OUT OF BOUNDS: From a kick, a free is awarded against the player who last kicked the ball. From hands, or if doubt the umpire shall call a ball up 10m in from the boundary.</p> <p>MARKING: Any distance, shows control</p> <p>PENALTIES: 10m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion</p> <p>FIELD UMPIRES: Club (1)</p> <p>GOAL UMPIRES: Club (2)</p> <p>BOUNDARY UMPIRES: On field</p> <p>COACHES: On field</p>	<p>GIRLS UNDER 11 DEVELOPMENT</p> <p>10 MINS</p> <p>GROUND SIZE: 100m x 80m</p> <p>ZONES: 12-A-SIDE</p> <p>SCORING: No scores, ladders or finals permitted</p> <p>RESULTS: No recording of best players or goal kickers. No individual player awards</p> <p>NO REPRESENTATIVE TEAMS</p> <p>Tackling, Fending off, Bumping, Barging, Shepherding, Stealing the ball, Smothering</p> <p>MODIFIED TACKLING</p> <p>BOUNCING THE BALL: 1 max</p> <p>KICKING OFF GROUND: Not permitted unless accidental</p> <p>OUT OF BOUNDS: When a ball goes out of bounds, the field umpire shall call up 10 metres in from the boundary line to restart play</p> <p>MARKING: 10m direct catch</p> <p>PENALTIES: 10m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion</p> <p>FIELD UMPIRES: Club (1)</p> <p>GOAL UMPIRES: Club (2)</p> <p>BOUNDARY UMPIRES: Sideline</p> <p>COACHES: Sideline</p>	<p>MIXED UNDER 11 COMPETITION</p> <p>15 MINS</p> <p>GROUND SIZE: 130m x 90m</p> <p>ZONES: 15-A-SIDE</p> <p>SCORING: No scores, ladders or finals permitted</p> <p>RESULTS: No recording of best players or goal kickers. No individual player awards</p> <p>NO REPRESENTATIVE TEAMS</p> <p>Tackling, Fending off, Bumping, Barging, Shepherding, Stealing the ball, Smothering</p> <p>MODIFIED TACKLING</p> <p>BOUNCING THE BALL: 2 max</p> <p>KICKING OFF GROUND: Not permitted unless accidental</p> <p>OUT OF BOUNDS: When a ball goes out of bounds, the field umpire shall call up 10 metres in from the boundary line to restart play</p> <p>MARKING: 10m direct catch</p> <p>PENALTIES: 25m penalty applied at the umpires discretion. Players can be ordered off at umpires discretion</p> <p>FIELD UMPIRES: Association (1)</p> <p>GOAL UMPIRES: Club (2)</p> <p>BOUNDARY UMPIRES: Sideline</p> <p>COACHES: Sideline</p>
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YOUTH PLAYING RULES & REGULATIONS MATRIX

YOUTH	Mixed	Boys	Girls		
	Under 12 Competition (12.5)	Under 14 Competition (14.5)	Under 16 Competition (16.5)	Under 13 Competition (13.5)	Under 15 & 17 Competition (15.5 & 17.5)
REGULATIONS					
Ground size	135m - 185m x 110m - 155m	135m - 185m x 110m - 155m	135m - 185m x 110m - 155m	130m - 135m x 90m	135m - 185m x 110m - 155m
Zones	Refer to AFLQ SIFR&R 6.3.3 & Laws of Australian Football				
No of players on ground	Refer AFLQ SIFR&R 4.2.2				
Ball type	Leather	Leather	Leather	Leather	Leather
Ball size	3	4	5	3	4
Match Length & Quarters	4 x 15 min 5 / 10 / 5	4 x 15 min 5 / 10 / 5	4 x 20 min 5 / 10 / 5	4 x 15 min 5 / 10 / 5	4 x 15 min 5 / 10 / 5
Scoring	✓	✓	✓	✓	✓
Results	✓	✓	✓	✓	✓
LAWS					
Tackling	✓	✓	✓	✓	✓
Bumping	✓	✓	✓	✓	✓
Stealing the ball	✓	✓	✓	✓	✓
Barging	✓	✓	✓	✓	✓
Smothering	✓	✓	✓	✓	✓
Fending off	✓	✓	✓	✓	✓
Shepherding	✓	✓	✓	✓	✓
Bouncing the ball	Unlimited	Unlimited	Unlimited	2 max	Unlimited
Kicking off the ground	✓	✓	✓	✓	✓
Out of bounds	When a ball goes out of bounds, the field umpire shall throw the ball up 10 metres in from the boundary line to restart play	When a ball goes out of bounds, the field umpire shall throw the ball up 10 metres in from the boundary line to restart play	When a ball goes out of bounds, the field umpire shall throw the ball up 10 metres in from the boundary line to restart play	When a ball goes out of bounds, the field umpire shall throw the ball up 10 metres in from the boundary line to restart play	When a ball goes out of bounds, the field umpire shall throw the ball up 10 metres in from the boundary line to restart play
Marking	Any distance, reasonable attempt	Any distance, shows control	10m, direct catch		Any distance, shows control
Distance and Other Penalties	50m penalty can be applied at umpires discretion. Players can be ordered off at the umpire's discretion	50m penalty can be applied at umpires discretion. Players can be ordered off at the umpire's discretion	50m penalty can be applied at umpires discretion. Players can be ordered off at the umpire's discretion	15m penalty can be applied at umpires discretion. Players can be ordered off at the umpire's discretion	50m penalty can be applied at umpires discretion. Players can be ordered off at the umpire's discretion
Deliberate out of bounds	✓	✓	✓	✓	✓
Deliberately rushed behind	✓	✓	✓	✓	✓
UMPIRES AND COACHES					
No of field umpires	Association (1)	Association (2)	Association (2)	Association (1)	Association (1)
Goal umpires	Clubs to supply (1) each	Clubs to supply (1) each	Clubs to supply (1) each	Clubs to supply (1) each	Clubs to supply (1) each
Boundary umpires	✗	✗	✗	✗	✗
Coaches	Sideline	Sideline	Sideline	Sideline	Sideline

**Many thanks for your time and
dedication to your team and the club.**