Kedron Lions Junior AFL Club

Managers Handbook 2021

thanks to Forest Lions, NSW, for sharing large parts of this resource

President's Message

"Volunteers don't get paid, not because they're worthless, but because they're priceless"

On behalf of the Kedron Lions Junior AFL Club, I would like to say thank you for volunteering to manage your respective team.

Volunteers are what makes our club tick and creates the great club culture that has been built over the previous 84 years.

Through some great work by the Lions committee members we have created this Managers Handbook to assist you in your role as Team Manager. This handbook includes the relevant information and resources you need to make the 2021 season an enjoyable experience for you, your team and the parents of all of the players.

As a club we have been fortunate enough to see good growth in teams and player numbers over the past few years. Whilst a key to success in sporting clubs is to ensure the kids are having fun and learning the game, it is also important to ensure that parents have a good experience and want to bring their kids back to play again next year.

As the Team Manager you play a key role in keeping parents well informed throughout the season as well as assisting on game day to make the season a successful one for the team as a whole.

If you any have any questions or need clarification of anything, please feel free to drop me a note on the email address below.

Thanks again for being an active volunteer with the Kedron Lions.

We are very appreciative of all of our volunteers and look forward to your success in 2021.

Warm regards,

Rob Cray
President
Kedron Lions Junior AFL Club

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Introduction

We hope the information provided in this booklet will make taking on the job as Team Manager easier and less stressful.

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.

If you have any questions please feel free to contact a committee member.

Preseason/ Early season

Contact List

Once registration and teams have been completed, our 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.

TeamApp is our preferred method of contact with the player families. It is free, easy to use and this year the club has spent time setting this up for all teams. A TeamApp how to guide can be found at the end of this handbook and James Johnston, one of our committee members, has done a great deal of work in this space. Thanks, James.

Preseason

Draw

Just before the start of the season the South East Queensland Juniors (SEQJ) will issue details of the draw. Kedron Lions is part of the South East Queensland Juniors (SEQJ) competition. Youth Teams (12.5+) are nominated in particular divisions after earlier Grading games .

Job Roster

There are several jobs you will need to allocate to parents for both home and away games. An excel spreadsheet to help with this can be found on the Kedron Juniors website under **Teams/Team Staff Information.**

The league requires that all water runners **MUST wear gloves** – available from the canteen – and all water bottles **MUST be labelled** with the individual player's name**.**

	Junior Home	Junior Away	Youth Home	Youth Away
Canteen	**X**		**X**	
Ground Marshall	**Y**		**Y**	
Time Keeper	**Y**		**Y**	
Score Board			**Y**	
Scorer			**Y**	**Y**
Water Runners			**Y – (gloves)**	**Y – (gloves)**
Runner			**Y**	**Y**
Goal Umpire	**Y**	**Y**	**Y**	**Y**
Oranges/Lollies	**X**	**X**	**X**	**X**
Jersey Washing	**Y**	**Y**	**Y**	**Y**

Ground Locations

The website for AFL Brisbane Juniors lists all the clubs and their home grounds in the Greater Brisbane region.

Start of Season

Manager's Kit

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

• Match Ball for Youth home games – see below *(Junior Match Balls are kept at the canteen to be collected by the club umpire*)	
• 2 Goal Umpire Flags	• Managers Handbook
• Goal Umpire Bib (blue)	• Player Awards
• Runner's Bib (pink) U12.5+	• Water Bottle Carrier
• Water Carrier's Bib (white) U12.5+	• Team Water bottles
• Job Description Cards	• First Aid Kit

Age	U8.5	U9.5	U10.5	U11.5 (g)	U11.5	U12.5	U13.5	U14.5	U15.5	U16.5	U17.5
Size	1 (s)	2 (s)	2 (s)	2 (s)	3 (l)	3 (l)	3 (l)	4 (l)	4 (l)	5 (l)	4 (l)
(s) = synthetic (l) = leather											

During the season you will be responsible for all Match Day equipment issued to your team. Please report any losses or damages to the respective Junior, Youth or Girls' coordinator ASAP.

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

Uniforms

Kedron Lions 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 U12.5+) and polo-shirts from the club. This can be done at some pre-season training nights and from the Canteen on home games. Caps, Training Vests and Hoodies are also available.

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

Uniform Price List

Socks	$13
Shorts (reversible)	$35 ($45)
Polo Shirts	$42
Caps	$25/$35
Hoodies	$50

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, our preferred method is TeamApp. 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. Communicate with the coach a list of unavailable players.

Team Selection

The day before the Match you will need to enter player names into the Gameday to produce Team Sheets. You will also need to enter Team Officials. Instructions below and in the how to guide at the end of this handbook.

Gameday Instructions – Team Selection

The following instructions provide details on how to enter team sheets into the Gameday each week. It is very important that you read it prior to the first match of the season.

Each week before the game, preferably on the Saturday, we would like all managers (other than Auskick) to enter their team for that Sundays match into Gameday. This is required by AFLSEQ and is needed so that we can keep an accurate record of the number of games played by each child.

Three copies (Y) or Two copies (J) of the team sheet need to be printed:

- 1 to go to the Umpire (Y)
- 1 for the opposing team's Manager (Y/J)
- 1 for your own records (Y/J)

This is particularly important for U12.5s + and above as you may forfeit the game if team sheets aren't completed. All team sheets need to be kept until 2 weeks after the end of season.

To enter your team selection for the week into Gameday please follow these steps:

1. Go to Kedron Juniors website
   https://www.kedronlionsjuniors.com.au/team-staff-information.
   Click on Gameday. This will take you to Gameday Passport login page.
2. Enter login details:

   Make sure you have emailed the club so your team can be allocated to your login details/account.
3. Click on **sign in**.
4. Click on **Results Entry & Live Scoring**
5. Click on **Kedron Lions Juniors.** (Right of our logo.)
6. Type in the weekend dates (eg 23/4/2021 to 25/4/2021) that you want to view matches for. Select 2021 for Season and click on **Show Matches**.
7. It will then list all the games for the Kedron Lions for that weekend – click on **Pre Game** next to the game you wish to produce a team sheet for.

8. Select the players you require from the left hand side (ie this is the list of available players) – if you click on Show Players in this Age Group, it will shorten the list to players in your age group. Add their jumper numbers now or hand write them later.
9. Click on the **green plus sign** to add the player's name to the **Selected Players List**. Once you have added all the players available for that game click **Save**. You can also a) remove players or b) load all players from previous week
10. If a player unexpectedly turns up for a game or is absent, you can alter the team sheet manually then update the team selection before you enter the game results.
11. It is important you also select team coach and officials. If you can't find a name you can write it on the sheets you print out. Click on **Save Team Officials**.
12. Then click on Team Sheet up on the top right of the screen and **print 3** copies of the team sheet.
13. Click on **Match Menu** to take you back to the main menu.
14. If you have any questions please contact Steve Lang either by email vicepresident.kedronjuniors@outlook.com or phone 0400 018 529.

Entering Match Results

Follow the instructions for entering Team Selections on the Gameday up to point 7. You will need to do this for home games only, but it is good to check scores have been entered correctly. Only teams U12.5s and above will need to enter scores. Scores need to be entered on Sunday otherwise you will be locked out of the system.

8. It will then list all the games for the Kedron Lions for that weekend – Click on **Post Game** next to the game you wish to add results for.
9. You only need to enter the final number of goals in **Full Time Goals** and final number of behinds in **Full Time Behinds**. Enter the Full Time Total Points. Do this for both teams. Select from the dropbox **result type**.
10. Once you have completed entering the score, click on green **Update Match Scores** button and log out of Gameday.

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.

Match Day

Team Sheets

As players arrive mark their attendance on a Team Sheet. When you have a good idea of player numbers liaise with both Coaches and other Manager to decide on player numbers and configuration to be played.

When attendance has been finalised alter all Team Sheets where necessary. Please remember to add any players and players need to sign Team Sheets Signatures need to be a minimum of first initial and family name. Ask the other Manager to sign two copies.

Team Sheets need to be distributed before the match and **must also be signed by the Ground Marshall**:

- 1 Team Sheet signed by both Managers to Opposing Team Manager (J/Y)
- 1 Team Sheet signed by both Managers to the Umpire (Y)
- Keep 1 Team Sheet for your own records (J/Y)

Players

Check all players have:

- Mouth guards (SEQJ and Kedron Lions recommend the use of mouth guards but they are not mandatory and use is at the discretion of parents) One of our Club Sponsors is Mavern Dental at Lutwyche, it's always worth seeing what special club deals they have available
- 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 U12.5 playing an U14 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 Number

The table below shows player numbers for each age group:

Age Group	Number on Field	# of Interchanges(Subs) Allowed
U8.5	9	Unlimited
U9.5-U10.5	12	Unlimited
U11.5 Girls	9	Unlimited
U13.5 Youth Girls	12	Unlimited
U15.5/17.5 Youth Girls	16	Unlimited
U12.5-U16.5	18	Unlimited

For Youth games, the maximum number of players that can be listed on a Team Sheet is 22.

Match Day

Match Length/Breaks

Quarter Lengths	
U8.5/9.5/U10.5, U11.5 Girls	4 x 10 mins
U11.5/U12.5/U14.5	4 x 15 mins
U13.5/U15.5/U17.5 Girls	4 x 15 mins
U16.5	4 x 20 mins

Breaks	U8.5/9.5/10.5, U11.5 Girls	U11.5/12.5/14.5 U13.5/15.5/U17.5 Girls	U16.5
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
- Lodge completed time cards (given by the Umpire before match) with the Team Manager after the game has finished

Runner

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

Water Carrier

- 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.

Ground Marshall

- Very important role
- Someone who is familiar with the game and has been around the club for a while
- Training video: https://tinyurl.com/932sxe7s - QR code at the end of this booklet
- Ground Marshall Accreditation: https://tinyurl.com/h5e47evh - - QR code at the end of this booklet

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

U12.5s+: 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.

If you are the last game, make sure ALL lights in the Changerooms and Toilets are off and where possible lock up after yourself. Also, post-pads and equipment away in the respective storage shed.

Entering Scores into the Gameday

This needs to be done by the following Monday 5pm. Remember to adjust team selection if necessary before entering the scores. There are step-by-step instructions on page 8.

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 back up record.

Match Day Checklist

On the day of the Match you will need to bring the following:

• Match Ball for Youth home games – see below *(Junior Match Balls are kept at the canteen to be collected by the club umpire)*	
• 2 Goal Umpire Flags	• Managers Handbook
• Goal Umpire Bib (blue)	• Player Awards
• Runner's Bib (pink) U12.5+	• Water Bottle Carrier
• Water Carrier's Bib (white) U12.5+	• Team Water bottles
• Job Description Cards	• First Aid Kit

Age	U8.5	U9.5	U10.5	U11.5 (g)	U11.5	U12.5	U13.5	U14.5	U15.5	U16.5	U17.5
Size	1 (s)	2 (s)	2 (s)	2 (s)	3 (l)	3 (l)	3 (l)	4 (l)	4 (l)	5 (l)	4 (l)
(s) = synthetic (l) = leather											

End of Season

Finals (U12.5+)

It is only when teams reach the U12.5s Divisions that scores are officially recorded in the Gameday. 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 early 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. Team mangers will be asked to provide a list of players to the appropriate coordinator.

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.
Players receive a trophy given out yearly for participation. Team mangers will be asked to provide a list of players to the appropriate coordinator.

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.

Many thanks for your time and dedication to your team.

Ground Marshall Training Video	Ground Marshall Accreditation

JUNIOR PLAYING RULES MATRIX

	Mixed			Girls	
	Under 8	Under 9 & 10	Under 11	Under 9	Under 11
PHASE	Introductory	Development	Competition	Introductory	Development
REGULATIONS					
Ground size	80m x 60m	100m x 80m	130m x 90m	80m x 60m	100m x 80m
Zones	✓	✓	x	✓	✓
No. of players on ground	9-a-side	12-a-side	15-a-side	9-a-side	9-a-side
Ball type	Synthetic	Synthetic	Leather	Synthetic	Synthetic
Ball size	1	2	3	2	2
Match Length	4 x 10 min	4 x 10 min	4 x 15 min	4 x 10 min	4 x 10 min
Scoring	No scores, ladders or finals permitted	No scores, ladders or finals permitted	Scoring permitted. No ladders or finals permitted	No scores, ladders or finals permitted	No scores, ladders or finals permitted
Results	No recording of best players or goal kickers	No recording of best players or goal kickers	No recording of best players or goal kickers	No recording of best players or goal kickers	No recording of best players or goal kickers
Representative teams	x	x	x	x	x
LAWS					
Tackling	x	Modified	✓	x	Modified
Bumping	x	x	✓	x	x
Stealing the ball	x	x	✓	x	x
Barging	x	x	✓	x	x
Smothering	x	x	✓	x	x
Fending off	x	x	✓	x	x
Shepherding	x	x	✓	x	x
Bouncing the ball	1 max	1 max	2 max	1 max	1 max
Kicking off the ground	Not permitted unless accidental	Not permitted unless accidental	Not permitted unless accidental	Not permitted unless accidental	Not permitted unless accidental
Out of bounds	From a kick, a free is awarded against the player who last kicked the ball. From hands, or if there is doubt the umpire shall call a ball up 10m in from the boundary	From a kick, a free is awarded against the player who last kicked the ball. From hands, or if there is doubt the umpire shall call a ball up 10m in from the boundary	Boundary throw in (where boundary umpires available)	From a kick, a free is awarded against the player who last kicked the ball. From hands, or if there is doubt the umpire shall call a ball up 10m in from the boundary	From a kick, a free is awarded against the player who last kicked the ball. From hands, or if there is doubt the umpire shall call a ball up 10m in from the boundary
Marking	Any distance, reasonable attempt	Any distance, shows control	10m, direct catch	Any distance, reasonable attempt	Any distance, shows control
Penalties	No distance penalty applies. Players can be ordered off at the umpire's discretion	10m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion	25m penalty applied at the umpires discretion. Players can be ordered off at umpires discretion	No distance penalty applies. Players can be ordered off at the umpire's discretion	10m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion
Deliberate out of bounds	x	x	x	x	x
Deliberately rushed behind	x	x	x	x	x
UMPIRES AND COACHES					
No. of field umpires	Club/Coach (1)	Club (1)	Association (1)	Club (1)	Club (1)
Goal Umpires	Club (2)	Club (2)	Club (2)	Club (2)	Club (2)
Boundary umpires	x	x	?	x	x
Coaches	On field	On field	Sideline	On field	On field

YOUTH PLAYING RULES MATRIX

	Mixed		Boys	Girls	
PHASE	Under 12 Competition	Under 14 Competition	Under 16 Competition	Under 13 Competition	Under 15 & 17 Competition
REGULATIONS					
Ground size	135m - 185m x 110m - 155m	135m - 185m x 110m - 155m	135m - 185m x 110m - 155m	130m x 90m	135m - 185m x 110m - 155m
Zones	x	x	x	x	x
No. of players on ground	18	18	18	12	16
Ball type	Leather	Leather	Leather	Leather	Leather
Ball size	3	4	5	3	4
Match Length	4 x 15 min	4 x 15 min	4 x 20 min	4 x 15 min	4 x 15 min
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	Boundary throw in	Boundary throw in	Boundary throw in	Boundary throw in	Boundary throw in
Marking	15m, direct catch	15m, direct catch	15m, direct catch	10m, direct catch	15m, direct catch
Penalties	50m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion	50m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion	50m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion	15m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion	25m penalty can be applied at umpires discretion. Players can be ordered off at umpires discretion
Deliberate out of bounds	✓	✓	✓	✓	✓
Deliberately rushed behind	✓	✓	✓	✓	✓
UMPIRES AND COACHES					
No. of field umpires	1	2	2	1	1
Goal Umpires	Club (2)	Club (2)	Club (2)	Club (2)	Club (2)
Boundary umpires	Club (2)	Club (2)	Club (2)	Club (2)	Club (2)
Coaches	Sideline	Sideline	Sideline	Sideline	Sideline