



TEAM MANAGERS' MANUAL



WELCOME FROM THE EAST PERTH DISTRICT

Welcome & Thanks!!

On behalf of the East Perth District, thank you for volunteering to be a team manager this season. Volunteers like yourself play a crucial role in ensuring that over 3,000 junior footballers can play in a safe and fun environment each week in our district.

“The team manager controls what’s happening off the field – administration, umpire liaison and home crowd behaviour...a manager’s role is critical to the game environment.”

The role of team manager is a crucial and often demanding one. At different times of the season, you may be asked to perform a number of varied roles, including crowd controller, medico, taxi driver, messenger and risk assessor. At times, it can seem overwhelming, especially if you are new to the job. That’s why we would like to help you.

This manual has been put together with the assistance of people who have many years experience in the team manager role. It has been endorsed by our junior clubs and it is designed to make your job a little easier. Whether you are new to the role or have been a team manager before, I’m sure you will find this resource a useful reference point during the season.

I must emphasise that the role of the team manager will vary from team to team and from club to club. Therefore, the tasks and activities outlined in this document should be used as a guide and will compliment the information provided to you by your club. If you have any questions about your role, the first point of contact should always be your club president.

The East Perth District recognises and values the important role team managers play in ensuring our junior football matches are well-organised and safe. So, thanks again for volunteering your time to support junior football in our district and I hope your experience as a team manager is an enjoyable and rewarding one.



Jo Del Prete

District Chair | East Perth District Football Development Council

CODES OF CONDUCT

The major objective of junior football is to provide an opportunity for all children to play in a safe environment, designed to maximise skill acquisition and enjoyment.

To ensure that this objective is fulfilled, the WA Football Commission has developed Codes of Conduct for all participants in the game, including players, coaches, administrators and spectators.

As a team manager, you should be aware of the following points taken from the Administrators and Volunteers Code of Conduct which relate to your role:

- Understand and adhere to By-law #1 “The Spirit of Junior Football”
- Remember that children participate for enjoyment. Don’t overemphasise the importance of winning.
- Condemn unsporting behaviour and promote respect for all opponents.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Ensure promotion, well-being and safety of umpires and encourage good sportsmanship before, during and after matches.
- Ensure that positive relationships between players, coaches and umpires are continually developed.



ROLE OF THE TEAM MANAGER

The role of the team manager will vary from club to club and from team to team. The following information is intended as **a guide only**. You should always consult with your coach and club president about your role as team manager.

Before the season starts:

- ✓ **Compile a contact list** of players in the team, including names of parents/guardians, contact phone numbers, email addresses. Remember that with junior footballers, in most cases it will be more appropriate to be contacting the parents rather than the players. Include details of any medical conditions that players may have (eg asthma, allergies).
- ✓ **Develop a roster** for various match day duties that require the help of other parents on the team. Each game, your team needs to provide the following:

Modified (year 4 to 7)

- 1 x goal umpire;
- 1 x time keeper (home team only);
- 1 x water carrier;
- 1 x runner (year 5 to 7 only).

Youth (year 8 to 12)

- 1 x goal umpire;
- 1 x boundary umpire (2 can be used on same side);
- Water carriers (2 maximum);
- 1 x interchange steward;
- 1 x runner (2 can be used but only 1 allowed on the field at any time);
- 1 x time keeper (home team only).

In addition to the above, it is common to roster parents for other team tasks such as washing jumpers and providing oranges for breaks.

- ✓ **Player registration and ID cards.** Liaise with the club registrar to ensure all players in your team are properly registered and have been issued with an ID card (ID cards are only required for players in Year 8 teams and above). This will be required before they can play.

Match Day Duties:

Before each game....

1. **Introduce yourself to the umpires before the game.** You will be their main point of contact during the game for all team administration duties. Clubs should ensure that team managers are clearly identifiable by wearing the club uniform (polo shirt or tracksuit top) with a name badge.
2. **Introduce yourself to the opposition team manager and coach.** This helps to build good rapport with teams and will contribute to creating a positive game environment. It is especially important when you are the home team manager.
3. **Ensure that you have all Match Day Duty positions filled by your parent volunteers** (refer to dot point 2 on the previous page). The people carrying out positions as boundary umpires, goal umpires, runners and water carriers are required to wear lanyards that outline their roles and the behaviour expected.
4. **Complete your team sheet.** This is printed off from Fox Sports Pulse and needs to be handed to the umpires before the start of the match. Ensure that all players who will be playing in the match are listed on the sheet. For more details about how to complete your team sheet, see page 20 of the Fox Sports Pulse User Guide.
5. **Ensure the game starts on time.** Players must be on the ground and ready for inspection by umpires five minutes prior to the scheduled start time. You should also ensure that the team does not exceed the maximum time allowed for breaks during quarter, half and three-quarter time (the length of the quarters and intervals can be found on page 68 of the Junior Club Manual). Talk to your coach and let them know that you will give a verbal reminder to them during the breaks (ie a “1 minute warning”).
6. **Show ID Cards to the umpires.** Each player in youth age competition is required to have an ID card to play. The ID card must be shown to the umpires before the start of play. There is a strict NO CARD – NO PLAY policy so it is a good idea that you keep all players ID cards for your team in a file, rather than relying on each player to bring it with them to the game.

During each game....

7. **Monitor the behaviour** of your spectators and bench. As the team manager, you are responsible for creating a positive game day environment by ensuring that your team and its supporters act according to the relevant codes of conduct. Engage assistance from the ground manager or club office bearers if required. Bad behaviour by your spectators not only creates a poor game environment but can also result in free-kicks being awarded against your team.

8. **Player rotations:** help the coach to ensure that all players are rotated on and off the ground. For youth age groups, each player on your team must receive a minimum of 50% game time (refer to by-law 23.5). For modified age groups, coaches should endeavour to give all players the same amount of game time throughout the season. Some youth age teams use a dedicated “interchange manager” to do this, which is a great idea if you can find someone willing to perform this role.

Getting this right can be challenging, especially if you have lots of players on your bench, but it will create good team harmony and helps ensure that players do not lose interest in the game.



INTERCHANGE APP

The Royals District strongly recommends the use of the Interchange iPad app to easily monitor your player rotations and individual playing time. You can download the Interchange App from the iTunes store. To find out more about the app, visit: <http://sport.shedworx.com/interchange>

9. **Escort umpires on and off the field** during the half-time break and at the conclusion of the match.
10. **Provide umpires with a drink** during the breaks. This is a good time to ask them if there are any issues regarding player, coach, team officials or spectator behaviour.

After each game....

11. **Complete and lodge match day paperwork.** Collect team lists, check if there have been any reports and make sure the umpire has added the name of any player who arrived late. After the match, your Team Sheet must be updated on Fox Sports Pulse.

The MATCH DAY ENVELOPE must include:

- ✓ Both the home and away team sheets (signed by the umpires);
- ✓ Three completed scorecards (timekeepers and both goal umpires) – youth age only (years 8 to 12);
- ✓ Interchange sheet (one only);
- ✓ Umpire report (optional) – provides teams with the opportunity to give constructive feedback on umpire performance.

It is the role of the HOME TEAM manager to ensure that all paperwork from the match is lodged with the JCC. The match day envelope must reach the district registrar by **6pm Monday** after the game – this applies to Year 4 to Year 7 teams ONLY. Reply Paid envelopes are provided to all teams by the East Perth JCC. Your envelope must be posted by Sunday Evening to reach the registrar on time.

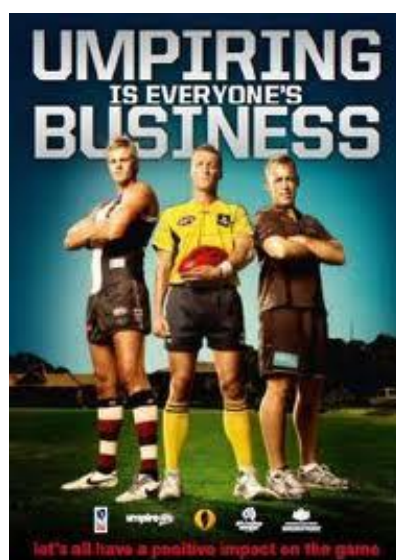
For youth age teams (Including Cross District), the Umpires will be responsible for lodging all paper work after the game to the Registrar. If no umpire has been allocated to the game, the Home Team Manager must make sure the paper work is delivered to the Registrar using a reply paid envelop or by personally delivering to the Registrar at 258 Illawarra Cres South, Ballajura.

12. Ensure the umpires receive their match payment.

The home team is responsible for Umpire Payments (except for the Cross District Competitions where the payment is shared with the opposing team). A schedule of umpire payments is listed in Attachment 1 and on page 51 of the Junior Club Manual 2014.

Other duties:

- ✓ **Act as a conduit of information between the club, coach and the team.** Use your contact database to send club notices and/or notices from the coach to all players (and parents).
- ✓ **Codes of Conduct.** Ensure that all players, coaches and spectators in your team are aware of the codes of conduct that apply to them. These can be found in the Junior Club Manual which is distributed to your club at the start of each season. It is also able to be downloaded from the WA Football Commission website (www.wafc.com.au).



APPROACHING THE UMPIRES

Under the Junior Competition By-Laws, team managers and captains are the only people permitted to approach the umpires during the breaks in a match (by-law 40.9). **This authority should be used sparingly by teams and only when it is absolutely necessary to do so.**

Below is a list of “DO’s” and “DON’Ts” when approaching umpires in your role as team manager. Please refer to the Junior Club Manual and By-Laws if you require further clarification.

- DO Approach the umpires in a calm and measured state.
- DON’T Act in an intimidating manner towards the umpires. Remember that many of our junior umpires are young. It is possible for an adult to be intimidating towards a young umpire without swearing or being abusive. Poor body language, such as stand-over tactics and waving of the arms when making a point, can be intimidating to them.
- DO Approach umpires to perform administrative duties such as completion of paperwork and payment of umpires.
- DO Ask for an interpretation of the rules when this is useful for the coach to develop their understanding.
- DO Have specific questions prepared that you wish to ask of the umpires regarding their interpretation of the rules. It is unacceptable to approach an umpire asking for “a fair go” or asking them to “stop favouring” the opposition.
- DON’T Approach an umpire to dispute an umpire’s decision or dispute their interpretation.
- DO Provide constructive feedback on an umpire’s performance via the appropriate processes. If a manager or coach wishes to provide feedback on an umpire’s performance (good or bad), it can be done in writing in accordance with the junior by-laws. Our umpires are learning the game and feedback is important to them. Umpires’ observers are present at junior games but they can’t be everywhere. Please send constructive feedback or any comment on umpires in the East Perth District to davido@resi.com.au



OTHER RESOURCES

Junior Club Manual

This document is produced by the WA Football Commission and is an essential resource for all team managers, coaches and club administrators. In it you will find all WA junior football policies and global junior competition by-laws. Keep this document handy throughout the season and ensure that your team coaches have their own copies.

Royals District Manual

Produced each year by the East Perth District Football Development Council. This document contains information about the District, including key contacts, communication processes and important dates. Copies of this manual are distributed to clubs at the start of each season. Every family in your club should receive a copy.

Fox Sports Pulse Membership Club Level User Guide

Fox Sports Pulse is the online competition management system used by all junior football competitions throughout Australia. It is used to register players, track player transfers, record player statistics (eg games played) and record match details. The Fox Sports Pulse user manual provides you with information on how to use this system.

Some Useful Websites:



Royals District (www.royalsdistrict.com.au)

Official website of the East Perth District. This website includes news of events and activities in the district. It also provides a link to the **Fox Sports Pulse** website, which contains all junior competition fixtures, results and ladders.



WA Football Commission (www.wafc.com.au)

The WA Football Commission is the peak body for Australian Rules football in WA. Their site contains information on junior football policies, as well as other resources for coaches and administrators. The Junior Club Manual can be downloaded from their website.



Fox Sports Pulse (www.foxsportspulse.com)

The website for online management of all football competitions in WA. As team manager, you will require your own Fox Sports Pulse Passport which will give you access to create team lists and manage the players in your team during the season.



AFL Community Club (www.aflcommunityclub.com.au)

Contains useful information for club administrators, coaches and umpires including sample policies and guidelines, as well as online courses for all participants in football. Subscribe to their monthly e-newsletter to stay up-to-date with all the latest developments in community football.



Play by the Rules (www.playbytherules.net.au)

The objective of Play by the Rules is “making sport inclusive, safe and fair”. On their website, you will find information and resources for club administrators relating to risk management, complaint handling and various legal issues.



Department of Sport and Recreation

Department of Sport and Recreation (www.dsr.wa.gov.au)

The Department of Sport and Recreation is the lead agency in WA responsible for the implementation of government policy and initiatives in sport and recreation. The “Clubs Online”

section of the DSR website contains lots of useful information for sporting clubs, including the Kid Sport program, which provides financial assistance for families in need to participate in sport and recreation.

Attachment 1: Junior Umpire Payment Rates 2014



Year Groups	Umpire Status	Three Ump (2014)	Two Ump (2014)	One Ump (2014)
Year 12	Level 2 or L1 +50 games	\$ 80	\$ 95	\$ 140
	Accredited (Level 1)	\$ 70	\$ 85	\$ 125
	Non-Accredited	\$ 60	\$ 75	\$ 110
Year 11	Level 2 or L1 +50 games	N/A	\$ 80	\$ 120
	Accredited (Level 1)	N/A	\$ 70	\$ 105
	Non-Accredited	N/A	\$ 60	\$ 90
Year 10	Level 2 or L1 +50 games	N/A	\$ 75	\$ 110
	Accredited (Level 1)	N/A	\$ 65	\$ 95
	Non-Accredited	N/A	\$ 55	\$ 80
Year 9	Level 2 or L1 +50 games	N/A	\$ 70	\$ 105
	Accredited (Level 1)	N/A	\$ 60	\$ 90
	Non-Accredited	N/A	\$ 50	\$ 75
Year 8	Level 2 or L1 +50 games	N/A	\$ 65	\$ 95
	Accredited (Level 1)	N/A	\$ 55	\$ 80
	Non-Accredited	N/A	\$ 45	\$ 65
Year 7	Accredited	N/A	\$ 35	\$ 45
	Non-Accredited	N/A	\$ 30	\$ 40
Year 6	Accredited	N/A	N/A	\$ 40
	Non-Accredited	N/A	N/A	\$ 35
Year 4 & 5	Accredited	N/A	N/A	\$ 35
	Non-Accredited	N/A	N/A	\$ 30

Definition of Level 1 +50 games

For the purposes of the above table the “games” component of +50 games is defined as any WAFC recognised game of football that is 4 quarters in length. For example any junior game in the district (modified or open rules) or any senior game (amateurs) is included, games that are 2 halves (school football), carnivals or modified versions of the game (AFL 9’s) are not included. If any further clarification needs to be sort on this please contact the WAFC Umpire Development Manager or WAFC Junior Football Manager.

Year 7 Rates

Due to the change in the National Junior Match Policy the Year 7 up-rates are based on the Year 6 figures. The one umpire system rate for Year 7 is higher than the Year 6 rate for reasons of a higher grade and the possibility of more players on a larger field leading to a greater umpire workload. The 2 umpire system rate for year 7 is based on a fair outcome for both clubs and umpires to ensure clubs are not largely out of pocket and so that umpires only receive a small pay decrease moving up from Year 6’s but need to be mindful that their workload is reduced under the 2 umpire system. The Year 7 figures will be re-assessed for 2015 based on 2014 feedback.

Attachment 2: Interchange Sheets

Official Interchange Record

Oval: RA Cook Reserve 1	Date: 17/5/12
Home Team: Morley Bulldogs	Away Team: Noranda Gold

Age Group	☒ Yr 8 ☐ Yr 9 ☐ Yr10 ☐ Yr 11 ☐ Yr 12
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Home Team

Time	Player Off	Player On
12:25	23	14
12:25	9	31
11:10	21	2
5:30	18	7
4:10	7	23
2:30	14	9
2:30	31	21

Away Team

Time	Player Off	Player On
14:30	17	6
14:30	11	32
10:25	18	3
6:15	6	29
6:15	32	11
1:30	3	24

RECORDER'S NAME: _____ SIGNATURE: _____

ROYALS DISTRICT INTERCHANGE STEWARD GUIDE

Each team **must** provide an Interchange Steward, even if a team does not have interchange players for the game. Both Interchange Stewards **must** sit together during the course of the game.

The Interchange Steward duties is to record the Players entering and exiting the playing arena for both teams, recording their jumper number and time on the 'Interchange' sheet provided. At the beginning of each quarter the Steward records the players that are on the bench. They must also keep score for the game. If the goal umpires cannot agree on the same scores then the interchange score sheet will adjudicate to determine correct score (Steward should check with goal umpires at each break to confirm score cards).

Yellow Card Infringement:

The player yellow carded must exit through the designated interchange area, having their number and time they have exited recorded. The offending player is off for 15 mins playing time (do not include the breaks in this time). **The player can be replaced immediately.** The Steward will notify the Team Manager/Coaching Staff when the time penalty has been served and that the player is eligible to re-commence play.

Red Card Infringement:

The player Red carded must exit through the designated interchange area, having their number and time they have exited recorded. **They are off for the remainder of the game.** The player **CAN NOT BE REPLACED** for 15 mins playing time (do not include the breaks in this time). The Steward will notify the Team Manager/Coaching Staff the penalty has been served and when the player can be replaced.

Even up Rule:

If a team has less than 18 players the even up rule applies and the opposing team will even up the number of players on the playing field. An even number of players from both teams are to start the match on the field; and must be on the field at all times except if a red or yellow card is issued.

Even-Up Red & Yellow Card Conditions:

An offender ordered off for a red or yellow card offence during an even-up situation cannot be replaced for 15 mins of game time (do not include the breaks in this time). Once the 15 min penalty for the red or yellow card has been served, then an even number of players from both teams must be on the field. The Steward will notify the Team Manager/ Coaching Staff when the time penalty has been served.

Interchange Infringement:

Incorrectly entering and exiting the designated Interchange area (eg: not through the marked lines, entering the field too soon, etc). For a first breach the offending player is off for 15 mins, however **they can be replaced.** The Steward will notify the Team Manager/Coaching Staff immediately of this breach. A **2nd breach** from the same player will result in the player being off for the remainder of the game. **They can be replaced.**

Runners:

A team may have 2 Runners, but only 1 is permitted on the playing field at any given time. All Runners **must enter and exit** through the designated Interchange area. Runners **DO NOT** have to be recorded on

the Interchange Sheet. If the team runner does not enter and exit through the interchange area, the Steward shall notify the Team Manager/ Coaching Staff and request that this happens in future.

Water Carriers:

A Team is permitted to have 2 Water Carriers. They **DO NOT** have to enter or exit through the designated Interchange area or be recorded on the Interchange Sheet. They may be on the ground at the same time but must not linger on the ground (ie deliver water – preferably after goals or breaks in play – and then move off the ground).

First Aid:

Must be clearly identified, they **DO NOT** have to enter through the designated Interchange area and do not have to be recorded on Interchange sheet.