

Richmond Junior Football Club

2019 Team Manager, Coach and Volunteer Pack



Thankyou for volunteering and helping the kids of Richmond Junior Football Club play football.

This booklet is intended to assist teams at the start of a season to allocate the volunteer roles that are needed to ensure training and match days run smoothly each week.

It is acknowledged that this is just a template for teams to start from. There will always be agreed variation (eg: Interchange Stewards may also be the Umpire Escort) and additional tasks will always bob up that just need to happen (eg: car pooling on away games, team emails), but we hope that this assists you in forming the support crew for your child's team.

The roles may be done on a permanent or rotation/roster basis – we do stress that some roles are “nominated roles” by the Yarra Junior Football League and as such the volunteers doing the role on any day must be wearing appropriate identification (eg: coat, bib or arm band). These roles are highlighted with an asterix below.

Role	Volunteer
Team Manager*	
Coach*	
Assistant Coach*	
Runner*	
Trainer*	
Goal umpire*	
Boundary umpire	
Time keeper	
Umpire escort*	
Water carrier*	
Team caterer	
Scoreboard Attendant (home games only)	



YARRA JUNIOR FOOTBALL LEAGUE

CODES OF CONDUCT

Coaches

1. Abide by the Laws of the Game, Club Rules and League Rules
2. Teach the Rules: Rules are mutual agreements which nobody should break
3. Group players competitively
4. Avoid overplaying talented players
5. Maximise fun: Place winning in perspective
6. Stress safety always
7. Consider maturity levels: Devise training programs to suit all
8. Develop team respect: For opponents, umpires and coaches
9. Recognise the importance of proper injury treatment
10. Keep up to date with Coaching developments
11. Attain Coaching accreditation
12. Avoid derogatory language based on gender or race
13. Shall not engage in the aggressive recruitment of players. (Aggressive recruitment is to be determined on the facts of each particular case. As a guide only, aggressive recruitment will be considered to have occurred where there is contact on more than one occasion with a player (parent/guardian) and/or inducement is offered to a player to change Clubs).

Players

1. Play by the laws and rules
2. Don't argue
3. Control your temper
4. Be a team player
5. Be a good sport
6. Treat all players fairly
7. Cooperate with your coach and teammates
8. Play for fun and improvement
9. Avoid ugly remarks based on race or gender

Parents

1. Encourage participation but do not force them
2. Teach that honest effort is the victory, not the winning
3. Encourage to play by the rules
4. Never ridicule mistakes or losses
5. Remember, involvement is for their enjoyment, not yours
6. Remember, they learn best by example. Applaud both teams
7. Recognise positively the recreational contribution of voluntary officials
8. Never publicly disagree with officials. Raise issues privately
9. Support all efforts to remove verbal, racial and physical abuse
10. Support your club officials to foster high standards of behaviour for your Club/League



Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the Team Managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.
- Communicate all Club, Team and game specific information to all team members and their parents/guardians.

Responsibilities

- Maintain a current Working with Children's Check card (supply a copy of this - or apply for one and supply the application number- and upload to "Everproof")
- Ensure that all volunteers taking on any role with the team provides you with their Working with Children's Check and upload to "Everproof"
- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Committee) to ensure the efficient operation of the team
- Register yourself with Sporting Pulse/SportsTG passport [REGISTER HERE](#)
- Email Club Secretary and the Team Manager Coordinator to advise your email address as registered (to be granted access to Sporting Pulse/SportsTG passport)
- Ensure all players are either currently registered with the League or have an approved transfer from previous Club
- Ensure the Coach is registered with the YJFL on sporting pulse before first game. See link [Sporting Pulse registration](#)
- Provide the Club Secretary and the Team Manager Coordinator with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Carry out the Team Managers game day responsibilities as noted following
- Be aware and keep track of the games played by all players in a season with regards to the eligibility of players for finals, and pending milestone games to be celebrated
- Ensure all team members and their parents/guardians are aware of the YJFL social media policy as found on the RJFC and YJFL websites.
- Generally, be a conduit and filter for communications between parents and the committee. All communications should be via the Team Managers in both directions. Please keep in mind the club has 27 teams and the committee cannot address every parent query. The Team Manager is relied upon to determine which matters need elevated communications.
- See attached important booklet produced by the [YJFL MATCH DAY GUIDE](#)
–particularly page 47 for the match day paper requirements.
- **Bring this booklet with you to the game along with your 2 team sheets.**

Please always remind all parents and volunteers:

- ***that the kids and their enjoyment is what matters most***
- ***to treat everyone involved with respect as they are all volunteers and are giving up their own time***

Relationships

- Reports to the Team Managers' Coordinator/ Assistant Team Managers' Coordinator and the RJFC committee
- Supports the Coach and RJFC committee and other football staff as appropriate

Accountability

- The Team manager is accountable to Team Managers' Coordinator and the Coach of that team which they manage.



Team Managers Game day responsibilities

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Sunday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the Coach. Most tasks are repetitive each week, so getting organised and all sorted early makes for an easy season.

Prior to game:

- Communicate to the Team the upcoming game specific information (and any other Club related information) to all team members and their parents/guardians
- If home game is listed at Kevin Bartlett Reserve (KB), check any requirements with scheduled Ground Manager/Secretary
- Produce **2 copies of the YJFL "Team Sheet"** / Umpires Match Report (Combined Form) with all players and officials listed online in the Footy Web System (instructions below)
 - Ensure all players named on team sheet including runner and trainers and water carriers are registered.
 - Full names are required, first and surname.
Log onto to: <https://passport.sportingpulse.com/login/>
Login: Enter your email address
Password: Enter your password
Follow the path below:
 - Click on "Membership database"
 - Click on "Richmond JFC" (the other option takes you to Auskick....you don't want that)
 - Click on "Comp management" in the menubar across the top of page
 - Drop down to and click on "match results"
 - Find your team (make sure it's this rounds one)
 - Click on "pregame"
 - Drag and drop players into the team, then press "save"
 - Then enter officials and press "save"
 - Then press the "team sheet" button in the top right corner
 - This will produce your team sheet.
 - Print this out **twice** and bring them with you to the game. **DO NOT FORGET THEM!!**
- Collect Match paperwork & Awards from the Team Trays in Clubrooms at Citizens park either Saturday morning (during Auskick) or Sunday morning before games (The clubrooms are usually open from 8am).
 - Goal umpire cards (these must be filled out by our goal umpire for each quarter, then given back to the Team Manager at the end of the game as record)
 - Time keepers cards (Same process as goal ump cards)
 - For U12 and below teams, medals for the opposition player of the game
 - Player encouragement awards to be handed out to your players
 - Waterbottles and any other sundry items needed
- Check and ensure the team kit bag and Team Medical bag has the correct equipment each week and you bring it to the game (Report anything missing or damaged to the Team Managers Coordinator).
- Organise for the transport of all team related gear and equipment, and any players who need transport to away matches.



Team Managers Game day responsibilities (cont'd):

At the game:

- Ensure all volunteer support staff know the location of the Team kit bag and where the team change rooms are
- As far as possible, ensure players property is collected prior to each game and safely secured during matches
- Ensure other game day volunteer support staff have been appointed, are in attendance as required, know their tasks, wear their correct attire and have their required equipment
- Ensure players' drinks are on hand at all times (liaise with Water Carriers/ Trainers on the provision of drinks).
- Organise for a scoreboard attendant and/or Kevin Bartlett ground manager at all home matches.
- A Team Manager must wear the **teal bib** League approved identification.
- Understand and have a copy on hand of the [YJFL MATCH DAY GUIDE](#)
- Be aware of and understand the correct 'evening up' and 'loan players' rules for the relevant age group (back of this booklet)
- Be aware of and understand the yellow and red card rules (back of this booklet)
- The minimum number of players to avoid a forfeit in boys/mixed competitions shall be 14, and in girls competitions shall be 11
- Prior to home matches, the correct age group specific ball is to be given to the umpire for inspection.
- The opposition Team Manager must sign the two "Team Sheets" prior to any players signing it
- Both "Team Sheets" must then be signed by our team members prior to the game (any changes can be hand written in)
- NB: Players late to the game must sign each club's copy of the team sheet
- Strike out the name of any player who appears on the team sheet that is not playing
- Hand write in the name of any late inclusions (player must sign)

During the game:

- Team Managers must not approach, or interact with, opposition players and officials apart from liaising with the opposition Team Manager and are not allowed to be in the Coaches areas
- Only Team Managers may liaise with Umpires at matches, unless the Umpire/s initiate an approach to other Club Officials. On the field, only the Team Captain may approach the Umpire/s
- Deliver the signed team sheets to the match umpire/s during the half time break
- One copy is to be given to opposition Team Manager and one copy to the Umpire
- Collect copy of Opposition team sheet
- Record match scores and keep tally of goal kickers during match (for internal Club use only) and a record for the season.

After the game:

- Collect match paperwork from Time Keeper, Goal Umpire and Interchange Steward and document final scores (suggest photo)
- After the match, Team Managers are to return to the Umpire's Room within 10 minutes of finish of game (with Goal Umpire & Timekeepers Cards) to confirm result and match score and collect copy of their own Team Sheet from the Umpire
- Check with Field umpire that there were no reports ("all Clear").
- If reports, collect report and return to Secretary and advise any player involved that they may be required to attend the tribunal.
- Ensure the home game "game ball" is returned to the Ground Manager after the completion of the match.
- Team Sheets are to be retained by Team Manager for the season
- Assist the Coach/Assistant Coach to determine best player medals/awards for the opposition and our team side (up to U12)
- Prepare awards for distribution
- Ensure the Coach is given the best and fairest voting sheet, that they complete the votes after each game and submit it in a sealed envelope to the Club Secretary after each round

Post game Team Sheet update and Match Scores:

- Using Pre Game Button in the Footy Web System, remove/Add players to the team list that were hand written in (if required)
- Team Managers must ensure they update their online team sheets with any hand written changes to the match day team sheet by **midnight of matchday**. Fines may be imposed by the YJFL where this is not completed.
- Using Post Game Button in the Footy Web System, results must be entered onto Footy Web by the home team by **6pm on match day (Sunday evening)**.
- Note that scores should be entered for all matches from Under 10 through to Colts and Youth Girls.
- Under 8s, Under 9s & Under 10 Girls games with no scores kept still need to be entered, but as "nil all score result", in order to keep track of the total games played by the players in FootyWeb.



Coach and Assistant Coach

Objective

- To provide the highest standard of coaching and development to the players of the team

Responsibilities

- Maintain a current Working with Children's Check card (supply a copy of this - or apply for one and supply the application number - and upload to "Everproof")
- Register with the YJFL on sporting pulse before first game. See link [Sporting Pulse registration](#)
- Sign/complete the YJFL Coaches Code of Conduct and return to the Club Secretary. See link [YJFL Coach Code of Conduct](#)
- Complete the club funded AFL Level 1 Coaches course/Certificate. No one can coach if they haven't undertaken this course.
- Ensure that players are selected, trained and coached in line with the [RJFC team formation and selection policies](#).
- Coach in accordance with the AFL Next Generation Australian Football Match Policy for players 7-18 years of age
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the YJFL code of conduct for coaching staff and players (at end of this booklet) that supports the objectives of the Club and the league on and off the field.
- Contact all current players as soon as practicable at the completion of the season to outline plans for the coming season.
- Develop and establish an appropriate pre-season training program.
- Develop all players in a nurturing and inclusive environment, where players are encouraged to be the best they can be.
- Attempt to ensure that all players generally have fun at training and games and are keen to return for the following season.
- Provide recommendations to the RJFC Committee on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Provide game day coaching expertise.
- **Coaches** are to wear League **Blue Bib** identification
- **Assistant coaches** are to wear League **Red Bib** identification
- Coach from within the designated Coaches area. This is a requirement for Assistant Coaches also.
- With the assistance of the Assistant coach, ensure that game time for all team/squad members is provided to a minimum required by the [RJFC team policies](#)
- Award best and fairest votes to the relevant players after each game and ensure that votes are submitted in the voting system after each round.
 - Votes are to be awarded to players with the best on the day receiving 5 votes, the next 4 votes, down to 1 vote.
 - There can be as many 1 votes as a Coach wishes
 - Watch out for new positive development in any player and reward it.
 - Coaches are to ensure that all registered players receive at least 1 vote throughout the season.
- Excepting below, Coaches are not permitted inside the boundary line while a match is in progress, except to attend to an injured player where there is insufficient help from a trainer or other recognized Official.
- In **U8, U9 and U10 Girls games**, one coach only is permitted on the ground at a time. The purpose of the coach being on the ground is to direct players to stay in their positions and zones.
- Provide regular reports throughout the season.
- Attend Club functions where possible
- Assist with junior development outside the Club where possible or appropriate.
- Liaise with other RJFC Coaches to establish a consistent coaching policy throughout the Club.

Relationships

- Reports to the Club Committee and the League

Accountability

- Accountable to the Club Committee and the League





Note to Coaches:

The most important thing to remember is that every member of your team wants to play in the game. That is why they have joined your team. Parents attend and watch games to see their child play. A secondary consideration will be that it's nice to see the team win, but their number 1 priority is to see their child participate.

If a coach keeps these principles in mind when a game begins, he/she will be on the way to a successful season regardless of wins or losses.

This means that if a game is well won or lost in the last quarter, this is an opportunity to fulfil your commitment to equal playing time for all players in a team/squad..

As coach, you must be aware that your decisions have implications. It is natural that winning is a basic desire of coaches and players and these principles are not designed to conflict with this.

However, RJFC asks that as a coach of a junior team, you must wherever possible disassociate yourself from a "win at all costs" attitude.

Please also read this relevant article on junior coaching:

[Development v Winning by Trent Cooper](#)

When I look back at my early coaching days, in charge of school age teams, I am embarrassed about how I coached and how focused I was on winning. I justified it to myself that it was the kids that really wanted to win and I was providing to their needs in the way I coached.

I now watch a fair bit of junior football and am aghast at how a lot of the coaches go about their business. I hope I was never as destructive as some of the examples that I see but there are similarities and hopefully anybody reading this article might reassess the way they coach at a junior level.

Coaching at 18's level now, my primary role is to develop players to be ready to play senior football for our club and, for some, at AFL level. This means that selection will more often than not be compromised by exposing talent that may not be ready to play at the level or putting players in positions that may adversely affect the result but will help in their development of certain skills.

When players get to my squad, there are some skills that I hope they possess and others that are not important but can be learned through their football journey.

Kicking and handballing may seem obvious skills that should be improved consistently but I have seen Year 9 sessions with one football between the whole team for long periods as they are taught a defensive press that might help them to win a Sunday morning fixture.

I would hope that our new players are able to pick the ball up cleanly without fumbling and be one-touch players in the air, and I don't care if they know the difference between a 3-4-5 and 2-4-6 kick-in defensive zone.

When I get to talk to junior coaches, I tell them that their most important KPI should be how many of their players return to play the following year. We should hope that junior coaches can instill how great our game is into the players and that they go on to enjoy footy for many years, at whatever level they find their niche.

The kids will want to win, so there is a balance that you have to find between giving them their chance to get the result they are after and to developing them. Winning close games is indeed a skill in itself and we work on that at the 18's level but the result will not be the major focus of our weekly review.

If you want to test yourself as a "winning" coach, there are places for you to utilize your skills. Senior amateur sides are always crying out for competent coaches and it is easy to find a team where a lot of the players aren't really in the development phase but love winning week to week.

If you do decide to coach juniors, you have an extremely important role and should focus on your players enjoying the experience and improving the basic fundamentals. Be the coach that taught a future AFL star how to kick on his opposite foot, not the one who used that player's brilliance to dominate in the middle all game and your fantastic game plan to win a Year 9 Grand Final.

Trent Cooper is Colts (18's) Coach at Swan Districts Football Club.

This article was written as part of the requirements for AFL High Performance Coach Accreditation



Runner

Objectives

- To assist the Coach and Assistant Coach on match day by delivering messages to players during the match.

Responsibilities

- Maintain a current Working with Children's Check card (supply a copy of this - or apply for one and supply the application number - and upload to "Everproof")
- Wear approved **Yellow bib** League apparel, visible at all times (and fluorescent or multi coloured skin tight leggings!).
- To deliver messages from the Coach or Assistant Coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately.
- The runner must not loiter on the ground. A Runner may remain on the field only long enough to deliver two (2) messages, and shall return directly to the coaching area immediately thereafter.
- Failure to conform will result in a demand from the Umpire for the replacement of the offender and disciplinary action by the League. If the Coach refuses to comply with the request for replacement, the match will be abandoned and full points awarded to the opposing team. A fine will be imposed for non - compliance.
- The runner must not interfere with any players or officials throughout the game
- **A runner is not permitted in U8, U9 or U10 Girls games**

Relationships

- Liaise with Coach, Assistant Coach and Team Manager

Accountability

- Reports to the Coach





Trainer

Objective

- To provide medical treatment and advice to the Coach, Team Manager and players for the team allocated to his/her care.

Responsibilities

- Maintain a current Working with Children's Check card (supply a copy of this - or apply for one and supply the application number - and upload to "Everproof")
- Maintain a current First Aid and Sports Injury certificate.
- It is recommended that the phone numbers of each player's parents or guardian are available and that relevant medical conditions of players are known
- If possible, be in attendance on team training nights.
- Wear appropriate attire. The League **Green Bib** identification must be worn by Trainers on game day.
- Obtain the First Aid kit bag from the Team Manager
- Be responsible for the venue's stretcher to be readily available and visible at the edge of the ground
- Ensure adequate supplies of strapping tape and medical supplies are available and ensure sufficient equipment including towels are on hand
- Instruct the players placed under their care, in the treatment of any injury.
- Be in attendance in the change rooms prior to the game at a time agreed upon with the Coach.
- Provide game day medical support to all players.
- A Trainer may not be used to coach players and may remain on the field only for the length of time taken to treat an injured player or to provide water.
- A trainer is not permitted to act as second runner or to coach players and may remain on the field only for the length of time taken to treat an injured player. Failure to conform will result in a demand from the umpire for the replacement of the offender and disciplinary action by the League
- A Trainer may carry water when attending an injured player, but is not permitted to act as a Water Carrier unless there is no designated Water Carrier
- One trainer only is allowed within the designated coaches box. A second trainer may be positioned inside the fence on the opposite side of the oval to the coaching area
- Attend to injured players on the ground. If any injury appears to be serious, qualified medical assistance should be obtained immediately
- Provide regular reports to the Coach/Assistant Coach/Team Manager on the state of any injury to any player
- Provide post game treatment of any injuries to players.

Relationships

- Reports to the Team Manager.
- Liaises with the Coaches

Accountability

- Accountable to the Team Manager





Goal Umpire (Club appointed)

Objective

- To make scoring decisions in conjunction with Field Umpire in accordance with the [Laws of Australian Football](#) (as advised by AFL Victoria as being applicable to AFL Victoria member matches) and the [YJFL Bylaws](#)

Responsibilities

- Ensure **goal flags, white coat and [Goal Umpires cards](#)** have been procured from the Team Manager
- Determine whether a goal or behind has been scored
- NOTE: The whole of the ball must be over the whole of the line to be a score**
- To be a goal the ball must come off the leg anywhere below the knee
- Signal (hand, then flags) that a goal or behind has been scored after being given the all clear or touched all clear by a field umpire
- Record all goals and behinds scored by each team during a match on the Goal Umpires card in numerical sequence rather than dashes
- Report any player or official to the Field Umpire who commits a reportable offence
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded
- Have the scoreboard adjusted at the end of a quarter, where required
- At the end of the match, take a photo record of the final agreed scorecard and give record to the Team Manager.
- The Goal Umpires card is to be handed to the Field Umpire at the conclusion of the match (ensure Team Manager has a record of the scores first)
- Return goal flags and white coat to the Team Manager

Relationships

- Liaise with all other umpires officiating in the match

Accountability

- Reports to Field Umpire
- Accountable to the Team Manager





Boundary Umpire (Club appointed)

Objective

- To umpire matches in accordance with [the Laws of Australian Football](#) (as advised by AFL Victoria as being applicable to AFL Victoria member matches) and the [YJFL Bylaws](#)

Responsibilities

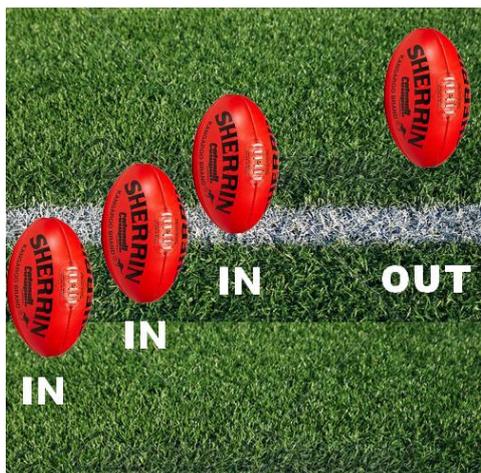
- Boundary Umpires shall wear a **plain white shirt** (without Club insignia or Logo) and shorts and shall be equipped with a **whistle**.
- Determine whether a football is out of bounds or out of bounds on the full and signal to the field umpire when that has occurred
 - NOTE: The whole of the ball must be over the whole of the line to be out**
 - Ensure that the whole of the ball is over the whole of the line before blowing whistle
 - To be out of bounds on the full, the ball can come off any part of the leg below the knee
 - When the ball makes contact with the behind post, it is out of bounds
 - When the ball makes contact with the behind post, on the full from a kick, it is out of bounds on the full
- Throwing the football back into play if it has gone out of bounds, when directed to do so by a field umpire
- Club Boundary Umpires do not adjudicate Centre Square infringements
- Bringing the football back to the Field Umpire after a goal has been scored
- Reporting a player or official to the Field Umpire who commits a reportable offence

Relationships

- Liaise with all other umpires officiating in the match

Accountability

- Reports to the Field Umpire during the match
- Accountable to the Team Manager





Time Keeper

Objectives

- To act as the official keeper of time for the duration of the match. See [YJFL Bylaws](#)

Responsibilities

- Each team must supply a Time Keeper.
- Obtain [Time Keepers card](#) from the Team Manager, and be familiar with operation of the clock and siren provided
- Keep time for each quarter of the match
- Ensure that quarters run no longer than allocated time.
- Ensure that breaks run no longer than allocated time
- Acknowledge umpire's entrance to ground prior to first and third quarters (blow siren)
- Signal 2 minute warning (blow siren) prior to completion of all breaks
- Keep track of and note score in the event of dispute
- Record on time cards the time taken to play each quarter
- Sound the siren in accordance with the league rules
- The Time Keepers shall sound the siren to signal the end of a quarter until a field Umpire acknowledges that the siren has been heard and brings play to an end.
- Where the Umpire has mistakenly heard the siren to sound the end of playing time or the siren sounds mistakenly prior to the end of a quarter the Timekeepers must alert the Field Umpire as soon as possible of the error.
- Stop the clock used for timing of each quarter as required by the league rules
- The Field Umpire can instruct the Time Keepers to add time. This includes when the match is held up to remove an injured player from the field or for any other abnormal time lost.
- Any time added for that quarter will be for that quarter only. The remaining quarters will be of the prescribed length for the competition.
- Both Time Keepers are to complete all details on the timekeeping card, including the scores, and sign the Time Keeper's card on completion of the game.
- Take photo record of the Time Keepers card after the game has finished and send to the Team Manager
- The Time Keepers card is to be handed to the Field Umpire at the conclusion of the match

Relationships

- Reports to the Team Manager
- Liaises with the umpires and the Time Keeper from the opposition team

Accountability

- The Time Keeper is accountable to the Field Umpires officiating the game and the Team Manager



Girls Playing time (home and away – see YJFL Bylaws for finals)

- **Under 10** - 4 x 12 minute quarters. Breaks of 5, 5 and 5 minutes, with the match to be completed within 1 hour and 15 minutes
- **Under 11 to Under 14** - 4 x 15 minute quarters, Breaks of ($\frac{1}{4}$ time) 4 minutes, ($\frac{1}{2}$ time) 12 minutes and ($\frac{3}{4}$ time) 7 minutes
- **Under 15 to Youth Girls** - 4 x 20 minute quarters, Breaks of ($\frac{1}{4}$ time) 4 minutes, ($\frac{1}{2}$ time) 12 minutes and ($\frac{3}{4}$ time) 7 minutes

Mixed ("Boys") Playing time (home and away – see YJFL Bylaws for finals)

- **Under 8** - 4 x 10 minute quarters. Breaks of 5, 5 and 5 minutes, with the match to be completed within 1 hour
- **Under 9** - 4 x 12 minute quarters. Breaks of 5, 5 and 5 minutes, with the match to be completed within 1 hour and 15 minutes
- **Under 10 to Under 13** - 4 x 15 minute quarters. Breaks of ($\frac{1}{4}$ time) 4 minutes, ($\frac{1}{2}$ time) 12 minutes and ($\frac{3}{4}$ time) 7 minutes, (match to be completed within 1 hour and 30 minutes for Under 10)
- **Under 14 to Colts:** 4 x 20 minute quarters. Breaks of ($\frac{1}{4}$ time) 4 minutes, ($\frac{1}{2}$ time) 12 minutes and ($\frac{3}{4}$ time) 7 minutes



Umpires Escort

Objective

- To ensure the safety of umpires. See [YJFL Bylaws](#)

Responsibilities

- An adult Umpire Escort shall be supplied by both the Home Club and the visiting Club.
 - The Umpire Escort must wear the League approved **Orange Bib** identification
 - Escort the umpires onto the ground prior to the commencement of the first and third quarters
 - Escort the umpires from the ground at the conclusion of the second and fourth quarters
 - Remain with the umpires during the quarter time and three quarter time breaks
- Note: Only the team captain or Team Manager are permitted to interact with the umpire during these occasions
- Ensure that spectators, players or officials do not confront the umpires during these occasions
 - If The Interchange Steward acts as the Umpire Escort he/she must wear the League Umpires Escort Bib

Relationships

- Reports to the Team Manager.





Water Carrier

Objective

- To ensure team players are well hydrated. See [YJFL Bylaws](#)

Responsibilities

- Each team is permitted to have two (2) Water Carriers.
- Obtain team water bottles from the Team Manager and ensure they are clean, unbroken, and ready for use
- Fill all water bottles with clean drinking water
- Wear League approved apparel **White bib** and must not coach, barrack or engage in any interaction with players. The Field Umpire(s) may pay a free kick against the offending team where a Water Carrier is on the arena during general play.
- Be positioned in the designated box on the opposite side of the ground to the coaches boxes until a break in play.
- Water Carriers are only permitted to enter the playing arena during a substantial break in play (e.g. when a goal is kicked, or where there is a significant stoppage for injury or when play is at the opposite end of the ground).
- Water Carriers must not coach on the ground, refrain from talking to or questioning umpires and must not interfere with opposition players or officials either physically or verbally
- Ensure that players have access to sufficient water while both playing and during quarter breaks
- Gather all water bottles at the end of each break and refill if required
- Gather all water bottles at the end of the game (or team warm down), empty and clean as needed.
- Ensure water bottles are safe and secure. Check with the Team Manager where they should be returned to prior to the next game.

Relationships

- Reports to the Coach/Assistant Coach and Team Manager.





Score Board Attendant

Objective

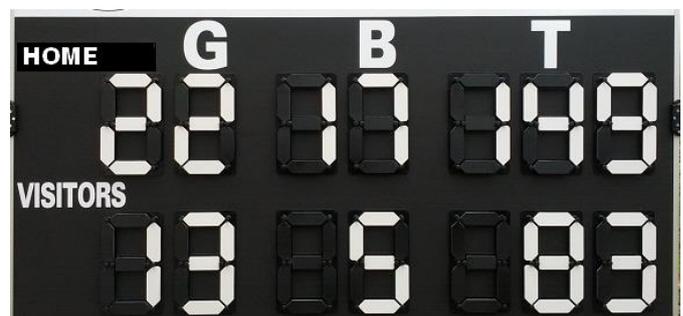
- To ensure score are displayed accurately and correctly to all observers

Responsibilities

- Only required and appointed by home team
- Ensure that scoreboard continuously displays current score
- Check score with goal umpires at the end of each quarter
- League supplied goal umpires will wave flags to confirm scoreboard is correct at the conclusion of each quarter

Relationships

- Reports to the Team Manager and Ground Manager, and Liaises with Goal umpires





Even Up Rule (YJFL By-Laws 8.5) [YJFL MATCH DAY GUIDE](#) page 29

Team Managers and Coaches must be aware of the requirements of this rule which relates to teams having less than full players.

Under 8s to U12s (Mixed and Girls)

- Where a team starts the game with less than a full team of players, clubs must loan or accept the number of players required to even up the teams
- Clubs must provide loan players with an appropriate jumper
- Where an imbalance is caused during a match due to injury (no interchange player available), player numbers shall be evened up for the remainder of the game (e.g. removing players during the quarter, loaning players during the breaks).
- The Team Manager shall inform officials of the other team (either prior to or during the game) to ensure that the evening up takes place.
- NB: The even up rule does not apply if a player is ordered off the field by the field umpire (Yellow or Red Card)

U13s to Colts

- Where a team starts the game with less than 18 players, clubs may offer to loan the number of players required to even up the teams
- Clubs must provide loan players with an appropriate jumper
- If the offer of loan players is declined, the Even Up Rule does not apply
- If loan players are not offered, the team with the greater number of players must reduce their numbers to even up
- Where an imbalance is caused during a match due to injury (no interchange player available), player numbers shall be evened up for the remainder of the game (e.g. removing players during the quarter, loaning players during the breaks).
- The Team Manager shall inform officials of the other team (either prior to or during the game) to ensure that the evening up takes place.
- NB: The even up rule does not apply if a player is ordered off the field by the field umpire (Yellow or Red Card)

U13 Girls to Youth Girls

- Where a team starts the game with less than 16 players, clubs may offer to loan the number of players required to even up the teams
- Clubs must provide loan players with an appropriate jumper
- If the offer of loan players is declined, the Even Up Rule does not apply
- If loan players are not offered, the team with the greater number of players must reduce their numbers to even up
- Where an imbalance is caused during a match due to injury (no interchange player available), player numbers shall be evened up for the remainder of the game (e.g. removing players during the quarter, loaning players during the breaks).
- The Team Manager shall inform officials of the other team (either prior to or during the game) to ensure that the evening up takes place.
- NB: The even up rule does not apply if a player is ordered off the field by the field umpire (Yellow or Red Card)

Even Up Rule - Late arrival of players

- Should a player arrive late, that player may take the field at any time provided the following procedure is adhered to:
 - Team Manager informs officials of other team
 - The Interchange Steward is informed that playing numbers of each side are to be increased

The inclusion of the late player does not cause numbers on the field to become unequal

Spirit of the Rule

The league expects all team officials to understand and adhere to the 'spirit' of this rule, which is, the team that has the greater number of players available shall lend as many players as possible to equalise numbers with the other team so that all players available to participate in that match shall have the opportunity to play in as much of that match as possible

Minimum Number of players

- The minimum number of players a team requires to commence a game is:
 - **Under 11 to Colts** – 14 Players
 - **Under 12 Girls to Youth Girls** – 11 Players
 - **Non-competitive age groups** have no requirements for minimum players and are only required to have even numbers on both teams



'Order Off' Rule

The Order Off Rule applies to both Players and Officials

- Yellow Card = length of 1 entire Quarter
- 2nd Yellow Card in game = player/official reported and off for remainder of the game
- Red Card = Remainder of game

Yellow Card

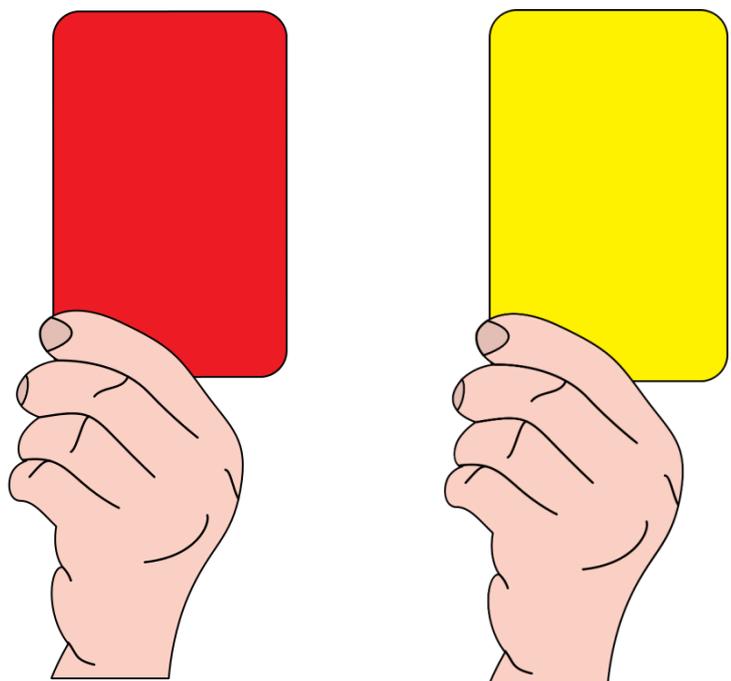
- A player ordered from the field must be escorted from the field by a runner or trainer and go through the interchange gate
- An official ordered from the field must make their way to the other side of the fence
- The player or official removed is not to return to the field for the equivalent of 1 quarter of playing time
- A player or official ordered from the field with a second Yellow Card shall remain off the field for the remainder of the game and is automatically reported

Red Card

- A player ordered from the field must be escorted from the field by a runner or trainer and go through the interchange gate
- An official ordered from the field must make their way to the other side of the fence and may not re-enter the field for the remainder of the match
- Players ordered from the field for the remainder of the match shall be escorted to the clubrooms by the runner or trainer and are not to return to the interchange bench
- All players and officials who receive a red card are automatically reported

Contact with Umpires

- Team Managers are the only officials allowed to discuss, or seek clarity on, matters relating to the game
- Team Managers may approach the umpire before, during intervals in, and after, the game





YARRA JUNIOR FOOTBALL LEAGUE MATCH FOOTBALLS

SIZES

Match Footballs (Sherrin) are used in each Age Group, as follows:

Colts	Size 5 Match Ball – Full Size
Under 15	Size 5 Match Ball –Full Size
Under 14	Size 4 Match Ball (Leather)
Under 13	Size 4 Match Ball (Leather)
Under 12	Size 3 Synthetic
Under 11	Size 3 Synthetic
Under 10	Size 2 Synthetic
Under 9	Size 2 Synthetic
Under 8	Size 2 Synthetic

Youth Girls Under 18	Size 4 Match Ball (Leather)
Under 16 Girls	Size 4 Match Ball (Leather)
Under 15 Girls	Size 4 Match Ball (Leather)
Under 14 Girls	Size 4 Synthetic
Under 13 Girls	Size 3 Synthetic
Under 12 Girls	Size 3 Synthetic
Under 11 Girls	Size 3 Synthetic
Under 10 Girls	Size 2 Synthetic

The home team is to provide two footballs, of a size required for the grade, in good match condition i.e. Properly inflated

All footballs must be Sherrin and branded with YJFL Logo

**Richmond Junior Football Club
2019 Team Manager, Coach and Volunteer Pack**



KEY CLUB CONTACTS:

Note: The Team Managers should be the conduit and filter for communications between parents and the committee. All communications should be via the Team Managers in both directions. Please keep in mind the club has 27 teams and the committee cannot address every parent query. The Team Manager is relied upon to determine which matters need elevated communications.

CONTACT	NAME	MOBILE	EMAIL
President	Andrew O'Halloran	0439 391 641	president@richmondjfc.com.au
Secretary	Lachlan Mosley	0414 717 791	secretary@richmondjfc.com.au
Match Day Operations	Chris McNeill	0408 145 283	matchday@richmondjfc.com.au
Coaching Coordinator	Craig Lake	0429 026 604	coaching@richmondjfc.com.au
Apparel / Merchandise & Equipment	Ant Rahilly	0438 557 023	apparel@richmondjfc.com.au
Team Manager Coordination	Jan Buchanan	0404 457 724	teammanagers@richmondjfc.com.au
Treasurer	Jo Tyrrell		treasurer@richmondjfc.com.au
Registrar	Jo Tyrrell		registrar@richmondjfc.com.au
Canteen & Pavilion Manager/Property Steward	Mick Young	0414 942 835	pavilion@richmondjfc.com.au
Football Events Coordinator	Steele Baillie	0433 201 386	footevents@richmondjfc.com.au
Social & Fundraising, Sponsorship and Media	Troy Chandler	0438 834 226	sponsorship@richmondjfc.com.au ; social@richmondjfc.com.au
Trainer & First Aid Coordination	Jo Cronin	0419 381 123	trainers@richmondjfc.com.au

NOTES:



“WE'RE FROM TIGERLAND”

Oh we're from Tigerland
A fighting fury
We're from Tigerland
In any weather you will see us with a grin
Risking head and shin
If we're behind then never mind
We'll fight and fight and win
For we're from Tigerland.
We never weaken till the final siren's gone
Like the Tiger of old
We're strong and we're bold
For we're from Tiger - **yellow and black** -
We're from Tigerland.

Please sing proudly after wins, and with respect to the opposition, wait until you're in the change rooms.