

Richmond Junior Football Club

2024 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: Team Caterer may also be the Scoreboard Attendant) 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 asterisk below.

Role	Volunteer
Team Manager*	
Coach*	
Assistant Coach*	
(Optional) Second Assistant Coach (U15 and upwards only)*	
Runner* (not needed for U8, U9 & U10 Girls)	
Trainer*	
Goal umpire*	
Boundary umpire	
Time keeper	
Umpire escort*	
Water Carrier* (must be u18, not a parent)	
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

For All Roles

Be a positive role model and refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, sex, disability, sexuality, gender identity or religion

Comply with specified child safe standards of conduct and ensure a safe, welcoming and inclusive environment that places the health, welfare and well-being of participants above all else and immediately reporting any safety issues to appropriate authorities.



Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the Team Manager's 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

- Email Club Secretary and the Team Manager Coordinator to advise your email address and mobile number
- 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 "Ratifyme")
- Ensure that all volunteers for your team maintain a current Working with Children's Check and upload a copy to "Ratifyme"
- 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 as a Team Manager with PlayHQ <https://www.playhq.com/signup>
- Ensure the Coach, Assistant Coach (if applicable), Runner, Trainer and other regular volunteers are registered with PlayHQ before the first game <https://www.playhq.com/signup>
- Ensure the Coach/Assistant Coach is registered with the YJFL on CoachAFL before first game.
- Ensure the Trainer is provided with information from the Team Manager Coordinator regarding YJFL's first aid training courses and completes the required level of first aid training
- Ensure all players are either currently registered with the Club / League or have an approved transfer from previous Club
- 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 below
- 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. Career game statistics for each player can be found on their public profile on PlayHQ. Requests for milestone medals must be submitted to the Team Manager Coordinator a minimum of 4 weeks prior to the milestone game. Parents are responsible for arranging [milestone banners](#) (optional).
- Ensure all team members and their parents/guardians are aware of the YJFL social media policy, the Codes of Conduct and the Child Safety 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 over 20 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](#)
- **Bring this booklet with you to the game along with your team sheet.**

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 Manager 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 Manager 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 individual's 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
- Team sheets must be created on-line in the Competition Management Platform (PlayHQ) prior to the commencement of the match. Select Players and Team Officials and download and print 1 Team Sheet via PlayHQ.

Making Team Sheets
Please open PlayHQ on your phone and save to your home screen-it works very well with your phone You will then be able to also update scores on your phone instead of waiting til you get home
-go to playhq.com and login
-select your account
-select your team
-see current options-fixtue, ladder, squad
-select match from season fixture
-select 'manage' view
-'select team'
-select or remove players via + or -
-once the players are in the 'line-up' section to play the game you will notice a faint box to the left of their name-hold that down & you can enter the players top number
-go to 'next' to add coaching staff
-go to 'next' to add your volunteers
-changes can be updated as you go
-your Team Sheet can be downloaded from here via 'Download Game Sheet'
-print via 'Download Game Sheet'

- 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
- 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 Manager Coordinator & report Team Medical Bag resupplies needed to First Aid Trainer & 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 (bibs to be worn on the outside) and have their required equipment
- Ensure players' own drink bottles are on hand at all times. A water carrier is allowed, but they must be u18 (no parents). They can take water onto the field during a substantial break in play, e.g., after a goal is kicked. Otherwise, players are to be rotated through the interchange bench for a drink as required.
- Organise for a scoreboard attendant for 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' (younger ages only) rules for the relevant age group (back of this booklet)
- Be aware of and understand the white, yellow and red card rules (back of this booklet)
- The minimum number of players to avoid a forfeit:
 - Under 11 Mixed to Colts – 13 Players
 - Under 11 Girls to Youth Girls – 11 Players
- Prior to home matches, the correct age group specific ball is to be given to the umpire for inspection.
- Using printed Team Sheet
 - Hand write in any players that cannot be selected (have not been allocated to the team)
 - Place a tick (will play) or a cross (will not play) in the box with the heading DOB
 - Use the Signature box for any notes
 - Team Manager to sign the Team Sheet to confirm True and Correct
 - Both Team Managers to meet pre-game and present Team Sheets Team Managers to take photograph of opposition Team Sheet. Keep original copy of their own Team Sheet **must be retained by the Team Manager for the season**
 - All team sheets MUST be updated and accurate to assist in this process
 - Online Team Sheets need to reflect players who are late additions (added to team sheet) or did not play (removed from team sheets) by 11.59pm on the Sunday of the game.

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 (and only then about administrative matters such as the condition of the ground, team sheets or to confirm red/yellow cards), unless the Umpire/s initiate an approach to other Club Officials. Team Managers must not approach the Umpire/s about umpiring related matters. On the field, only the Team Captain may approach the Umpire/s
- Team Managers must assist the Ground Manager by ensuring that parents and spectators do not cross the boundary / enter the ground to approach the team huddle.
- It is now the responsibility of the Time Keeper to track the time players must remain off the ground due to Yellow Card (equivalent of 1 full quarter). Team Managers should liaise with Time Keepers to get the all clear for a player to return to the field of play after they have been issued with a Yellow Card
- 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:

- Ensure you have a photo of the opposition team sheet if not taken prior to or during the game
- Collect match paperwork from Time Keeper and Goal Umpire and document final scores
- After the match, Team Managers will meet with the Umpire as per normal practice. They will need to present their Team sheet to umpire, to assist umpire to enter Best and Fairest votes
- Team Managers will confirm with the umpire at this stage details of any reports or send offs ("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



Team Managers Game day responsibilities (cont'd):

- 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
- If there have been any injuries, ensure that you or the Trainer supply a copy of the completed injury report form to the Trainer Coordinator. Be aware of the YJFL guidelines on concussion which require that a player rests for 21 days and has a medical clearance before playing again.

Post game Team Sheet update and Match Scores:

- In PlayHQ ensure in 'manage' view
 - whether home or away-update/reconcile team sheet by – or+ players that did or didn't play.
 - This will reflect the printed Team Sheet you have adjusted after the game.
 - If you are the home team-update the scores – **scores must be entered by 6pm on the Sunday Evening of the Match**
 - reconciliation of Team Sheet must be done **before 11.59pm on the Sunday Evening of the Match**
- Note that scores should be entered for all matches from Under 10 through to Colts and Youth Girls.
- Under 8s and Under 9s 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 PlayHQ.



Coach and Assistant Coach

Objective

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

Responsibilities

The YJFL are serious about Supporting and Developing their coaches and ensuring that all coaches are conducting themselves in accordance with the 'Code of Conduct' and are always representing their clubs and the league in an exemplary manner. They could not be any clearer on their expectations for 2024. Football's future depends on it!

- 2024 YJFL Compulsory Coach Sessions (As per By-Law 5.2.5, both the New Head Coach Induction and Returning Coaches Sessions are compulsory in 2024.)
- **Returning Coaches Sessions:** These sessions are compulsory for ALL coaches and assistant coaches that coached in the YJFL in 2024 (however all club coaches and committee members are welcome to attend). Based on club feedback to the league, and to make life easier for our club coaches, YJFL will be conducting these sessions out at the clubs.
Date: TBC
Venue: TBC
- **New Head Coach Induction Sessions:**
 1. **YOUTH (U/13 – Youth Girls and Boys) | New Head Coach Induction Session** (for first year and re-engaging head and assistant coaches – i.e. they didn't coach in 2023 but have coached previously – in the Youth age groups)
Date: Monday, 25th March 2024
Time: 6.30pm (sharp) – 9.15pm
Venue: Yarra JFL HQ, Corner Davidson Street and Perkins Avenue, Bellfield VIC 3081
Registration Link: <https://www.surveymonkey.com/r/WTCG3DC>
 2. **JUNIOR (U/8 – U/12) | New Head Coach Induction Session** (for first year and re-engaging head and assistant coaches – i.e. they didn't coach in 2023 but have coached previously – in the Junior age groups)
Date: Monday, 15th April 2024
Time: 6.30pm (sharp) – 9.15pm
Venue: Yarra JFL HQ, Corner Davidson Street and Perkins Avenue, Bellfield VIC 3081
Registration Link: <https://www.surveymonkey.com/r/5TKB739>
- **Register / login to CoachAFL**
- **New Coaches:** Create a LearnAFL account by clicking on the link above and navigate to the CoachAFL section. Complete the Coaching Profile including selecting and aligning with your club/team in the correct league (Yarra JFL), age group and coaching position.
Complete the 2024 Welcome Package (including the Coaches Code Of Conduct).
Complete the online Foundation Course relevant to the playing age group of your team (Junior or Youth).
- **Returning Coaches:** Login to existing account.
Update your Coaching Profile.
Complete the 2024 Welcome Package (including the Coaches Code Of Conduct).
Complete the online renewal module.
Please ensure you are aligned with your club/team in the correct league (Yarra JFL), age group and coaching position – please save any changes!
- **Please note that coaches and assistant coaches MUST complete all steps in the online registration and accreditation workflow. Coaches will only show as registered for 2024 in PlayHQ when their coaching role, etc. has been selected and the appropriate course has been completed.*
- 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 "Ratifyme")
- It is recommended to have Level 1 First Aid Accreditation

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2024 Team Manager, Coach and Volunteer Pack



- Must have read & understood the YJFL By Laws
- 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. Only one Assistant Coach can be in the Coaches box. If there is a second Assistant Coach (only permitted for U15 teams and above), they may be behind the Coaches area in the 5m exclusion zone for other spectators.
- 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..

Richmond Junior Football Club

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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 "Ratifyme")
- Wear approved **Yellow bib** League apparel, visible at all times
- 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
- The runner must not Coach on the ground
- The runner must remain outside the marked arc when there is a set shot on goal, or a kick in
- **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.
- To ensure the League's concussion protocols are followed and that players only return to play once they have a medical clearance, after a 21 day rest

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 "Ratifyme")
- Maintain a current Level 1 First Aid and Sports Injury certificate.
- Recommended to have completed the Emergency Response Coordinator course
- 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 medical supplies are available and ensure sufficient equipment 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.
- **From 2021 Trainers are to wear single use disposable gloves when attending to players (& a mask if player shows signs of sickness)**
- 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
- 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/First Aid Trainer & Coordinator 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

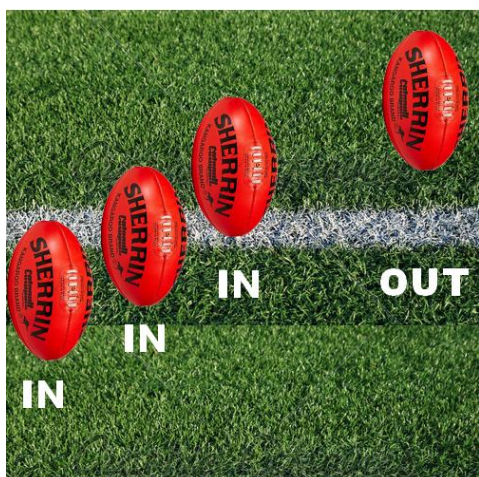
- Boundary Umpires shall wear a **plain white shirt** (without Club insignia or Logo) and shorts and shall be equipped with a **whistle**.
- Determine whether a football is out of bounds or out of bounds on the full and signal to the field umpire when that has occurred
 - NOTE: The whole of the ball 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. It is now the responsibility of the Time Keeper to track the time players must remain off the ground due to Yellow Card (equivalent of 1 full quarter)
- Team Managers should liaise with Time Keepers to get the all clear for a player to return to the field of play after they have been issued with a Yellow Card
- 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



Age Group	Length of Quarters	Breaks		
		¼ time	½ time	¾ time
Under 8 Mixed and U10 Girls	4x 10 minutes	5 mins	5 mins	5 mins
Under 9 Mixed	4x 12 minutes			
Under 10 to U13 Mixed Under 11 to Under 14 Girls	4x 15 minutes	5 mins	10 mins	7 mins
U14 Mixed, U15 Girls, U16 Girls, Youth Girls	4 x 17.5 minutes			
Under 15 Boys, U16 Boys, Youth Boys	4x 20 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

Relationships

- Reports to the Team Manager.





Score Board Attendant

Objective

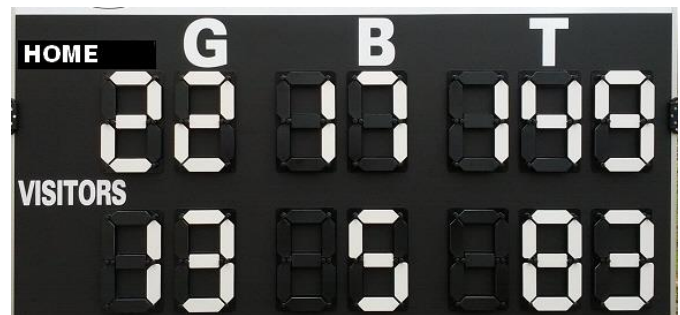
- To ensure score are displayed accurately and correctly to all observers

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 AMENDED Rules](#)

Team Managers and Coaches must be aware of the requirements of this rule which relates to teams having less than full players. Even Up Rule does not apply to Finals

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
- Under 8s, 9s & 10s may loan players who will turn their jumper inside out
 - NB: No wrist bans to be worn in U8s & U9s
- If a Club does not have jumpers available of a suitable and appropriate size for the Age Group to facilitate the loan of players, there is no requirement to even-up playing numbers on the field.
- 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 does not

U13s to Youth Boys

- Where a team starts the game with less than 18 players, 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
- 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 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 / avoid a forfeit is:
 - **Under 11 to Youth Boys** – 13 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

14/16 Per Side Provision

- Should any club be required to field a team in any match with **less than Seventeen players in Girls competitions**, this club may ask for the match to be reduced to a 14 per side game.
- Should any club be required to field a team in any match with **less than nineteen players in Boys and Mixed competitions**, this club may ask for the match to be reduced to a 16 per side game.
- In this situation, all players in excess of the 14/16 that are on the field, up to the League's maximum of 24 players, will be interchange players.
- E.G Team A has 18 players, Team B has 22 players. Team A requests a 16 per side match. At the commencement of the match, Team A will have 16 players on the field and 2 interchange. Team B will have 16 players on the field and 6 interchange.

'5-game' Rule

Clarity re the "5 game rule" under sections 6.4 & 6.5

This relatively new rule got us into a bit of trouble (inadvertently!) last season, so it is worth clarifying as follows.

- Relevant only for U11s and above, i.e. where teams play competitive home & away rounds and have finals at the end of the season. For U10s and below, players can play for other teams (assuming they're not overage!) as much as necessary to help other teams with numbers.
- For players that may be asked to fill in for other teams during the season, or in some age groups where we have multiple RJFC teams, and there may be movement between teams, it is important for TMs to monitor their games tally to ensure this rule does not impact a player inadvertently.
- **The basic rule is: the first team that a player plays 5 games for, becomes their team for the season.**
- **Some more detail and examples to illustrate:**
 - during grading rounds (first 4 weeks of the season), players cannot play 2 games on the same day for the same age group (e.g. can't play 1 game for U14 Black then another for U14 Yellow on same day)
 - as soon as a player reaches the 5 games tally for a team, that is their team for the season and the team they qualify for finals for
 - once a player reaches 5 games for a higher-graded team they cannot move down for the rest of the season to play for a lower-graded team. e.g. if they reach 5 games for U14 Yellow, they cannot move down to help out U14 Black for the rest of the season. Similarly if a player qualifies 5 games for U14 girls (for example), they can't move down to U13 girls to help them out.
 - once a player has qualified 5 games for a lower-graded team, they can move to a higher-graded team (e.g. up to a Yellow team in the same age group, or up an age group) as much as they need to during the season
 - the overall rationale of course, is to allow some player movement to help with shortages in numbers, but to prevent clubs from "stacking" their teams with fill-ins from higher ranked teams or age groups.
- **If in doubt during the season, better to check with the club before the relevant game day to avoid the risk of a player being ruled ineligible for finals or the team being deducted points for playing an ineligible player - something we'd hate to see!**



'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

White Card

- Where Unacceptable Behaviours are emanating from the Coaching Box, a three-phase system will be undertaken by the Field Umpire/s via the use of White and Red cards to stop such behaviours in real time. The three phases are:
 - 1st Phase - a warning (White card shown)
 - 2nd Phase – another warning, free kick and 25m penalty (White card shown)
 - 3rd Phase - Head Coach reported and removed from game, free kick and 25m penalty (Red card shown)

Yellow Card

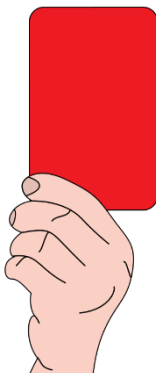
- A player ordered from the field must be escorted from the field by a runner or trainer and go through the interchange gate
- An official ordered from the field must make their way to the other side of the fence
- The player or official removed is not to return to the field for the equivalent of 1 quarter 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:

Age Group	Match Footballs
Youth Boys	Size 5 Match Ball - Full Size
Under 16 Boys	Size 5 Match Ball - Full Size
Under 15 Boys	Size 5 Match Ball - Full Size
Under 14 Mixed	Size 4 Match Ball (Leather)
Under 13 Mixed	Size 4 Match Ball (Leather)
Under 12 Mixed	Size 3 Synthetic
Under 11 Mixed	Size 3 Synthetic
Under 10 Mixed	Size 2 Synthetic
Under 9 Mixed	Size 2 Synthetic
Under 8 Mixed	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
Under 9 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
2024 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	Lachlan Mosley	0414 717 791	president@richmondjfc.com.au
Secretary / Club Operations	Troy Chandler	0438 834 226	secretary@richmondjfc.com.au
Match Day Operations	Neil Motley	0428 456 262	matchday@richmondjfc.com.au
Coaching Coordinator	Mick Murrhly	0418 173 399	coaching@richmondjfc.com.au
Apparel / Merchandise & Equipment	Catryn Tuckwell	0408 978 966	apparel@richmondjfc.com.au
Team Manager Coordination	Catryn Tuckwell	0408 978 966	teammanagers@richmondjfc.com.au
Treasurer	Dave Adnams	0413 275 351	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
Social & Fundraising	Sylvie Hutchins	0402 331 840	social@richmondjfc.com.au
Trainer & First Aid Coordination	Wing Major	0412 781 768	trainers@richmondjfc.com.au
Sponsorship & Media	Dave Adnams	0413 275 351	sponsorship@richmondjfc.com.au
Equipment & Purchasing	Mick Murphy	0416 057 952	
Insurance, Grants, Policies & Legal	Adam Cassidy	0424 081 523	
Child Safety Officer	Lachlan Mosley	0414 717 791	president@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.