



## MOORABBIN SAINTS JUNIOR FOOTBALL LEAGUE

### DUTIES OF TEAM MANAGERS SEASON 2007

#### **The Team Manager is responsible for the following:-**

- (1) To make sure the ground is properly marked, with Boundary lines, Goal squares, Bounce Circle and Interchange Areas. The Interchange areas are to be one in the "**Back**" and one in the "**Forward**" Pockets on the same side of the ground. A "**Centre Square**" must be marked for **U/11's, through to U/17's**.
- (2) To provide "Goal and Boundary Umpires" (Goal Umpire to be at least 16 years of age), a Timekeeper with an accurate time device. **The Home Team Manager will provide both Goal Umpires and Timekeepers with Official Scorecards.** The Name and Age Group of the Clubs playing must be placed on top of the Scorecards. The Home Team Manager is also responsible for providing the Umpire with the "**Umpires Report Book**", before the start of the game. I also suggest that the visiting Team Manager bring Goal Umpires and Timekeepers Scorecards, but not filled out.
- (3) The Team Manager must also ensure that all Team Officials are correctly attired ie:- Bibs and/or Armbands for the Trainers (with adequate first aid equipment), Coach, Runner and themselves. A white top must be supplied for the Boundary Umpire, plus a Whistle, Goal Umpires must wear Official White Coats.
- (4) Ensure his Team is correctly attired ie:- Guernsey, Shorts and Socks. Bike shorts if worn must be **Beige** in colour, no other colour is permitted.
- (5) To provide "**TWO MATCH FOOTBALLS**" for the appropriate age group, **Under 13's to 17's must be leather**, these must be in good **MATCH** condition. The footballs are to be offered to the Umpire or Umpires for inspection and approval no less than **TEN minutes** prior to the start of the **Match**.
- (6) **Both Home and Away Team Managers** must provide Club Officials who should make themselves known to the Umpire or Umpires to escort same from the ground at **Half and Full Time**. **Home side Team Manager is to offer the Umpire or Umpires a drink at Half Time and at Three Quarter Time.**



HEALTH THROUGH FOOTBALL



- (7) All Team Managers must ensure their Team Officials stay within the confines of the marked Interchange areas. Interchanges of Players are made only through the **“Interchange area”**, the exception being **“an injured player may be taken from the ground at any place”**. However if a player who is not injured is taken from the ground at any other place other than through the Interchange area, **that Player cannot return** onto the ground for the **duration of the MATCH**.
- (8) Both Team Managers are to sign the completed Team Sheets and then given to the Umpire(s) at **HALF TIME**. “Players of the Team” must have already signed the Team Sheets. **Both Team Managers** at the end of the game must sign the **Umpires’ Report Book** even if there is a **disagreement** on the contents. Any player listed who does not take part in the Match must have **a line** ruled through **his/her name**. Timekeepers must record the scores and sign their cards, as do the Goal Umpires. If a disparity occurs between the Goal Umpires Cards, then the Field Umpire or Umpires will take the Timekeepers scorecard and regard that as a true score.
- (9) At the completion of the games both Team Managers are to ensure that the **“Umpires’ Match Report”** Sheet is completed on the Umpire/s umpiring the game.
- (10) The **Home Team** must telephone the scores to the **LADDER SECRETARY, JACK CHRAPOT ON 9523-5666, fax 9523-0095** or email on [chain\\_management@bigpond.com](mailto:chain_management@bigpond.com) **“IF THERE ARE A NUMBER OF SCORES TO BE PHONED IN, IT WOULD BE BETTER TO SEND THEM BY FAX or EMAIL. This must be done on the day of the Matches.”**
- (11) **All correspondence “Vote Cards, Team sheets, the League’s white original of the Umpire Match Report, Goal Umpires, and Timekeepers Cards” are to be forwarded to the League Registrar, Bruce Stegelman, MSJFL P O BOX 5225 CLAYTON VIC 3168.**
- (12) Tribunal meets at **7.30pm** on the following **Wednesday**, at **Moorleigh Reserve, Bignell Road East Bentleigh**, behind the school (**unless the club secretary is otherwise advised**), with a Club representative and any witnesses. Failure to attend without a valid reason will mean **AUTOMATIC SUSPENSION** of the reported player until an appearance is made. Failure of a witness to attend will mean a **FINE** for his/her Club and the player may also be **suspended**.
- (13) **Notifying League Secretary**

The Clubs’ Secretary must notify the League Secretary by 10am on the Monday following the game as to whether the player will accept the Set Penalty, or appear before the Tribunal.

**The option of taking of the “Set Penalty” will be at the League’s discretion.**

If the League Secretary is not notified by 10am on the Monday following the game, the reported player is unable to play in any official MSJFL and/or Football Victoria Matches until the situation is resolved by either the player accepting the set penalty or appearing before the Tribunal.

The League’s telephone number is 9798-7852 and/or Email address [crusso@msjfl.com.au](mailto:crusso@msjfl.com.au) the League Secretary’s place of work telephone number 9524-3269 or Email address [crusso@gleneira.vic.gov.au](mailto:crusso@gleneira.vic.gov.au)

- (14) Players sent off are to proceed to the Coaches Box. Team Manager must report to Timekeepers advising **Player’s Name, Number and how long he/she is to be off**. Minimum time off is **one (1) full quarter**. **Time commences on arrival at the timekeepers’ area by the Team Manager.**
- (15) If an Umpire(s) fails to attend a game, the Team Managers must on agreement, appoint a **Parent or Official** to umpire so as to enable the game to go ahead. This person then becomes a member of the **Umpires’ Panel** for the period of the game with all of the authority that a **League Umpire** has. **Fairest & Best Votes are to be submitted by that person.**

- (16) At the start of each season Team Managers will provide a signed sheet in alphabetical order with the players' current signatures to the Registrar.
- (17) If there appears to be any discrepancies with players' signature the correct procedure is to alert the Umpire who will then call on the player whose signature is in dispute to sign on the back of the Team Sheet, **the League Executive** will then take any required action.
- (18) Any queries a Team Match Committee may have of an Umpire during a Match may only be carried out through the Team Manager at the quarter time, half time, three quarter time intervals and at the end of the game.
- (19) In the **Under 9's only, ONE (1) Official** will be allowed to remain on the ground at all times for instructions to players only, that is up and only to **Round 6, Sunday 3<sup>rd</sup> June 2007.** However if the Umpire feels the person is exceeding their authority or they may be causing obstructions or barracking, the Official will be ordered off from the ground. He or she is not to return or be replaced for the duration of the game, only the Runner can then come on, but only to deliver two messages to the Players and then come off the ground.

**(20) LENGTH OF MATCH QUARTERS:**

UNDER	09		MATCHES	10 MIN. QUARTERS.
UNDER	10		MATCHES	12 MIN. QUARTERS.
UNDER	11	TO 13	MATCHES	15 MIN. QUARTERS.
UNDER	14	TO 16	MATCHES	20 MIN. QUARTERS.
UNDER	17		MATCHES	22 MIN. QUARTERS.

There is no "TIME ON" except in exceptional circumstances.

**BREAKS:**

**UNDER 9'S TO UNDER 17'S.**

END OF	1ST	QUARTER.	03 MINS.
END OF	2ND	QUARTER.	10 MINS.
END OF	3RD	QUARTER.	05 MINS.

Attached is a procedure that the Team Managers of the Cheltenham Juniors are requested to carry out. I suggest that you all read it very carefully and adopt a similar procedure at your club.



**CARL RUSSO  
SECRETARY**



.....FOOTBALL CLUB  
**TEAM MANAGER DUTIES 2007**

**HOME GAMES:**

- Check safety of the ground and complete ground report if you are the first team to play on that ground for the day
- Greet Umpire
- Give Umpire Match Report Book to complete
- Give Umpire Drink Voucher
  
- Organise players to sign Team Sheet Book (always in alphabetical order and near to same signature each week). Please hand in original yellow and blue copy with paperwork each week
  
- Ensure his team is correctly attired (ie Jumper, socks Correct colour shorts). If player is wearing bike shorts under playing shorts they must be Beige in colour
  
- Meet opposition Team Manager and Coach
- Ask that they will play with a full team
- Give out Time Keeper and Goal Umpire Cards if required
- Give opposition Team Manager Beat Player award for our canteen
  
- Organise parent for Goal Umpire with scorecard, white coat and flags.
- Organise Time Keeper with Scorecard
- Organise parent for Trainer duties
- Organise parent for Umpire Escort
- Organise Boundary Umpire (under 11 and above) with white bib as required
- Give out Bibs to Coach etc
- Best and Fairest Voting Awards to be handed to suitable parents

**QUARTER TIME:**

- Drink for Umpire if required
- Umpire escort to remain with umpire
- Ask parent to help with player drinks if required

**HALF TIME:**

- Umpire escort to escort umpire from the ground
- Drink for Umpire
- Give the Umpire team sheets from BOTH teams to sight
- Ask parent to help with player drinks

**THREE QUARTER TIME:**

- Drink for Umpire if required
- Umpire escort to remain with umpires

#### **END OF GAME:**

- **Umpire escort to escort umpire from the ground**
- **Check score cards from Goal Umpires and Time Keepers**
- **Sign Umpire Match report Book and make sure Away team signs also**
- **Collect Umpire Voting Cards and sign pink Umpire cards**
- **Collect Match Ball from Umpire**
- **Complete report on Umpire and get Opposition TM to sign**
- **Collect B & F Votes from parents and place in sealed envelope provided in kit**
- **Collect in all bibs and first aid kit**
- **Complete Leader Newspaper Report**
- **Complete Panthers Pages Report**

#### **AWAY GAMES:**

- **Players to sign Team sheet**
  - **Show to Umpire at Half time**
  - **Organise parent for Goal Umpire with scorecard, white coat and flags.**
  - **Organise Time Keeper with Scorecard**
  - **Organise parent for Trainer duties**
  - **Organise parent for Umpire Escort**
  - **Organise Boundary Umpire (under 11 and above) with white bib as required.**
  - **Give out Bibs to Coach etc**
  - **Best and Fairest Voting Awards to be handed to suitable parents**
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- **Organise player drinks at the breaks**
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- **Complete Umpires Report and give to Opposition TM**
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- **Complete Leader Newspaper Report**
  - **Complete Panthers Pages Report**

**PLEASE TAKE CARE WITH ALL PAPERWORK BECAUSE FINES ARE ISSUED FROM THE LEAGUE IF THEY ARE NOT COMPLETED CORRECTLY OR FAIL TO BE HANDED IN.**

..... FOOTBALL CLUB

**UNDER**

Coach: \_\_\_\_\_

Team Manager: \_\_\_\_\_

Date of Game: \_\_\_\_\_

Team Played: \_\_\_\_\_

<u>Game Documentation</u>	<u>Home Game</u>	<u>Away Game</u>
CJFC Team Sheet (Yellow)	<input type="checkbox"/>	
Away Team Sheet (Yellow)	<input type="checkbox"/>	
CJFC Team Sheet (Blue)	<input type="checkbox"/>	<input type="checkbox"/>
Umpires Match Report (Original)	<input type="checkbox"/>	
Umpires Match Report (Copy)		<input type="checkbox"/>
Umpires Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>
Panthers Pages Report	<input type="checkbox"/>	<input type="checkbox"/>
Leader Newspaper Report	<input type="checkbox"/>	<input type="checkbox"/>
CJFC B & F Vote Cards x 3	<input type="checkbox"/>	<input type="checkbox"/>
Umpires Votes	<input type="checkbox"/>	
Goal Umpires Cards both teams	<input type="checkbox"/>	
Timekeeper Cards both teams	<input type="checkbox"/>	
Umpire Pink Cards	<input type="checkbox"/>	

Other Comments: