



Kingsley Junior Football Club (inc)

MANAGERS DUTIES & INFO

HOW TO COMPLETE TEAM SHEET

Tick off players on Team Sheet **ONLY IF THEY PLAY** - and score a line through players that are not playing. Add any players not on usual team list at bottom of Team Sheet (include team & age group if playing up). Be sure to have correct jumper numbers on the list (the umpire needs these). Enter detail on all other areas of Team Sheet.

Original copy of Team Sheet to be handed to Umpire/s before the game commences.

More info refer SPORTSTG info below

REGISTRATIONS

ANY PLAYER WHO IS NOT REGISTERED IS INELIGIBLE TO PLAY. The exception to this rule is for the Team Manager or Coach to contact the KJFC Registrar on 0488 019 773 no later than 11am on the Saturday morning prior to the game on Sunday. This is to ensure that there is ample time for KJFC Registrar to contact the parents/guardians to advise them how to register their son/daughter on the SportsTG website. Only when the Registrar confirms that the player is registered can they be included on the team sheet. If the player is transferring to KJFC from another club then due to the timeframe it may not be possible for the player to play the following day.

Should a player that has played for another club wish to play, please allow 7 days for clearance to be processed.

MATCH STARTING TIMES

Yr 3 & Yr 4	8.30am	Yr 5 & Yr 6	10.00am
Yr 7 & Yr 8	11.30am	Yr 9 & Yr 11	1.00pm
Yr 10 & Yr 12	3.00pm		

MANAGER TO APPOINT

ALL GAMES

Goal Umpire
Boundary Umpire/s (*18 a side games only*)
Interchange Steward
3 x Fairest & Best Vote Cards (One card to Coach, **TWO** to Parents)
(*open rules only*)
Jumper Washer

PLEASE NOTE - JUMPERS MUST BE TAKEN BY ONE PARENT - they are not to be issued to individual players for washing.



Kingsley Junior Football Club (inc)

HOME GAMES ONLY

Timekeeper, Canteen Attendant/s, Sausage Sizzle Attendant/s, (sausage sizzle can be done in conjunction with time keeping). These duties should be set out on a roster including all parents.

PRE-GAME

1. Game ball to the umpire - Home games only
2. Hand a copy of the correctly completed Team Sheet to the Umpire. In the event of a player arriving late or not at all, ask Umpire post game to update the team sheet.

POST GAME - At Ground

1. Collect Goal Umpires Scorecard
2. Collect Game Ball (home Games)
3. Update Team sheet (if required)
4. Sign off Umpires form

POST GAME - At home

1. Enter results on KJFC Home Page
2. Log into SportsTG and update team and result. **MUST BE DONE BEFORE 7pm** on day of game
3. Send an email (ONE) to registrar@kingsleyjfc.com.au with the following:
 - a. Completed Team Sheet
 - b. Scorecard
 - c. Interchange report (from the Interchange App) including explanations
 - d. JLT Injury forms
 - e. 3 x best player vote cards (Open Rules only)
 - f. Match receipt summary (if applicable)

FAIREST & BEST CARDS

Once you have sent a copy of the cards, please place back in the envelope and deliver to the club at your next earliest opportunity. Envelopes can be placed in the metal registrar's located at the canteen.

JUMPERS



Kingsley Junior Football Club (inc)

The set of jumpers that you have been issued with are the correct size for each age group. Unless you have extra large/small players in your team, there should be no need to swap any jumpers. It is not practical for every player in the Club to have their favourite number. Please apply some common sense when allocating Jumpers.

It is Club Policy that jumpers are collect at the end of each game and washed as a full set on their OWN, in COLD water, (as is recommended by the Manufacturer). This will ensure that each Jumper is accounted for and usage and wear of all jumpers is informal. Club Jumpers are NOT to be given to the care of individuals.

Jumpers are to be collected at the end of each match and taken home to be washed by the parent rostered on for that particular week, they **must** be washed **without** using any detergent.

Jumpers SHOULD NOT be altered in any way.

Your co-operation is appreciated

DERBY JUMPERS

As in the past, there will be Derby clashes this season. If you are the "away team" you will be required to wear the alternate set of jumpers (please check the fixtures). If you require Derby jumpers, please contact the Property Manager prior to game day to organise collection. Please wash jumpers and return to the Property Officer by the following **Wednesday** evening. Please remind your parent on jumper roster, the need to return jumpers as in most cases the jumpers will be required the following weekend.

MATCH BALLS

New match balls have been provided in the Managers kit, with the Club name printed thereon. These balls are for match use only and should not be used for training.

FIRST AID GEAR

Please note that the strapping provided in your kit is for First Aid purposes only and should not be used for preventative purposes, such as strapping of ankles, knees, shoulders, etc, before the game. This is the responsibility of the individual.



Kingsley Junior Football Club (inc)

REPLACEMENT GEAR

If you require any gear that needs to be replaced, please contact **Adrian Moses** on **0418 915 675** during the week and I will leave the replacement gear in your pigeon hole for the following weekend.

TACKLE BAGS

If you require the use of the tackle bags then please give me a couple of days notice to ensure that the bags are available. **The Club's property is our greatest financial asset and also our largest expense. Please take all possible care with Jumpers, Footballs, Cones and everything else in the Managers kit.**

BARRIDALE /MOOLANDA EQUIPMENT

- There are four sets of goal/behind posts that are kept in either the Toilet Block or Storage cage at back of Toilet Block at Moolanda and Barridale Ovals.
- The first Modified Team to play must set up posts at white ground markers.
- The last Modified Team to pack away.
- Stretcher, goal post pads and bell are to be taken from the External Store Room at Kingsley Reserve/Clubrooms and must be returned to the External Store Room by last Team using the Oval.

SPORTSTG

As a manager you must be registered to have SportsTG Passport (login). This passport will be granted access to your team only.

You will use your log on to print up your team sheet pre-game and update the team sheet post game (for any top up players or players that did not attend) and also enter the result for your game.

When entering results you may find that the opposition has already done this and it may not appear correct. Note that the system will default to a maximum 60 point margin.

For information on using SportsTG, please refer to the webinar link here:

<https://support.sportstg.com/help/afl-team-managers-webinar>

HEAD PROTECTION

There is no definitive scientific evidence that helmets prevent concussion or other brain injuries in Australian football. There is some evidence that younger players who wear a helmet may change their playing style, and receive more head impacts as a result. Accordingly, helmets are not recommended for the prevention of concussion.



Kingsley Junior Football Club (inc)

If you have a child in your side that wears a Helmet, they **MUST** have it inspected by a district official to ensure it complies. Within your folder is an application to wear head protection that **MUST** be completed prior to the inspection. The date of the inspection will be confirmed closer to the season.

Please also note that if a child wears this protection, it **MUST** be worn at **TRAINING** and **DURING GAMES**.

GLASSES

If a child must wear glasses for games, they must only wear **PLASTIC FRAMES** and **PLASTIC LENSES**. The glasses must also be held on securely by a band. This will minimize the risk of injury to the player, team mates and opposition players.

CONCUSSION REPORTING

1. Suspected concussions are to be reported on the JLT Injury Reporting form as per the Injury Management Reporting document.
2. Any player who has received a suspected concussion is required to seek medical treatment. While First Aid Officers and Managers cannot technically diagnose concussions, they can err on the side of caution and report suspected concussions in the match day paper work.
3. Risk Officer or President to follow up with family of player and determine what the outcome of medical assessment was.
 - If the family did not seek medical assessment they are automatically stood down from training and play for one week and required to return with a medical certificate.
 - If the player was given the all-clear and a concussion was not diagnosed they are free to play and train the following week; medical certificate required. However the club asks parents to monitor the child.
 - If concussion is diagnosed then player stood down for a minimum of one week as per AFL Concussion manual guidelines.
4. Returning to Play/training follows the AFL Concussion manual guidelines where:-
 - First concussion receive one week off
 - Second concussion receive three weeks off
 - Third concussion the player is stood down for the season

All players are required to return with a medical certificate clearing them to play
