



Kingsley Junior Football Club (inc)

MANAGERS DUTIES - MODIFIED & OPEN RULES

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.

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.

Clearance Forms (for players transferring from another club) is in the Managers Hand Book. THIS FORM MUST BE DELIVERED TO THE KJFC REGISTRAR WHEN COMPLETED.

MATCH STARTING TIMES

Yr 4 & Yr 5	8.30am
Yr 6 & Yr 7	10.00am
Yr 8	11.30am
Yr 9 & Yr 11	1.15pm
Yr 10 & Yr 12	3.00pm

MANAGER TO APPOINT

ALL GAMES

Goal Umpire
Boundary Umpire/s
3 x Fairest & Best Vote Cards (One card to Coach, **TWO** to Parents)
Jumper Washer

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

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.

AFTER HOME GAMES

Collect Goal Umpires Scorecard and hand to Umpire, together with Team Sheet and SCJFL envelope. Ensure Umpire/s have been paid according to Level of Umpire (IDENTIFIED BY UMPIRES BADGE)

MATCH REPORT FORM

Completed after each game, details then entered into the KJFC website by Coach or Manager every Sunday.

FAIREST & BEST CARDS

To be inserted in the KJFC Fairest & Best Envelope and included with other paperwork that is delivered to KJFC.

RECEIPT FORM & TEAM SHEET

To be completed after each game and included with other paperwork that is delivered to KJFC.

REPORTS TO BE DELIVERED TO KJFC CLUBROOMS ON SUNDAY UP TO 5.30PM
