

Parkside Junior Football Club

2023 Team Manager Info Pack



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1. Pre Season



Pre Season - Team Manager Responsibilities

The role of the Team Manager in all age groups is to:

- **Assist the Coach in organising and administrating the team and Match Day Officials (parent volunteers)**
- **Understand and abide by the Laws of the Game, League Rules & Club Rules**
- **Take a leadership role to ensure the team lives by the PJFC Values and fosters a child safe culture**

Pre Season - Equipment



Kit bags

- Contains playing jumpers, training jumpers, match day role bibs, footballs, goal umpire kit
- You should check and let the Team manager Co-ordinator know ASAP if anything is missing so it can be replaced

Player jumpers

- arrange into increasing size, line up the players hand them out
- Don't forget to record which player has which jumper number to enter into PlayHQ

Footballs – Training footies are in a separate bag. Let us know if you need more during the season (but try not to lose them as they aren't cheap!)

First Aid Kit - If your trainer needs to re-stock the team's first aid kit, please do and send a receipt and bank account details for reimbursement to: treasurer@pjfc.com.au

Pre Season - Rules

You must understand and abide by the Laws of the Game and League Rules

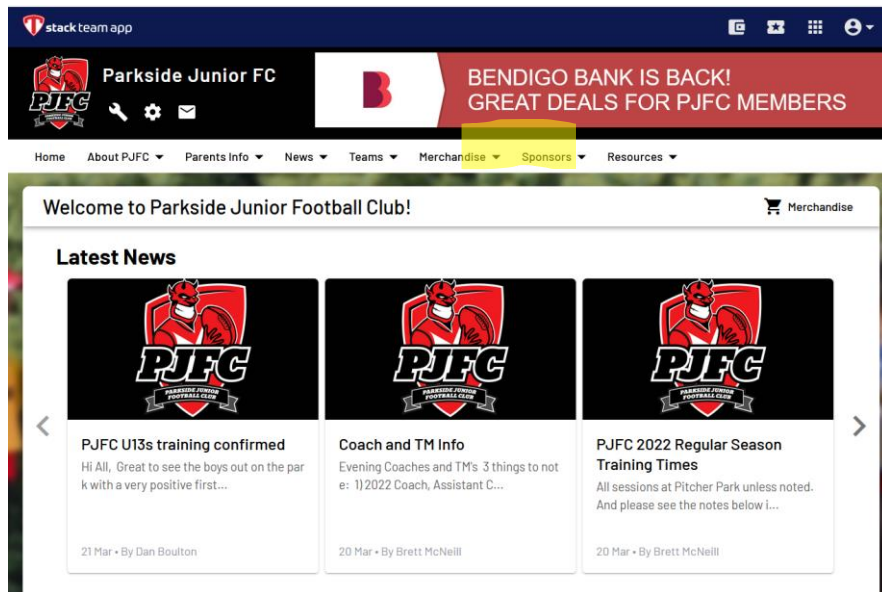
There are altered rules for U8, U9, U10 Boys, and Girls competitions.

Please refer the YJFL Match Day Guide on the YJFL Website under 'Resources' then 'Rules and By Laws' (available from late March 2023):

<https://www.yarrajfl.org.au>

Pre Season - Merchandise

- All new players receive free playing shorts (red and white), a training jumper and socks. The merchandise team will email all TMs with new players and ask them to collate the order and send to merchandise@pjfc.com.au.
- Coaches, Assistant Coaches and TM's receive a free top or hat. Email merchandise@pjfc.com.au if you need one.
- Any existing players that need new playing shorts or socks can order via the website (PJFC TeamApp site:



Pre Season - Communications

- The Team Manager should send all general communications to the team. You should be set up with Admin Access to do this on Team App
- Use Team App for general communications (rather than email, WhatsApp, etc.)
https://parksidejuniorfc.teamapp.com/?_webpage=v1
- Please **schedule all training and matches in TeamApp** to provide a consistent place for parents to get visibility of training times
- Team App does not allow messages/chat between individuals. I suggest you send a guardian contact list as an attachment in a Team App message to the team group. This allows guardians to contact each other via email or phone (e.g. to fill volunteer roles).

Pre Season - Team App

- Team App makes it easy to manage your team
- Central reference – everything that players and guardians need to know, all in one place
- Eliminates the need for group emails and protects privacy

Top Tips:

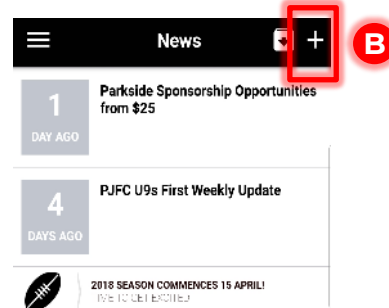
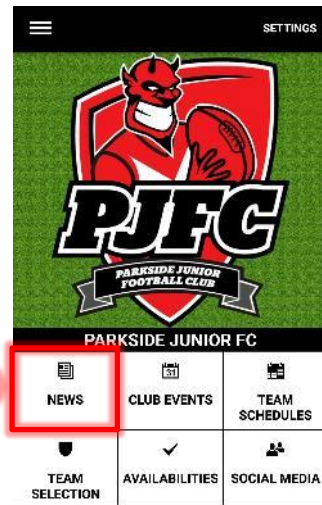
- 1) Tell your players/guardians they have to use Team App (web or mobile)
- 2) All players and their guardians from rego are automatically created (and receive an invitation email to opt in - so make sure they do)
- 3) Other guardians can request access to your group – **The Club must approve**
- 4) Send weekly/general comms using *News* (Use option to also send News Articles comms via email to ensure the message gets to everyone)
- 5) **Use *Team Schedules* for all training sessions and games**
- 6) You can ask Parents/Guardians to use *Availabilities* to record when their player is away
- 7) You can add the *Team Schedule* for your team into your gmail calendar or the calendar app on your phone using the *Subscribe* button



1) Sending a Weekly Update or other message to the team

To send a message to the team, create a News message:

- A. In the Team App, click on “News”
- B. Click on the “+” at the top right to draft a new item
- C. Complete the form:
 - Title – eg. U9 Weekly Update
 - Details – eg. Results from last game, reminder for the next training and game, any other info or news
 - You can attach a photo or video, eg. A game action shot
- D. Click “Select Groups” and choose the team name
- E. Select “Send Now” to send the notification straight away
- F. Click the “Also send email copy” checkbox which will send a Team App notification plus an email to each team member, making it more likely everyone will see it
- G. Click “Create” at the top right to send the message



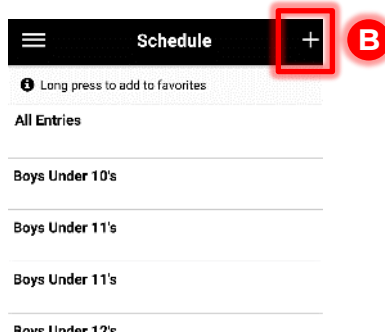
2) Schedule Training Sessions and Games

To schedule training or a game, use Team Schedule:

- A. In the Team App, click on "Team Schedule"
- B. Click on the "+" at the top right
- C. Choose the team
- D. Enter the event title and timing:
 - Title – eg. "Training" or "Round 2 – Parkside vs Ivanhoe"
 - Start date and time
 - End date and time
- E. Details – eg. Arrive by 8:15am for 8:45am start
- F. Location – Click on "Location" and search in Google maps for the location
- G. Recurring – if you check this you can create a recurring session, eg. Training every week.
- H. Click "Select Groups" and choose the team name
- I. Click the "Send notifications" and "Also send email copy" checkboxes which will send a Team App notification plus an email
- J. Click "Create" at the top right to save the event and send the message



You can also allow a RSVP to the event



New **CREATE**

Details

Team
Please select

Title

Start
2018-04-21 08:00 pm

End
2018-04-21 09:00 pm

Reminder
Please select

Details

Location

Recurring

Recurring ☐

Visibility

Select Groups...

Notifications

Send notifications ☒

Also send email copy ☐

2. Pre Game



Pre Game – Play HQ: Team Sheets



- Log into PlayHQ.com
- Click drop down where name appears and click 'My Account'
- From 'My Teams' select the appropriate team
- Select the match from the displayed Team Fixture
- Click on 'Manage' which is situated along side 'Public View'
- Click on '+ Select Team' Button
- Add players to the team list and select 'Next' (NB: once selected, you will be able to update player jumper numbers)
- Add Coach and Assistant Coach and select Next
- Add details of runner, trainer, goal & boundary umpire, umpire escort, etc.
- Select 'Save' to save the team sheet

Pre Game – Play HQ: Team Sheets

- Select Players and Team Officials and download and print 1 Team Sheet via PlayHQ
- 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 instead of retaining a paper version. Keep original copy of their own Team Sheet
- 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 at this stage details of any reports or send offs
- Team Sheets are to be retained by Team Manager (or Club) 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). You may need to contact Club Administrator to add players who were handwritten on the team sheet.
- These updates need to be completed by Midnight of the day the match was played

Also Please Note:

- Players aren't required to sign the team sheet

3. Game Day



Game Day – Home Ground Setup

- The first team playing at Pitcher Park each Sunday has the responsibility to set up the ground. There is a full list of tasks on the following slide. The Team Manager should coordinate this rather than doing all the jobs by themselves – ask other parents in your team for help!
- All the equipment (cones, portable goal posts etc) for the younger age group games is kept in the Timekeepers Hut. Make sure it is returned there after the game rather than being put back in the change rooms.
- If your team is the first game, make sure you collect the Pitcher Park keys from the PJFC Team Manager Coordinator (Brett McNeill – 0421 670 562) BEFORE Sunday morning.
- The keys then get passed onto the Team Manager for the following game throughout the Sunday.
- The team that plays the last game of the day at Pitcher Park has the responsibility of cleaning and locking up the rooms. The keys then should be dropped off to the TM Coordinator early in the week.

Game Day – Ground Setup Checklist – Pitcher Park

Ground Manager for the first Team of the day

Arrive no later than 30 minutes prior to the first game of the day to complete the following tasks:

1. Obtain clubroom keys from the Team Manager and unlock the gate to the car park.
2. Unlock the padlock to the emergency vehicle access gate to the ground.
3. Unlock the new pavilion Parkside change room and disarm the alarm for both buildings – code 5745. Alarm instructions are next to the alarm console on the wall inside the door.
4. Place witches hats (stored in the Parkside rooms) in the carpark to ensure cars do not block emergency access to the ground
5. Unlock the new pavilion Visitor change room, disabled toilet and umpire rooms at the rear of the building.
6. Unlock the rubbish bin cage behind the new pavilion and take 3 large recycling bins and 3 general waste bins – place one of each in the following positions:
 - Near the Canteen
 - Near disabled toilet
 - Left side of the Clubrooms near ramp to the Toilets.
7. Unlock the original pavilion Parkside and Visitor change rooms and chock the doors to remain open.
8. Unlock the main Clubroom area for access to the defibrillator.
9. Unlock and open access door to the Toilets (located on the far side of the Clubrooms). Check toilet paper – refill roles if required (found in cupboard under sink in clubrooms or in disabled toilet).
10. Unlock the padlock for the emergency vehicle access gate to the ground
11. Ensure the ground is free of rubbish, sticks, stones & dog poo (spade in new pavilion Parkside change room).
12. Conduct ground inspection and complete Ground Inspection Report (keep and return to Team Manager)
13. Set up the ground according to Under 8, 9 & Under 10 Girl's requirements: place peaked cones for the boundary lines, red zone discs & set up goals at either end (equipment in cupboard in new changerooms).
14. Unlock Timekeepers room & roller door (use small key).
15. Under 11 and above, turn on the scoreboard (instruction on wall).
16. Locate stretcher in the Timekeeper room and place between the 2 Interchange boxes.
17. Locate Chains/posts in the Timekeeper room and place behind both Interchange boxes.
18. Locate Goal Post Pads (kept in trap door under Timekeepers room) and place on the goal posts.
19. Take out the A frame board about kids playing football from clubrooms and place near where players run onto the oval.
20. Check that a Colbrow medic has arrived. If a no show, please call the Colbrow Matchday number 1300 550 123.

Game Day – Match Day Roles

- Coach – Blue Bib
- Ass Coach – Red Bib
- Runner – Yellow Bib
- Team Manager – Teal Bib
- Trainer – Green Bib
- Umpire Escort – Orange Bib
- Goal Umpire – White Coat
- Boundary Umpire – White Top
- Ground Manager – Light Blue Bib
- Time Keeper
- Scoreboard Attendant (Home)
- No water carriers are allowed. Teams are to use interchange to rotate players for a drink if required. If temperatures are expected to exceed 25 degrees, the YJFL will notify clubs by 5pm Friday to advise that one (1) water carrier will be permitted. The designated water carrier must be under eighteen (18) years of age.

Also Please Note:

- Ground Manager is only required for home games

Game Day – Match Day Roles – Coach



Compulsory Requirements

- Registered in CoachAFL
- Foundation AFL Coach Accreditation
- Working with Children Check

Recommended

- Level 1 First Aid Accreditation

Match Day Requirements

- Must remain in the designated Coach's Box area
- Must adhere to the Coach's Code of Conduct
- Must have read and understood the YJFL By-Laws

Even Up Rule

- All coaches must read and adhere to YJFL Even Up Rule
- Up to and including Under 12 Teams, Clubs must loan or accept the number of players required to even up the teams.
- Once advised, all coaches must implement the requirements of this rule in a timely manner

- Ensure only players listed as playing are In the coaching area
- **Do not change bibs. The YJFL can issue fines if this occurs**
- Do not question/attempt to influence umpires
- Do not approach umpires – only TM may do this
- Under 8's and 9's coach from the field

Game Day – Match Day Roles – Assistant Coach



Compulsory Requirements

- Registered in CoachAFL
- Foundation AFL Coach Accreditation
- Working with Children Check

Recommended

- Level 1 First Aid Accreditation

Match Day Requirements

- Must remain in the designated Coach's Box area
- Must adhere to the Coach's Code of Conduct
- Must have read and understood the YJFL By-Laws

Even Up Rule

- All coaches must read and adhere to YJFL Even Up Rule
- Up to and including Under 12 Teams, Clubs must loan or accept the number of players required to even up the teams.
- Once advised, all coaches must implement the requirements of this rule in a timely manner

Game Day – Match Day Roles – Runner

Runner



Compulsory Requirements

- Working with Children Check

Match Day Requirements

- Must remain in the designated Coach's Box area when not delivering messages
- May remain on the field only long enough to deliver two (2) messages
- Must not coach on the ground
- Must refrain from talking to or questioning umpires
- Must not interfere with opposition players or officials either physically or verbally
- Must remain outside the marked arc when there is a set shot on goal or a kick in

Also Please Note:

- **Do not change bibs**
- Do not question/attempt to influence umpires
- Do not approach umpires – only TM may do this
- No runner in Under 8's and 9's as coaches coach from the field

Game Day – Match Day Roles – Trainer

Trainer



Also Please Note:

- If your trainer needs to re-stock the team's first aid kit, please do so, and then send a receipt and bank account details for reimbursement to: treasurer@pjfc.com.au

Compulsory Requirements

- Working with Children Check

Recommended

- Level 1 First Aid Accreditation minimum, Emergency Response Coordinator recommended

Match Day Requirements

- Restricted to attending injured players on the ground
- Must wear Single Use Disposable Gloves when attending to players (masks if player show signs of sickness)
- Obtain qualified medical assistance where injury appears of a serious nature
- Ensure venue stretcher is visible and readily available
- Must not coach on the ground
- Must refrain from talking to or questioning umpires
- Must not interact with opposition players or officials either physically or verbally

Game Day – Match Day Roles – Ground Manager



Minimum Requirements

- A responsible adult not holding any other match day official role
- Have adequate knowledge of club's facilities
- Have access to details of police, ambulance, hospital etc.

Match Day Requirements

- Monitor Crowd Behaviour
- Ensure no spectators are between the arcs at $\frac{1}{4}$ and $\frac{3}{4}$ time breaks
- Bring any inappropriate conduct to the attention of club officials
- Be the point of contact for any queries or concerns about the venue

Game Day – Match Day Roles – Umpires Escort

Umpire Escort



Minimum Requirement

- A responsible adult

Match Day Requirements

- 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
- Ensure that spectators, players or officials do not confront the umpires during these occasions

Special Note

- Only the team captain or Team Manager are permitted to interact with the umpire during these occasions

Game Day – Match Day Roles – Goal Umpire



Match Day Requirements

You will be given a white coat, 2 white flags, a scorecard & pen
Record each Goal or Point scored by both teams on the score card
The whole of the ball must be over the whole of the line to be a score

Signal all Goals & Points scored by either team at either end of the ground by waving the flags in time with the Goal Umpire at the opposite end of the ground.

- Wave 2 flags for a Goal
- Wave 1 flag for a Point
- If the ball hits the post signal a point by first touching the post
- If a player touches the ball before rolling through signal a point by first tapping the back of your hand

During Quarter Time breaks you must check your score card with the Opposition Goal Umpire (advise the Umpire if discrepancy)

- Hand your completed scorecard back to the Team Manager at the end of the match
- For Under 8, Under 9 and Under 10 Girls there is NO official scoring– ignore instructions relating to scoring.
- No coaching allowed

Game Day – Match Day Roles – Boundary Umpire



Match Day Requirements

- Must wear a white shirt
- Must be supplied with a whistle
- Adjudicate when the ball is out of bounds

Tips

- 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

Game Day – Match Day Roles – Field Umpire



**Home Games Only
(U10 and below)**

Match Day Requirements

- Must be supplied with a whistle
- Must understand the rules, including junior modified rules
- Control the game
- Be encouraging of all players in the game
- Assist all players in their ongoing understanding of the rules through positive and clear communication of rules and decisions made
- Reward effort
- Encourage players to remain in zones
- Encourage good sportsmanship
- Ensure spectators and officials behave in an acceptable manner

Game Day – Match Day Roles – Time Keeper

Time Keeper



Responsibility

- To ensure that quarters run no longer than allocated time.
- To ensure that breaks run no longer than allocated time
- To acknowledge umpire's entrance to ground prior to first and third quarters (blow siren)
- To signal 2 minute warning (blow 2 short bursts of siren) prior to completion of all breaks. 1 minute warning (1 short burst of siren)
- To keep track of and note score in the event of dispute

Length of Quarters

U8 Mixed **10 Minutes**

U9 Mixed & U10 Girls **12 Minutes**

U10 - U13 Mixed, U11 - U14 Girls **15 Minutes**

U14 Mixed - Colts Boys, U15 - U18 Girls **20 Minutes**

Breaks

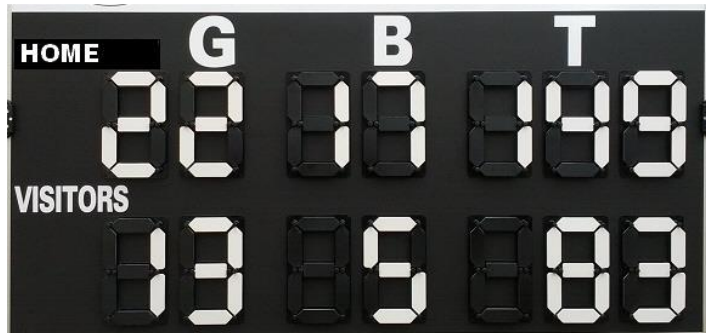
- All U8s, U9s & U10 Mixed & Girls:
 - All breaks = **5 mins**
- All other Age Groups:
 - ¼ time = **4 mins**, ½ time = **12 mins**, ¾ time = **7 mins**

Game Day – Match Day Roles – Scoreboard Attendant



Responsibility

- Ensure that scoreboard continuously displays current score
- Can be done by the Time Keeper
- 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



***Home Games Only.**

***No Scoreboard for Under 8's and 9's**

Game Day – Footballs

Footballs

- 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

Age Group	Match Footballs
Colts 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

Game Day - Communications with Opposition & Officials

- TM's should make contact with opposing TM before the game
- **Meet with opposing TM and umpires at breaks and after game to enquire if any issues have been reported through (i.e. players verbally or physically abusing; officials/parent behaviour)**
- TM's report to conduct group & President of resolved or unresolved issues
- Team Managers must not approach, or interact with, opposition players and officials apart from liaising with the opposition Team Manager.
- Team Managers are not 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.
- A Team Manager can approach the umpires during quarter breaks if there are any concerns regarding the match.
- **It is highly recommended that a TM raises any concerns with the Opposition TM and/or Umpire during the game so it can be resolved quickly.**
- If a report is made against one of our players the Team Manager is the only person that can accompany the player to speak with the Umpire & if required accept or decline the Umpires ruling or penalty - see YJFL Rules for more information.

Game Day – Even Up Rule

Even Up Rule (2023)

- Team Managers and Coaches must be aware of the requirements of this rule
- Relates to teams having less than full players
- Up to and including U12 Teams, 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.
- Team with the higher number are to reduce down to the same number of players as opposition to even up
- The Even Up Rule **does not apply** during Finals

Game Day – Players

Minimum Number of players

- The minimum number of players a team requires to commence a game is:
 - Under 11 Mixed to Colts – 13 Players
 - Under 11 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

Game Day – Players

- 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.

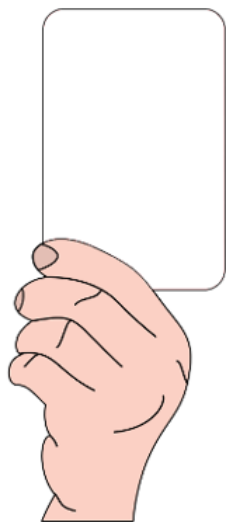
Order Off Rule

- 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

Contact with Umpires

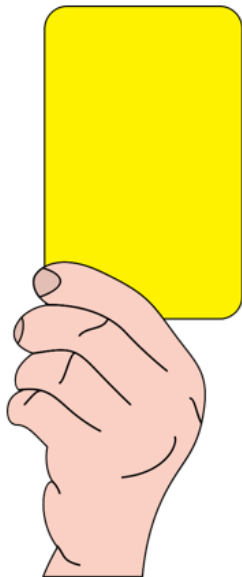
- Team Managers are the only officials allowed to discuss, or seek clarity on, matters relating to the game
- Team Managers may approach the umpire before, during intervals in, and after, the game

Game Day – Discipline



- 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)
- As per schedule AB

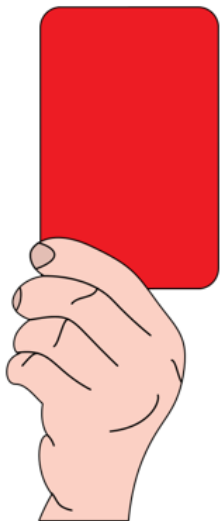
Game Day – Discipline



- 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

Yellow Card – Time Keeper

- 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



- 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

Spectators

- No spectators are to enter the centre third of the playing field (between each arc, including the centre square at any break). Only match officials, umpires and players, identified clearly in the bib relevant to their role, may enter the playing field during this period.
- Parents and spectators may not cross the boundary line at any break for the purpose of approaching the team huddle.
- There is no restriction on where the huddle may be positioned (but must be between the forward arcs).
- The Ground Manager and/or Umpire Escort should ensure during breaks that parents/spectators are not to approach the umpires or officials.
- In any grade, parents or spectators are permitted to cross the oval and kick the football inside the forward arcs.
- NB: Clubs are required to monitor the behaviour of all spectators. Should anyone at the venue be uncooperative, clubs should call their local police

Game Day – Injury Management



Parkside Junior Football Club Concussion Protocol

In the event of a concussion or suspected concussion, the following protocol from the AFL community Concussion Management Guidelines 2017 will be enacted prior to player returning to sport.

1. Recognize suspected concussion (eg. stunned, confusion, memory problems, balance problems, headache, dizziness, not feeling right)
2. Remove player from game. Player is not to return to play.
3. Assess using Concussion Recognition Tool 5th edition CRT5 (found in trainers bag)
4. Red Flags call ambulance (eg. loss of consciousness, confusion, neck pain, vomiting, worsening headache)
5. No red flags refer to local GP, or hospital emergency department on the day for further assessment (List of local GP offices and hospital emergency departments in trainers kit).
6. Any concussed player can not return to sport until clearance by a medical doctor (family GP or alternatively PJFC endorses Alphington Sports Medicine Centre for concussion management and return to sport).

YJFL RULE CHANGES FOR 2023:

Reference	Rule Change
2.1.4	Ladders will be calculated using match ratio in all competitive Divisions with tiebreakers determined by using head-to-head criteria. Refer to schedule AB.
3.6.1	No spectators are to enter the centre third of the playing field (between each arc, including the centre square at any break). Only match officials, umpires and players, identified clearly in the bib relevant to their role, may enter the playing field during this period. Parents and spectators may not cross the boundary line at any break for the purpose of approaching the team huddle. There is no restriction on where the huddle may be positioned (but must be between the forward arcs). The Ground Manager and/or Umpire Escort should ensure during breaks that parents/spectators are not to approach the umpires or officials. In any grade, parents or spectators are permitted to cross the oval and kick the football inside the forward arcs.
3.6.2	Teams competing in the next fixtured game may warm up on the ground at $\frac{3}{4}$ time. Teams must have vacated the playing field prior to the commencement of the fourth (4 th) quarter. Note: 7-minute $\frac{3}{4}$ time is designed for the next team to warm up.
5.1.1a	From Under 15's up, a second Assistant Coach may be utilised and must be positioned outside the fence, within the zoned off area behind the coaches box.
5.2.6	To coach in the YJFL all coaches need to attend a YJFL sanctioned coaching session prior to the commencement of each season.
5.4.3	No water carriers are allowed. Teams are to use interchange to rotate players for a drink if required. If temperatures are expected to exceed 25 degrees, the YJFL CEO or his/her appointee will notify clubs by 5pm Friday to advise that one (1) water carrier will be permitted. The designated water carrier must be under eighteen (18) years of age.

YJFL RULE CHANGES FOR 2023:

Reference	Rule Change
6.1	Tightening of Player permits and age dispensation policy.
6.4.4	Player Eligibility – By Law-Removed
6.5.1	<p>To be eligible to compete in a finals team, a player must have played the minimum number of games required in the team concerned. Where a team has one or more byes in a season, the number of games required will be reduced on a pro rata basis for finals qualification purposes. Exemptions to this requirement may be granted upon application to the League under the genuine shortage provisions (By Law 6.5.5), or because of injury or other special circumstances.</p> <p>10 Round Season – 2 Games 11 Round – 14 Round Season – 3 Games 15 Round – 16 Round Season – 4 Games</p>
6.5.11	Player Eligibility – By Law-Removed
7.1.1 7.1.3 7.2.7 7.2.11 7.10	Uniform - Remains the same

YJFL RULE CHANGES FOR 2023:

Reference	Rule Change
8.1.4	<p>Reduced Numbers per Side Provision</p> <p>This provision only applies to teams in the Under 13 age group and above. Teams in Under 12 and below are to use the Evening Up Rule. Additionally, the Reduced Number per Side Provision may only be used by:</p> <p>The team of a Club which only has a single team in that age group; or</p> <p>A Club's lowest ranked team in an age group where multiple Club teams in that age group exist;</p> <p>Should any club be fielding a team in any match with <u>less than 19 players</u> for boys and mixed teams or <u>less than 17 players</u> for girls teams, the club may ask for the match to be <u>reduced to a 16 per side game for boys and mixed teams, or 14 a side game for girls teams.</u></p> <p>In this situation, all players in excess of the 16 (or 14 for girls) that are on the field for both teams, up to the League's maximum of 24 players, will be interchange players.</p> <p>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.</p> <p>For clubs wishing to invoke the Reduced numbers per side provision, the following protocol will be required:</p> <p>By 8:00 pm on the Friday evening prior to the match, the Secretary of the Club wishing to invoke the Reduced numbers per side provision must make contact with the Secretary of the opposing club by phone.</p> <p>The Secretary must then follow the phone call with an email to the Secretary of the opposing club confirming that the game will be played as a Reduced numbers per side match. The League must be copied into this email.</p> <p>In the event that a team only has 14 or 15 players available for a match, normal even-up rules will apply.</p>
8.2	<p>Minimum Number of Players</p> <p>8.2.1 The minimum number of players per team in all boys and mixed competitions shall be 13, and in all girls' competitions shall be 11.</p> <p>A club who has a team that intends to forfeit a scheduled match must advise the League of its intention to do so no later than 5.00pm on the Friday prior to the day of the scheduled match.</p> <p>8.2.2 Any side that fields fewer than the minimum number of players within ten (10) minutes of the scheduled starting time, shall be deemed to have given a walk over without notice. The Team not having the required minimum number of players shall notify the Umpire and the opposing team manager of the intent to forfeit. A fine or loss of premiership points or both may be imposed at the discretion of the League.</p> <p>8.2.3 In all competitive age groups, where one team has insufficient numbers (ie 13 for boys and mixed teams, and 11 for girls' teams), the competing clubs may arrange to play a practice match. The players of both sides may be combined to ensure that as many players as possible can take the field.</p>

YJFL RULE CHANGES FOR 2023:

Reference	Rule Change
8.3.1	In Finals a number of players greater than 24 may be utilized to a maximum of 30, provided that each player is eligible to compete in a finals series in accordance with By-Laws 6.5.1 and 6.5.2 and has played these games in the team concerned.
8.5	Requirements to even up Player Numbers (Evening Up Rule) Remains unchanged. 8.5.1 – 8.5.15
9.4.2	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: <ul style="list-style-type: none"> ➤ 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) As per schedule AB
Schedule Q	Non-attendance at designated League sanctioned meeting (15 Units) *updated amount* Use of non league approved apparel provider (Referred to YJFL Board)
Female Football 8.6	YJFL will endeavour to provide competitions in every age group, from U8 to Youth, for all participants. A minimum of two divisions is required in an age group, for that age group to remain stand alone. Should numbers fall to a level whereby two divisions cannot be effectively provided, the YJFL can, at its discretion move teams up to a core age group to create a graded, divisional model. Composition of teams 8.6 (Penalties)

4. Post Game



Collect Paperwork

- Collect match paperwork from Time Keeper and Goal Umpire
- Document final scores
- Confirm result and match score with umpire
- Obtain details of any send off or report
- Ensure you have a photo of opposition team sheet

Update PlayHQ

- Enter match scores (home team only)
- Notify Club Admin of additional players to the team list (if required)
- ***Enter goal kickers ****
- ***Enter 6 best players ****
- ***Under 8s & Under 9s must enter a nil all result***
- ***Under 10s must enter actual Match Scores (results not published)***

* Optional

Post Game - Communications



Newsletter:

- Have someone (Coach, Assistant, TM, Parent) send through a match report (as short or long as you want) along with any photos and team news by Monday midday to: brettmcneill28@yahoo.com.au

Social Media:

- Send match day photos and videos to our Social Media Manager media@pjfc.com.au to be published to Facebook and Instagram to promote the club

Post Game – Pack Up



The team to play the last game for the day at Pitcher Park needs to CLEAN UP and LOCK UP:

- Sweep change rooms
- Put the bins out on the road (car park side)
- Lock the rooms and turn the alarm on

Post Game – Best & Fairest (Under 11 and up)



PJFC Player Best
& Fairest Votes



- **Team Managers must keep account of the B&F votes**
- The coaches should advise the TM each week who they select & it needs to be recorded on the attached spreadsheet (or similar), this information needs to go to the Secretary at the end of the season.
- You can use 5-4-3-2-1 or 3-2-1 scoring
- You can also have a parent provide a score each week
- **Whatever you do, make sure parents understand the process**
- **The tracking spreadsheet should be held confidential by the TM only throughout and at the end of the season** (sample attached)

5. During Season



During Season – 50, 100 & 150 game medals

Check your player list to see who is likely to be eligible and plan!

50 games

- PJFC provides medals – Team Managers submit details of eligible players to TM Coordinator (tm@pjfc.com.au) or Secretary (secretary@pjfc.com.au) to provide.

100 & 150 games

- The League provides 100 and 150 game medals for players who reach those milestones at no charge to the Clubs.
- TM's need to go to <https://www.yarrajfl.org.au/> then 'Resources' and 'Forms and Documents' . Fill in the form for 100 or 150 game medals, and the YJFL will post them to you.

Also Please Note:

- We are still awaiting info from the league as to how to access re how many games kids have played in Play HQ

During Season - Child Safe Standards

PJFC and AFL Victoria is committed to promoting and protecting the safety and well-being of children and young people in our care. We seek to promote and protect the rights of all children in our care and prevent abuse from occurring by fostering a child safe culture.

Behaviour Guidelines

All staff and volunteers are made aware of the below behaviour expectations when working with children. Where these are not possible to adhere to, additional steps are put in place to reduce the possible risk to the safety of the children involved.

- Positive guidance - acting appropriately with children.
- Adhering to role boundaries – should not act outside out of the confines of the duties of your role.
- Use of language and tone of voice – no swearing or defamatory language, clear direction and encouragement, not being harmful in what you say.
- Supervision – avoid being alone one on one with a child out of the view of others where possible.
- Use of electronic communications – where possible email, text messages and social media communications to include parent/guardian or within an open group message.
- Photographs of children and young people – within expectations of AFL privacy policy e.g. photos taken in context of the program, dressed appropriately, etc.
- Physical contact with children and young people – done when reasonable and in an appropriate manner.
- Sexual misconduct – under no circumstances are sexual acts to occur with or in the presence of children.
- Change room arrangements – important to supervise children while also balancing a child's right to privacy.
- Transporting children – prior authorisation from management and child's parents.
- Gift giving – prior authorisation from management and child's parents.
- Overnight stays – work purposes only within a part of a formal program with authorisations from parents. Gender of supervisors considered and balanced with children participating.
- Alcohol & Drugs – while on duty must not use, possess or be under the influence of alcohol or drugs, including being incapacitated from legal medications. And not supplying to children.

During Season – Child Safe Standards

Working with Children Checks

- All officials must have completed a WWC check (Coach, Assistant Coach, Trainer, Team Manager, Runner, Canteen Staff)
- <http://www.workingwithchildren.vic.gov.au/>

Reporting Procedure

1. Any reports of child abuse are to be made to the organisation's Child Safety Officer (CSO). CSO to report to Police if there is any report of sexual or physical abuse of a child. Child Safety Officer to stay in contact with reporter and alleged victim to provide support.
2. Child Safety Officer to communicate to President/Management. A detailed written report of supplied information from reporter must be recorded and stored, including Who, What, When, Where & Why the incident is of concern.
3. President/Management to report to next level management (included below) if necessary i.e. report was communicated to Police or is of significant concern.
4. Alleged perpetrator (if member of staff/volunteer) to be reassigned to other duties until further notice.
5. If alleged perpetrator is a member of staff/volunteer, AFL Victoria independent investigation to take place. Approval of investigation process from next level management is required. Investigation is not to be completed by organisation CSO.

Next level management communication lines:

Club/Association President ⇒ League/RAC Management ⇒ AFL Vic Community

During Season – Play by the Rules

The YJFL recommends the Play by the Rules program www.playbytherules.com.au

Information, resources, tools and free online training to increase the capacity and capability of administrators, coaches, officials, players, parents and spectators to assist them in preventing and dealing with discrimination, harassment, child safety, inclusion and integrity issues in sport.

No sport is immune from poor adult behaviour. Poor behaviour can have a serious impact on kids enjoyment of sport and their future participation.

You may want to encourage your parents and guardians to review this site and the *Let Kids be Kids* mini-course is a good starting point.

<https://www.playbytherules.net.au/online-courses/mini-courses/let-kids-be-kids>

This free mini-course is a step you can take to help you understand and address poor behaviour.

6. Other Useful Info



Other Useful Info - YJFL Season Snapshot

Round	Date	Notes
1	23rd April	
2	30th April	
3	7th May	
4	14th May	Mother's Day
5	21st May	
6	28th May	
7	4th June	
BYE	11th June	King's Birthday Long weekend Interleague Matches
8	18th June	
9	25th June	
BYE	2nd July	Middle weekend School holidays
BYE	9th July	Last weekend School holidays
10	16th July	
11	23rd July	
12	30th July	
13	6th August	
14	13th August	
Semi Finals	20th August	
Preliminary Finals	27th August	
Grand Finals	3rd September	Father's Day

Other Useful Info - YJFL Season Snapshot

2023 Season Snapshot

- Season Commences 23rd April (Round 1)
- Re-graded Competitions commence 21st May (Round 5)
- U8s Day 18th June (Round 8)
- U9s Day 25th June (Round 9)
- Final Home and Away Matches 13th August (Round 16)
- Semi Finals – Sunday 20th August
- Prelim Finals – Sunday 27th August
- Grand Finals – Sunday 3rd September

Presentation Night

TBC – Tuesday 29th August or Sunday 10th September

*** Team Managers should check the YJFL website for Fixtures during the season, as they are typically released progressively at the start of the season**

*** Also, check the Fixture on Thursday each week in case of any late changes**

Other Useful Info – PJFC Contact Info

Parkside Junior Football Club - Contact Details for Team Managers and Coaches

Team	Team Manager	TM Email	Coach	Coach Email
8B	Erin Ward, Meghan Jarrett	erinward.sp@gmail.com , meghanjarrett@hotmail.com	Julian Larkins	julianlarkins@hotmail.com
9B	Simon Haslock	simonhaslock@gmail.com	Rich Craven	rich@craven.com.au
10B	Sam Rolfe	samuelrolfe@gmail.com	Scott Nugent	scottnugent@jelliscraig.com.au
11B	Ginny Hartley	ginny_hartley@yahoo.com	Damian Cullen	dpjcullen@gmail.com
12B	Hayley Coldrey	hayleycoldrey@hotmail.com	Dean Fanning	dfanning@rpdpartners.com.au
13B	Megan Goodwin	megangoodwin@mac.com	Ash Parkes	ap@plantoproper.com.au
14B	Dan Boulton	Dan.Boulton@ausnetservices.com.au	Rob Spurr	robitospurr@hotmail.com.au
15B			Isaac and Michael Romano	romanoisaac4@gmail.com ; m.romano1720@gmail.com
16B			Matthew Holden	matthew.holden777@gmail.com
U17B Youth	Justin Hopkins	innomatics@gmail.com		
U18B Youth				
10G	Ange Gregori	ang.gregori@gmail.com	Rob Wise	rwise375@gmail.com
12G	Sally Flanagan	rose.sal@gmail.com	Kristie Shipley	kristierbrown@gmail.com
14G	Kath Filbey and Lucy Barton	kfilb27@gmail.com , lucyebarton@gmail.com	Marco Paoli	M.mpaoli@bigpond.net.au
16G	Quimby Mills Oddie	quimbymo@gmail.com	Matt Honey	matt_honey@yahoo.com.au
YouthG	Jodie Palmer	secretary@pjfc.com.au	Marie-louise Zeevaarder	ml_brink@hotmail.com

Other Useful Info – PJFC Contact Info

Executive Committee

PRESIDENT – Nik Devidas (president@pjfc.com.au)

VICE PRESIDENT

SECRETARY – Jodie Palmer (secretary@pjfc.com.au)

TREASURER – Rob Spurr (treasurer@pjfc.com.au)

Non-Executive Committee Members

FOOTY OPERATIONS MANAGER – Chris Cantor (footyops@pjfc.com.au)

TEAM MANAGER COORDINATOR – Brett McNeill (tm@pjfc.com.au)

SOCIAL MEDIA & COMMUNICATIONS – Sarah Eager (media@pjfc.com.au)

REGISTRAR – Annie McAuley (registrations@pjfc.com.au)

VOLUNTEER COORDINATOR – Jo Gilligan (volunteers@pjfc.com.au)

SPONSORSHIP & FUNDRAISING – Dan McFarlane (sponsorship@pjfc.com.au)

MERCHANDISE & EQUIPMENT – Damien Callahan (merchandise@pjfc.com.au)

CHILD SAFETY OFFICER – Jo Di Ciero (welfare@pjfc.com.au)

PJFC Values



Our Values

Our Behaviours

Fostering a Community Spirit

- Promoting an inclusive environment
- Accepting and celebrating difference
- Demonstrating commitment to others

Fun and enjoyment

- Showing empathy and care
- Promoting good sportsmanship and temperament
- Placing winning in perspective

The encouragement of participation of all

- Offering faith and encouragement in each other
- Showing respect for umpires, opponents and fellow players
- Sharing credit and responsibility

Promotion of Australian rules and Junior Football

- Promoting good sportsmanship and temperament
- Demonstrating a team-first approach
- Recognising our Club history



They say we play like devils,
Red devils we certainly are,
They all fear Parkside,
against us they never get far,
We never give in and here is a red
hot tip,
This is the year for Parkside and
the premiership,
Who are, who are, who are we,
we are the team from PFC
Razzle dazzle yeah yeah yeah
Parkside Parkside yeah yeah yeah
P-A-R-K-S-I-D-E Parkside



The Community Club

Our Vision is to be the Club of choice for families and participants within the Yarra Junior Football League because of the way we play the game, live our values and engage with the community.

Our Mission is to provide a fun, accepting, sociable sporting atmosphere for all Club members that delivers benefits back to our local community and a “Whole of Life” experience for our members.

Our club culture is admired and renowned around the YJFL. It embodies our values and supports “Good Footy”, no matter who is winning.



Parkside Junior Football Club

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Brett McNeill

Team Manager Coordinator

tm@pjfc.com.au

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