

AFL SYDNEY JUNIORS


Ground Manager
Training & Information
Workshop



Contents

Ground managing is a juggling act of games, players, timings and spectators. Learn the skills and knowledge to become a ground manager who maintains control of their ground and ensures a great match day experience for our footballers.

1. General Duties
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4. Prioritising throughout the day
5. Dealing with Conflict situations



Ground Mangers
Handbook, AFL
Junior by-laws, laws
of the game.

A Day in the Life of a Ground Manager

Beginning of the day:

- *Arrive 1 hour (min) before game starts*
- *Walk the ground to ensure safety*
- *Post pads on posts*
- *Set up fields (interchange, medical, GM station, Cone, chairs, etc)*

Repeat for every game:

- *Liaise with teams via manager & coach*
- *Confirm volunteers are available and have appropriate bibs*
- *Organise timing of game and siren*
- *Liaise with umpires and appoint an umpire escort*

End of day

- *Pack up field equipment - ask the last team playing to help*
- *Record and log team sheets, incident and accident reports*
- *Pack up and tidy grounds, lockup equipment*
- *Lock up grounds*



General Duties

Why it is Important

- Consistency across all grounds
- Sets up expectations for everyone involved
- Positive game day experience
- Umpires control on field, GM controls off field



Maintain A Visual Presence

- Wear the ground managers bib at all times
- Set up GM station where you can see the ground and everyone can see you
- Be active and walk around the ground regularly



General Duties

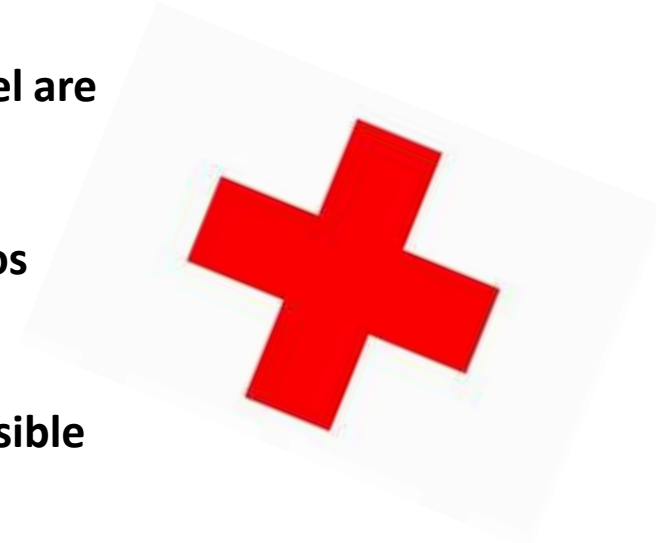
Safety

- Ensure the field, changerooms and other general areas are safe
- Complete and lodge online checklist with JLT
- Recheck during the day especially with wet weather



Medical

- No medic no game
- Ensure adequate medical supplies and approved medical personnel are available for every game
- Assist medic when required for ambulance and concussion scenarios
- Make sure the stretcher is easily accessible.
- Ensure ground address and closest medical centre are easily accessible for those that need it.



General Duties

Field Set up

- Know your field sizes for easy set up for each age group
- Interchange on the wing, evenly spaced
- GM station set up with clear view of the field with access to scoreboard and siren



Timekeeping

- Allocate a time keeper for each game
- Assist time keeper to stay on track during the day
- Timers should not be left unattended
- If games get delayed, shorten game times to stay on track



General Duties

Liaising with Team Managers

- Contact with the team should be through the team manager
- Meet and greet with team managers
- Ensure pre-match paperwork and game ball is acquired
- Ensure post-match paperwork and game ball is returned



Other notes

- Be aware of extreme weather policy – lightening stops the game
- Be aware of who is allowed in the interchange and on the field of play
- Be aware of spectator behaviour and be assertive in asking for behaviours to be modified if needed, codes of conduct are meant to be followed
- Be aware of player numbers, send off rules and the 10 goal rule



Paperwork / Administration

Team Sheets

- Must have team sheets handed in before the game starts
- All player names and the names of the volunteers assisting the team must appear on team sheet
- Player numbers must appear on team sheet and there should be no duplicate numbers or triple figures.
- Managers must sign the sheet when handing it in
- Umpires must sign it at the end of the match
- Write the game scores quarter by quarter on your copies of the team sheets

A sample team sheet form titled "Team Sheet". It includes fields for "Team Name", "Manager", "Umpire", and "Date". Below these is a large grid with columns for "Player Name", "Player Number", and "Score". At the bottom, there are sections for "Total Score", "Umpire's Score", and "Total Points".

Bylaws & Policies

- Ensure you have the latest version as reference
- When in doubt, refer to the by-laws or call your match day contact
- Use common-sense in applying rules and by-laws
- If you can't solve the issue walk away and send through a report to the CMC

AFL (NSW/ACT) Commission Limited



AFL Sydney Juniors
By-Laws
2019



Umpires

Pre & During Game

- Meet and greet field umpires before the game
- Ensure field umpires see team sheets and have match ball
- Provide an umpire escort for each game
- Provide refreshments during breaks
- Ensure there are 2 volunteers for goal umpires and a further 2 for the boundary if needed

Post Game

- Escort from field - **UMPIRES NO GO ZONE**
- Ensure score cards and team sheets are signed by field umpires
- Organise payment and refreshments



Prioritising throughout the Day

- **Keeping games running on time – if any thing effects game times, amend times to fit the rest of the day**
- **Ensure the ground and other areas remain safe all day, especially in case of wet weather**
- **Look out for the umpires**

Conflict Resolution

Dos and Don'ts

- ✓ **Treat** complaints seriously
- ✓ **Act** promptly
- ✓ **Treat** people fairly and listen to both sides of the story
- ✓ **Stay** neutral
- ✓ **Keep** parties to the complaint informed
- ✓ **Try to Maintain** confidentiality if possible
- ✓ **Protect** against victimisation
- ✓ **Keep** accurate records
- ✓ **Make** decisions based only on information gathered not personal views
- ✓ **Disciplinary** action should be relative to the breach

- × **Get** angry
- × **Engage** in an argument
- × **Endanger** yourself or volunteers

Resolving Game Day Issues

Break into groups for remainder of session

Resolving Game Day Issues

Scenario 1

Your U13 game is about to start and your medic has not arrived, what should you do?

Resolving Game Day Issues

Scenario 2

Ground set up:

- It has been suggested to set up the interchange area and benches on the opposite side of the field to the spectators – is this permissible? Should the GM desk be set up on that side too?
- Both teams want their own interchange area, at their interchange benches. Is this permitted? Does it have any parameters?

Resolving Game Day Issues

Scenario 3

The U14's game is about to start; one team doesn't have minimum numbers yet but are expecting players to arrive what should you do in the following instances.

- A) The player arrives after the game has been in progress for 7 minutes**
- B) Doesn't arrive at all**
- C) The player arrives 3 minutes into the second quarter**
- D) Several players arrive, the first in the 14th minute of the first quarter, the others 3 minutes into the quarter time break**

Resolving Game Day Issues

Scenario 4

If you are handed a team sheet with one or more of the following issues, what should you do in each case?

- A) two players have the same guernsey number**
- B) no coaches name/hand written coaches name**
- C) goal umpire name is missing**
- D) has 23 players listed**
- E) has players listed that are yet to arrive at the game**
- F) Manager hasn't signed the sheet**

Resolving Game Day Issues

Scenario 5

The game in progress has a 10 goal rule differential, what should you do in the following circumstances?

- A) the game is in the first quarter**
- B) the game is in the second quarter**
- C) the game is in the third quarter**
- D) the final siren has gone**

Resolving Game Day Issues

Scenario 6

You have an U11 game due to start and one team has 12 players and the other team has 16 players, what should happen in regard to evening up

Resolving Game Day Issues

Scenario 7

You have an U15 game due to start and one team has 12 players and the other team has 16 players, what should happen in regard to evening up

Resolving Game Day Issues

Scenario 8

You have a game scheduled to start at 12.30pm, it is 12.20pm and the away team has not arrived. What is best practice in the following situations:

- (a) Some one has told you that the other team have forfeited, what do you do?**
- (b) The team arrives a couple of minutes after scheduled start time, are they allowed to play?**
- (c) Team doesn't show up, when can you call it a forfeit.**

Resolving Game Day Issues

Scenario 9

A game is in progress. What do you do in the following circumstances?

- (a) a parent comes up and asks you how old one of the players is, as they look older than the team age they are playing in.
- (b) the opposition team manager asks you how old one of the players is, as they look older than the team age they are playing in.

Resolving Game Day Issues

Scenario 10

The game in progress is a close game and you are in the last quarter; the spectators have been vocal during the match. To this point, although vocal, the spectators have been positive in their comments. As the game approaches full time the spectators start to get more vocal and the comments move to more negative, derogatory and abusive. What do you do?

Resolving Game Day Issues

Scenario 11

A game is in progress it is close to the end of the 3rd quarter, during the game one team have been unhappy with the game. During the game they have indicated to you several times that they have not been happy with the player protection and the coach has decided that they are not taking the field again for the 4th quarter.

What do you do?

Resolving Game Day Issues

Scenario 12

It is the 2nd quarter of a game, there are reports to you from one of the team managers that the Goal Umpire is talking to players.

What do you do?

Resolving Game Day Issues

Scenario 13

During the game a player is injured, and the stretcher is called. What should you do in the following circumstances?

- A) The game is in the second quarter and does not restart at all**
- B) The game is in the third quarter and does not restart at all**
- C) The game is in the first quarter and restarts in the third quarter**
- D) The game is in the fourth quarter**

Resolving Game Day Issues

Scenario 14

During a game in progress, play seems to stop, and players are being lined up to count.

What is the procedure from here?

Resolving Game Day Issues

Scenario 15

During a game a player is given a red card and they refuse to leave the field.

What do you need to do to assist the umpires?