



SECRETARY &
TEAM MANAGER
HANDBOOK
2020

JUNIOR PLAYERS - CODE OF CONDUCT

1. Abide by the rules of the game and rules set down by your coach, club and league.
2. Never argue with an official or umpire.
3. Control your temper. Verbal or physical abuse of officials, umpires, spectators or other players, deliberately distracting or provoking an opponent is not acceptable or permitted.
4. Work equally hard for yourself and your team. Your team's performance will benefit, so will you?
5. Be a good sport. Applaud all good plays whether they be by your team, opponent or the other team. Be proud to walk off the ground after each game knowing that you have given your best effort and never involve yourself in an argument with opposing players, umpires or officials.
6. Treat all players, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player. Your involvement to play is for fun and enjoyment and that winning is only part of it.
7. Co-operate with your coach and teammates and respect the ability of your opponent. Without them there would be no game.
8. Play for the 'fun of it' and not just to please parents and coaches.
9. Avoid use of derogatory language based on gender or race
10. Adhere to the MPJFL Smoke Free Policy at all times

PARENTS AND SPECTATORS OF JUNIOR FOOTBALL - CODE OF CONDUCT

1. Encourage children to participate if they are interested. However, if a child is not willing do not force them.
2. Focus upon the child's efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to their ability by reducing the emphasis on winning.
3. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
4. Encourage your child always to play by the rules.
5. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember your child should be involved in football for their enjoyment not yours.
7. Remember your child learns best from example. Applaud good play by both your team and by members of the opposing team.
8. If you disagree with an official or umpire raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public.
9. Remember most officials give their time and effort for your child's involvement.
10. Support all efforts to remove verbal and physical abuse from junior sporting activities.
11. Recognise the value and importance of volunteer coaches. They give their time to provide recreational activities for your child and deserve your support.
12. Support your club officials in maintaining the highest standard of behaviour both on and off the field for the betterment of the league and your family. Offer assistance to the team that your child is playing in so that every opportunity is being provided for the very best supervision and support. Your involvement will give both yourself and your child far more satisfaction.
13. Avoid use of derogatory language based on gender or race.
14. Adhere to the MPJFL Smoke Free Policy at all times

NEW REGISTRATIONS






All players MUST be registered Online through SportsTG with the AFL VIC Country to be covered by insurance before Round 1.

BIRTH DOCUMENTATION

Every new registration must be accompanied by the correct Birth Documentation. The only types of proof that will be accepted are:

1. Birth Certificate
2. Extract of Birth
3. Health Book
4. Infant Welfare Book
5. Passport
6. Immunisation




PLEASE NOTE – Statutory Declarations are not acceptable.

-  The Clubs Executives must sight the originals and then keep a copy in their Club files. It is suggested that an electronic copy of this documentation is stored on the player profile in SportsTG.
-  All new players must be registered in time to be PRINTED on the team sheet.
-  There should be NO players written on the team sheets other than last minute Approved Transfers, Loaned Players, Day Permit Players and Borrowed Players.
-  All players that need a clearance have to be cleared before they can play. Players who play without their clearance being approved will be deemed unregistered and a fine of \$100.00 per player and loss of match points and percentage for the game in which the unregistered player played will apply.
-  Please check your member database to make sure all players playing are registered. If they are not in your data base they cannot play.




TRANSFER/CLEARANCES OF PLAYERS



All Transfers/Clearances close on 1st July. No player can be cleared or transferred from this date onwards.

Re Registrations

-  All players re-registering are to be re-registered online. Please make sure all player details are correct and make any amendments, making sure there is a home and mobile number entered. It is the club Secretaries responsibility to keep a check on who has and who hasn't been re-registered.
-  Players cannot play unless they have been re-registered and are in your club's member database. Players playing without being re-registered will be deemed unregistered and the club will lose all match points and percentage for any games in which the unregistered player has played and will be fined \$100.00 per game in which this player has played.
-  These players have to be registered in time to be PRINTED on the team sheet.






Transfers/Clearances

-  Players that are transferring from a club in ANY league to a club in the MPJFL will no longer need to fill out the MPJFL AFL Vic Country clearance form. The only requirement is that the online transfer initiated by the Club in which the player is going to takes place.
-  Players cannot play until they are in your club member's database.
-  It is advisable that your Club sights the player's birth certificate to check details in SportsTG are accurate and keeps a copy on file for audits.





-  Players cannot play until they have been approved by the Administrator of the MPJFL prior to the game commencing. The player does NOT have to be printed on the team sheet if the transfer was approved after printing. The player's name can be hand written on the sheet.
-  Player will be deemed unregistered and the club will lose all match points and percentage for any games in which the unregistered player has played and will be fined \$100.00 per game in which this player has played.

OFFICIALS REGISTRATION

Coaches Registration

-  All coaches must be accredited by doing a coach's course at the start of the season. The foundation online course for Level 1 can be found at <http://coach.afl>
-  A copy of this accreditation OR a receipt of payment for the course needs to be held by the club and is subject to audit by the MPJFL.
-  All coaches will need to register online as a coach in their club database. This is done via the website: <http://coach.afl>
-  Coaches also need to complete the Coaches Code of Conduct which will be signed at the compulsory Coaches' Code of Conduct night.
-  All coaches must have a valid 'Working with Children' card. A copy of the card is to be retained by the club and is subject to audit by the MPJFL. Details are to be entered onto SportsTG

Trainers Registration Forms

-  All trainers have to be accredited or booked in doing a Trainers course at the start of the season.
-  A copy of this accreditation OR a receipt of payment for the course needs to be supplied and stored by the club. This is subject to audit by the MPJFL (To complete a Trainers Course, participants require a HLTAID003 Provide First Aid)
-  All trainers will need to register online as an official in their club database. The Officials Registration Form (copy of which is on the website) can be completed by clubs to record registration of trainers (optional). The form is also retained by the club.
-  All trainers must have a valid 'Working with Children' card. A copy of the card is to be retained by the club and is subject to audit by the MPJFL. Details are to be entered onto SportsTG.

CLUBS WITH 2 OR MORE TEAMS IN ONE AGE GROUP






In the event of a club entering 2 or more teams in the one age group, players cannot transfer between teams unless approved by the League Football Secretary.

Clubs need to email through to the League Football Secretary the list of players who will be playing in each team before round 1. Clubs failing to send in team lists will be fined, the teams will forfeit all matches until the team lists have been received.




HOW TO ENTER ONLINE REGISTRATIONS & CLEARANCES

New Registrations








These should be done by the parents of the child or at least the parents should be sitting next to the Registrar/Secretary whilst the data is being input. Note the word “should” as this is not always possible. If you are entering info from a rego sheet yourself simply go to:

-  Member Access and choose “I am registering to participate in Australian Football for the first time”
-  Enter details
-  If the child has participated in Auskick the system will bring up his details asking you to confirm that this is the child you are entering. If it is confirmed and he/she will then adopt that Footyweb Number that was attached to Auskick
-  An email will be sent to the Parent email address confirming their password and id for reregistering next year.
-  These new kids will appear in your Pending Registration List under Members. Click on the Pending button to accept them once you have sighted birth certificate. Keep all paperwork with the Club.

Clearances

-  Click on Members, click on Request a Transfer/Permit.
-  Type in the players Surname and date of birth, click select member.
-  Click on green button “Submit Transfer”

Approving and checking Clearances

-  Make sure 2020 is in the season box beforehand
-  Click on Members, click on List online transfers, all players waiting for a clearance will be listed.
-  To approve clearances there will be the highlighted word AWAITING, click on that to approve, fill in on the screen under Transfer Status, select approved from the drop-down menu then type your name in the approve by box and then click submit. Players will not be cleared to your club until the overall status has approved written in it and they are on your members list for 2020.
-  You can only deny a clearance if the player owes the club money or has club property.
-  Once all levels are showing as approved, the players name will show with Pending sitting next to it.
-  The email address given will have been sent an email asking the player (Parent) to click on it and register with the new club. Once this is done they will show in your list of members.
-  Once the player is cleared to your club you then need to go back into the players details through your members list to make sure you update his details. Click on the players name, click on Member Details Summary edit, click on show all, make your changes and click on update member.



All Officials Registrations will be done by Club/the Official themselves these will include

- Coaches, Team Managers, Runners and Trainers. Register as many officials as you like. Trainers can be registered as long as they are accredited or booked in to become accredited.

TEAM MANAGERS/TEAM SHEETS

Team sheets are to be filled out as per the following.



Only Pen is to be used on these sheets (no pencil and no texta)



Under Coaching Staff on the sheet (these are to be registered officials and printed on sheet)

- Coach, Runner, Team Manager



Under Trainer/Water Carriers (Trainer has to be a registered official and printed on sheet)

- Number 1 – is the trainer
- Number 2 – is the water person (to be written in capitals on the sheet)



Under Club Umpires/Stewards (these are all to be written in capitals on the sheet)

- Number 1 – field umpire
- Number 2 – field umpire
- Number 3 – Goal Umpire
- Number 4 – Boundary umpire
- Number 5 – Timekeeper
- Number 6 – Interchange Steward



Under Goals on the sheet –

- This is where the goals are written for each player that has kicked goals in the game, these are to be written on the sheet in whole numbers next to the player's name that kicked them. (Excluding U9s and U10s)



Under Best on the sheet –

- This is where the best players are written on the sheet, there are to be 6 best players per game written in 1 to 6 with 1 being best. (Excluding U9s and 10s)



Under Team Managers Signature –

- This is where the team manager has to sign all sheets per game, failure to do so will result in a fine to the club.

















Loaned Players –

- If you loan a player from the opposing team, their names must appear on the bottom of your team sheet with LOANED/AGE GROUP and the CLUBS NAME written beside their names.
- These players must be on the opposition team sheet.









Borrowed Players - If a registered player of your club plays up out of their age group, their names must appear at the bottom of the team sheet with BORROWED and their AGE GROUP written beside their name. If you have 20 players playing you cannot borrow any players from the age group below. To be eligible to play UP, the player must play in their own age group also ie. Both games. The child must be in their last year of the age group proceeding the age division they are filling in for. The Borrowed player cannot take the place on the field for a fit aged player and must wear a coloured bib whilst on the interchange.

-  Day Permit Players - If a registered player of your club plays up out of their age group their names must appear at the bottom of the team sheet with DAY PERMIT and their AGE GROUP written beside their name. If you have 22 players playing you cannot utilise a Day Permit Player. Day Permit players become part of the team's normal rotation of players, so there is no restriction on when they can take the field of play, however, the Day Permit player cannot play for their normal age group for the given round. The child must be in their last year of the age group proceeding the age division they are filling in for.
-  Players that do not play –
 - These need a line put through their name with DNP written next to it.
-  Permit Players –
 - Permitted players should be PRINTED on the team sheet with a P next to their names.
-  Bench Numbers –
 - Interchange Steward is to get the oppositions players jumpers numbers at the start of every quarter and fill in the Interchange card accordingly.
-  Send Offs –
 - Under Yellow or Red on the sheet, this is where the send-off has to be written on the sheet next to the player's name who was sent off with the code for what he is sent off for written in the box.
-  Send Off and Report Codes
 - – A – Striking, B – Charging, C – Unduly rough play, D – Intentionally kicks another player, E – Disputing an umpire's decision, F – Abusive/Obscene language, G – sent off twice in same game.
-  Jumper Numbers –
 - All jumper numbers are to be printed on the team sheet, if a player changes his number this is to have a line through the number and the new number written on the side next to the players name. You cannot have 2 players with the same number.
-  The team sheets are to be printed out from club websites. 3 copies of each team are to be printed. 1 to give the umpires before the game starts, 1 for the League and 1 for the club.
-  Completed Team Sheets are to be delivered to the field umpire before the start of the game.
-  Any player turning up to play after half time cannot play.
-  The away Team Manager must give the home Team Manager their team sheet with goal kickers, best players and send offs filled in at the end of the match.
-  Team Managers from both teams are to go to the Umpires rooms after allowing the umpires a few minutes to catch their breath to get the all clear. If there are any reports arising from the game the team managers must sign the report form.
-  The Umpire will give the home club team manager the sealed match envelope with his signature on the back.
-  *IT IS THE DUTY OF THE HOME CLUB TO PROVIDE MATCH PAPERWORK FOR THE UMPIRES*

AFTER MATCH DUTIES:

ENTERING SCORES/BEST PLAYERS/GOALS

Information is to be entered into SportsTG by 6.30pm Sundays following the match. **For night matches, this must be done no later than two hours after the conclusion of the game.** This includes:

-  Quarter by Quarter and Full Time Score (excluding Under 9s)
-  6 Best on Ground Players (1 being best) (excluding Under 9s and Under 10s)
-  Goal Scorers (excluding Under 9s and Under 10s)
-  Yellow/Red Cards for any player
-  Reports
-  Editing players who did not play or who did play that are different to when the team sheets were printed in the pre-game section

Under 10 scores

This is to be modified to include scores for all Under 10 games as per Under 11 games and above. No score of Under 10s games will be published on the league website and is purely utilised for grading purposes for the following season. The exclusion of the recording of best players and goals for under 10 and under 9 games remains.

Mercy Rule – All age groups will adopt the mercy rule regarding the scoreboard. If the margin during a game is greater than 60 points, then the scoreboard is to be cleared. All age groups where a ladder is published will have their official score modified on SportsTG to indicate no more than a 60-point difference. Coaches of the leading team are to utilise this scenario in a game for development purposes for their players.

Under 9's scores

Scores are not to be recorded into sporting pulse but do require you to enter a 0 for the score for both teams. This enables the game to be closed and the game to count towards player statistics.

REPORTS

Full details of all reports arising from games are to be completed on the Umpire Report form and the home club to hand deliver the umpires match envelope with all other paperwork of the game to the League Office 10 Wallis Drive, Hastings no later than noon following the match day.

Any Reports (including both team sheets) from match day need to be scanned & emailed to admin@mpjfl.com.au directly after the game.

MATCH PAPERWORK

It is the home club's responsibility to have all match paperwork sent to the League Football Administrator by the last mail on Monday immediately following the match.

Mail to – PO BOX 430, HASTINGS 3915

Hand Deliver to – The League Office at 10 Wallis Drive, Hastings

All paperwork must be received and at the office no later than the Tuesday before 2pm after each match

LATE PAPERWORK IS A \$50.00 FINE.

YELLOW & RED CARDS

Refer to MPJFL By Law 125 regarding multiple yellow and red cards.

TRIBUNALS

Tribunal Hearings will be on the Tuesday night following the match or any other night decided by the MPJFL. A player/Coach/Official will not be permitted to play/coach or resume duties if he/she has not attended the Tribunal.

ASSISTANT COACHES

Must be recorded on Team Sheet in Coaches section and must be accredited. For Assistant Coaches must have AFL Level 1 accreditation at a minimum. This includes anyone under the age of 18.

TRAINERS

All clubs to provide at all home and away matches a currently qualified sports trainer, all trainers must fill out an official's registration form before they can officiate.

RUNNERS

The sole duty of the runner shall be to confer with the player/players of his/her Club and immediately leave the playing arena.

Runners are not to be seen staying on the ground after they have sent the message out to the player/players.





Any Runner found approaching an Umpire at any stage of a match, the club from which the Runner is from will be fined \$100.00 per offence. Runners are also required to escort the umpires from the playing field to the umpire's change rooms at the conclusion of a match.

TIMEKEEPERS/GOAL UMPIRES








Each club must appoint a Timekeeper & Goal Umpire for each match. The timekeeper shall keep time and record scores (excluding Under 9s and 10s) for each quarter and sound the siren for the commencement & conclusion of each quarter. Scores must be compared with the Goal Umpire at the half time break and the conclusion of the game. The Goal Umpires scores will determine the winner. Timekeepers and Goal Umpires must print their names on the cards, no signatures allowed. If names are not printed, it will be loss of club conduct points.

Refer to "UNIFORMS AND APPEARANCE – PLAYERS AND OFFICIALS" By Laws.




TEAM MANAGERS

-  Team Managers are to obtain the field umpires names before the commencement of the game. Any Team Manager found approaching an Umpire at any stage during the game, the club from which the Team Manager is from will be fined \$100.00 per offence. The exception is for Under 9s, under 10s, and under 11s age groups where the team manager may accompany their team captain to the field umpire during the quarter breaks.
-  The home Team Manager must have all paperwork for the Umpires in the Umpires rooms before the commencement of the match, this includes – Umpires Envelope and Team Sheet.
-  At the end of the match the Home Team Manager must receive the opposition's paperwork, which includes – Goal Card, Time Card, Interchange Card, and Team Sheet.
-  If there is a report in the match both Team Managers will have to see the umpires after the game to sign the report and receive a copy of the report. All Team Managers must see the umpires after the game to get the all clear as umpires can report players/Officials etc. after the game has concluded.






INTERCHANGE STEWARDS

-  Each team shall supply an interchange steward for each game (except under 9s and 10s) who must be seated on the boundary line within the white lines of the interchange area (not in the grandstand or the coaches box).
-  The Interchange Stewards must have a watch.
-  The steward shall note on the interchange card provided, the time of the start and finish of each quarter, all interchanging players and players on the bench at the start of each quarter and of any players ordered off by the field umpire. If the player has been ordered off the word ORDER is to be shown in the on column with the jumper number in the off column. The player cannot resume playing until 15 minutes of playing time has elapsed (this 15 minutes does not include quarter breaks - it is playing time)
-  When the player or his substitute returns to the field, show the jumper number in the on column with the word TIME in the off column.
-  When the field umpire orders a player off the ground with a yellow card this player cannot be replaced until his 15 minutes is up.
-  When a player is ordered off the ground with a red card this player is reported and cannot take the field for the remainder of the match but can be replaced after 20 minutes of playing time this does not include quarter time breaks time. Umpires can report players after the game even if they have received a yellow card. Interchange Stewards must be familiar with the order off rule.
-  The Interchange Steward shall assist the umpire if a count of players is requested but shall remain in the interchange area. Incorrectly completed card will result in loss of club conduct points.

BOUNDARY UMPIRES

-  Each team is to supply a boundary umpire for all games (except under 9s and 10s).
-  Boundary umpires are to be at least 14 years of age.
-  Boundary umpires are not to be coaching the players whilst doing the boundary.

WATER PERSONS

-  Each team is allowed 1.
-  The water person has to be at least the same age as the age group playing and wearing the appropriate uniform.
-  The Water Person is allowed to run water out to players and then go directly back to the interchange area, he or she is not allowed to stay on the ground.
-  If he/she is found to be staying on the ground he will be given a warning for the first offence, second offence the club will be fined.
-  The water carrier is not to be in or near the coach's box. The minimum distance from the coach's box for water carriers is the interchange area or 20 metres.




SCOREBOARD ATTENDANTS

There is to be no scoreboard attendant for under 9s/10s as no scores allowed in under 9s/10s.





The home team is to supply a scoreboard attendant for under 11s upwards, please have your scoreboard attendant check the scores are right at each quarter break with the Goal umpires.

HEALTH & WELLBEING OFFICERS

The role of the HWB Officer:

-  Be kind and approachable person around the club.
-  Offer help and support to someone developing or experiencing a mental health problem.
-  Remember you are not responsible for everyone's Mental Health nor are you a counsellor. It is your role to assess the situation and refer to a professional if there is a need.

What are your social and moral obligations?

-  Lead by example. Game day and round the club, be mindful that eyes are on you and ears are listening.
-  Please be mindful of social media. Example: ensure your Facebook is set to private and you have appropriate profile pictures etc.
-  All Health and Wellbeing Officers will be required to have a current working with children's check.
-  Remember that you have an obligation to keep matters confidential and to only disclose information to the appropriate people.

FIXTURES

There will be 9 Rounds in the 2020 Fixture due to the reduced season commencing 12 July.

GAME TIMES

Game times may change from week to week and clubs are advised to notify players of prescribed match times. Always check SportsTG as this is the authority for fixtures. If there is a change to a fixture with a week or less to go until the game, clubs will also be notified by email.

FINALS 2020

Preliminary Finals – 13 September

Grand Finals – 20 September

COUNTING OF PLAYERS



Can be requested by Captain or Acting Captain to the Umpire



The Umpire should stop play at first opportunity



Call into the centre square and line up all players on the field and count them



If the players exceed number allowed on the ground, ie more than 18 (if a player has been ordered off then the number allowed on the ground becomes 17 etc etc):



The field umpire awards free kick to captain which is taken in the centre or where play was

- stopped, whatever position is a greater penalty to the offending team and a 50m penalty is
- then awarded from this spot.
- The matter is then referred to the League to determine an outcome – the offending team may lose all their points scored. If the players are correct: The umpire awards a free kick to the opposing team which is taken in the centre or where play was stopped, whatever position is a greater penalty to the offending team and a 50m penalty is then awarded from this spot. If the umpire is of the opinion that the request was made to “stop play” then the offending Captain making the request can be reported for Time Wasting

AGE GROUPS

2020 BOYS FOOTBALL AGE - Age as of the 01.01.20

UNDER 9'S	Born in 2013, 2012 or 2011 (Please note: Player has to have turned 7 by the 30th of April 2019 to play in the Under 9's)
UNDER 10'S	born in 2010
UNDER 11'S	born in 2009
UNDER 12'S	born in 2008
UNDER 13'S	born in 2007
UNDER 14'S	born in 2006
UNDER 15'S	born in 2005
UNDER 17'S	born in 2004, 2003

2020 GIRLS FOOTBALL AGE - Age as of the 01.01.20

Under 11s BIRTH YEAR	AGE 8-11 YEARS OLD 2012, 2011, 2010, 2009
Under 13s BIRTH YEAR	AGE 12-13 YEARS OLD 2008, 2007
Under 15s BIRTH YEAR	AGE 14-15 YEARS OLD 2006, 2005
Under 18s BIRTH YEAR	AGE 16-18 YEARS OLD 2004, 2003, 2002

ALCOHOL

No Alcohol is permitted at any Mornington Peninsula Junior Football League Event without the sanctioning of The League Executive.

SMOKING

No Smoking is permitted at any MPJFL match day or training venue. This includes all official sanctioned MPJFL matches, all club training, and includes the entire venue.