

CLUB VOLUNTEER
HANDBOOK
JUNIOR AND YOUTH



2024

BROTHERS BULLDOGS AFL

DISCLAIMER

The following resource exists as a practical tool to help volunteers to understand the tasks and responsibilities of their position and provide an indication of where their role fits within the bigger picture of our club. It is anticipated that this document will therefore support club operations, resource management, and information workflow.

For all positions it is important to remember that:

- Our players are kids
- Our season and match day officials are volunteers
- Our umpires are human
- We do not play in the big league

The information provided in this document is for Brothers Bulldogs general information purposes only. All information is provided in good faith and is checked for reliability and accuracy in conjunction with the AFL policies and procedures listed below.

Laws of the Game

- Laws of Australian Football: <https://www.aflq.com.au/wp-content/uploads/2023/03/2023-Laws-of-the-Game-Booklet.pdf>

Community Football Policies and Resources

- AFLQ Community Competitions Rules and Procedures: <https://www.aflq.com.au/wp-content/uploads/2023/04/2023-AFL-Queensland-Community-Rules-Procedures.pdf>
- National Community Football Policy Handbook: <https://www.play.afl/globalassets/assets/clubhelp/pdf-excel-doc/national-community-football-policy-handbook-mar2023.pdf>
- The Management of Sport-Related Concussion in Australian Football: <https://www.play.afl/clubhelp/policies/concussion-management/>
- Club job descriptions: <https://www.play.afl/clubhelp/recruitment-and-recognition/club-job-descriptions/>

Codes of Conduct

- Administration – Officials Code of Conduct: <https://www.aflq.com.au/wp-content/uploads/2019/03/Administration-Officials-Code-of-Conduct.pdf>
- Coaches Code of Conduct: <https://www.aflq.com.au/wp-content/uploads/2019/03/Coaches-Code-of-Conduct.pdf>
- Parents – Guardian and Spectators Codes of Conduct: <https://www.aflq.com.au/wp-content/uploads/2019/03/Parents-Guardian-Spectators-Codes-of-Conduct.pdf>
- Players Code of Conduct: <https://www.aflq.com.au/wp-content/uploads/2019/03/Players-Code-of-Conduct.pdf>
- Umpires Code of Conduct: <https://www.aflq.com.au/wp-content/uploads/2019/03/Umpires-Code-of-Conduct.pdf>

Created: August 2023 (Sasha Job)

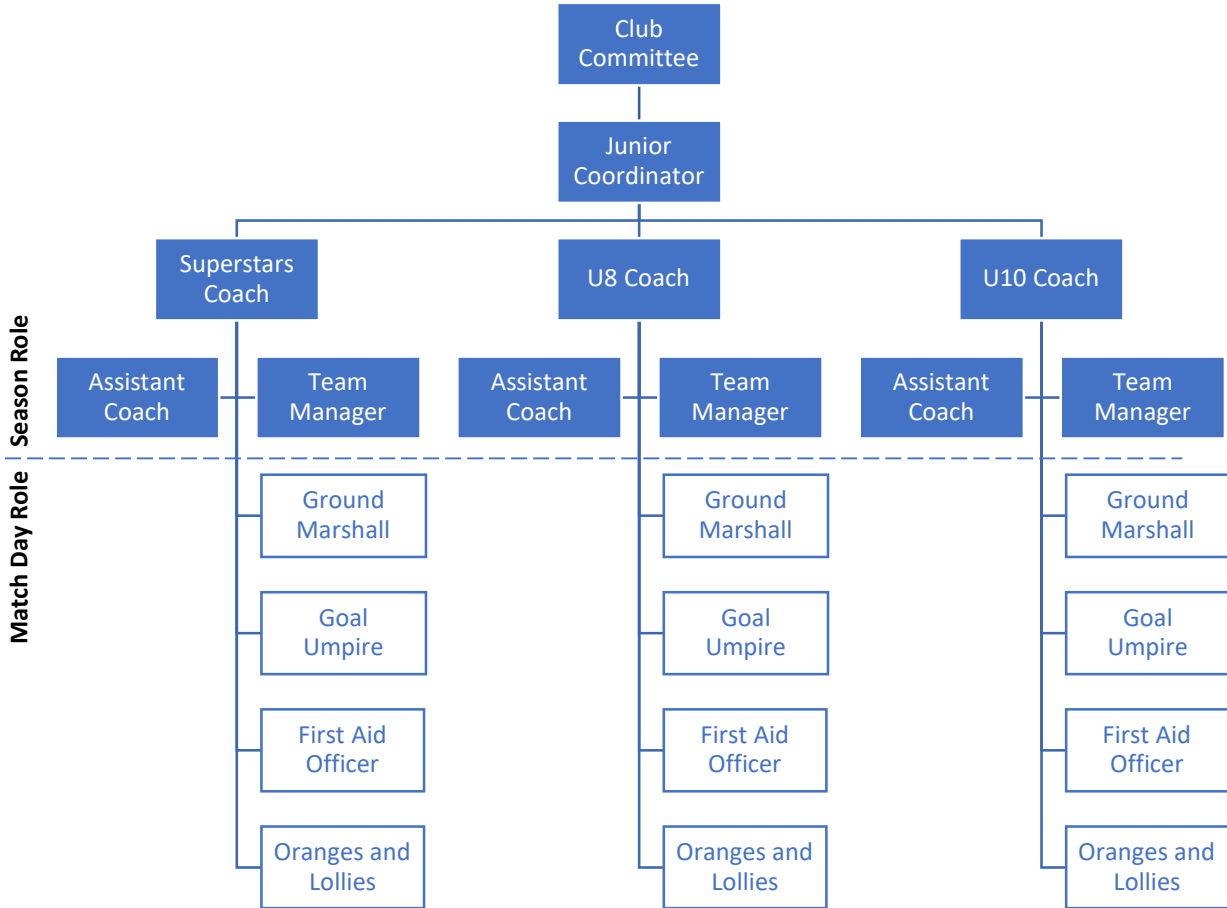
Last updated: January 2024 (Sasha Job)

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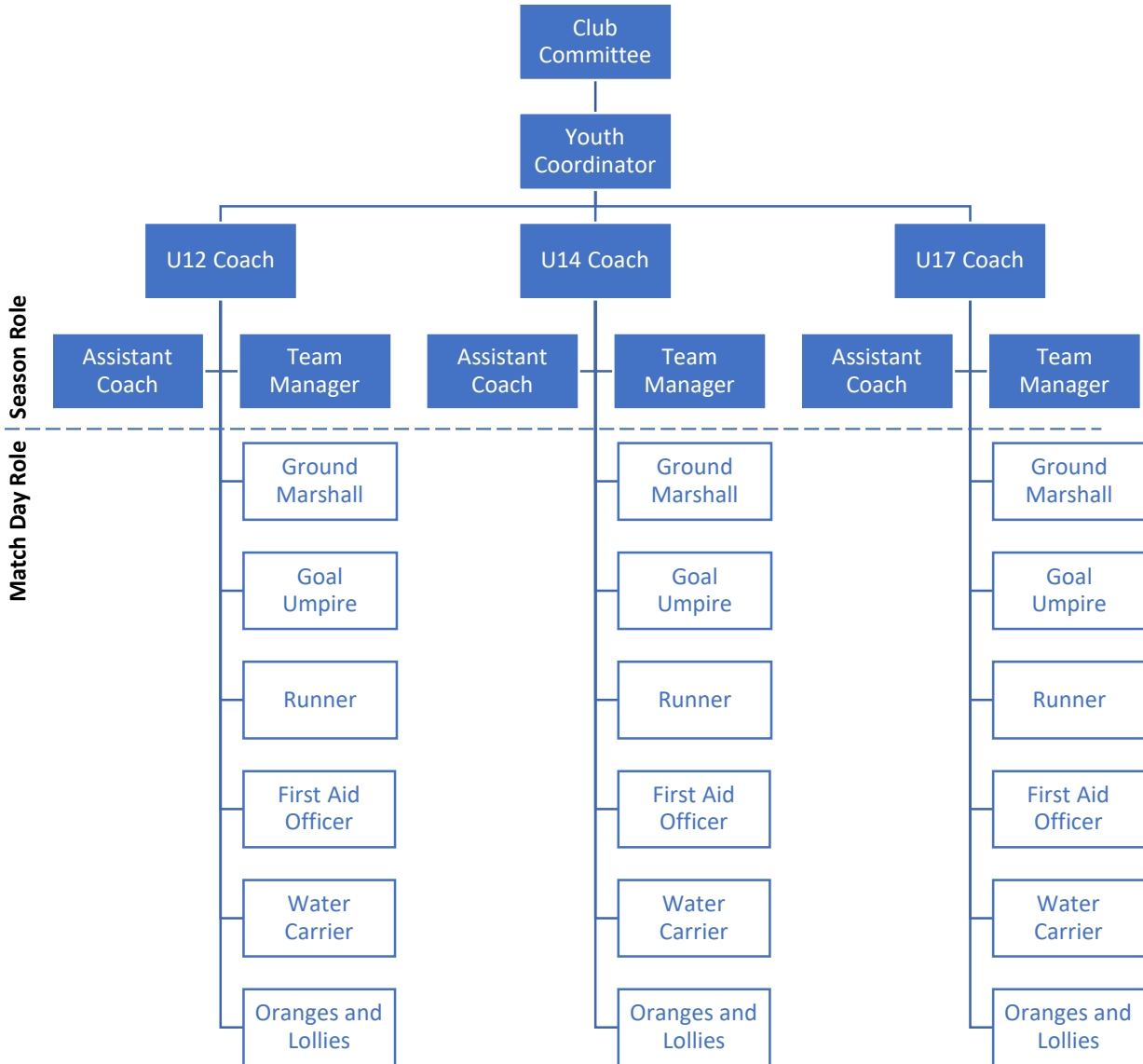
JUNIOR MANAGEMENT CHAIN

U8 and U10



YOUTH MANAGEMENT CHAIN

U12, U14, and U17



VOLUNTEER POSITIONS

Volunteers are the lifeblood of our club and the backbone of community football. It is a requirement for all Bulldogs members (or their families) to volunteer in some capacity, to ensure that everyone enjoys football. Our committee will provide all volunteers with the direct support and resources required and acknowledge their contributions. There are two levels of volunteer positions as described below.

SEASON VOLUNTEERS

Season volunteers are considered leaders of our club and have a formally registered weekly commitment for the duration of the season. Season volunteers have a key role in creating a safe, supportive, inclusive, and fun environment to foster football skill development.

- Junior coordinator
- Youth coordinator
- Coach
- Assistant coach
- Team manager

MATCH DAY VOLUNTEERS

Match days can often be long and busy days spent at the local oval, however, the experience provided on these days, will directly impact whether people remain players, members, volunteers, and supporters of the club. Match day volunteers are required to perform each required volunteer role at a one-off event as a minimum, though may indicate a preference for consistent volunteering for a specific position.

- Ground marshall
- Goal umpire
- Runner
- First aider
- Water carrier
- Oranges and lollies

VOLUNTEER RECOGNITION

Our volunteers are not paid – not because they are worthless, but because they are priceless. Even though most volunteers don't do it for the recognition, we understand the power of a "thank-you". Recognising the efforts of our volunteers plays an important part in volunteer retention.

- Direct benefits: season volunteers receive a \$25 discount on club fees, or a club voucher to the equivalent value in the case where club fees are not applicable
- Volunteer of the week: awarded weekly to celebrate a volunteer in the Wide Bay region
- AFL volunteer certificate: awarded at the end of each season for Bulldogs volunteers who have held a season role or consistently volunteered for match day roles.
- AFLQ merit awards: <https://www.aflq.com.au/afl-merit-awards/>
- AFL national volunteer awards: <https://www.play.afl/clubhelp/recruitment-and-recognition/afl-national-volunteer-awards/>

VOLUNTEER SPIRIT

It is incumbent on every volunteer and participant, irrespective of their place in the game, to ensure that football in our region is delivered to the community with our club values and the spirit of the game in mind.

The Bulldogs Way

Brothers Bulldogs Australian Football Club has a rich and storied history in our local community in which its members take great pride in acknowledging. Pride, Excellence, and Teamwork (PET) are at the foundation of our football club and are the core values that we teach and live by. We expect all club members to respect and exhibit our PET values and adhere to our code of conduct.

Spirit of the Game

1. Not focus on winning at all costs and understand that the role of Footy4Fun is to foster the development of players, volunteers, umpires, coaches, and officials. Learning to win and lose is part of the developmental journey of a participant but must remain secondary to the primary focus of player development.
 2. Maximise the enjoyment and development of Footy4Fun participants.
 3. Provide our children with a match environment that is safe, fun, and fair.
 4. Ensure that the values which add to the spirit of our game, which include fairness, equality, respect, and teamwork are encouraged and celebrated.
 5. Uphold, promote, and protect the Rules, Laws, Codes, Policies and Spirit of the game.
 6. Not accept poor behaviours around our game and deter practices that undermine our match environments (coaching, playing, volunteering, spectating, and umpiring).
 7. Adhere to any directive issued by the games controlling bodies in the best interests of achieving the above. h) Coaches should adopt an athlete centred coaching philosophy.
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JUNIOR COORDINATOR

Purpose: to develop and implement junior football programs that facilitate player and volunteer development, enjoyment, retention, and recruitment whilst enhancing our club culture

Applies to: junior (Footy4Fun)

Reports to: club committee and competition manager

Requirements:

- Up to two individuals may perform this role
- Must be 18 years of age or older
- Must hold a current “Working with Children Check”
- Desirable to have current accredited first aid certificate
- Abide by AFL Administrator and Volunteer Code of Conduct
- Must be able to attend at least 75% of matches and training sessions for allocated teams
- Must wear a club shirt
- Must wear enclosed footwear

Season duties and responsibilities:

- Ensure that all AFL participants are aware of the Bulldogs Way and Spirit of the Game
- Organise training and match day events
- Assist the club committee and other volunteers with tasks that complement the underlying philosophy and objectives of the club and serve to get the best out of our officials
- Develop, maintain, and implement a cohesive football program across allocated age groups
- Ensure continued development, promotion, and advancement of allocated age groups
- Maximise opportunities for young people to play football and be involved in the game to the maximum of their potential and enjoyment
- Serve as a sub-committee member:
 - Develop age specific recruitment and retention strategies to secure maximum participation of players and volunteers (e.g., sign-on day, family and friend referral incentives, award and recognition programs)
 - Ensure that football development programs are conducted to maximise number of people participating in and supporting football
- Volunteer screening of all junior officials (e.g., blue cards, qualifications)
 - All officials must be submitted on the AFLQ Working with Children Registry
- Review and update volunteer position descriptions at the end of the season to ensure they continue to reflect the requirements of the role
- Coordinate team nominations for season and ad-hoc events (e.g., gala day) in conjunction with club committee, youth coordinator, coaches, and managers
- Complete applications for age dispensation in conjunction with coaches as required
- Liaise with club committee, coaches, and managers to order uniforms that ensure dignity for all players and that teams nominated by our club in the same competition and age group and uniquely identifiable (e.g., reverse jersey, red socks)
- Ensure all players and volunteers adhere to apparel requirements
- Allocate guernseys ensuring all teams an appropriately sized and uniquely numbered set
- Engage in discussions regarding match postponement, cancellation, and rescheduling

- Organise team photos in conjunction with team coaches and managers (photography, team photo design, printing, distribution)
- Organise club player awards in conjunction with coaches and managers

Weekly Awards

One player per team who demonstrates PET values

Season Awards

All players receive a participation trophy

Individual awards awarded to three players per team – one for each PET value

Match day duties and responsibilities:

- Allocate umpires in conjunction with club committee
 - Umpires must be a minimum of two years older than the maximum age of the age group being umpired (12+ years recommended as minimum age)
- Ensure home club has allocated a first aid officer (and appropriate equipment and stretcher)
- Complete match day checklist before the first match of the day
- For home matches, ensure compliance with home club match day requirements

Home Club Match Day Requirements

Mandatory personnel:

- Ground marshall
- First aid officer including appropriate equipment and a stretcher

Facilities and equipment:

- Ground and playing surfaces marked as per competition requirements
- Playing surface is free of debris and hazards
- Permanent goal posts and obstacles in around the playing surface have protective pads
- Correct match footballs distributed to field umpires
- Provide, monitor, and maintain an alcohol and smoke free environment

Time commitment: ~6-8 hours per week or as required

Further information:

- Footy4Fun resources: <https://www.aflq.com.au/footy4fun/>
- Match day checklist guidelines: https://sport.marshadvantage.com.au/afl/documents/Match_Day_Checklist.pdf?202011232004
- Matchday checklist online form: <https://info-pacific.marsh.com/acton/media/44357/afl-matchday-checklist-marsh>
- Team photo tips: <https://www.creativelive.com/blog/sports-teams-photography-tips/>

YOUTH COORDINATOR

Purpose: to develop and implement youth football programs that facilitate player and volunteer development, enjoyment, retention, and recruitment whilst enhancing our club culture

Applies to: youth

Reports to: club committee and competition manager

Requirements:

- Up to two individuals may perform this role
- Must be 18 years of age or older
- Must hold a current “Working with Children Check”
- Desirable to have current accredited first aid certificate
- Abide by AFL Administrator and Volunteer Code of Conduct
- Must be able to attend at least 75% of matches and training sessions for allocated teams
- Must wear a club shirt
- Must wear enclosed footwear

Season duties and responsibilities:

- Ensure that all AFL participants are aware of the Bulldogs Way and Spirit of the Game
- Organise training and match day events
- Assist the club committee and other volunteers with tasks that complement the underlying philosophy and objectives of the club and serve to get the best out of our officials
- Develop, maintain, and implement a cohesive football program across allocated age groups
- Ensure continued development, promotion, and advancement of allocated age groups
- Maximise opportunities for young people to play football and be involved in the game to the maximum of their potential and enjoyment
- Serve as a sub-committee member:
 - Develop age specific recruitment and retention strategies to secure maximum participation of players and volunteers (e.g., sign-on day, family and friend referral incentives, award and recognition programs)
 - Ensure that football development programs are conducted to maximise number of people participating in and supporting football
- Volunteer screening of all youth officials (e.g., blue cards, qualifications)
 - All officials must be submitted on the AFLQ Working with Children Registry
- Review and update volunteer position descriptions at the end of the season to ensure they continue to reflect the requirements of the role
- Coordinate team nominations for season and ad-hoc events (e.g., gala day) in conjunction with club committee, junior coordinator, coaches, and managers
- Complete applications for age dispensation in conjunction with coaches as required
- Implement intra-club grading procedures (e.g., training, practice matches) to ensure all teams nominated by our club in the same competition and age group are graded equally
 - Submit restricted player lists as required
- Liaise with club committee, coaches, and managers to order uniforms that ensure dignity for all players and that teams nominated by our club in the same competition and age group and uniquely identifiable (e.g., reverse jersey, red socks)

- Ensure all players and volunteers adhere to apparel requirements
- Allocate guernseys ensuring all teams an appropriately sized and uniquely numbered set
- Engage in discussions regarding match postponement, cancellation, and rescheduling
- Set-up and oversee club best and fairest voting process
- Organise team photos in conjunction with team coaches and managers (photography, team photo design, printing, distribution)
- Organise club player awards in conjunction with coaches and managers

Weekly Awards

Three players per team who demonstrate PET values

Season Awards

Individual awards awarded to seven players per team – best and fairest, best and fairest runner-up, most consistent, coaches award, rising star, the Bulldogs way award, player’s player

Match day duties and responsibilities:

- Allocate umpires in conjunction with club committee
 - Competition umpires are appointed by AFLQ
 - If competition umpires are not appointed, the match will proceed with a club umpire from each of the competing teams
 - Umpires must be a minimum of two years older than the maximum age of the age group being umpired (12+ years recommended as minimum age)
- Ensure home club has allocated a first aid officer (and appropriate equipment and stretcher)
- Complete match day checklist before the first match of the day
- Ensure adherence to 10 goal rule (youth only)
- For home matches, ensure compliance with home club match day requirements

Home Club Match Day Requirements

Mandatory personnel:

- Ground marshall
- First aid officer including appropriate equipment and a stretcher
- Scoreboard attendant (youth only)

Facilities and equipment:

- Ground and playing surfaces marked as per competition requirements
- Playing surface is free of debris and hazards
- Permanent goal posts and obstacles in around the playing surface have protective pads
- Correct match footballs distributed to field umpires
- Provide, monitor, and maintain an alcohol and smoke free environment

Time commitment: ~6-8 hours per week or as required

Further information:

- Match day checklist guidelines: https://sport.marshadvantage.com.au/afl/documents/Match_Day_Checklist.pdf?202011232004
- Matchday checklist online form: <https://info-pacific.marsh.com/acton/media/44357/afl-matchday-checklist-marsh>
- Team photo tips: <https://www.creativelive.com/blog/sports-teams-photography-tips/>

COACH AND ASSISTANT COACH

Purpose: to facilitate player development, enjoyment, retention, and recruitment whilst enhancing our club culture

Applies to: junior (Footy4Fun) and youth

Reports to: junior coordinator (junior coach) and youth coordinator (youth coach)

Requirements:

- Role is required for each team
- Up to two individuals may perform this role
 - One individual must perform the coach role
 - One additional individual is permitted to perform the assistant coach role
- No specific age requirements, though must be able to follow directions from club committee and perform duties and responsibilities as outlined below
- Must hold an appropriate minimum qualification:
 - Junior: AFL Foundation Coach – Junior
 - Youth: AFL Foundation Coach – Youth
- Must be able to provide proof of accreditation (as above) if requested to do so by umpires or ground marshall
- Must hold a current “Working with Children Check”
- Desirable to have a current accredited first aid certificate
- Abide by AFL Coaches Code of Conduct
- Must be able to attend at least 75% of matches and training sessions for allocated team
- Comply with national junior coaching curriculum as age appropriate (7-12 years only)
- Must have basic knowledge and/or be willing to follow direction from qualified personnel about conducting safe practices, injury prevention, and the rehabilitation of injured players
- Must wear a fluorescent pink coach bib and club shirt
- Must wear enclosed footwear
- Must be listed on the official team sheet
- Must be provided with a coach kit that includes team equipment and carry bag and a coaching whiteboard (e.g, coachAFL or CoachSmart)

Season duties and responsibilities:

- Foster a sense of belonging and influence others to maintain a positive team environment
- Actively seek to upgrade your knowledge of the game and coaching process (e.g., find a mentor, pursue learning material, reflection)
- Organise training and match day events
- Assist the club committee and other volunteers with tasks that complement the underlying philosophy and objectives of the club and serve to get the best out of our officials
- Develop a coaching philosophy to positively influence player experience and development, the quality of our club and team environment, aspects of a player’s life, and the longevity of player’s football career
- Develop your own set of team rules or guidelines (unchanging) that aligns with our Bulldogs’ way (Pride, Excellence, Teamwork) and the AFL code of conduct
- Establish a game plan in consideration of your coaching philosophy and team characteristics

- Develop team tactics (changes to game plan) that vary from week-to-week depending on factors such as the opposition, ground size and condition, weather, and players available
- Set the vision, goals, and values of the team whilst developing leaders within the team
- Junior coaches select a team captain in alignment with coaching philosophy and team values prior to each game
- Youth coaches select and announce team captain, vice-captain, and leadership group in alignment with coaching philosophy and team values prior to season commencement
- Build relationships with players (and their guardians) based on mutual trust and respect and use this as the basis to guide learning
- Provide clear instructions and feedback (verbally and visually) and listen actively and effectively to the playing group to ensure football skills and team tactics are improved
- Implement structured training sessions aimed at facilitating individual player development and reinforcing the team game plan and tactics
- Observe, analyse, and provide feedback for players during the game
- Recommend player mouthguards for all matches and contact training sessions
- Organise team player awards (certificates, prizes, trophies) in conjunction with junior/youth coordinator and team manager

Weekly Awards

Junior: one player per team who demonstrates PET values

Youth: three players per team who demonstrate PET values

Season Awards

Junior: all players receive a participation trophy + individual awards awarded to three players – one for each PET value

Youth: individual awards awarded to seven players – best and fairest, best and fairest runner-up, most consistent, coaches award, rising star, the Bulldogs way award, player's player

Match day duties and responsibilities:

- Abide by the decision of the officially appointed first aider (e.g., a player needing first aid must not continue playing)
- Superstars and U8 coaches are permitted to remain on the playing surface (one coach/assistant coach only at any one time)
- U12 and youth coaches must remain in the designated coaching box
 - Permitted on playing surface only during authorised match breaks
- Must not approach an umpire before, during, or after a game to question or chastise them on their umpiring performance
- Manage interchange bench to ensure that every player plays a minimum of 50-75% of game time (excluding injured players)
 - Consider delegating timing of player rotations to a volunteer permitted in the coaching box (e.g., team manager, first aider)
 - Ensure all players enter the playing surface via the designated interchange area
- Feedback about umpires may be provided to the competition manager

Time commitment: ~6-8 hours per week or as required

Further information:

- AFL coach resources: <https://www.play.afl/coach>
- Coach AFL learning framework:
<https://player.vimeo.com/video/804934433?title=0&byline=0&portrait=0&muted=1&loop=1&autoplay=0>
- Junior coaching guidebook:
https://www.play.afl/globalassets/blocks/pdfs/junior_coaching_guidebook_fa.pdf
- Junior coaching curriculum (7-8 years):
https://www.play.afl/globalassets/blocks/pdfs/level_4_junior_coaching_manual_fa.pdf
- Junior coaching curriculum (9-10 years):
https://www.play.afl/globalassets/blocks/pdfs/level_5_junior_coaching_manual_fa.pdf
- Junior coaching curriculum (11-12 years):
https://www.play.afl/globalassets/blocks/pdfs/level_6_junior_coaching_manual_fa.pdf

TEAM MANAGER

Purpose: ensure there is successful management of the team and player welfare whilst ensuring all off-field football matters are dealt with efficiently and effectively and enhancing our club culture

Applies to: junior (Footy4Fun) and youth

Reports to: junior coordinator (junior coach) and youth coordinator (youth coach)

Requirements:

- Role is required for each team
- One individual may perform the role
- No specific age requirements, though must be able to follow directions from club committee and perform duties and responsibilities as outlined below
- Must hold a current “Working with Children Check”
- Desirable to have a current accredited first aid certificate
- Abide by AFL Administrator and Volunteer Code of Conduct
- Must be able to attend at least 75% of matches and training sessions for allocated team
- Must have knowledge of the competition rules/regulations and selection procedures
- Must wear a fluorescent pink manager bib and club shirt or hat
- Must wear enclosed footwear
- Must be listed on the official team sheet
- Must be provided with a managers kit that includes team guernseys, first aid kit, volunteer bibs and hats, drink bottles, game score cards with clipboard and pen, 3-2-1 vote cards, and awards
 - Consider creating a team binder than includes numbered tab dividers for each round, the season draw, a summary of player contact details, score and vote cards, individual player awards and any other administrative paperwork required

Season duties and responsibilities:

- Foster a sense of belonging and influence others to maintain a positive team environment
- Ensure coach and players are provided with enough equipment to ensure efficient operation of the team (e.g., season draw, balls, training equipment)
- Distribute and collect completed player profiles and signed player expectation agreements
- Ensure all team players are registered with the club/league or have appropriate clearances/permits in place
- Organise training and match day events
- Assist the club committee and other volunteers with tasks that complement the underlying philosophy and objectives of the club and serve to get the best out of our officials
- Use TeamReach as central place for all team communication including sending messages, creating schedules, providing instant updates, managing player availability, sharing photos and flyers, and getting team input through flash polls
- Build relationships with players (and their guardians) based on mutual trust and respect
- Provide clear instructions and feedback (verbally and visually) and listen actively and effectively to the playing group to ensure administrative tasks are completed
- Review and update position descriptions at the end of the season to ensure they continue to reflect the requirements of the role

- Organise team player awards (certificates, prizes, trophies) in conjunction with junior/youth coordinator and team manager
- Organise monetary collection for and purchasing of coach gift at end of season

Weekly Awards

Junior: one player per team who demonstrates PET values

Youth: three players per team who demonstrate PET values

Season Awards

Junior: all players receive a participation trophy + individual awards awarded to three players – one for each PET value

Youth: individual awards awarded to seven players – best and fairest, best and fairest runner-up, most consistent, coaches award, rising star, the Bulldogs way award, player's player

Match day duties and responsibilities:

- Remain in the designated coaching box
 - Permitted on playing surface only if required to manage a player who has been ordered off or during authorised match breaks
- Ensure match day volunteers adhere to role requirements
- Ensure only permitted volunteers are in the coaching box (coach, assistant coach, manager, runner, first aider, players on interchange bench)
- Must not approach an umpire before, during, or after a game to question or chastise them on their umpiring performance
- Feedback about umpires may be provided to the competition manager
- Complete match day administrative responsibilities

Pre-match

- Create TeamReach event (date, time, location, who is available) at earliest opportunity
- Allocate match day volunteers as required
- Facilitate contact between coach and opposing team coach to determine player numbers and recruit additional players and/or equalise player numbers as required
- Select team line-up (including guernsey numbers) and allocate volunteers in PlayHQ
- Download, print, and distribute PlayHQ team sheets x2-4
 - x1 scoring (youth only), opposition team, umpire, timekeeper (youth only))
- Allocate guernseys as required ensuring all players have a unique number
- Distribute score card with clipboard and pen to goal umpire (youth only)
- Ensure first aid officer (with first aid kit) and stretcher is in place
- Distribute 3-2-1 voting cards as agreed with coach (youth only)

During match

- Record score on team sheet – period scores, player statistics (youth only)
- Manage interchange bench to ensure that every player plays a minimum of 50-75% of game time (excluding injured players) as delegated by coach
- Maintain player equalisation
 - Manage the rotation of any players being loaned to the opposing team
 - If an injury occurs during the match, the opposing team must equalise numbers
 - In the case of a yellow/red card, player equalisation is not required to occur
- Deliver oranges and lollies to players at half time

Post-match

- Move to centre of ground to get all clear from umpire and sight both score cards as required (youth only)
- Facilitate discussion with coach to determine best players (6) (youth only)
- Collect 3-2-1 voting cards (youth only)
- Distribute individual player awards as agreed with coach
- Edit team line-up as required and add match results, period scores, best players, player statistics, and club best and fairest votes in PlayHQ (youth only)

Time commitment: ~6-8 hours per week or as required

Further information:

- AFLQ training and education video:
https://www.youtube.com/watch?v=FR_6iNMwoNQ&list=PLgN2-tzwLLrr9nb7Kcuk2BhttTAMzUP1&index=4
- TeamReach: <https://www.teamreach.com/>
- PlayHQ: <https://www.playhq.com/afl>
- PlayHQ community team manager user guide:
<https://resources.afl.com.au/afl/document/2022/02/03/0529411c-53ca-40a9-9f6c-c95ddf55c408/PLAYHQ-COMMUNITY-TEAM-MANAGER-USERSGUIDE-V1.pdf>

GROUND MARSHALL

Purpose to ensure all home match day operations are conducted smoothly throughout the season

Applies to: junior (Footy4Fun) and youth

Reports to: Coach, assistant coach, and team manager

Requirements:

- Role is required for every home game
- One individual (for home games) may perform this role
- Must be 18 years of age or older
- Abide by AFL Administrator and Volunteer Code of Conduct
- Must wear a fluorescent green ground marshall bib
- Must wear enclosed footwear

Duties and responsibilities:

- Oversee match day code of conduct and report any breaches to AFLQ via the competition manager by completing an incident report form
- Monitor behaviour of crowd and those in coaching boxes
- Ensure match commences at designated time, in consultation with umpires
- Ensure home club has allocated a first aid officer (and appropriate equipment and stretcher)
- Be the contact point for information for visiting teams and umpires.
- Reflect positive aspects of code of conduct and provide a proactive service for all participants
- Conduct self in a firm and polite manner
- Avoid being over officious when speaking to people regarding a breach of conduct
- Introduce yourself to umpires at least 15 minutes prior to the game
- Ensure first aid officer has been allocated at least 15 minutes prior to the game
- Act as umpire escort (match start, half-time, and match end) if requested
- Remain outside the playing surface to patrol crowd behaviour unless attending to incident
- If first aid is required, assist as directed and coordinate emergency services as needed
- If a red card is issued on the field, escort player from the vicinity for remainder of the game
- Escort any red carded players with their team manager to umpire room within 10 minutes of game completion and oversee the red card procedure

Time commitment: ~2 hours (arrive at least 30 minutes prior to game commencement, and remain on duty until the game and any post-match tasks are completed)

Further information:

- AFLQ resources: <https://www.aflq.com.au/ground-marshall-resources/>
- AFLQ education and training video: <https://youtu.be/d4G2QpeCnUc>
- AFLQ incident report form:
<https://www.cognitofrms.com/AFLQueensland/AFLQueenslandJuniorsGroundMarshallIncidentForm>

GOAL UMPIRE

Purpose: to judge whether a goal or behind has been scored, signal the score that has been made, and for youth only, record the score

Applies to: junior (Footy4Fun) and youth

Reports to: team manager

Requirements:

- Role is required for each team
- One individual may perform this role
- No specific age requirements, though must be able to follow directions from team manager and perform duties and responsibilities as outlined below
- Abide by AFL Administrator and Volunteer Code of Conduct
- Must wear a light blue goal umpire bib
- Must wear enclosed footwear
- Must be provided with a score card and flags
- Must be listed on the official team sheet

Duties and responsibilities:

- Remain in position whilst each quarter is in progress
- Signal each score after the field umpire has signalled all clear

Goal

Scored when the football is kicked completely over the goal line by a player of the attacking team without being touched by any other player, even if the football first touches the ground



Behind

Scored when any of the following occurs:

- The football passes completely over the behind line
- The football passes over the goal post or touches the padding or any other attachment to the goal post
- A player of the attacking team kicks the football over the goal line but before completely passing over the goal line, the football is touched by another player
- A player from the attacking team handballs, knocks, or otherwise takes the football over the goal line, other than kicking the ball
- A player from the defending team kicks, handballs, knocks, or otherwise takes the football over the goal line
- If a defending player plays on from behind the goal line or behind line and subsequently changes direction before entering the playing surface



- Ensure only the one allocated goal umpire is behind the goal area throughout the match
- Do not loiter on the ground
- Do not deliver messages to players, barrack, provide instruction, or coach
- Do not interfere with any players or officials throughout the game
- Do not enter the coaching box



For youth games only:

- After signalling a score, record it on the official score card
- Confer with the other team’s goal umpire at the beginning of quarter-time, half-time, three-quarter time, and full time and wave the flags to the scoreboard attendant to confirm the score with the score board
- Hand official score card to officiating (field) umpire)
- If a discrepancy occurs, refer the matter to the Competition Manager

RESULT OF MATCH				
Grade _____			Date _____	
	CLUB		CLUB	
	GOALS	BEHINDS	GOALS	BEHINDS
1 st Qtr	/	/	/	/
2 nd Qtr	/	/	/	/
3 rd Qtr	/	/	/	/
4 th Qtr	/	/	/	/
TOTAL				

GOAL UMPIRE SIGNATURE

GOAL UMPIRE SIGNATURE

 *To be completed and signed by each goal umpire. Place with match day paperwork.* 

Time commitment: ~2 hours (arrive at least 30 minutes prior to game commencement)

Further information:

- AFLQ education and training video: <https://youtu.be/tKaoJucTbH8?list=PLgN2-tzwILrr9nb7Kcuk2BhttTAMzUP1>
- AFLQ goal cards: <https://www.aflq.com.au/wp-content/uploads/2020/11/Goal-Cards.pdf>
- AFLQ community goal umpire handbook: <https://www.aflq.com.au/wp-content/uploads/2023/05/2023-AFLQ-Goal-Umpire-Handbook.pdf>

RUNNER

Purpose: deliver messages from the coach to the players during the match

Applies to: youth

Reports to: coach

Requirements:

- Role is required for each team
- One individual may perform this role
- No specific age requirements, though must be able to follow directions from coach and perform duties and responsibilities as outlined below
- Abide by AFL Administrator and Volunteer Code of Conduct
- Must wear a fluorescent pink runner bib and club shirt or hat
- Must wear enclosed footwear
- Must be listed on the official team sheet

Duties and responsibilities:

- Deliver messages to players whilst each quarter is in progress
- Deliver messages as quickly as possible and then quickly return to the coaching box
- Deliver messages only from the coach
- Remain outside the playing surface unless delivering messages
- Do not loiter on the ground
- Do not deliver water to players

Time commitment: ~1.5 hours (arrive at least 10 minutes prior to game commencement)

Further information:

- AFLQ education and training video: <https://youtu.be/bend2Tp7gcY?list=PLgN2-tzwLLrr9nb7Kcuk2BhttTAMzUP1>

FIRST AID OFFICER

Purpose: to ensure adequate and timely medical support is in place during the match

Applies to: junior (Footy4Fun) and youth

Reports to: team manager

Requirements:

- Role is required for every home game (minimum) or each team (recommended)
- One individual may perform this role
- No specific age requirements, though must be able to follow directions from team manager and perform duties and responsibilities as outlined below
- Must hold an appropriate minimum qualification:
 - Current accredited first aid certificate (includes HLTAID003 Provides First Aid)
 - Qualified medical professional (doctor, paramedic, physiotherapist, osteopath, chiropractor, registered nurse, or firefighter with appropriate first aid competencies)
 - AFL approved emergency responses coordinator course
 - Level 1 or level 2 sports trainer

Appropriate Minimum Qualifications		
	Ages 5 – 12 years	Ages 13 – 17 years
Recommended	Sports Trainer (level 1 or 2) or qualified medical professional	Sports Trainer (level 1 or 2) or qualified medical professional
Minimum	Sports Trainer (level 1), qualified medical professional, emergency response coordinator, or first aider	Sports Trainer (level 1), qualified medical professional, emergency response coordinator, or first aider

- Abide by AFL Administrator and Volunteer Code of Conduct
- Be familiar with relevant medical, health, and safety related protocols as set out within the national handbook (e.g., injury management, concussion, protective equipment)
- Be familiar with concussion procedures and protocols as set out by AFLQ
- Must wear a red first aid/trainer bib
- Must wear enclosed footwear
- Must be provided with a first aid kit and have a stretcher accessible from the home club
- Must be listed on the official team sheet

Duties and responsibilities:

- Oversee match day first aid and report any incidents to AFLQ via the competition manager by completing an injury report form
 - Only official allowed to enter the playing surface for an injury
 - May signal team officials for assistance after initial assessment
- Complete emergency planning procedures
 - Ensure access to a telephone for calling an ambulance if required
 - Ensure venue access for emergency vehicles if required
 - Ensure access to appropriate and adequate first aid kit

- Be aware of any critical medical information and emergency management plans for team players and officials (e.g., asthma, anaphylactic allergy)
- Be the first point of contact to assess and manage injured participants
 - DRSABCD (danger, response, send for help, airway, breathing, CPR, defibrillation)
 - STOP (stop, talk, observe, prevent)
 - TOTAPS (talk, observe, touch, active movement, passive movement, skills)
 - Immediate management of severe injuries and medical emergencies
 - Transport injured participants as required (e.g., lifts, stretcher)
- On-field and off-field communication with umpires, officials, medical professionals, and parents/guardians as required
- Remain outside the playing surface unless providing medical support
- Do not deliver messages to players, barrack, provide instruction, or coach
- It is highly recommended that the HeadCheck app (free) be installed on your mobile phone
 - Evidence-based app developed by leading concussion experts from MCRI and the AFL. The app is a concussion management tool to help recognise concussion early and manage recovery

For sports trainers and appropriately qualified health professionals only:

- Concussion recognition and management
- Prevention and management of injury through provision of taping
 - Level 1: basic taping – ankle, thumb, finger
 - Level 2: advanced taping – ankle, thumb, finger, knee, shoulder, elbow, Achilles
- Sports massage (excluding Level 1 sports trainer)
- Wound management (excluding Level 1 sports trainer)
- Spinal injury management (excluding Level 1 sports trainer)

Time commitment: ~2 hours (please arrive at least 30 minutes prior to game commencement)

Further information:

- AFLQ education and training video: <https://www.youtube.com/watch?v=xKTsXijgIQ&list=PLgN2-tzwllrr9nb7Kcuk2BhttTAMzUP1&index=8>
- AFLQ injury report form: <https://www.aflq.com.au/wp-content/uploads/2021/03/Injury-Report-Form.pdf>
- AFL concussion management: <https://www.play.afl/clubhelp/policies/concussion-management/>
- National Community Football Policy Handbook: <https://www.play.afl/globalassets/assets/clubhelp/pdf-excel-doc/national-community-football-policy-handbook-mar2023.pdf>
- St John's Ambulance concussion fact sheet https://stjohn.org.au/assets/uploads/fact%20sheets/english/Fact%20sheets_concussion.pdf
- HeadCheck app: <https://www.headcheck.com.au/>

WATER CARRIER

Purpose: deliver water to players during the match

Applies to: youth

Reports to: team manager

Requirements:

- Role is required for each team
- Up to four individuals may perform this role
- No specific age requirements, though must be able to follow directions from team manager and perform duties and responsibilities as outlined below
- Abide by AFL Administrator and Volunteer Code of Conduct
- Must wear a white water carrier bib and club shirt or hat
- Must wear enclosed footwear
- Must be listed on the official team sheet

Duties and responsibilities:

- Deliver water to players whilst each quarter is in progress
- Deliver water as quickly as possible and then quickly return to the boundary
- Deliver water to players between quarters at the instruction of the team manager
- Keep water bottles full (match start, quarter time, half-time, three-quarter time)
- Remain outside the playing surface unless delivering water
- Only enter the playing surface when there is a shot for goal, a goal or behind is kicked, or when there is a break in play
- Do not loiter on the ground
- Do not deliver messages to players, barrack, provide instruction, or coach
- Do not interfere with any players or officials throughout the game
- Do not enter the coaching box
- Following the game, wash water bottles at home or club house by rinsing bottles by hand with warm water and soap (or use a dish washer)
 - Return washed bottles to the team manager at or prior to the next training session
 - If unable to wash in the required time frame, please delegate this task back to the team manager

Time commitment: ~2 hours (please arrive at least 30 minutes prior to game commencement)

Further information:

- AFLQ education and training video: <https://youtu.be/CZ4xb7epd5c?list=PLgN2-tzwlLrr9nb7Kcuk2BhhtTAMzUP1>
- How to clean a water bottle: <https://www.nike.com/au/a/how-to-clean-water-bottle>

ORANGES AND LOLLIES

Purpose: deliver oranges and lollies to players during half time

Applies to: junior (Footy4Fun) and youth

Reports to: team manager

Requirements:

- Role is required for each team
- Up to two individuals may perform this role
- No specific age requirements, though must be able to follow directions from team manager and perform duties and responsibilities as outlined below

Duties and responsibilities:

- Before the game, purchase oranges (allow for one orange per 2-3 players) and lollies (allow for one packet of lollies per 10 players)
- Before the game, prepare oranges by cutting them into 6-8 wedges and storing in an airtight container with an additional container or bag reserved for rubbish
- Deliver oranges and lollies to team manager at least 15 minutes prior to the game
 - Team manager will deliver oranges and lollies to players at half time
- Remain outside the playing surface
- Do not enter the coaching box
- Following the game, clean and dispose of any containers and unused oranges and lollies as required

Time commitment: ~15 minutes (please provide the team manager with the oranges and lollies at least 15 minutes prior to game commencement)

Further information:

- Sports Dieticians Australia half time snacks: <https://www.sportsdietitians.com.au/wp-content/uploads/2020/01/Half-time-snacks-for-active-kids.pdf>
- How to cut an orange: <https://www.youtube.com/watch?v=cuHgyIrYI>