

GROUND MANAGEMENT GUIDELINES FOR FRANK GRAY & MIKE PAWLEY OVALS 2018



MANLY BOMBERS J.A.F.C

Most Manly Bombers home games for the Under 9 through to Under 12 teams (and U15 youth girls) will be played on Frank Gray and Mike Pawley Oval. This Guide has been written to assist parents when they are appointed to Ground Management duties.

The Ground Managers table is set up over the concrete cricket wicket between the two marked ovals.

Everything that the Ground Manager requires to set up grounds on Frank Gray Reserve is stored either in the storage cage located in the store room at the Weldon Oval club rooms or in the council compound located between the Green council shed and the Futsal courts on the path from Weldon car park to the cricket nets.

Keys have been issued to certain club members who will open locks & doors for you.

There is also a set of keys in the Weldon Oval Ground managers File, which must be returned to the file **immediately** after use.

All pad locks must remain attached to the door / gate to which they belong.

The storage Cage is never to be left open and unattended.

There is also a key (W1) in the Frank Grey Ground managers file which will open the following:

- Gate to the track leading to Frank Gray Oval - for ambulance access and the coffee van
- Lock on the council compound gate - where the portable goal posts are stored.
- Public toilets – at Weldon & Frank Grey / Mike Pawley

Please ensure the key is in the file at the beginning and end of your shift.

The primary tasks of the Ground Manager is to:

- Collect paperwork
- Timekeeper
- Scorer
- Resolve disputes – rare, but reference to the By-laws resolves most disputes quickly.
- Ensure that players and spectators abide by the Code of Conduct – breaches are very rare, but if a person is sailing close to the wire, kindly provide them with a copy of the Code (see the Ground Management file)

IMPORTANT

- Ground Managers must don the Orange Ground Managers Jacket so they are easily identifiable.



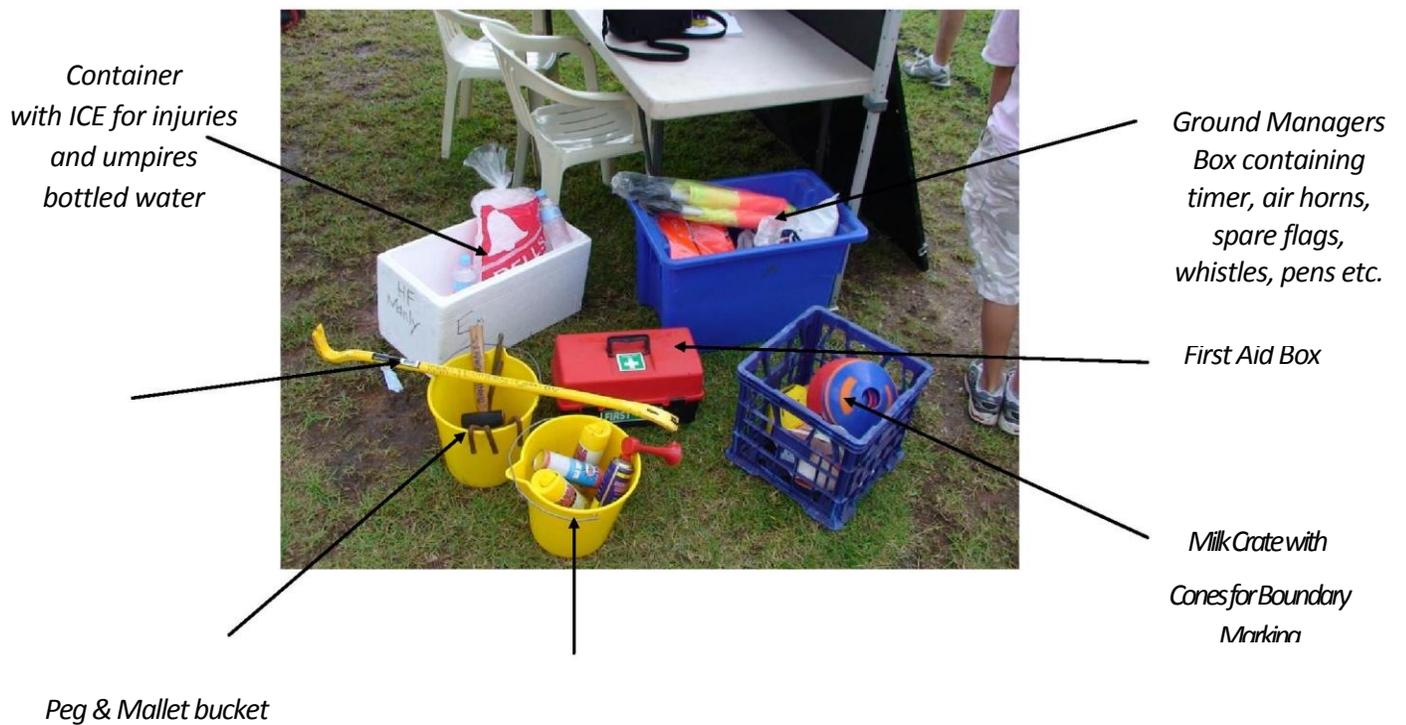
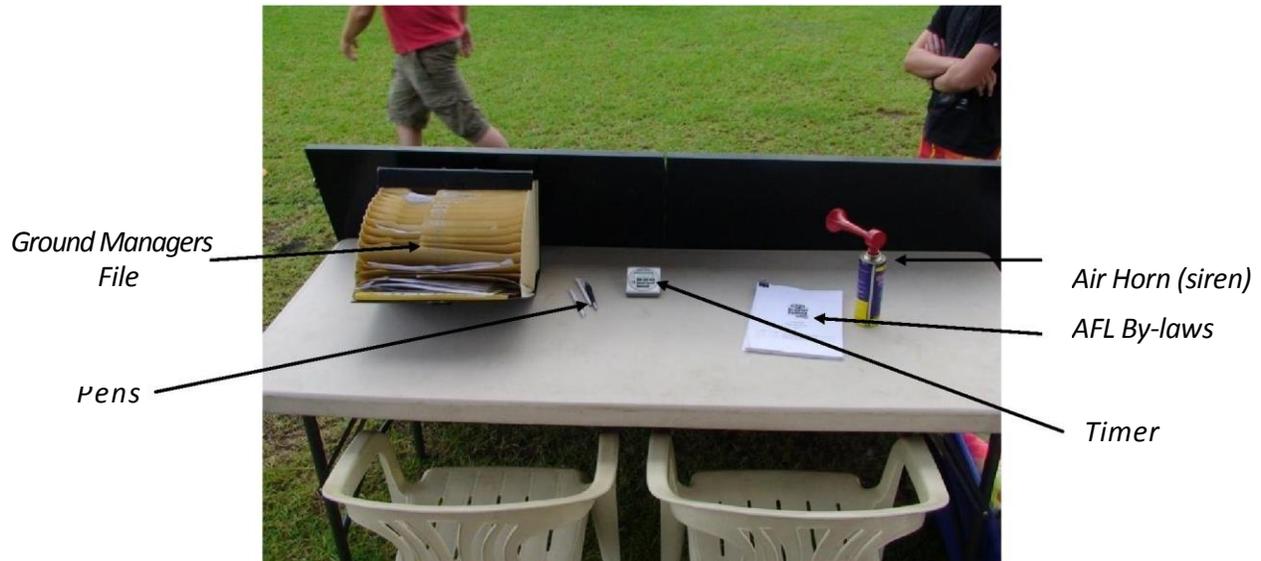
EQUIPMENT

The items that will need to be transferred from the Store room at Weldon Oval to Frank Gray Reserve are as follows:

- **Goal post padding** – These are located in the council compound
- **Peg & Mallet Bucket** – PEGS SECURE THE BENDIGO BANK AND MEDICAL TENT
- **Blue Ground Managers Box** – holds black Ground Management File for match day, paperwork, timer, first aid box, Ground Managers Orange Jacket, spare pens, air horn, spare flags, spare whistles etc.
- **Milk Crate** – holds cone markers to mark out the interchanges.
- **Table** – located in store room.
- **Two Chairs** – for ground manager
- **Portable Scoreboards** (for U11 / U12 / U15YG if they are playing)
- **Bendigo Bank Tent & Medical Tent**

GROUND MANAGERS TABLE

The ground managers table is set up as per the photographs below.





GROUND SET UP

Generally the two fields will be required to be used simultaneously.

Two Grounds for Under 9, 10, 11, 12 and 15 girls (130m x 80m) have been line marked, one each side of the concrete cricket wicket. The one to the East is called Frank Grey and the one to the West is called Mike Pawley.

Set up of the ground

- A field check to make sure the surface is safe to play on. Sign insurance check list before first game.
- Fill pot holes with soil from rear of scout hall, beyond Weldon club rooms.
- Set up the Ground Manager tent similar to the picture above.
- Goal posts need to have padding
- Interchange cones
- Set up score board for U11 / U12 / U15 YG games

Interchange areas

Placement of the interchange ground markings should be on one wing equal distance from the two (2) coaching groups. Use orange cones on each side of the interchange to stand out.

MATCH DURATION

When there are two or more games scheduled at once, game times are synchronized and we play to one siren. There may be occasions during the season where this is not the case eg: an Under 10 game playing at the same time as an U11 game. Alert umpires to this case. Use a cow bell for one field and the horn for the other.

Age Group	Quarter Duration	Break Times
Under 9, 10, 10YG	10 minutes	4 minutes
Under 11, 12, 12YG	13 minutes	4 minutes at $\frac{1}{4}$ time 5 minutes at $\frac{1}{2}$ time 4 minutes at $\frac{3}{4}$ time
Under 15YG	15 minutes	As above

IMPORTANT

- The timekeeper should sound the air horn 2 minutes before the start time (give two blasts), then again 1 minute before the start time.
- The umpire will hold up the ball to signal he / she is ready to start the game. The time keeper should sound the air horn and start the timer for the first quarter.
- At the end of the quarter the time keeper should sound the air horn to signal the end of the quarter. If the game started later than the scheduled start time, then the break times need to be adjusted so the game finishes on time.
- At the end of each quarter break (eg: if the break is for 4 minutes, the air horn sound be sounded at 3 minutes to give the umpire & teams a 1 minute warning.)
- Wait for the umpire to hold up the ball and then start the timer. Again if the start is late, you will need to adjust the break time again.
- There is NO TIME ON and NO INJURY TIME.
- MATCHES MUST FINISH ON TIME so if a game is running late, simply shorten the break times to make up time (remember to inform the Umpire and the Team managers of any such plans). As a last resort shorten the game time of the final quarter and finish the game at the scheduled time
- All people taking part in the game MUST be wearing the appropriate Bib's – Coach, Team Manager, Runner, Goal Umpire, Water Carrier & Boundary Umpire (if U13s or above)

MATCH DAY PAPERWORK

The following forms and paperwork are collected on match day and stored in the Ground Management Expanding File under each age group.

1. Game Day Team sheet (all grades)

- Completed by each Team Manager
- Due before the game can start
- Must be signed by both team managers and the field Umpires.

2. Scorecards (U11 and above)

- Goal umpires give their completed scorecard to the field umpire
- Field umpire signs and gives to Ground Manager
- Make sure that the scores match

3. Incident Report

- Completed by the umpire and optional.

Place all completed paperwork in the relevant team section in the Ground Management File. Other blank forms are also available in the File.

UMPIRES (By-Law 13)

A key responsibility of the Ground Manager is the management of the Umpires. Umpires have some very specific powers to deal with sideline behaviours which may, if enforced, will require the assistance of the Ground Manager.

A free kick or a 50 metre penalty may be awarded where a Player, Official or Spectator:

- Uses abusive, insulting, threatening or obscene language towards an Umpire;
- Behaves in an abusive, insulting, threatening or obscene manner towards an Umpire;
- Intentionally, recklessly or negligently engages in conduct which affects, interferes with or prevents an Umpire from performing his or her duties.

Where required, the Field Umpire may ask spectators to provide more space beyond the boundary and may refrain from recommencing the game until the request is complied with.

NO PERSON, except as listed below, shall approach or talk to an Umpire (Field, Boundary and Goal) during the quarter time, half time or three quarter time interval or when the Umpires are entering or leaving the field/ground.

5.10 The excepted persons referred to in Rule 5.9 are:

- AFL NSW/ACT staff
- Members of the Regional Committee acting in their capacity as a member of the Regional Committee
- Members of the Executive Group
- Ground Manager, including any designated assistants
- Parents of the Umpires
- Club Umpire Ambassador (Kelvin Millsom)
- Regional Umpire Coordinator

Ground Manager to ensure that Players, Officials and spectators comply
Any team address must be given outside the centre square.

Umpires must be offered water at breaks in play. Bottled Water is stored in the storage cage. You will need at least one bottle per umpire per game.

UMPIRE PAYMENTS

The Ground Managers file on Weldon Oval will contain an envelope for each umpire with cash and a food voucher so that payments to umpires can be made at the conclusion of each game. Please direct the Umpires to the WELDON OVAL Ground Manager.

ADDITIONAL RESPONSIBILITIES

Coaches can only communicate with umpires via the Ground Manager and you may be asked to relay questions between umpires and coaches. Umpires are told that they can ONLY communicate with the Ground Manager. These communications would take place at the next break in the game.

In the event of an incident involving an umpire and the umpire requests your assistance, YOU MUST assist the umpire and YOU MUST side with the umpire.

The Ground Manager must encourage and promote adherence to the AFL's Code of Conduct. Ground Managers have the power to evict people from the ground for severe breach of the Code.

PLAYER INJURY

- Seek the assistance of the first aid officer which is most likely the St Johns Ambulance team.
- A first aid kit is located in the Ground Managers Box.
- Ice is stored in the HOME change room, the canteen and St Johns will have some.
- A stretcher is located in the Home team Change Room.
- If the injury is serious, call an ambulance ph: 000 (the AFL insurance policy covers ambulance costs)
- The nearest medical centre is Warringah Mall Medical Centre Ph: 9938-6666

Where a possible serious injury occurs to a Player and the Umpire calls a halt to play, the game will not continue until qualified medical personnel have removed the Player from the field. If the game is abandoned and the playing time of the game played is greater than two (2) quarters, then the final scores will be taken as that at the scheduled finish time. If the playing time is less than two (2) quarters and if the Coaches cannot agree on final scores and a winner, the game will be postponed and rescheduled if possible.

There must be at least one person with the competencies in emergency management procedures and responses in attendance at any youth (Under 13 to 18) game.

POSSIBLE DISPUTES

A copy of the AFL By-laws is located in the Ground Management File:

10 Goal Rule (By-law 5.12)

When a team is in front at $\frac{1}{2}$ or $\frac{3}{4}$ time by 60 points, the Ground Manager must inform the umpires that the 10 goal rule applies and the score is removed from the scoreboard. Actual scores are still recorded by the Goal Umpires. It is the obligation of both Coaches to equalize the on

field competitive balance of the Match, firstly by adjusting Player numbers so the trailing Team has 2 extra Players on-field (referred to as “+2”). This is mandatory.

+2 is achieved by the trailing Team fielding extra Players from their bench or if there aren't any, the opposition Coach must either loan a Player or Players, or remove Players from the field. The result is the trailing Team MUST have 2 extra Players on-field at all times.

If required, additional measures are to be taken to achieve on field balance, including Team position experimentation, Player rotations, Player sharing or moving to +3. The Coaches must cooperate to achieve this aim.

Send Offs (By-Law 15.1): Yellow, Red and Blue Cards

(A) A Yellow card will result in the Player concerned remaining off the field for a period of time equivalent to one quarter excluding breaks between quarters. For example, a Player sent off five (5) minutes before halftime in an Under 13 Match would be permitted to resume playing ten (10) minutes after the third quarter commenced. In this instance, the Umpire will hold up a Yellow card.

(B) A Blue Card will be held up by the Umpire as a Calm down. Any send-off (Blue Card) will result in the Player concerned remaining off the field for ten (10) minutes, excluding breaks between quarters. For example, a Player sent off five (5) minutes before half time in an Under 13 Match would be permitted to resume playing five (5) minutes after the third quarter commenced. Where a Player offends for a second time and would otherwise have been given a Blue Card, they shall be given a Yellow Card and the By-Laws for a Yellow Card apply.

(C) A Player or Official who breaches any of the Laws twice in the same Match for separate incidents, or where there is a serious breach (such as those listed, but not limited to, that in By-Law 15.1 (D)), shall be ordered from the field for the remainder of the Match. In this instance, the Umpire will hold up **a Red Card**. A Player sent from the field with a red card must leave the field completely and cannot sit with the interchange Players or the Coaches. The Umpire will recommence the Match once the Player has left the playing field.

Player Numbers (By-law 9.4)

The following table shows the on-field minimum and maximum number of Players by age group. During school holidays, the minimums are reduced by two (2) Players

Age Group	Minimum #	Max on the field	Max Interchange
Under 9, 10	9	12	Unlimited
Under 11, 12	12	15	6
Under 13-17	Division 1&2 = 15 Division 3 = 13	16	6
Under 10YG, 12YG	9	12	Unlimited
Under 15YG	9	15	6
Under 18YG	13	16	6

If during the Match, an injured Player has to leave the ground but they have no bench, the Field Umpire, the Opposition Coach and Ground Manager must be advised accordingly. The

other Club's Team is to remove a Player to keep the numbers on the ground even (except for send offs). When a Player returns to the field, the same process applies in reverse

Forfeits (By-Law 5.5)

These are COMPULSORY if one team doesn't have the minimum number of players by 15 minutes after the start of the game.

Extreme Weather (By-Law 11.8)

In the event of dangerous or extreme weather (e.g. lightning or hail) the Umpires and Ground Managers should be aware of the dangers of allowing play during thunder/electrical storms. Play should cease if lightning is seen in the vicinity of the playing field. The Match may be terminated by the Field Umpire, or the Ground Manager.

If the playing time of the game played is greater than two (2) quarters, then the final scores will be taken as that at the scheduled finish time. If the playing time is less than two (2) quarters and if the Coaches cannot agree on a final score and a winner, the game will be postponed and rescheduled if possible.

Team Sheet Changes (By-Law 11.2)

Team Sheets MUST be in the hands of the Ground Manager before the commencement of a match. Team Sheets handed to the Ground Manager should only include the names of players that are present at that time, and changes can only be made to Team Sheets up to the end of the quarter time interval. It is the responsibility of the Team Manager to ensure all copies are altered accordingly.

PACK UP

Parents need to be enlisted at the end of the day to assist with pack up.

The hockey goals need to be put back in place at the end of the day.

The field needs to be clear of rubbish and the rubbish bins placed inside the men's change room of the amenities block.

The amenities block needs to be locked using W1 key from the file.

The Goal post padding needs to be returned to the council storage compound and gate locked with W1 Key

All other equipment needs to be returned to the storage cage in the store room at the Weldon Oval Club rooms.

Please leave equipment in a prepared state for the next person to use it and in a manner that you would like to find it.