

Calamvale Leopards J AFC



Volunteers Handbook

It is our pleasure to welcome you all to the Calamvale Leopards J AFC for the 2020 Season!

For those families who are new to our club we extend a special welcome. This year will be another exciting year as we continue to grow our club.

At the Leopards we know that our volunteers make a significant contribution to our community and we recognize the great work that our Volunteers provide our club each and every year.

The Calamvale Leopards is administered by very committed and talented volunteers and it is important that this group in continually expanded upon each year to keep our club moving forward.

Volunteers play a vital role at the Calamvale Leopards, giving countless hours each week so that we can continue to deliver a great experience for all or our members, players and their families. Without our volunteers the club could not run and our kids could not play, so if you are required on match day or otherwise please jump in and get involved.

Within this Volunteer Handbook we have provided a detailed description of each of the roles within each team as well as a list of all the volunteer roles required for each game.

Could we please ask that as a measure of safety for all our players that parents/guardians remain at the ground for the duration of training and games. This ensures that any injuries or incidents can be managed effectively.

We look forward to an exciting 2020 Season and look forward to meeting you all!!

Kindest Regards,
Calamvale Leopards J AFC
2020 Committee



PARENTS/GUARDIAN & SPECTATORS CODES OF CONDUCT

PARENTS/GUARDIAN CODE OF CONDUCT

- Remember that children play sport for their enjoyment not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a match.
- Remember that children learn best by example. Applaud good plays by all teams.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect official's decisions and teach children to do likewise.
- Show appreciation of volunteer coaches, officials and administrators. Without them your child could not participate.
- The consumption of alcohol and smoking is inappropriate at all junior football games.

SPECTATORS CODE OF CONDUCT

- Children play organised sports for fun. They are not playing for the entertainment of spectators only, nor are they miniature professionals.
- Applaud good performances and efforts by your team and their opponents.
- Congratulate both teams upon their performance regardless of the result.
- Respect official decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach children to do likewise.
- Never ridicule or scold a child for making a mistake during a match. Positive comments are motivational.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or Players.
- Show respect for your team's opponents. Without them there would be no match.
- Encourage players to play according to the rules and to obey official decisions.
- Demonstrate appropriate social behaviour by not using foul or abusive language, or harassing Players, coaches or officials.



- Ensure that an Incident Report is completed in the case that an Incident occurs.
- Escort any spectators from the club if their behaviour is not in the spirit of the game and in accordance with the Leagues Rules and Regulations.

Relationships

- Reports to the Field Umpire and Team Manager.

Ground Marshall Accreditation

[Ground Marshall Training Video – \(Length 10 mins\)](https://www.youtube.com/watch?v=5tb1Lo7spKs)
<https://www.youtube.com/watch?v=5tb1Lo7spKs>

[Ground Marshall Accreditation Test – \(Length 5 mins - 15 Questions\)](http://websites.sportstg.com/assoc_page.cgi?c=1-3928-0-0-0&sID=370512)
http://websites.sportstg.com/assoc_page.cgi?c=1-3928-0-0-0&sID=370512

Accreditation Test can be completed as many times as required to achieve 100% required to be accredited.

Please provide a copy of your Ground Marshall Accreditation Certificate to the Club Secretary at secretary@leopards.com.au

JLT Match Day App can be downloaded at the following locations.



2020 Committee

President

Karen Arnold
president@leopards.com.au
 0438 725 707

Vice President

Darren Tsimpikas
vicepresident@leopards.com.au
 0400 225 403

Treasurer

Naomi Dan
treasurer@leopards.com.au

Secretary/Registrar

Mandy Bolewski
secretary@leopards.com.au
registrar@leopards.com.au
 0410 045 073

General Committee

Jodie Tsimpikas
 Drew Fidler
 Robbie Arnold
 Sarah Dan

Note:- All volunteers must ensure that a current Blue Card is held. Blue Card Application Forms can be obtained by contacting secretary@leopards.com.au or collecting a form from the Club Office.

Forms can also be downloaded from the following link:-
<https://www.bluecard.qld.gov.au/pdf/forms/DJAG001-BC-Blue-card-application.pdf>

Junior Teams

Under 8.5
Under 9.5
Under 10.5
Under 11.5

Junior Team Match Day Volunteers

Home Game

1 x Coach
1 x Team Manager
1 x Runner (Under 11.5 only)
1 x First Aid Attendant
1 x Ground Marshall
1 x Goal Umpire
2-4 x Canteen Operator
2 x Water Carriers (Under 11.5 only)
1x Time Keeper
1 x Scoreboard Attendant (Under 11.5 only)

(Note: On completion of the new Scoreboard the Timekeeper can fill the role of the Scoreboard Attendant & Timekeeper roles.)

Away Game

1 x Coach
1 x Team Manager
1 x Runner (Under 11.5 only)
1 x Goal Umpire
2 x Water Carriers (Under 11.5 only)

Ground Marshall

Objective

- To ensure the safety of Umpires, Players and Spectators.

Umpire Responsibilities

- Escort the Umpires from their change rooms to the centre of the field prior to the start of each match.
- Escort the Umpires from their assembly point on the field to their change rooms at half time.
- Escort the Umpires from their change rooms to the centre of the field after the half time break.
- Escort the Umpires from their assembly point on the field to their change rooms at the conclusion of the match.
- Stand with the umpires during the quarter and three quarter time intervals.
- Provide water to the Umpire at the quarter and three quarter break.

Other Responsibilities

- Complete the JLT Match Day Checklist prior to the commencement of the first Match of the Day. (Note:- The JLT Checklist will only need to be completed again if there is a change in the match day conditions, e.g – Weather Conditions).
- Ensure that all Team Officials have the correct accreditation lanyards. If a Team Official does not have the required lanyard they will not be able to enter the coaches or first aid boxes.
- Ensure the Team Officials are adhering to the Leagues Code of Conduct Policy.
- Remove any Team Official from the coaches boxes if required to do so.
- To promote a positive, safe and family friendly environment for all spectators and players.

If you are interested in becoming a First Aid Attendant but do not have the correct accreditation the club will be holding a First Aid Course at the Club prior to the commencement of the 2020 Season. Date to be confirmed.

Please let your Team Manager know if you would like to complete a First Aid Course or contact secretary@leopards.com.au

Note:- Games can not begin without an accredited First Aid Attendant.

Injury Reports Process will be supplied to all First Aid Attendants.

Scoreboard Attendant

Objective

- To ensure that all goals and behinds are recorded on the Electronic Scoreboard.

Responsibilities

- Record all goals and behinds on the Electronic Scoreboard.
- At the end of each quarter check with the Goal Umpires that the scores recorded are correct according to the Goal Umpires score cards.

Relationships

- Reports to the Team Manager and the Goal Umpires.

Accountability

- Accountable to the Team Manager.

Youth Teams

- Under 12.5
- Under 13.5 Girls
- Under 14.5
- Under 15.5 Girls
- Under 16.5
- Under 17.5 Girls

Youth Team Match Day Volunteers

Home Game

- 1 x Coach
- 1 x Assistant Coach (optional)
- 1 x Team Manager
- 1 x Runner
- 1 x First Aid Attendant
- 1-2 x Ground Marshall
- 2-4 x Canteen Operator
- 1 x Goal Umpire
- 2-4 x Water Carriers
- 1 x Time Keeper
- 1 x Scoreboard Attendant

(Note: On completion of the new Scoreboard the Timekeeper can fill the role of the Scoreboard Attendant & Timekeeper roles.)

Away Game

- 1 x Coach
- 1 x Assistant Coach (optional)
- 1 x Team Manager
- 1 x Runner
- 1 x Goal Umpire
- 2-4 x Water Carriers

Coach

Objective

- To provide the highest standard of coaching and development to the players of the appointed grade of competition.

Responsibilities

- Coach in accordance with the Australian Football Match Policy for the conduct of the game for players 5-18 years of age.
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate preseason training program.
- Provide recommendations to the Football Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with other junior grade coaches to establish a consistent coaching policy throughout the Club.
- Assist with junior development outside the Club where possible or appropriate.
- Provide game day coaching expertise.
- Attend Club Functions as agreed too.
- Provide regular reports as required throughout the season.

Accountability

- Accountable to the Committee, Parents and Players.

First Aid Attendant

Objective

- To provide First Aid Treatment and advise the Coach of the player of any injuries.

Responsibilities

- Maintain a current First Aid & CPR Certificate and the required League Accreditation Lanyard.
- Ensure adequate supplies are in the First Aid Kit prior to the commencement of the match. (Supplies can be found in the First Aid cupboard in the Club Office.
- Wear appropriate attire as required by the Club. (Club Polo and comfortable enclosed footwear).
- Provide game day First Aid support to all players.
- Provide post game treatment of any injuries to players if required.
- Complete a Injury Report where required.

Relationships

- Reports to the Coach and Team Manager.
- Liaises with the Secretary.

Accountability

- Accountable to the Secretary.

First Aid Accreditation Lanyard

- Provide a copy of your First Aid & CPR Accreditation Certificate to the Club Secretary.
- Provide a passport size photo to the Club Secretary for photo identification on your lanyard.
- Complete a First Aid Registration Form and return to the Club Secretary with your photo and Accreditation Certificate.

Canteen Operator

Objective

- To provide an appropriate Canteen Service at all home games and at other times as agreed.
- To provide support to the Team Manager to ensure the efficient operation of the Canteen on match day.

Responsibilities

- Ensure that the Canteen is open for business from the commencement of the first game at home games.
- Ensure that all Canteen Operators for the first match of the day arrive 1 hour prior to the commencement of the match to set up the canteen.
- Account for all receipts if items/stock needs to be purchased.
- Ensure that any broken equipment is reported to the Club Team Manager who will notify the Club Committee of the equipment issue.
- Seek approval from the Team Manager or Club Committee before purchasing items/stock.

Relationships

- Reports to the Team Manager.

Accountability

- Accountable to the Club Executive & Committee.

Canteen Operations Manual can be located in the Canteen.

Assistant Coach

Objective

- To provide the highest standard of coaching and development to the players of the appointed grade of competition.
- Provide support to the Coach.

Responsibilities

- Coach in accordance with the Australian Football Match Policy for the conduct of the game for players 5-18 years of age.
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Liaise with the Coach to establish a consistent coaching policy throughout the team.
- Provide game day support to the Coach.
- Attend Club Functions as agreed too.
- Fulfill duties in the Coaches Box on Game Day under the direction of the Coach.

Accountability

- Accountable to the Committee, Coach, Parents and Players.

Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently.
- Provide administrative support to the Coach.
- Arrange the required Game Day Duties.
- Support the Coaching Staff to make sure the required administrative and support arrangements are in place so that Coaches and Players can concentrate on the game.

Responsibilities

- Ensure the Coach and Players are provided with sufficient Game attire.
- Check guernseys are in good order at all times.
- Ensure other Game Day Volunteers and are in attendance as required.
- Ensure the integrity of Best and Fairest voting in accordance with Club policy.

Game Day Responsibilities

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their Game Day Duties. Duties may be varied to reflect an individual time commitment or the role as negotiated with the Coach.

Team Sheets

- Complete, sign and give 1 copy to the Umpire in accordance with league rules and 1 unsigned copy to the opposition Team Manager. Keep 1 copy for your records.
- Ensure all Players, Coaches, Managers, Runners and Players appear on the Team Sheet.
- Full names are required, First and Surname.

- Sound the siren in accordance with the procedures contained in the association / league rules and regulations.

Relationships

- Reports to the Team Manager.

Accountability

- The Timekeeper is accountable to the Field Umpires officiating the game and the Team Manager.

		CLUB		CLUB	
		Goals	Behinds	Goals	Behinds
1st Qtr	/	/	/	/	/
2nd Qtr	/	/	/	/	/
3rd Qtr	/	/	/	/	/
4th Qtr	/	/	/	/	/
Total					

Grade.....V.....Date.....

CLUB NAME..... GOAL UMPIRE'S NAME.....
BOUNDARY UMPIRE'S NAME.....

		CLUB		CLUB	
		Goals	Behinds	Goals	Behinds
1st Qtr	/	/	/	/	/
2nd Qtr	/	/	/	/	/
3rd Qtr	/	/	/	/	/
4th Qtr	/	/	/	/	/
Total					

At.....V.....
On.....Grade.....

1st Quarter Commenced.....am/pm
Finished.....am/pm

2nd Quarter Commenced.....am/pm
Finished.....am/pm

3rd Quarter Commenced.....am/pm
Finished.....am/pm

4th Quarter Commenced.....am/pm
Finished.....am/pm

OFFICIAL PLAYING TIMES

GRADE	QUARTERS	1/4 TIME BREAK	1/2 TIME BREAK	3/4 TIME BREAK
U 11 to 14	15 Min	5 Min	10 Min	5 Min
U 16	20 Min	5 Min	15 Min	5 Min
Youth Girls	15 Min	5 Min	10 Min	5 Min

Note:- Score Card and Time Cards are supplied by the Umpire.

Goal Umpire

Objective

- To umpire matches in accordance with the Laws of the Game.

Responsibilities

- Determine whether a goal or behind has been scored.
- Signal that a goal or behind has been scored after being given the all clear or touched all clear by a Field Umpire.
- Record all goals and behinds scored by each team during a match.
- At the end of each quarter and at the end of each match, both Goal Umpires shall compare the score they have recorded.

Relationships

- Liaise with all other Goal Umpires officiating in the match.

Accountability

- Reports to Field Umpire.
- Accountable to the Team Manager.

Timekeeper

Objectives

- To act as the official keeper of time for the duration of the match.

Responsibilities

- Keep time for each quarter of the match.
- Record on time cards the time taken to play each quarter. (Time cards are only required for Under 11.5 and Youth Age Groups).
- Lodge the completed time cards with the Team Manager after the game has finished.

Club Best & Fairest (Youth Teams Only)

- Vote cards are to be distributed prior to the match to 3 different individuals and collected by the Team Manager after the match.
- Votes shall not be sent to the Team Manager verbally, via text or email to keep the integrity of the vote.

Players Property

- Ensure players property is collected prior to each game and safely secured during matches.
- If there is a game that follows your please put all players property neatly to the side of the change room so the following teams have space to get ready for their match.
- Teams will only be allowed to enter the changeroom after the half time break and must not be in the changeroom at the end of the previous match.

Goal Umpires

- Goal Umpires are to be arranged as required.

Scores Cards (Youth Teams only)

- To be collected and given to the Umpire.

Time Cards (Under 11.5 & Youth Teams Only)

- To be collected and given to the Umpire.

Scoreboard Attendant

- Team Manager responsible for the organisation of Scoreboard Attendant at all home matches.

Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports (“all Clear”).

- If reports have been completed, collect report/s and return to Secretary and advise any player involved that he will be required to attend the tribunal.

First Aid Attendant

- Ensure that a First Aid Attendant has been appointed. Matches cannot go ahead without a First Aid Attendant.
- Ensure the First Aid Attendant has checked the First Aid Kit and replenished it.
- Ensure Injury Reports have been collected and distributed to the correct individuals.

Ground Marshall

- Ensure a Ground Marshall has been allocated.
- Ensure that the Ground Marshall has completed the Match Day Checklist if you are the first game of the day or there is a change to the playing conditions.

Relationships

- Reports to the Secretary.
- Supports the Coaches and Game Day Volunteers as appropriate.

Accountability

- The Team Manager is accountable to Secretary and the Coach of that team which he/she manages.

Sports TG & Gmail Login details will be distributed to the Team Managers by the Club Secretary.

Team Managers Training Sessions will be held by the club. Dates to be advised.

Runner

Objectives

- To assist the Coach on Match Day by delivering messages to players during the match.

Responsibilities

- To deliver messages from the Coach to Players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the Coaches Box immediately.
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game.
- The runner must be correctly attired in accordance with league requirements. (Club Polo and enclosed running shoes).

Relationships

- Liaise with Coach, Coaching Staff and Team Manager.

Accountability

- Reports to the Team Coach.