



St Ives AFL

Ground Manager Operations

Major Sponsor



1 Ground Manager

The Club uses a roster-based system of Ground Managers. Each team (U9 – U16) will nominate a person who will be trained in the role, and in conjunction with his/her peers will roster ground control dependent on which teams are playing at Acron and Killara from week-to-week.

The roster is provided weekly by the club GM coordinator. Changes are to be managed by the GM's between each other to ensure that "NO" game is not managed.

This provides teams with flexibility when it comes to matches where people are sick or away.

1.1 Pre-Game (Field Preparation)

1. Where relevant, first rostered GM should Obtain Keys (Acron) and Kit (Killara) prior to game day.
2. The Ground Manager is to ensure that the centre circles/square and interchange area are clearly marked and that permanent goal/behind posts are appropriately padded. This needs to be done even if the permanent posts are not used for the game (in the case of reduced north/south fields or east/west fields. Add to marking if necessary.
3. Acron Oval's field dimensions are 142m x 124m
4. The field size is set as follows:

U9 / U10	100m x 65m	(4 metres south of southern edge of centre square)
U11 / U12	125m x 85m	(8m north of southern goal square)
U13 +		Full size ground
5. The portable goal/behind posts to be used for U9 – U12 games (unpadded) at the southern end for reduced north/south fields and at both ends for U9 / 10 east /west fields.
6. First rostered GM to ensure by inspecting the field that the playing surface is free from foreign objects (e.g. glass, sticks, dog droppings, fill in holes) before play commences.
7. First rostered GM will also unlock rooms, erect sponsors banners and the St Ives Club sign, setup GM table (incl Speaker), and First Aid area.

IMPORTANT NOTE: the Ground Manager is to make sure all padlocks re-locked onto the doors/shutters when opened up so they don't get lost.

1.2 The Game (Timekeeping & Match Documentation)

1. The Ground Manager has the capacity to shorten the duration of play and/or the breaks in play. The GM must consult with the umpire(s) and advise both coaches and managers of reductions in breaks and game time. This is to ensure that the day's match program continues to run to advertised times.
2. The game times, match duration and all North division documentation is located in the Ground Manager's File
3. Play (start of game and start of each quarter) is to commence as follows:
 - A one (1) minute warning to the teams = 2 blows of siren
 - At the start time = 1 blow of siren
 - The clock starts when umpire blows his/her whistle prior to the bounce
4. Where one team has failed to take the field then the Field Umpire will commence play regardless.

Review point 5 in line with the 2013 bylaws regarding timing of team sheet exchange and electronic lodgement of forms.

Also, need to add new process to supply flags, scorecards and pens to both goal umpires. This is to be advised in addition to new bylaws as a trial process in 2013.

5. The Ground Manager is to ensure paperwork is in order as per the checklist:
Team Sheets have been completed and lodged by quarter time. (3 copies):
1 x handed to opposition Team Manager
1 x retained by club Team Manager
1 x returned to the Ground Manager, signed by both managers and the Field Umpire at end of game.

Ground managers are to receive the opposition team's paperwork "only if requested"

The umpires to complete their duties after each game by signing Team Sheets and Goal Umpires cards and complete Match Details and Voting forms (U13+) with player, club and team voting. At the completion of game, Umpires should also complete "Umpire Match Report" form (in GM Folder). The GM should view the completed report prior to providing payment. The umpire is to then take the report with them for entering online at a later time.

The Ground Manager is to complete the Match Result Summary after each game once scores confirmed

6. Ground Manager is to ensure the scoreboard is accurate & up to date by checking with goal umpires at each break.

TBA

7. The Ground Manager is to provide all match documentation to the club Ground Manager (Address TBA) for verification & forwarding to Sydney Juniors. Tim will enter results on the GSJ website.

1.3 Code of Conduct (Managing Issues)

The Ground Manager will be the first point of contact for spectators or officials with code of conduct concerns. They will wear a distinctive orange jacket which clearly identifies their position of responsibility.

The ground manager is the only official who can communicate with the umpires. Coaches and managers who require matters brought to the attention of umpires during a game must advise the ground manager and request that information be conveyed to umpires. The reverse is also true for umpires to communicate with coaches and managers via the ground manager during a game.

In the event of a potential code of conduct issue (such as irate parents hassling an umpire), the Ground Manager has a role in settling those concerned, supporting the umpires and organizing the first round of supporting documentation when a problem arises. Where issues arise with opposition supporters, advise the opposition team manager and ask him/her to speak with their supporters. Do not approach or speak to opposition supporters directly. Spectators need to know that any concern they have can and should be directed to the Ground Manager for resolution or clarification.

1.4 Post Game (Ground Clean Up)

It is crucial that Acron and Killara Ovals be left completely free of rubbish at the end of day's play. Litter **MUST** be picked up regardless of which team/opposition club has left it behind. All canteen boxes, rubbish bin refuse **MUST** be placed in the council green bins (cardboard alongside council bins).

1.5 Checklists

1.5.1 Pre-Game

1. AK to clear AK field & assist with set-up of 1st competition game field. On most days U9 or U10 competition games will be played at the same time as Auskick. In this case the Ground Manager of the 1st team to play will ensure ground is set up correctly.
2. The Ground Manager is to arrive at least 30 minutes prior to game start time to ensure field is set-up correctly.
3. For the 1st competition game of the day, the Ground Manager should arrive at least 45 minutes prior to set up GM's area, including scoreboard, barrier, siren, pa system.
4. Where 2 games are scheduled immediately following AK, Liaise with AK coaches/GM to ensure they are aware of timing and field setup needs.

(01) Field/Clubhouse area set up correctly & free of debris, holes filled, etc	<input type="radio"/>
(02) Complete JLT Insurance attestation & have witnessed (place in folder)	<input type="radio"/>
(03) Permanent goal posts are padded up	<input type="radio"/>
(04) U13 to U16 – the interchange area is marked with large boundary cones and both team managers are advised of the interchange area.	<input type="radio"/>
(05) Check that time-clock/siren are operating correctly	<input type="radio"/>
(06) Confirm the Umpire's Payment Slip is available	<input type="radio"/>
(07) Refer to Running Sheet for confirmation of next game details and confirm the start time with Umpires	<input type="radio"/>
(08) Review Match Paperwork to ensure correct forms held: Match Results Summary – 1 for Day's Play Umpire Payments Sheet – 1 for Day's Play U09 to U12 Umpire Match Report Umpire Review by Coaches U13 to U16 Umpire Match Report Umpire Review by Coaches Umpire Voting NB - All the above forms are updated online following the game	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
(09) Clear the scoreboard from previous game (if applicable)	<input type="radio"/>
(10) Ensure the Field Umpire's water bottles filled & distributed	<input type="radio"/>
(11) Obtain a match ball & spare ball from St Ives' Team Manager	<input type="radio"/>
	<input type="radio"/>
(13) Set the time-clock for correct quarter length for age group	<input type="radio"/>

Figure 1: Ground Managers Checklist – Pre-Game

1.5.2 The Game

1. Do not be distracted from the play for purposes related to scoreboard accuracy, incidents (including reportable matters), replacements balls & time-keeping, etc.
2. Be aware of conduct of players, officials & spectators at all times.
3. "Watch" the time-clock for last 30 seconds of each quarter so siren sounds "exactly" at expiration of allocated time.
4. If you can have someone else to look after the scoreboard then do so.
5. Except for finals games there is no time-on added to any quarter under any circumstances.
6. Quarters may be shortened to keep game running to schedule, however we generally are able to keep to game commencement times due to the "between game buffer" we have.
7. If a team calls for a player count, do not stop the clock - refer to Player Count Procedure sheet

Team sheet points below need to be confirmed in line with 2013 bylaws.

(01) Quarter Time	Reset the clock for 1 minute less than break time Ensure the drinks go out to the umpires Confirm goal umpires scores agree with each other Adjust the scoreboard if necessary Team sheets are received/signed from the Club Team sheets are received/signed from Opposition Team sheets are also signed by the umpire Reset time clock for quarter length	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
(02) Half Time	Reset the clock for 1 minute less than break time Ensure the drinks go out to the umpires Confirm goal umpires scores agree with each other Adjust the scoreboard if necessary Confirm Mercy Rule in/not in effect, and if so, advise coaches and managers and set scoreboard to final score. Reset time clock for quarter length	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
(03) 3 Quarter Time	Reset the clock for 1 minute less than break time Ensure the drinks go out to the umpires Confirm goal umpires scores agree with each other Adjust the scoreboard if necessary Confirm Mercy Rule in/not in effect, and if so, advise coaches and managers and set scoreboard to final score. Reset time clock for quarter length	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Figure 2: Ground Managers Checklist – The Game

Please make contact with the Ground Manager for the next game (if applicable) to arrange assistance to clear up/ set up for the next game (if applicable).

The next Ground Manager should be at the ground at least 30 minutes prior to the start of their match.

1.5.3 Post Game

1. Be sure all paperwork completed before Field Umpires, Goal Umpires and the St Ives Coach leave the ground. **It is critical not to let anybody disturb you before YOU are finished.**
2. Do not bother chasing opposition coaches for their Umpire Review forms.
3. Ensure Umpires count & sign for their money in front of you.
4. Make sure Umpires return our match ball(s) to coaches or managers.
5. Field Umpires entitled to free soft-drink of their choice– please make the offer.

Points below need to be reviewed to be in line with 2013 bylaws regarding electronic lodgement of umpire reports and coaches reviews.

(01) Score cards from both Goal Umpires must agree & be signed by them	<input type="radio"/>
(02) Adjust the scores "IF" Mercy Rule applies	<input type="radio"/>
(03) Field Umpires to sign score cards / age group must be noted on cards	<input type="radio"/>
(04) Field Umpires to complete & sign Umpire Match Report – all games	<input type="radio"/>
(05) Field Umpires to complete & sign additional Voting – U13 to U16 games	<input type="radio"/>
(06) Field Umpires given payment slip to be cashed at canteen, plus free drink and BBQ item	<input type="radio"/>
(07) Make sure Team Sheets from both teams held / signed by both team managers and the umpire	<input type="radio"/>
(08) Enter match scores on Match Results Summary	<input type="radio"/>
(09) Umpire Review by Coaches (St Ives - signed & club name inserted)	<input type="radio"/>
(10) Place completed documentation in Purple folder for that game:	
Umpire Match Report	<input type="radio"/>
Umpire Voting Form	<input type="radio"/>
Team Sheets	<input type="radio"/>
Scorecards	<input type="radio"/>
Umpire Review by Coaches	<input type="radio"/>

Figure 3: Ground Managers Checklist – Post Game

1.5.4 End of the Day

1. It is CRUCIAL we leave Acron and Killara Oval clean & free of litter.....canteen, change-rooms & field / surrounds
2. Please ensure a very well earned drink is had by all helpers after clean-up!!!

Check and update.

(01) Pads removed from goal & behind posts	<input type="radio"/>
(02) Signs taken down – canteen, change rooms, sponsors	<input type="radio"/>
(03) Sweep concourse & change-rooms	<input type="radio"/>
(04) Ensure all gear placed in change-rooms	<input type="radio"/>
(05) Pick up litter from field & surrounds	<input type="radio"/>
(06) Lock up the change-rooms	<input type="radio"/>
(07) Ensure someone takes responsibility for locking up canteen (if not you)	<input type="radio"/>
(08) Last match of day to also place in the Purple folder: Match Results Summary	<input type="radio"/>
Completed Umpire Payment sheet	<input type="radio"/>
(09) Day's paperwork in Purple Folder to: Tim Middleton 6 Shaddock Avenue WEST PYMBLE	<input type="radio"/>

Figure 4: Ground Managers Checklist – End of Day