

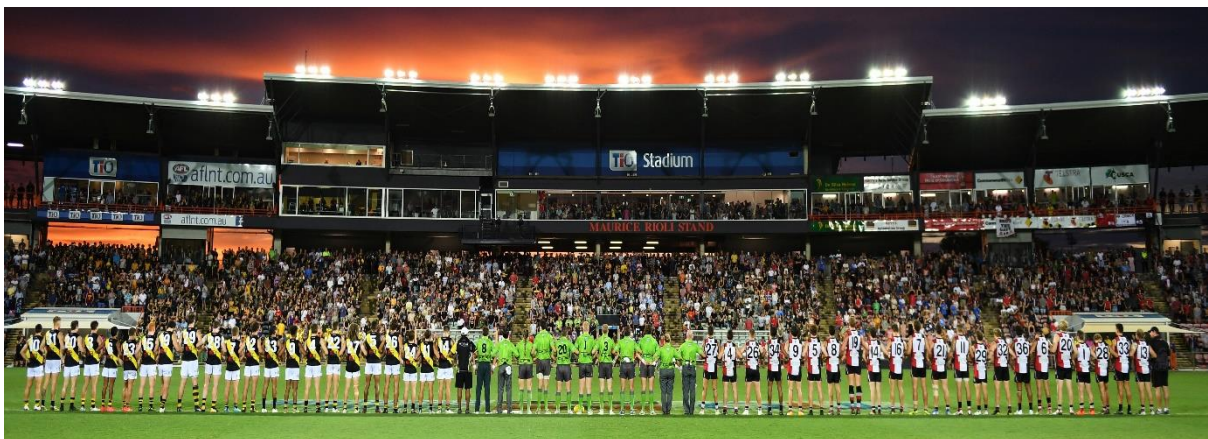


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# MATCH MANAGERS GUIDE: CLUBS

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REMEMBER THAT THIS IS A GUIDE ONLY, LAWS OF THE GAME, AFLNT RULES & REGULATIONS & NTFL BY LAWS PREVAIL



## Introduction

As part of the AFL Northern Territory's mission is to promote and develop Australian Rules Football throughout the Northern Territory, we are continually working towards improving the experience of attending football matches

It is our goal to make every match that takes place at every venue utilised by the AFLNT, an enjoyable experience in a family friendly environment.

To ensure all match day operations are conducted smoothly throughout the season, we are setting standards that should be expected of our players, coaches, umpires and fans at all AFLNT venues.

The Match Manager must be at least 18 years of age. This person is the pivotal point for match day organisation, information for teams, parents, umpires, and complaint management.

It is important to note that Match Managers should reflect the positive aspects of the **Codes of Conduct**. The Match Manager should be able to provide a pro-active service to all participants within the Football Community.

The Match Manager is to wear the AFLNT Match Managers Shirt and must wear closed in footwear.



Match Managers are coordinated and supported by the AFLNT Football Operations Department. Some Match Managers are staff, however many Match Managers are volunteers who give up their own time to support their clubs in hosting matches. Phone numbers of Match Managers for each

venue will be listed on the Game Day Schedules circulated in the Club updates and on the STG website each week. Numbers for Football Operations staff on duty will be circulated to all Match Managers prior to the round.

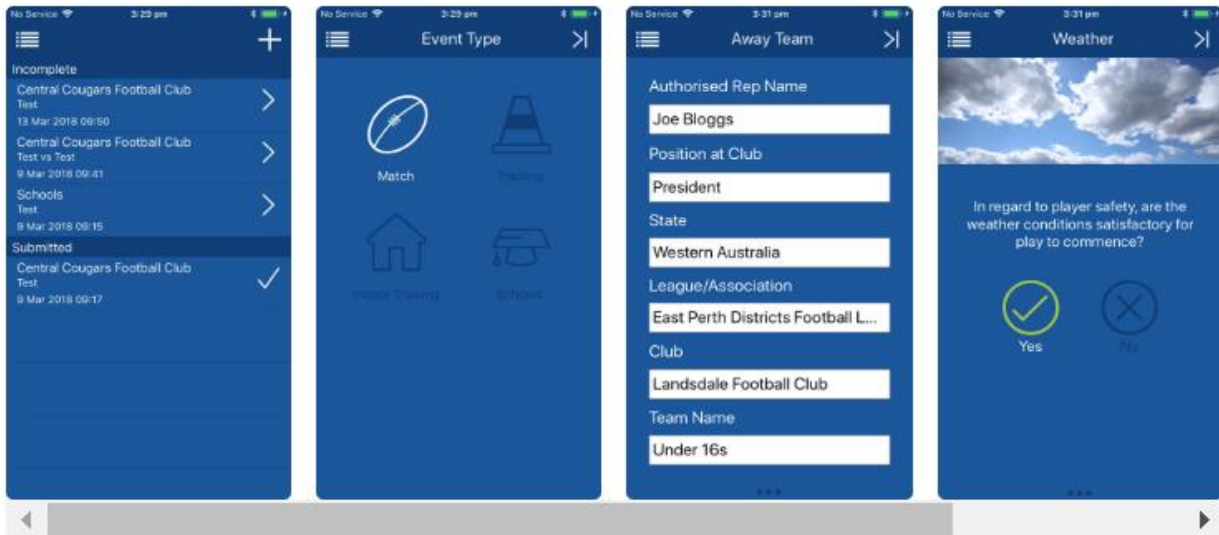
<b>Football Operations Department</b>		
A/AFLNT Manager of Community Football	Simon Hargrave	0418 801 831
AFLNT Competitions Manager	Simon Hargrave	0418 801 831
AFLNT Football Services Coordinator	Leanne Bugg	0438 773 460
Umpiring Manager	Andrew McBean	0427 732 028
Umpires Development Officer	Sam Cunningham	0447 479 174
Anti-Social Behaviour Phone (TIO Only)	Front Gate	0457 682 210
<b>Club Contacts</b>		
Banks (President)	Will Johnson	0422 896 480
Big River Hawks (President)	Vikki Gardner	042 8467 116
Darwin (President)	Shaun Pearce	0488 662 999
Jabiru (President)	Ian Douglass	0459 821 960
Nightcliff (CDM)	Graeme Shaw	0439 295 285
Palmerston (President)	Russell Davey	0459 457 180
PINT (President)	Tim Hocking	0407 69 2522
Southern Districts (President)	Jo Burgess	0448 181 344
St Marys (CDM)	Sharna Edwards	0488 524 625
Tiwi Bombers (GM)	Leigh Crossman	0438 303 398
Tracy Village (President)	Fred Adams	0439 444 992
University (President)	Tim Blakey	0406 555 463
Wanderers (President)	Jerome Cubillo	0439 389 174
Waratah (CDM)	Alison Alber	0423 871 044

**JLT Checklist** - Please ensure you have downloaded the AFLMATCH DAY App onto your iPhone or iPad (Android app is available). The checklist is to be completed prior to the first game by Team Managers from both teams and then emailed to Football Operations. Hard copies can be provided to Club Match Managers upon request.



**AFL Match Day** 4+  
Jardine Lloyd Thompson  
★ ★ ★ ★ 1.0, 2 Ratings  
Free

**Screenshots** [iPhone](#) [iPad](#)



The JLT Sport AFL Checklist app is a pre-game inspection tool for evaluating potential injury and accident causes on and around the player and public areas. It allows Club Officials to identify safety concerns and record any actions required to address these concerns.

## FOOTBALLS, PLAYING NUMBERS & LENGTH OF QUARTERS

GRADE	FOOTBALL SIZE	QUARTER LENGTH-minutes	PLAYING NUMBERS		
			FIELD	INTERCHANGE	MINIMUM**
U12	3	12	15	5	12
U14	4	15	18	6	14
U15	3	15	16	8	12
U16	5	15	18	6	14
U18-BOYS	5	18	18	6	14
U18-GIRLS	4	15	16	8	12
MEN'S DIV 1 & 2	5	20	18	6	14
WOMEN'S PL	4	15+TIME ON	16	8	14
MEN'S PL	5	20 + TIME ON	18	4	14

- YELLOW FOOTBALLS USED IF GAME STARTS AFTER 4.30 PM
- RED FOOTBALLS FOR ALL OTHER GAMES
- \*\* FOR JUNIORS BOTH TEAMS MUST FIELD THE SAME PLAYING NUMBERS

## SUPPORT STAFF

GAME DAY OFFICIAL	COMMENTS	AGE	NUMBERS		COLOUR BIB/Polo(PL)	CLOSED FOOTWEAR
			MIN	MAX		
SUPPORT STAFF-U18 AND ABOVE		15 OR OLDER				YES
SUPPORT STAFF-U16 & BELOW		12 OR OLDER				YES
UMPIRE ESCORT	NOT FOR U12		1	1	BLUE	YES
WATER CARRIERS			-	4	PINK	YES
SPORTS TRAINERS			1	2	PINK	YES

<b>RUNNERS</b>	FOR PL PURPLE SHORTS		1	2	PURPLE TOP	YES
<b>JUNIOR COACHES</b>	U18 AND BELOW		1	N/A	RED	YES
<b>SENIOR ASSISTANT COACHES</b>			N/A	N/A	CLUB POLO	YES
<b>SENIOR COACHES</b>			1	1	CLUB POLO	YES

## LIGHTS

### GUIDE FOR LIGHTS:

- To be turned on at the discretion of the Match Manager.
- To be turned on between the quarter breaks where possible.
- To be turned off after the game when it safe to do so, check to see if there are any media requirements and spectators have left the grandstand.

## COMMUNICATION

- Clubs could consider the use of radios for goal umpires, match managers and timekeepers.
- TIO provides Coaches phones for Premier League games only. These need to be set-up and tested prior to all Premier League matches.
- Clubs hosting games can determine whether they would like to have Anti-social phones made available for security to have while on duty.
- Match Managers, Umpires, Club Officials need to stay connected throughout the day.

## REPORTING

- It is really important for Match Managers to report any incidents or breaches on the first business day after the last game for the round, to ensure Football Operations has sufficient time to follow up and action appropriately. This can just via email to Football Operations [AFLNT.Football@afl.com.au](mailto:AFLNT.Football@afl.com.au)

## MEDICAL SUPPORT

### SPORTS TRAINERS

- It is a mandatory requirement that all Teams have a recognised/qualified sports Trainer
- AFLNT will provide access to the TIO medical room when required (at the discretion of the match manager)
- AFLNT By-Law 33.2.2.3

## **MEDICAL CARTS**

As a general rule, medical carts are only available for the bigger events.

Should one be available however, it's use should only be authorised by the Match manager.

## **FIRST AID KITS**

- Each Team should have their own.
- Match Managers will be able to locate all 1<sup>st</sup> Aid Kits in TIO Stadium and ground that they Match Manage.

## **STRETCHERS**

- **TIO:** TIO 1 Stretchers are located in the tunnel of the umpire race, TIO 2 stretchers are located on the back of the seatings near the coaches' box on Oval 2
- **PALMERSTON:** Stretchers are located under the tent on Palmerston Oval 2 and in front of medical room for Oval 1.
- **GARDENS:** Stretchers for Oval 2 under tent at Oval 2 and in front of Club house for Oval 1.

# SECURITY

**SECURITY** will only be required for the following games:

- Premier League Men's Games
- Finals as required.
- All other NTFL games where alcohol is being served.
- As directed by AFLNT Football Operations.

## SECURITY NUMBERS

	MINIMUM NO	HOURS PER GUARD.APPROX
PL-SINGLE MATCH	2	4
PL-DOUBLE HEADER	2	7
PL-TRIPLE HEADER	2	10
ALL OTHER- WHERE ALCOHOL SERVED	1	DEPENDING ON BAR HOURS
FINALS	TBA	TBA

## SECURITY BRIEF

Essentially Security will be briefed beforehand but as Match Managers it's our role to check with the guards as to what they understand their brief to be. The Brief should include:

1. The Gate Guard
  - a. To ensure no intoxicated or unruly patrons enter the ground
  - b. To ensure no alcohol is removed from the stadium
  - c. To assist the other guards as needed
2. The Roving Guard, to cover
  - a. The bars
  - b. The Stadium or Stands  
& the Tunnel at TIO



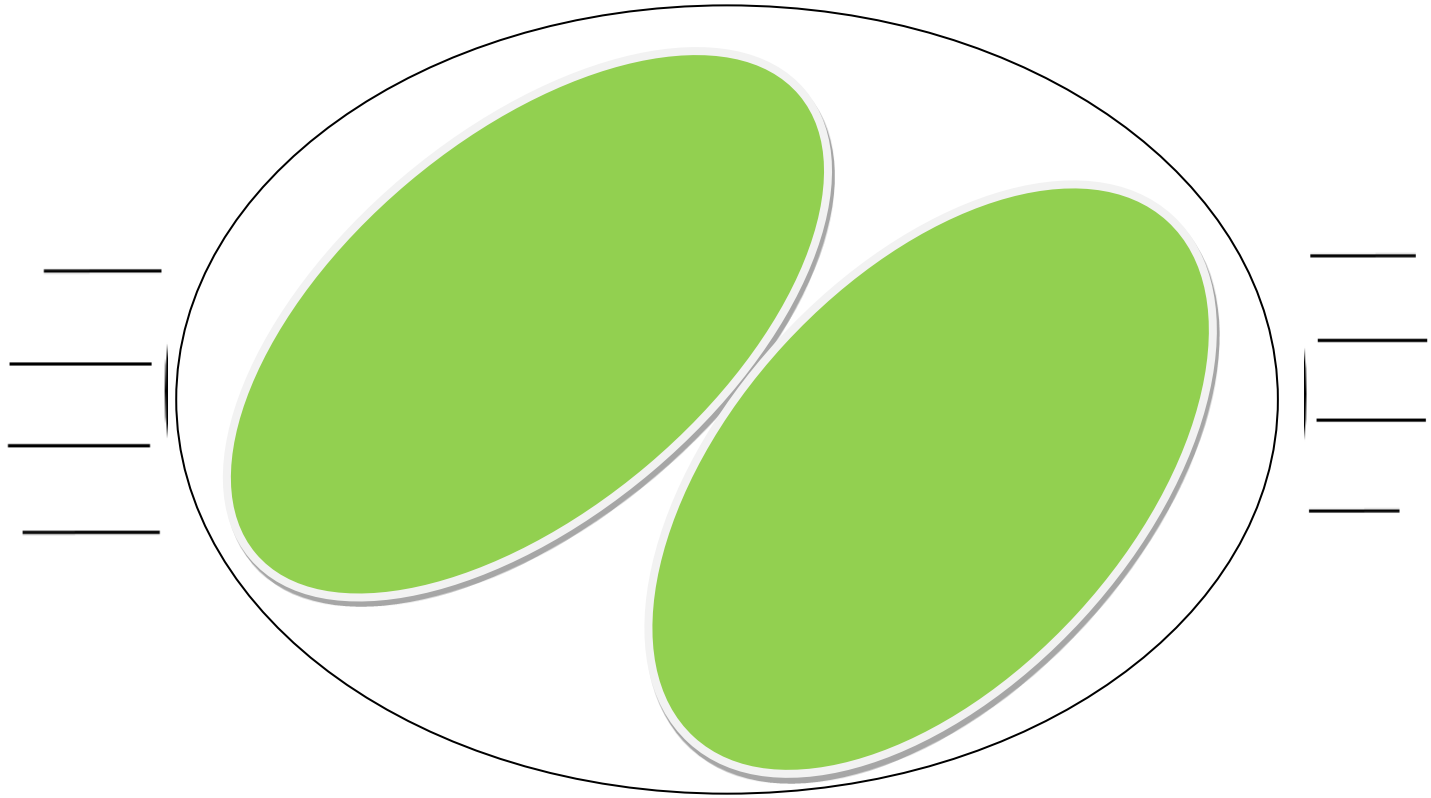
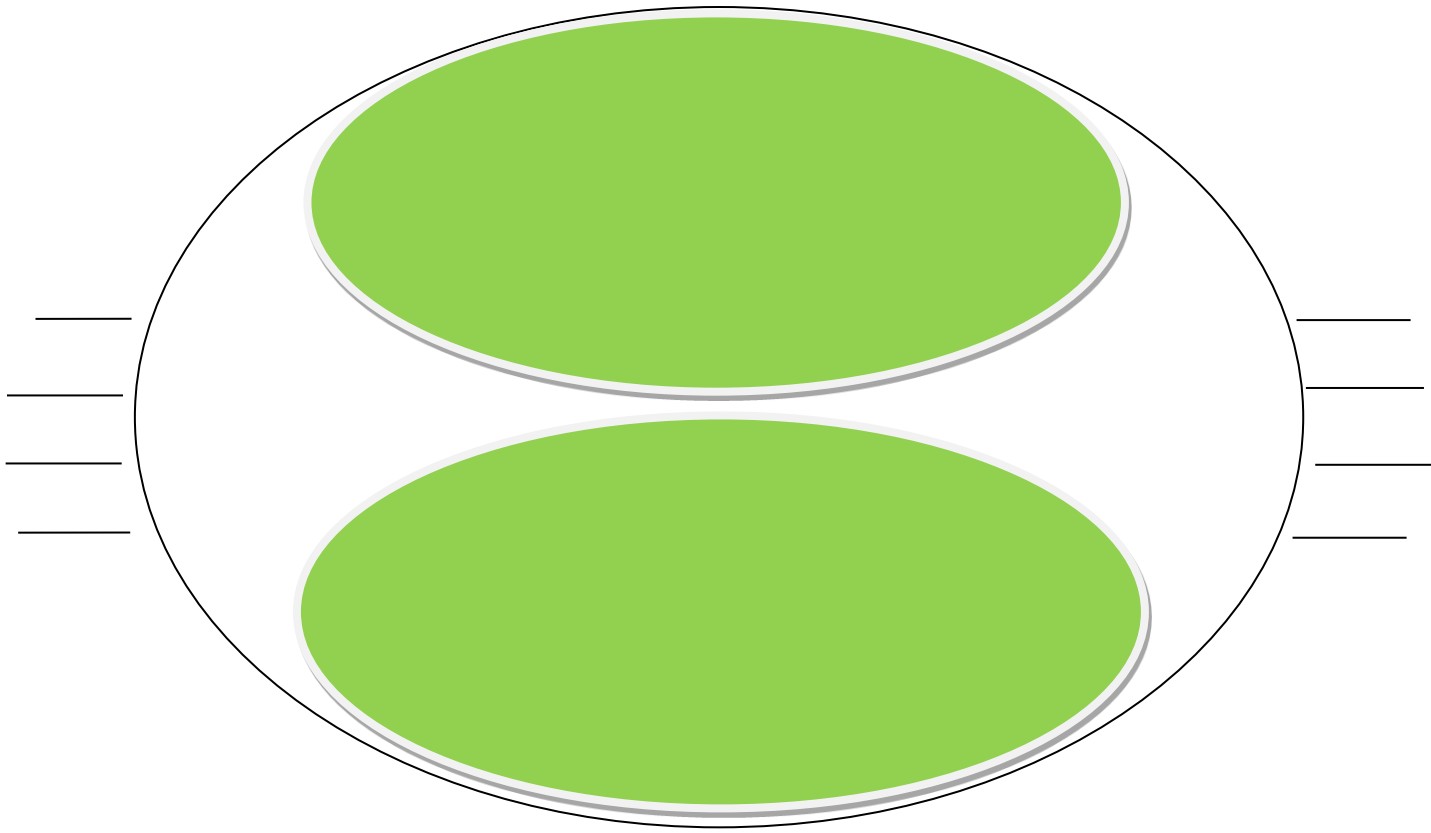
		ACTIVITY		
<b>WHEN YOU FIRST ARRIVE AT THE GROUND:</b>	<b>HAVE YOU GOT:</b> <ul style="list-style-type: none"> <li>• By-laws</li> <li>• Rules &amp; Regulations</li> <li>• Match Schedule and Contacts</li> <li>• Money if required</li> <li>• Time-keepers box</li> <li>• Money tray</li> <li>• Footballs</li> <li>• Keys from the lockbox outside the office</li> </ul>			
	<b>QUESTIONS THAT NEED ANSWERING</b>	<ul style="list-style-type: none"> <li>• Have there been any forfeits?</li> <li>• Is there Auskick or activations during Premier League?</li> </ul>		
	ACTIVITY	WHO IS RESPONSIBLE	TIME BEFORE DURING OR AFTER THE GAME	APPLIES TO PREMIER LEAGUE ONLY
<b>GETTING READY:</b>	<b>OPEN UP</b> -Change rooms -Gates -Time keepers box -Toilets -Offices -Available 1 <sup>st</sup> aid kit	Match Manager	2 hrs before 1 <sup>st</sup> game	
	-Put stretchers out	Match Manager		
	-Put timekeepers box out	Match Manager		
	-Football in umpires room	Match Manager		
<b>BEFORE THE GAME</b>	Teams sheets to media/Umpires	Match Manager	1 hour before	√
	Security briefed	Match Manager	When they arrive	
	Umpire radios	Match Manager	Before the first game	
	Medical Support (St Johns)		Before the first premier league game	√
	ACTIVITY	WHO IS RESPONSIBLE	TIME BEFORE DURING OR AFTER THE GAME	APPLIES TO PREMIER LEAGUE ONLY
<b>1<sup>ST</sup> TEAMS ARRIVE</b>	JLT checklist (paper or app – email to ntfooty ops)	Teams/Match Manager	30mins before game	
<b>ALL TEAMS ARRIVE</b>	Knowledge of medical room, stretcher, de-fibrillator	Match Manager	Each time arriving	
	Run on times	Match Manager	30 minutes before player run on time	√
	Run through-bibs Umpire escorts etc	Match Manager		

<b>START OF EACH GAME</b>	Stay till the game gets started	Match Manager		
<b>DURING THE GAME</b>	Uniform breaches	Match Manager		
	Only team sheet personnel on playing surface and interchange bench	Match Manager		
	On field breaches by support staff	Match Manager		
<b>LIGHTS</b>	Arena lights-turn on to pre-determined levels	Match Manager	At 6pm or the closest break to then or if overcast when light deteriorates	
	<b>ACTIVITY</b>	<b>WHO IS RESPONSIBLE</b>	<b>TIME BEFORE DURING OR AFTER THE GAME</b>	<b>APPLIES TO PREMIER LEAGUE ONLY</b>
<b>POST GAME</b>	Footy web scores	Match Manager		
	Umpire reports to Footy Ops	Match Manager		
	Match report	Match Manager		
	Turn everything off	Match Manager/Game Day staff		
	Close down/ lock up	Match Manager/Game Day staff		

## Guidelines for Under 12 Junior Matches

1. It is expected that Match Managers will assist coaches, team managers and umpires for Under 12 Junior & Under 15 Youth Girls Matches as much as possible. This includes providing advice and assistance in all manner of match preparation and finalisation of match results. There is no suggestion that the Match Manager should complete these tasks for the clubs or umpires, but it is expected that the Match Manager will check to see that everything is completed correctly.
2. Ovals for Under 12 Juniors including interchange can be full size ovals or should be marked out with cones as per the suggested diagrams on the next page.
3. The Mercy Rule and the Player Numbers Rule must be implemented for all Under 12 matches as per the NTFB By-Laws.
4. It should also be acknowledged that the AFL's Junior Football Match Guide and Female Football Match Guide is the basis in which the spirit of these games should be played.
5. Refer to <http://www.aflcommunityclub.com.au/index.php?id=11> or [http://websites.sportstg.com/get\\_file.cgi?id=35735642](http://websites.sportstg.com/get_file.cgi?id=35735642) for further information.

Suggested Under 12 Oval Set Up



## 1. Time Cards

- 1.1 Timekeepers are required to record the start and end times of each quarter.
- 1.2 Timekeepers are to complete and sign the time cards at the completion of each game.

## 2. Score Cards

- 2.1 Timekeepers are required to record the time that red and yellow cards are issued on the FootyWeb Team Sheet.
- 2.2 The times for any red or yellow cards issued during any AFLNT Matches are to be recorded in the appropriate field on the Team Sheet.

## 3. Time Clock

- 3.1 The time clock(s) is to remain in a neutral position and remain visible to both timekeepers at all times.

## 4. Siren

- 4.1 The siren is to remain in a neutral position and remain visible to both timekeepers at all times and is to be sounded as follows:

### 4.2 Start of first Quarter

- a) As umpires enter the arena 1 blast
- b) 2 minutes prior to scheduled starting time 2 blasts
- c) 1 minute prior to scheduled starting time 1 blast
- d) Scheduled starting time (when umpire holds up the ball) 1 blast
- e) Quarter time interval 1 blast

### 4.3 Start of second quarter

- a) 2 minutes prior to scheduled starting time 2 blasts
- b) 1 minute prior to scheduled starting time 1 blast
- c) Scheduled starting time (when umpire holds up the ball) 1 blast
- d) Half time interval 1 blast

### 4.4 Start of third quarter

- |     |  |          |
|-----|--|----------|
|     | a) As umpires enter the arena                              | 1 blast  |
|     | b) 2 minutes prior to scheduled starting time              | 2 blasts |
|     | c) 1 minute prior to scheduled starting time               | 1 blast  |
|     | d) Scheduled starting time (when umpire holds up the ball) | 1 blast  |
|     | e) Three quarter time interval                             | 1 blast  |
| 4.5 | Start of fourth quarter                                    |          |
|     | a) 2 minutes prior to scheduled starting time              | 2 blasts |
|     | b) 1 minute prior to scheduled starting time               | 1 blast  |
|     | c) Scheduled starting time (when umpire holds up the ball) | 1 blast  |
|     | d) End of match  | 1 blast  |
| 4.6 | Where a match is stopped for Extreme Weather               | 5 blasts |

## 5. Teams returning to the field

- 5.1 If the siren has been utilized to indicate the scheduled starting time and only one team is in position ready to commence, the umpires will:
- a) Blow the whistle and instruct the offending team that they have 30 seconds to get into position. Specifically, the person given this instruction should be the coach, team captain or a club official.
  - b) After a further 30 seconds, the umpire will signal to the timekeepers to blow the siren, and the umpires will then signal the commencement of play and immediately bounce the ball regardless of whether the teams are in position.

## 6. Match Timings

- 6.1 Under 12s
- a) 12 minute quarters with no time on
  - b) 3 minute  $\frac{1}{4}$  time break
  - c) 6 minute  $\frac{1}{2}$  time break
  - d) 3 minute  $\frac{3}{4}$  time break
- 6.2 14, 15 & 16s
- a) 15 minute quarters with no time on
  - b) 4 minute  $\frac{1}{4}$  time break

c) 8 minute  $\frac{1}{2}$  time break

d) 4 minute  $\frac{3}{4}$  time break

6.3 Under 18s -**BOYS**

a) 18 minute quarters with no time on

b) 5 minute  $\frac{1}{4}$  time break

c) 10 minute  $\frac{1}{2}$  time break

d) 5 minute  $\frac{3}{4}$  time break

Under 18s -**GIRLS**

a) 15 minute quarters with no time on

b) 5 minute  $\frac{1}{4}$  time break

c) 10 minute  $\frac{1}{2}$  time break

d) 5 minute  $\frac{3}{4}$  time break

6.4 Senior Grade (other than Premier League)

a) 20 minute quarters with no time on

b) 5 minute  $\frac{1}{4}$  time break

c) 15 minute  $\frac{1}{2}$  time break

d) 5 minute  $\frac{3}{4}$  time break

6.5 Premier League-MENS

a) 20 minute quarters WITH time on

b) 5 minute  $\frac{1}{4}$  time break

c) 20 minute  $\frac{1}{2}$  time break

d) 5 minute  $\frac{3}{4}$  time break

Premier League-**WOMENS**

a) 15 minute quarters WITH time on

b) 5 minute  $\frac{1}{4}$  time break

c) 20 minute  $\frac{1}{2}$  time break

d) 5 minute  $\frac{3}{4}$  time break

## 7. Lightning

7.1 In the case of lightning strikes, the time keeper is to sound five (5) blasts of the siren to signal that the match is being suspended in accordance with National Guidelines.

## **8. Stretcher**

8.1 In the case of a stretcher entering the playing arena, the field umpire will stop play at the first appropriate opportunity after he has been advised that the stretcher is on the playing ground.

a) Premier League:

i. As directed by the Field Umpires

b) All other grades

i. Timekeepers are to allow a maximum of five (5) consecutive minutes only before re-starting the clock.

ii. If the quarter is completed whilst the player is still being treated, the siren must be sounded and the normal quarter breaks take place

iii. The siren must be sounded for the start and finish of each quarter and quarter break up until the end of the match, irrespective of whether the game itself can be recommenced.

## **9. Time On – Premier League Only**

a) Time keepers are to add 'time on' after goals, major injuries or major delays as directed by the field umpire(s).

b) Where the field umpire(s) fails to direct time to recommence, the time keepers are to recommence time when play recommences.

## **10. Blood Rule .**

10.1 AFLNT umpires shall enforce the Infectious Diseases Law.

## **11. Score Confirmation**

11.1 Timekeepers are to remain in their position until the scores have been finalised.

11.2 Scores are not considered 'final' until the goal umpires confirm the scores.

11.3 At the end of each quarter, goal umpires will confirm the scores by 'waving off' the scores as being true and correct.

11.4 At the end of each match, goal umpires will confirm the scores by 'waving off the scores as being true and correct.

# **AFLNT ---BY-LAWS**

## **3.3 Match - Team Sheets**

- 3.3.1 Each team must submit a signed team sheet to the match manager, field umpire, time keepers and opposition team manager prior to the commencement of that team's match.
- (a) Premier league team sheets must be submitted sixty (60) minutes prior to the commencement of the match they are participating in.
  - (b) Premier league team sheets must be derived from the team list submitted in accordance with that club's licence agreement.
  - (c) All team sheets (other than premier league) must be submitted fifteen (15) minutes prior to the commencement of the match they are participating in.

## **3.4 Match - Time Keepers**

- 3.4.1 Each club must appoint a time keeper for all matches in which it has a team participating unless notified that AFLNT has appointed official time keepers.
- 3.4.2 All time keepers must abide by the time keepers instructions as listed in these Rules & Regulations.

## **3.16 Competition - Drawn Finals Matches**

- 3.16.1 In any finals match where the scores are tied at the end of full time the following rules apply:
- (a) At the conclusion of full time there will be a five (5) minute interval during which time the coaching staff may address the players.
  - (b) At the conclusion of the five (5) minute interval, the teams will change ends and play until a score is registered at which time the game will end and the team with the highest score will be declared the winner.

## **3.17 Scheduling - Match Times and Duration**

- 3.17.1 The duration of any match in which a team participates shall be:



- (a) Men's Premier League: 4 quarters of 20 minutes with time on.
- (b) Women's Premier League: 4 quarters of 15 minutes with time on.
- (c) Senior Men's Division 1: 4 quarters of 20 minutes with no time on.
- (d) Senior Men's Division 2: 4 quarters of 20 minutes with no time on.
- (e) Under 18 Boys grade; 4 quarters of 18 minutes with no time on.
- (f) Under 18 Girls grade: 4 quarters of 15 minutes with no time on.
- (g) Under 14 to 16 grades: 4 quarters of 15 minutes with no time on.
- (h) Under 12 grade: 4 quarters of 12 minutes with no time on.

3.17.2 The AFLNT appointed match manager has discretionary authority to adjust match times (other than premier league matches) to ensure premier league matches and other matches of interest commence on time.

### **3.18 Scheduling - Run on Times**

- 3.18.1 The Football Operations Department may allocate specific run on times where it deems necessary.
- (a) Allocated run on times are subject to that competition's by-laws.
  - (b) Where a team is unable to run on at the allocated run on time due to the previous match not being cleared in time, the impacted teams are to enter the playing area at the earliest possible opportunity.
- 3.18.2 Teams that are participating in matches that are not allocated specific run on times are to enter the playing arena not less than five (5) minutes prior to the scheduled start time for that match.
- 3.18.3 A club found to be in breach of this by-law will be liable to a penalty of \$100 per offence.

### 3.31 Rules – Send Off Rule

3.31.1 AFLNT adopts the “Order Off Law” as outlined in Law 20 of the Laws Of Australian Football.

(a) Any player ordered off the field under Law 20.4 of the Laws of Australian Football during a Premier League Match can be replaced immediately by another player listed on that team’s team sheet.

3.31.2 In addition to that outlined in Law 20 of the Laws of Australian Football:

(a) A Player sent off for a red card offence;

i. Cannot return to the field of play for the remainder of the match

ii. Cannot be replaced until ten (10) minutes of playing time has elapsed.

iii. The ten (10) minutes of playing time is to be determined by the timekeepers.

iv. The umpires are to signal to the timekeepers that the player is sent off by holding up a red card.

v. The timekeepers are to acknowledge the umpires send-off instruction with a matching red card for the umpire to see.

(b) A Player sent off for a yellow card offence;

i. Cannot return to the field of play or be replaced until ten (10) minutes of playing time has elapsed.

ii. The ten (10) minutes of playing time is to be determined by the Timekeepers.

iii. The umpires are to signal to the timekeepers that the player is sent off by holding up a yellow card.

iv. The timekeepers will acknowledge the umpires send-off instruction with a matching yellow card for the umpire to see.

(c) A player sent off for a second yellow card offence in the same match is automatically deemed to have received a red card and;

i. Cannot return to the field of play for the remainder of the match

ii. Cannot be replaced until ten (10) minutes of playing time has elapsed.

iii. The ten (10) minutes of playing time is to be determined by the timekeepers.

iv. The umpires are to signal to the timekeepers that the player is sent off by holding up a yellow card and then a red card.

v. The timekeeper will acknowledge the umpires send off instruction with a matching yellow card and then a red card.

## **NTFL BY-LAWS**

### **3.8 Competition – Drawn Finals Matches**

3.8.1 In any Premier League or Senior Women's Division 1 Finals Match where the scores are tied at the end of full time, the following rules apply;

3.8.2 At the conclusion of full time there will be a five-minute interval during which time the coaching staff may address the players.

3.8.3 The teams will then change ends from the final quarter and play five minutes.

3.8.4 At the conclusion of this period there will be a three-minute interval during which time the coaching staff may not address the players.

3.8.5 At the conclusion of the three-minute interval the teams will again change ends and play for a further period of five minutes.

3.8.6 At the conclusion of the second five (5) minute period;

(a) The team with the highest score will be declared the winner.

(b) If the scores are still tied there will be a three (3) minute interval during which time the coaching staff may not address the players.

(c) At the conclusion of the three (3) minute interval the teams will again change ends and play until a score is registered at which time the game will end and the team with the highest score will be declared the winner.