

**MT GRAVATT VULTURES**  
**AFC**  
**JUNIOR & YOUTH**  
**TEAM MANAGER**  
**HANDBOOK**  
**2026**

# TABLE OF CONTENTS

<b>Introduction</b>	<b>03</b>
MT Gravatt AFC	03
Board Contacts	03
Key Contacts including Play HQ Help	03
<b>General Information</b>	<b>04</b>
Where to Register	04
Where to find fixtures	04
Wet Weather	04
Codes of Conduct	04
Team Functions	04
Junior/Youth Team Photos	04
Junior Trophies	05
Youth Awards	05
Junior/Youth Milestone Medals	05
Finals Football	05
Umpires	05
Registration	05
Insurance	06
Storage	06
Club Song	07
<b>Team Manager Role</b>	<b>08</b>
Register as Team Manager in PlayHQ	08
Team Sheets	08
Team Manager Kit Bag	09
Match Day	09
Provide Team Officials	10
First Game of Day	11
Last Game of Day	11
<b>Communication</b>	<b>12</b>
Social Media and Team Communications	12
Email Communication	12
Club Management App	12
<b>Volunteer Match Day Roles</b>	<b>13</b>
Runner	13
Ground Marshall	13
Timekeeper	13
Goal Umpire	14
First Aid Officer	14
Scoreboard Attendant	14
Canteen Assistant	15
BBQ Assistant	15
<b>Change Room Etiquette</b>	<b>16</b>
<b>Website/Social Media Links</b>	<b>17</b>
<b>Keys &amp; Codes</b>	<b>18</b>

# INTRODUCTION

## MT GRAVATT AFC

The Mount Gravatt Australian Football Club (MTGAFC) was formed in 1964 and is a Brisbane based club competing in the Queensland Australian Football League (QAFL), Queensland Football Association (QFA), Queensland Football Association Women (QFAW), AFL Masters Queensland (AFLMQ), The Queensland Wheelchair Football League (QWFL) and Southeast Queensland Juniors (SEQJ) competitions.

Affectionately known as 'The Vultures' more information about the history of the club can be found at <https://www.mtgafc.com/history>

## Mt Gravatt Board of Management

Position	Name	Email	Phone
President	Mark Warwick	<a href="mailto:mtgafc.president@gmail.com">mtgafc.president@gmail.com</a>	0422 420 016
Vice President	Gerry Phelan	<a href="mailto:mtgafc.vp@gmail.com">mtgafc.vp@gmail.com</a>	0414 885 431
Treasurer	Peter Stirk	<a href="mailto:mtgafc.treasurer@gmail.com">mtgafc.treasurer@gmail.com</a>	0400 375 568
Secretary	Bill Renner	<a href="mailto:mtgafc.secretary@gmail.com">mtgafc.secretary@gmail.com</a>	0403 172 951
Committee	Tim Douge	<a href="mailto:mtgafc.committee1@gmail.com">mtgafc.committee1@gmail.com</a>	0409 315 826
Committee	Regan Thomson	<a href="mailto:mtgafc.committee3@gmail.com">mtgafc.committee3@gmail.com</a>	0428 550 488
Committee	Alex Upton	<a href="mailto:mtgafc.committee4@gmail.com">mtgafc.committee4@gmail.com</a>	0431 721 338
Committee	Kelly Militoni	<a href="mailto:mtgafc.committee5@gmail.com">mtgafc.committee5@gmail.com</a>	0435 952 237
Committee	Kristi Cocks	<a href="mailto:mtgafc.committee6@gmail.com">mtgafc.committee6@gmail.com</a>	0417 183 133

**PLEASE; NO CALLS AFTER 8.00PM.**

Other Key Contacts can be found on the website, <https://www.mtgafc.com/contact>

Coach & Team Manager contacts can be found on the website, <https://www.mtgafc.com/coaches>

# GENERAL INFORMATION

## Registration

The Team Manager is responsible for ensuring **only players registered** with MTGAFC in the current season play in any given match. If in doubt, the player should not be allowed to play until confirmation of registration has been obtained from the club's Registrar ([mtgafc.registrar@gmail.com](mailto:mtgafc.registrar@gmail.com)). The Team Manager must also ensure that only players who have met the finals qualification criteria, as stipulated by the AFLQ, play in any finals. Confirmation of the status of any/all players can be obtained from the club's Registrar.

To register to play for MTGAFC, <https://www.playhq.com/afl/register/7f5b5d>

How to register guides, <https://www.afl.com.au/news/655207/play-hq-resources-and-user-guides>

Payment plans in circumstances of financial difficulty can be arranged by contacting the club President ([mtgafc.president@gmail.com](mailto:mtgafc.president@gmail.com)).

PlayHQ has a 'PayPal Pay in 4' option, <https://www.paypal.com/au/cshelp/article/what-is-pay-in-4-help463>

MTGAFC accepts 'PlayOn!' vouchers, giving every child access to \$200 to offset sporting fees, <https://www.qld.gov.au/recreation/sports/funding/playon>

## Where to find Fixtures

<https://www.mtgafc.com/fixtures-results>

## Wet Weather

In the event of wet weather an update will be posted on social media and to Spond by 1.00pm should the field need to be closed. If the field is closed coaches are welcome to make alternate arrangements for training.

## Codes of Conduct

AFL Queensland recognises the following codes of conduct (<https://www.aflq.com.au/codes-of-conduct/>) which are to be abided by, always.

- Administration – Officials
- Coaches
- Parents, Guardians & Spectators
- Players
- Umpires

## Team Functions

All proposed team events must be brought to the board for consideration and approval. It is preferred that team events are held at the club or club approved venue. Members should always be mindful that their actions can impact the reputation of the Mt Gravatt AFC and refrain from acting in a way that could bring the reputation of the club into disrepute.

## Team Photos

All teams will have team photos on a date to be advised. Players are required to bring their football boots, shorts, and socks. Team Manager to provide jersey on the day. Team officials are required to wear their club polo shirts with black pants.

## Game Day Photos

Game Day photos can be supplied by teams for social media using this form, <https://forms.gle/5ExN6bUBWikgvbHcA>

Please note that due to the volume of content requests received not all can be used.

## End of Season Awards

All Junior players (Auskick Play to Under 11s) will receive a trophy to recognise their season at the 'end of season' celebration. Junior age groups are ineligible to receive individual player awards.

Each youth team is provided with 5 trophies for the home and away season.

- Best and Fairest
- Runner Up Best and Fairest
- Coaches Award x 3

All players will receive a medal for participating in home and away matches.

Please familiarise yourself with our policy,

[https://www.mtgaafc.com/files/ugd/47f15c\\_014fd456658b4fb98c159d7c68fd641b.pdf](https://www.mtgaafc.com/files/ugd/47f15c_014fd456658b4fb98c159d7c68fd641b.pdf)

## Milestone Medals

The Club track the cumulative number of games played based on information available from PlayHQ. This in turn, is based on the team sheet information entered by Team Managers throughout the current and previous seasons. All players achieving 50, 150, 200 game milestones, playing for Mt Gravatt AFC only (games played for another club are not included), will be presented with a commemorative medallion at the conclusion of the season. Please familiarise yourself with our policy,

[https://www.mtgaafc.com/files/ugd/47f15c\\_014fd456658b4fb98c159d7c68fd641b.pdf](https://www.mtgaafc.com/files/ugd/47f15c_014fd456658b4fb98c159d7c68fd641b.pdf)

Should a parent or player wish to celebrate a milestone game they are welcome to use the club's banner which may be used at home games only. Alternatively, they are welcome to purchase or manufacture their own banner to use at either home or away games.

## Finals Football

All youth teams are eligible for finals should they finish in an adequate position on the ladder. All finals information including scheduling and qualification requirements will be made available to team managers towards the end of the home and away season.

## Umpires

In Junior age groups (excluding U11 mixed), a field umpire is to be supplied by the HOME TEAM and will be appointed by the clubs Umpire Coordinator. At MTGAFC, the umpire role is usually filled by one of our junior players who are learning and developing their skills.

Umpires for youth games (and U11 mixed) are supplied by AFLQ. If AFLQ are unable to supply an umpire, the club umpire coordinator should try to organise a replacement.

At MTGAFC we respect the umpires as we understand we would not have a game without them.

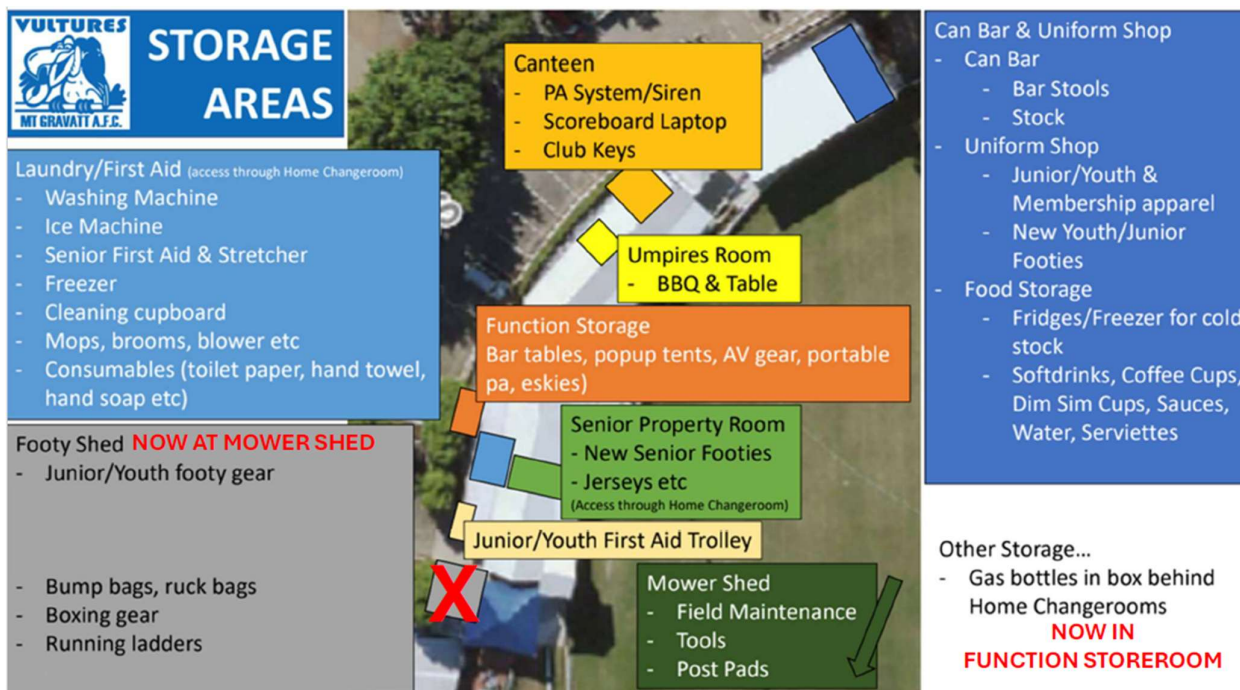
Youth players over 12 years of age interested in becoming umpires please email the club umpire coordinator at [mtgaafc.umpiring@gmail.com](mailto:mtgaafc.umpiring@gmail.com)

## Insurance

Please familiarise yourself with the Personal Injury Insurance Policy,  
[https://www.mtgafc.com/files/ugd/47f15c\\_f5353c35ad1744309b44f246d716559a.pdf](https://www.mtgafc.com/files/ugd/47f15c_f5353c35ad1744309b44f246d716559a.pdf)

It is recommended that parents take out private health insurance for players.

## Storage Areas



All equipment and supplies are valuable to the club and therefore should be used respectfully and wisely. If an item is taken from an area, please ensure it is returned to the same area for the next team/person to use.

If something is broken, please report it to the Facilities Manager at [mtgafc.facilities@gmail.com](mailto:mtgafc.facilities@gmail.com).

Please ensure all facilities are kept clean, tidy, and locked after use.

# CLUB SONG

We're a team, what a team  
We're the best you've ever seen  
We are the team from Vultureland

While the others keep on trying  
We'll have the flag a flying  
Up on Mt Gravatt

We're the team in the finals  
That's where we will be  
Leaving other teams behind us  
Amazed at our speed

Blue and White is our pride  
And we'll battle side by side  
We are the team from Vultureland!



Sung to the tune of 'The Road to Gundagai'

# TEAM MANAGER ROLE

Team managers must hold or be in the process of applying for a volunteer blue card (see <https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/b9beeeb6-cdcc-4e43-925b-2880916687d3>).

Card details must be given to the club registrar so the club's Blue Card Register can be updated.

The role of the Team Manager is to manage the administrative affairs of their Team, in particular (but not limited to):

1. Completion and lodgement of Team documentation
2. Organisation of game day roster ensuring all game day roles have been filled by parent volunteers e.g. Canteen Helper, BBQ Person, Ground Marshall, Goal Umpire and First Aid and additional for Youth, Scoreboard Operator and Timekeeper
3. Responsible for the smooth running of the team's administration including distribution of notices and communication from club committee.
4. Ensuring the Team functions in its off-field capacity
5. **Communicating all Club events** including home senior match days and fundraising activities

It is an extremely important and much appreciated role at MTGAFC. The team manager is a vital link between the administration and team (players).

## Register as Team Manager in PlayHQ

Team Managers are required to register themselves as a Team Manager in PlayHQ. This enables the registrar to assign you to your team and enable you to create team sheets.

## Team Sheets

The Team Manager is responsible for ensuring only players registered with MTGAFC in the current season, play and are entered into a team sheet. If in doubt, the player should not be allowed to play until confirmation of registration has been obtained from the club's Registrar.

The Team Manager must create the Team Sheet for their team in PlayHQ ([Team Manager PlayHQ guide](#)) prior to the match and update with any changes within 1 hour following the match.

**Under 8, Under 9, Under 10 and Under 11 Girls** Team Managers must complete the team sheet online in PlayHQ prior to the game.

**Under 11 Mixed and Youth** teams must print three (3) team sheets (one each for own team, opposition, and umpire). A team sheet signed by all the players playing in the match must be submitted to the field umpire(s) before the commencement of a match. Team sheets must have the following listed:

- Player Names
- Player Jersey Number
- Coach
- Assistant Coach
- Runner
- Ground Marshall (name & signature)
- Captain of Youth Team should be noted with a (C) next to their name

Players arriving late will not be permitted to participate in the match until they have been checked by the field umpire and signed the team sheet. This can only be done at the quarter or half time breaks. Any player arriving after the commencement of the third quarter cannot participate in the match.

Where a team sheet, submitted to the umpires, lists a player's name with a signature beside the player's name, the player will be recorded as having played the match.

Any player listed on the team sheet must be at the ground, dressed in football playing attire and ready to take the field if called upon.

Falsifying team sheets will incur a fine at the discretion of the Competition Manager and may also result in player de-registration.

The Team Sheet is a critical piece of documentation and should always reflect accurate information, particularly if an incident occurs on field and witnesses are required to be called or if a matter is referred to the Tribunal.

All copies of the team sheet must be signed by the Team Manager before distributing to umpires and opposing teams. Team Manager should retain a copy of their copy of the team sheet until the conclusion of the season.

### **Need help with Play HQ?**

If you need help with the below, or any other PlayHQ query please contact the Registrar, [mtgafc.registrar@gmail.com](mailto:mtgafc.registrar@gmail.com)

- Team Sheets
- Player Permits (Game or Season)
- Team Manager, Coach or Volunteer Registrations for Team Sheets

### **Team Manager Kit Bag**

Team Manager kit bag will be assigned at beginning of the season. Kit bag should include:

- Team Jerseys
- Goal Flags
- Bibs for Runner (pink) and Goal Umpire (blue)
- Timekeeper Sheets (these are also in the drawers in the canteen under the PA system)
- Score Cards (these are also in the drawers in the canteen under the PA system)
- Match Ball
- Nail Clippers (there are also clippers in the cash drawer in the canteen)

It is policy at MTGAFC that all jerseys remain in a set throughout the duration of the season and are NOT issued to individuals to take home, unless a person is assigned to washing them post-game. Team Managers are responsible for ensuring team jumpers are returned at the conclusion of the season.

Players who fail to return a club jersey or wilfully damage one will be charged \$100 for its replacement.

### **Match Day**

Team Managers and Coaches must wear a club polo and black shorts/pants/skirt with closed in shoes on game day. Please familiarise yourself with the Uniform Policy,

[https://www.mtgafc.com/files/ugd/47f15c\\_6156899e5c5042389b56fab8d8eee5d9.pdf](https://www.mtgafc.com/files/ugd/47f15c_6156899e5c5042389b56fab8d8eee5d9.pdf)

Youth Only – Team Manager must remain within the designated coach's box or outside of the playing arena unless they are required to manage a player who has been ordered off. At the end of the game, move to the centre of the ground to obtain the 'all clear' from the field umpire/s (confirming whether there are any reports), and sign the back of both score cards (take picture of scorecards) and take back match ball. Where an 'all clear' has not been received, move to the umpire's room to obtain the report within 10 minutes of the completion of the match. Advise all relevant parties of a report including player(s), official(s) involved, player(s) parent/guardian and club President. Assist the Ground Marshall in controlling spectator behaviour.

Team Managers are responsible for ensuring:

- Ensure First Aid is setup with appropriate equipment (Youth – includes stretcher)
- Umpires have arrived
- Team takes the field by the appropriate siren
- All players are in the correct playing attire
- All team officials are in place
- Manage coaches' box and ensuring only those listed on the team sheet are inside playing area
- Assist first aid if player is injured
- Communicate with Ground Marshall if coaches have messages for the umpire
- When playing at Home, ensure Scores are entered in PlayHQ by midnight Sunday of the round, though it is preferable to update asap after the completion of the game (Youth Only)
- Ensure Timekeeper sheet has been completed correctly and passed on to Umpires.
- Team Sheet is updated in PlayHQ for any last minute changes
- Best and Fairest votes are entered into PlayHQ by midnight Sunday of the round (Youth Only)

If there are any issues or concerns on Home Match Days, please contact Board Member on Duty.

## Provide Team Officials

The Team Manager is responsible for ensuring that their Team provides the following officials and that they are correctly attired with the relevant AFLQ SEQJ bibs as per the Competition By-Laws:

### Junior Team Volunteers:

- Coach
- Team Manager
- Goal Umpire
- Ground Marshall (Home Games Only)
- First-Aid officer (Home Games Only)
- Timekeeper (Home Games Only)
- Canteen Assistant (Home Games Only)
- BBQ (Home Games Only)

### Youth Team Volunteers:

- Coach
- Assistant Coach
- Runner
- Team Manager
- Goal Umpire
- Canteen Assistant (Home Games Only)
- BBQ (Home Games Only)
- Ground Marshall (Home Games Only)
- Scoreboard Attendant (Home Games Only)
- Timekeeper (Home Games Only)

**Note:** MTGAFC provides a First Aid Responder to cover all youth games (U13 to U17) through a private contractor. However, Team Managers should be aware of parents within their team who may be able to fill this role if required.

Ensure all Team Official bibs are collected at the end of the game and placed in your kit and the Ground Marshall bib is returned to the Canteen in readiness for the next team to use.

Filling the above roles is important for managing the game day experience. It is recommended that these roles are communicated and filled before game day, so volunteers are aware of their responsibilities ahead of time. It is not the responsibility of the Board to fill your team game day roles.

## Checklist for First Match of the Day and Last Match of the Day

DUTIES
<p><b>First Match of the Day</b></p> <p>Field/s are set up Superstars to U11 – goals and boundary cones setup</p> <p>Facilities are open and Board Member on Duty is on site</p> <p>Provide esky with Ice for First Aid area (esky/barrel is with First Aid Trolley, ice machine inside the back of home changerooms)</p> <p>Superstars to U11 - parent first aid volunteer in place with Red First Aid Bib on Equipment is in the Junior/Youth First Aid Shed. Code: <b>2007</b></p> <p>U13 to U17 - First Responder on site and equipment in place (including stretcher)</p> <p>Complete the <a href="#">Marsh AFL Match Day Checklist</a> (to be done by Ground Marshall) (If conditions change, the checklist should be reviewed again (even if the checklist has been completed earlier)</p> <p>Youth – Coaches boxes are open</p> <p>Scoreboard is switched on and laptop is setup with team names (U11 and up only)</p>
<p><b>Last Match of the Day</b></p> <p>Field cones are put away in Junior equipment shed (Superstars to U11)</p> <p>First Aid eskies are emptied and put away</p> <p>Ground is cleared of rubbish</p> <p>Youth – Coaches boxes are locked</p> <p>Scoreboard is switched off and laptop put away</p> <p>Changerooms have been swept and left in a clean and tidy state</p>

# Communication

## Social Media and Team Communications

MTGAFC wish for their interactions on social media to mirror the club's mission to honour and commit to a high level of community engagement which strives to provide a safe, friendly, engaging environment for young footballers and their families while honouring the club's Vulture Culture ethos of Respect + Sportsmanship, Effort + Teamwork.

The social media Policy has been developed to inform our community about using social media, so people feel enabled to participate, while being mindful of their responsibilities and obligations. This policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to MTGAFC. This policy contains guidelines for the MTGAFC community to engage in social media use. It also includes details of breaches of the policy.

All Team Managers are required to familiarise themselves with this policy and ensure team communication is in line with this policy. Policy is located at <https://www.mtgafc.com/policies>.

## Email Communication

The club uses email as one of the main methods of communication to its members. Families will receive information during the season to keep them up to date with events and club activities. This information will be mirrored through the Facebook page and other platforms. Coaches, Team Managers, club officials, players and parents are encouraged to use email as a form of communication as it respects the fact not all families and players are on social media platforms.

It is requested you either BCC all parent/guardian emails or set up an undisclosed recipients address list to ensure the privacy of all recipients.

A list of email addresses for your team can be obtained from the Registrar.

## Club Management App

The club uses SPOND as the Club Management App. Spond is used to simplify club communications, manage teams and manage events. To join SPOND, use the Group Code **KUNNP**

Teams are requested not to use any other Apps e.g. WhatsApp etc.

The registrar will add players to the appropriate SPOND group as part of the registration process.

It is important that families join SPOND correctly. When a minor (player) joins SPOND or a parent/guardian of a minor joins SPOND, the account should be setup in the minors (players) name, and the parent/guardian is listed as the Guardian. It is important to be setup this way, so the players name is the one listed in the team (not the parent/guardian). It is vital that the parent/guardian is listed in the minors (players) account, with email and mobile number, so all correspondence regarding the players program is received. This is a Child Safety process to ensure that parent/guardians are aware of the information being shared and communications being had with their minor (player).

We also request that both parents/guardians are listed on the one player's account and that two accounts for one player are not set up.

# VOLUNTEER MATCH DAY ROLES

The following roles MUST be filled for every game. The game will not proceed without them. All volunteers must be appropriately attired including closed in shoes at all times and must abide by the Administration/Officials Code of Conduct.

## Runner

**Role Description located:** <https://play.afl/clubhelp/resources/runner-role-description#article-0>

**Applies to:** Under 11 Mixed and Youth Age Groups

- Team Runner must wear **Pink** Runners Bib displaying AFLQ Juniors logo, club polo shirt or hat and closed in shoes
- Team Runner may only enter playing surface to deliver messages from the Coach
- Team Runner shall run directly to the player(s) in question, then proceed directly from the field and return to the coach's box or designated area
- Team Runner must have their name entered on the team sheet (printed copies and in PlayHQ)

## Ground Marshall

**Role Description located:** <https://www.aflq.com.au/ground-marshall-resources/>

**Applies to:** Home Games ONLY

The Ground Marshall Role is to ensure a safe and consistent environment for the game to be conducted. Ground Marshalls must complete the Ground Marshall Accreditation before taking on the position. <https://play.afl/clubhelp/learning>

The following duties/guidelines apply:

- Must wear nominated **Orange** Bib available from team manager. There is also one in the canteen if required.
- Ensure games commence at designated times, in consultation with umpires. If AFLQ SEQJ official is present, then length of quarters may be adjusted to ensure all games start on time.
- Ensure First Aid Officer and stretcher is in place.
- Ground Marshall must remain outside the playing arena patrolling crowd behaviour, unless they are attending to an incident involving the two coaching boxes
- Act as an umpire escort - responsible for escorting umpires on and off the ground at the start, half time and end of match
- Providing the Umpire with a drink of water at ¼ time and ¾
- Ground Marshall must sign both team sheets
- Must be over 18 years of age
- Be the contact point for information for visiting teams and umpires
- Oversee the Codes of Conduct on match day and report breaches of the Code of Conduct. It is important Ground Marshalls conduct themselves in a firm and polite manner and are not overly officious when speaking to people regarding breaches of the Code of Conduct.
- Complete the [Marsh AFL Match Day Checklist](#), if team is the first team to play on the ground that day.

### **Timekeeper**

**Role Description located:** <https://play.afl/learning-resource/toyota-afl-club-help/timekeeper-role-description>

**Applies to:** Home Games ONLY

- Timekeeper must be a suitable age. The club recommends age 14 as a minimum.
- All Timekeepers from U11 Mixed and up will be issued an official Timekeepers Card by the team manager/get one from the drawers under the PA system in the canteen
- The Timekeeper should refer to the relevant game times and timekeeping procedure next to the PA in the canteen
- The siren must sound until acknowledged by the field umpire.

### **Goal Umpire**

**Role Description located:** <https://www.facebook.com/watch/?v=1704801397080005>

**Applies to:** All Age Groups, however only U11.5 & older keep score

- Each team must supply one (1) Goal Umpire for each match
- Goal Umpire must be of a suitable age. The club recommends age 14 as a minimum.
- Goal Umpire must wear a [Light Blue](#) Bib displaying AFLQ Juniors logo and closed in shoes
- The Goal Umpire will be issued an official Score Card by the team manager. All entries must be accurate.
- Goal Umpire must wait for the field umpire to signal all clear before they signal a goal or a behind
- At any given time only one (1) person is permitted behind the goal area
- Goal Umpires are required to score on official score cards and must confer with each other at every break and wave the flags to the Scoreboard Attendant to confirm their concurrence with the scoreboard score
- If a discrepancy occurs, the matter is to be referred to Competition Manager through the Club President.
- Goal Umpire must have their name entered on the team sheet (printed copies and in PlayHQ) and Score Card

**Applies:** Under 8, Under 9, Under 10 and Under 11 Girls

- Each team may supply one (1) Goal Umpire for each match
- Goal Umpire must be of a suitable age for the particular age group
- Goal Umpire must wait for the field umpire to signal all clear before they signal a goal or a behind
- At any given time only one (1) person is permitted behind the goal area
- Goal Umpire must wear a [Light Blue](#) Bib displaying AFLQ Juniors logo
- Goal Umpire must abide by the AFL Officials Code of Conduct

### **First Aid Officer**

**Role Description located:** <https://play.afl/clubhelp/resources/first-aid-officer-role-description>

**Applies to:** Superstars to U11 Mixed Home Games ONLY

- **Matches are not to commence without a First Aid Officer in place**
- Qualified = Nurse/Qualified Sports Trainer/St John Ambulance Australia Members/Senior First Aid Certificate Holder/Paramedic/Doctor
- The officially appointed First Aid Officer on the day is in charge of all players on the playing field and shall have the final say as to the suitability of a player to resume playing the current match. It is recommended all teams have 2 First Aid Officers available at any time.
- First Aid Officer must wear a **Red** Bib available from the Canteen and closed in shoes
- First Aid Officer MUST be in the match day area whilst a match is in progress.
- The First Aid Officer will have a medical kit supplied by the club
- Under no circumstances is an injured player to be moved by any person until they have been assessed by the First Aid Officer
- The club will provide a stretcher accessible to the First Aid Officer
- Must be a minimum 18 years of age

THE CLUB USES AN EXTERNAL COMPANY TO SUPPLY FIRST AID OFFICERS FOR YOUTH GAMES. PLEASE CHECK WITH KRISTI COCKS, 0417 183 133, TO ENSURE YOUR GAME IS COVERED.

### **Scoreboard Attendant**

**Role Description located:** not available

**Applies to:** Under 11 Mixed, Youth Age Groups only

- Scoreboard Attendant must be of a suitable age to ensure score remains accurate
- If unsure of the score, the scoreboard attendant should consult with the goal umpire during next available break

### **Canteen Assistant**

**Role Description located:** not available

**Applies to:** All Teams

- Canteen Assistant must be over the age of 14 and must always have adult supervision. Children under 14 years of age are prohibited from entering the canteen area.
- Must wear enclosed shoes
- Should be available for the duration of 1 hour prior to their associated team's game

### **BBQ Assistant**

**Role Description located:** not available

**Applies to:** All Teams

- BBQ Assistant must be over the age of 18.
- Must wear enclosed shoes
- Should be available for the duration of 1 hour prior their associated team's game

## Change Room Etiquette

The team who is due to run out as the first game of the day, should pack their bags and place them under the bench seats before they take the field. The Team Manager/Appointed Delegate should undertake a quick once over to make sure they are clear for the next team to arrive.

After the conclusion of their game, they must be out of the changerooms before half time of the following game. Team Manager/Appointed Delegate needs to make sure the room is left in a clean and tidy state.

If your team is arriving after the first game of the day, players are not permitted to enter the changerooms until after half time of the current game. When it is their time to take the field after the conclusion of the current game, they should pack their bags and put them above/under seats (whichever area is free).

Keep rooms clean and tidy. This includes sweeping the floor, whiteboard is cleaned, and equipment is put away or packed into team kits.

# Website/Social Media Links

## Links to Website and Social Media Sites

Mt Gravatt AFC Website <https://www.mtgafc.com/>

Mt Gravatt AFC Instagram <https://www.instagram.com/mtgravattafc>

Mt Gravatt AFC Facebook <https://www.facebook.com/mtgravattafc/>

Mt Gravatt AFC Tik Tok <https://www.tiktok.com/@mtgravattafc>

Please submit photos, news items and award winners to the club media coordinator via this form, <https://forms.gle/5ExN6bUBWikgvbHcA>

# RESOURCES

## Links to useful Resources

Match Day Resources	<a href="https://play.afl/queensland/resources/afl-match-day-resource">https://play.afl/queensland/resources/afl-match-day-resource</a>
Age Group Information	<a href="https://play.afl/queensland/resources/age-group-information">https://play.afl/queensland/resources/age-group-information</a>
Season Dates	<a href="https://play.afl/queensland/resources/season-dates">https://play.afl/queensland/resources/season-dates</a>
Youth Finals Structure	<a href="https://play.afl/queensland/resources/youth-finals-structure">https://play.afl/queensland/resources/youth-finals-structure</a>
Codes of Conduct <a href="https://play.afl/queensland/resources/codes-of-conduct#article-0">conduct#article-0</a>	<a href="https://play.afl/queensland/resources/codes-of-conduct#article-0">https://play.afl/queensland/resources/codes-of-conduct#article-0</a>
Heat Policy	<a href="https://play.afl/queensland/resources/heat-policy">https://play.afl/queensland/resources/heat-policy</a>
Junior Football Rule Matrix	<a href="https://play.afl/queensland/resources/junior-football-rules-matrix">https://play.afl/queensland/resources/junior-football-rules-matrix</a>
Youth Football Rule Matrix	<a href="https://play.afl/queensland/resources/youth-football-rules-matrix">https://play.afl/queensland/resources/youth-football-rules-matrix</a>
Laws of the Game	<a href="https://play.afl/clubhelp/resources/laws-game#article-0">https://play.afl/clubhelp/resources/laws-game#article-0</a>





## Links to useful Forms

Youth Restricted List Template	<a href="https://play.afl/queensland/resources/youth-restricted-list-template">https://play.afl/queensland/resources/youth-restricted-list-template</a>
Umpire Feedback Form	<a href="https://play.afl/queensland/resources/umpire-feedback-form">https://play.afl/queensland/resources/umpire-feedback-form</a>
Score Card	<a href="https://www.aflq.com.au/wp-content/uploads/2020/11/Goal-Cards.pdf">https://www.aflq.com.au/wp-content/uploads/2020/11/Goal-Cards.pdf</a>
Timekeeper Form	<a href="https://www.aflq.com.au/wp-content/uploads/2020/02/Time-Keeper-Sheet.pdf">https://www.aflq.com.au/wp-content/uploads/2020/02/Time-Keeper-Sheet.pdf</a>

## If requiring further information, below are links to main pages

Play.AFL	<a href="https://play.afl/">https://play.afl/</a>
AFL Queensland	<a href="https://www.aflq.com.au/">https://www.aflq.com.au/</a>

## Keys & Codes

	<p><b>EQUIPMENT SHED</b></p>	<p><b>AMBULANCE GATE</b> THERE IS ALSO A KEY IN THE CANTEEN</p>	
	<p><b>TEAM MANAGER LOCKERS</b> THIS IS NOW A LOCKBOX</p>	 <p><b>FIRST AID TROLLEY</b></p>	