

STJFL Ground Manager



The role of a Ground Manager is the key to a successful game day environment.

The appointed Ground Manager must be 18 years of age or older.

Ground Manager is clearly identified by an STJFL approved Red Vest

The host club Ground Manager is a representative of their club and is the contact point for information for visiting teams, parents and umpires.

Host clubs must provide a Ground Manager who oversees the Codes of Conduct on match day and reports to STJFL any breaches of Codes of Conduct and is the first point of contact for umpires for any disputes/indiscretions that may arise.

Competing teams must provide a Team Manager who oversees the Codes of Conduct on match day and reports to the Ground Manager / STJFL any breaches of Codes of Conduct.

Ground Manager's responsibilities:

- a) Inspect the ground on match day to ensure it is prepared to acceptable standards – See Ground Manager Duties Appendix 10.31
- b) Ensure that games commence at designated times, in consultation with umpires.
- c) Attend to the umpires prior to and after the game and ensure umpires have an escort on and off the ground.
- d) It is important to note that the Ground Manager's duties/responsibilities are to assist/contribute to the quality management of junior football on match day. Ground Managers should reflect the positive aspects of the Code of Conduct. They should be able to provide a pro-active service to all junior football participants on Match Day.
- e) Complete any Match day incident forms - See STJFL Incident Report.
- f) See Appendix 10.31 for Job Descriptions and STJFL website for forms, checklists and function cards.

But what is needed to be a good ground manager?

- Ability to work autonomously and to a schedule - There are many tasks to complete before, during and after games
- Have a sound understanding of the competition By-laws and Regulations and use them as the foundation for their role. These are very important documents which ground managers should have access to on game-day for quick referencing.
- Strong customer service skills as they are the first point of contact on game day, so they need to be a great people person
- Strong problem-solving skills as often any issues during game day falls to the Ground Manager to resolve
- Be clearly identifiable – it's important that people know who to go to if they have a question or an issue. Bright coloured vests help make a ground manager identifiable

The Ground Manager needs to be across many things. Some other important things to consider are:

Extreme weather: Rain is ok but lightning is dangerous. The National Extreme Weather Policy will help Ground Managers manage those risks.

DOWNLOAD

Extreme Weather Policy

Forfeits: These happen on game days but encourage a scratch match where possible

Game day behaviour: some people are very passionate about the result of the game. It's important to ensure the passion doesn't turn into aggression or abuse. It's the Ground Managers responsibility to keep everyone in check and ensure they adhere to the Code of Conduct.

Smoking: Smoking may be banned in spectator areas at public sports grounds and other recreational areas. It's the Ground Managers role to ensure this happens.

Becoming a Ground Manager might sound daunting but there are other game day roles like the First Aid/ERC person, Timekeeper and Team Managers that are there to help ensure game day runs smoothly. The Ground Manager should welcome each of the roles to make them feel welcome.

The Ground Managers job description will provide more information on what makes a great ground manager. The Ground Manager Checklist will also help ensure you're your game day runs smoothly.

Role Statement - Ground Manager

The primary purpose of the role of Ground Manager is to ensure that match day activities run smoothly and in accordance with the By-Laws, including that all at the ground comply with the Code of Conduct.

PRE-MATCH

Facility and equipment

- Ensure all equipment (including a stretcher) is available before the game.
- Ensure the ground is set-up with goal posts and padding and the interchange area is marked.
- Ensure the AFLNC By-Laws and AFL Laws of the Game are available for all games.
- Have available a spare set of Yellow & Red cards.
- Ensure that the JLT match day safety check has been performed.

Liaison and support

- Introduce him/herself to the umpires and officials of the visiting club on arrival, acquaint them with the ground facilities, and provide details of the closest medical facilities.
- Ensure the home club complies with the Sports Trainer Policy.
- Ensure the home club provides a Timekeeper and is set up halfway between the two benches.
- Ensure that both teams are aware where the interchange area is.

DURING THE MATCH

Umpires

- Act as the Umpire Escort (unless performed by someone else) to and from the ground.
- Stand with the Umpires during the quarter and three-quarter time breaks.
- Provide water for the Umpires during breaks.

Code of Conduct

- Oversee the League's Code of Conduct as it applies to all officials and supporters
- Where potential breaches of the code occur, ask officials of the club that the individual is associated with to address the matter.
- If an offence is reportable, obtain signed statements from witnesses and any other relevant material, e.g. video footage.

Safety

- Ensure the field umpire is aware if a stretcher is required on the field and can stop the game.
- Ensure gates are opened to provide access to the ground by an ambulance if required.
- In the event of dangerous weather (e.g. lightning or hail), terminate the game.

POST MATCH

- Where possible, provide the Field Umpires with reasonable refreshments after their game(s).
- Collect all required paperwork, including team sheets and scorecards.
- Receive any formally submitted objections, protests or complaints from Officials of Clubs.
- Ensure Umpires review team sheets for inclusion of all jumper numbers and sign the sheets.
- Email a report to the Football Operations Co-ordinator of any substantiated misconduct by supporters or club officials **within twenty-four (24) hours** of the end of the game.
- Facilitate the entry of scores through Footyweb by no later than 6:00pm following match day (including goal kickers and best players).
- Postponed games: inform the Football Operations Co-ordinator in writing of the specific reasons for abandonment of any games.

GENERAL

1. Ground Manager must wear a distinctive vest with the title 'Ground Manager' printed on the back to be easily identified.
2. The Ground Manager resources should be located on the wing, five metres from the field of play, in between Coaches boxes.
3. If the Ground Manager is replaced during the day, the replacement Ground Manager should inform the umpires and the visiting club.
4. The Ground Managers responsibilities must be performed by a person at least 18 years of age.



GAME DAY CHECKLIST

The AFL would like to assist clubs in creating "best practice" on game day. The below is a basic guide to assist you in creating a friendly, efficient, safe and compliant club on game day.

| | | | | | | | |
|-----------------------------|--------------------------|--------------------------|---|---------------------------------|--------------------------|--------------------------|--|
| EMERGENCY PROCEDURES | | | | UMPIRES | | | |
| Yes | N/A | No | | Yes | N/A | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper emergency details and procedures available and clearly displayed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Club umpires appointed and appropriately attired |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency entrance open and accessible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boundary umpires appointed and appropriately attired |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | First Aid Kit available and accessible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Goal umpires appointed and appropriately attired |
| SERVICE OF ALCOHOL | | | | MATCH DAY OFFICIALS | | | |
| Yes | N/A | No | | Yes | N/A | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Club has a current liquor license | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Time Keeper appointed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | License is clearly displayed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ground Manager appointed and appropriately attired |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | RSA Posters are clearly displayed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ERC appointed and appropriately attired |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | RSA Accreditation of staff is current and on-site | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sports Trainers appointed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Volunteer roster for the bar | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Security present (finals) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Designated alcohol area set up | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| FOOD AND BEVERAGE | | | | FOOTYWEB | | | |
| Yes | N/A | No | | Yes | N/A | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Canteen clean and open | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Results entered online/ phone |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Food handling compliant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Team sheets correctly filled in |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Variety of choices available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Team sheets submitted to umpires rooms |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Canteen roster completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Team sheet submitted to opposition club |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Coffee options available (Van?) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Team sheets to timekeepers box |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ice purchased and available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Umpire Evaluations complete |
| GROUND SET-UP | | | | OFF FIELD ADMINISTRATION | | | |
| Yes | N/A | No | | Yes | N/A | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lines clearly marked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Code of Conduct clearly displayed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Goal Post pads placed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No Smoking Signs clearly displayed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Field properly roped off and marked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Game Day Run Sheet available and accessible |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Siren workable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact list of key personnel on the day |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stop watch working | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Football records / club newsletters available |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scoreboard set-up | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ground clean up roster accessible |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stretcher set-up and next to oval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cones available (junior) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zones clearly marked (junior) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Footballs available and pumped up | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gate roster completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Defibrillator / Oxygen available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Benches / Shelter available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PA System set-up and tested (music available) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AMENITIES | | | | MISCELLANEOUS | | | |
| Yes | N/A | No | | Yes | N/A | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Toilets open and clean with toilet paper available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Umpires change room open and clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Change rooms open and clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| INSURANCE | | | | | | | |
| Yes | N/A | No | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inspect surface and remove any hazards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | JLT Checklist completed online prior to the relevant games | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

The key to a good match day is to have the appropriate number of helpers...

MANY HANDS MAKE LIGHT WORK