



## MATCHDAY VOLUNTEER POLICY

### 1. PURPOSE

The purpose of this policy is to outline the responsibilities of Volunteers involved in the preparation, conducting and completion of NTJFA Matches. This policy is accompanied by a list of duties that is not exhaustive and will vary from club to club, and at different venues. The policy should be followed in conjunction with the relevant Code of Conduct if applicable.

### 2. VOLUNTEERS COVERED UNDER THIS POLICY

- Coach / Assistant Coach
- Venue Manager
- Match Manager
- Team Manager
- Sports Trainers / First Aid qualified
- Runners
- Interchange Steward
- Timekeeper

### 3. COACH / ASSISTANT COACH

#### **Presentation & Compliance**

- a) Both Head Coach & Asst. Coach must wear green officials as vest supplied by NTJFA
- b) Ensure players are properly equipped and fit to participate
- c) Comply with all AFL, Club, and NTJFA match day regulations and protocols
- d) Maintain a welcoming and inclusive environment, especially for new players
- e) Prioritise player safety and ensure all match activities are age-appropriate
- f) Adhere to all child safeguarding and welfare policies
- g) Keep accurate records of attendance, participation, and any incidents

#### **Coaching & Match Management**

- a) Manage team selection and assign match-day roles (runners, water carriers, etc.)
- b) Coordinate with assistant coaches and team staff for game day logistics
- c) Oversee rotations and implement pre-planned strategies
- d) Adjust tactics in real time based on match conditions and opposition
- e) Provide constructive, real-time feedback to players
- f) Monitor and record player performances for post-game review
- g) Assistant Coaches: Support warm-up routines, manage interchange rotations, and reinforce Head Coach messaging.
- h) Junior levels: Ensure all players rotate through positions and have equal opportunity to participate and develop.
- i) Youth levels: Provide brief match-day goals to players before the game and involve them in reviewing performance post-match.



### Communication & Culture

- a) Always uphold and reinforce club values and codes of conduct
- b) Maintain clear communication with parents/guardians about match logistics and player experiences
- c) Foster positive team spirit and reinforce enjoyment of the game
- d) Recognise and celebrate both individual and team contributions after the match
- e) Encourage good sportsmanship and respect for umpires, opponents, and teammates

## 4. VENUE MANAGER

- a) Wear blue officials vests as supplied by NTJFA
- b) All Venue Managers involved in NTJFA game days must be deemed accredited by the NTJFA. Any Venue Manager appointed is an Officer of the NTJFA.
- c) Every hosting Club must have either a Venue Manager or Match Manager, or both, available during all their home games.
- d) The Primary purpose of the Venue Manager is to ensure:
  - All equipment (including a stretcher) is available before the game.
  - The ground is set-up with goal posts and padding and the interchange area is marked.
  - Ensure there is an exclusion zone around the coach's box and mark a line one (1) metre from the boundary line to keep the coach's back from the playing surface.
  - Have available a spare set of Yellow, Red and Green cards.
  - The Marsh Insurance ground safety check has been performed prior to the first game of the day.
  - To oversee the NTJFA code of conduct as it applies to all officials and supporters around the ground, in change rooms etc.
  - Where there are potential breaches of the code 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.
  - Gates are opened to provide access to the ground by an ambulance if required.
  - If Venue Manager is not provided by the home club the duties will fall back to the Match Manager.

**Note:** *The Venue and Match Manager roles can overlap, and both have authority, and are the only officials that can;*

- *approach umpires during quarter and half-time breaks*
- *temporarily or permanently stop a game*
- *shorten the quarters of a game in play*



## 5. MATCH MANAGER

- a) All Match Managers involved in NTJFA game days must be deemed accredited by the NTJFA. Any Match Manager appointed is an Officer of the NTJFA.
- b) The role of the Match Manager is to act as the NTJFA Representative on Game Day, to ensure that the game is played in the spirit of the Laws, and in line with the NTJFA Code of Conduct.
- c) The Match Manager and Venue Manager are the most senior person(s) on game day and are the only people that can stop a game, temporarily or permanently, to control any situation that they feel is not in line with the code of conduct. This includes the ability to evict people from the ground or if necessary, call the Police to have someone removed from the venue.
- d) The home team must supply a Match Manager who will always be stationed at the interchange during game days.
- e) The away Team must supply one (1) Team Manager to help facilitate crowd control if required.
- f) All Match Managers are required to:
  - Wear red officials vests as supplied by the NTJFA.
  - Be fully conversant with, and have at hand for reference, an up-to-date copy of the current By-Laws of the NTJFA, the current AFL Laws of Australian Football and Community Football Policy Handbook. These documents are accessible on the NTJFA website ([www.ntjfa.com.au](http://www.ntjfa.com.au)).
  - To complete the Match Manager checklist form (Attachment G) at the completion of each game if reporting any incidents.
  - Supply the umpire with a correctly inflated match ball (reference NTJFA Gameday Facilities, Footballs and Equipment Policy) and Team Sheets. Check that the Umpires have red, yellow, and green cards and explain the use of the same.)
  - Ensure each team runner(s) are clearly identifiable.
  - Arrange a timekeeper and interchange steward (at least 10 minutes prior to the official start time). Supply the interchange steward with one (1) copy of Interchange Form (Attachment F). The Match/Venue Manager will be responsible for clearing players sent off by the umpire to return to the game.
  - Ensure that spectators are no closer than three metres from the boundary line (or outside boundary fences where erected).
  - Ensure that all officials are listed on Team Sheets. After this form is given to the Field Umpire(s) they are not to be altered.
  - During the progress of a match the only personnel permitted to enter the field of play are players, umpires, and sports trainers and/or qualified health practitioners for the purpose of attending to an injured player. The Match and Venue Manager/s may enter the field of play to carry out their duties and may also restrict access to the playing arena of any person if deemed necessary.



## 6. TEAM MANAGER

- a) Always wear orange officials vests as supplied by NTJFA.
- b) Should register on PlayHQ as Team Manager - this will allow access to PlayHQ on match day to adjust player ins/outs, best players and goal kickers.
- c) Team Managers are permitted to remain at the interchange during their team's games.
- d) Team Managers must prepare two (2) legible PlayHQ Team sheets and provide a copy to the Match Manager at least 15 minutes prior to the commencement of the match.
- e) All team sheets, including U9, U10 and U12 Girls, are to be printed from PlayHQ for each game.
- f) All teams' sheets for Roster matches are to show the entire playing group with excess players are to be crossed off with an indication of why they are being excluded e.g. "S" = sick, "I" = injured, "A" = away, "R" = rotation, "U" = unavailable.
- g) In the case of a forfeit on match day, the team sheets must be submitted by the team receiving the forfeit.

## 7. TRAINERS

Teams are allowed up to two (2) qualified Sports Trainers.

The Competition Manager may assist with coordinating Sports Trainer or similar courses prior to season commencing and/or as requested by clubs.

### AFL Requirements for matches and training.

<b>Level</b>	<b>Tier 1 Competition (e.g. State League)</b>	<b>All Other Competitions</b>
Recommended	AFL Level 2 Sports Trainer or Qualified Medical Professional	AFL Level 1 or Level 2 Sports Trainer or Qualified Medical Professional
Minimum	AFL Level 1 Sports Trainer or Qualified Medical Professional	AFL First Aider or Qualified Medical Professional

*Note: Overall **responsibility of clubs** to provide a safe training environment*

*Note: The NTJFA recommends no strapping for junior & youth players.*

**The requirements of each Medical Officer role are outlined below:**

### **AFL First Aider means a person who has:**

- Obtained a nationally accredited first aid and CPR qualification which is current and up-to-date and includes assessed competencies HLTAID011 (Provide First Aid) and HLTAID009 (Provide Cardiopulmonary Resuscitation); and
- Has completed the AFL First Aid and Concussion Management online module within the previous 24 months.



- *Note: HLTAID011 (Provide First Aid) remains valid for 3 years after completion. HLTAID009 Provide Cardiopulmonary Resuscitation remains valid for 1 year (and must be renewed annually).*

**Level 1 Sports Trainer means a person who has:**

- Completed a Controlling Body-approved Level 1 Sports Trainer Course which is current and up to date; and
- Has completed the AFL First Aid and Concussion Management online module within the previous 24 months.
- *Note: HLTAID011 (Provide First Aid) and HLTAID009 Provide Cardiopulmonary Resuscitation are both prerequisites for a Level 1 Sports Trainer Course. HLTAID011 (Provide First Aid) remains valid for 3 years after completion. HLTAID009 Provide Cardiopulmonary Resuscitation remains valid for 1 year (and must be renewed annually).*

**Level 2 Sports Trainer means a person who has:**

- Completed a Controlling Body-approved Level 2 Sports Trainer Course which is current and up to date; and
- Has completed the AFL First Aid and Concussion Management online module within the previous 24 months.
- *Note: HLTAID011 (Provide First Aid) and HLTAID009 Provide Cardiopulmonary Resuscitation are both prerequisites for a Level 2 Sports Trainer Course. HLTAID011 (Provide First Aid) remains valid for 3 years after completion. HLTAID009 Provide Cardiopulmonary Resuscitation remains valid for 1 year (and must be renewed annually).*

**Qualified Medical Professional (QMP) means a person who:**

- Is a qualified and AHPRA registered medical practitioner, paramedic, physiotherapist, or nurse with appropriate first aid competencies (including or equivalent to HLTAID011 (Provide First Aid) and HLTAID009 (Provide Cardiopulmonary Resuscitation)); and
- Has completed the AFL First Aid and Concussion Management online module within the previous 24 months.

***A Sports Trainer or First Aid Provider must also hold a current working with children check (or equivalent) or otherwise meet the working with children's requirements in their State or Territory.***

**Other requirements.**

- a) Sports Trainers must wear the tops supplied by the NTJFA, so they are clearly identifiable.
- b) Sports Trainers are only to enter the playing Arena for the purpose of attending an injured player. Once they have attended to the injured player, they must vacate the playing arena.



- c) Sports Trainers are not to deliver any messages to players that are not in relation to their welfare.
- d) A Trainer not complying with above a), b), c) may be ordered from the playing arena, with no replacement and/or the club may be fined.

## 8. RUNNERS

- a) Always wear pink officials vests as supplied by NTJFA.
- b) Each Team may have one (1) runner in the U12 and U14 (boys and girls) age divisions.
- c) The U16 boys and U17 girls age division may have two (2) Runners with only one permitted on the Ground at any one time.
- d) Where a team uses two (2) Runners they must enter and leave the Playing Arena via the Interchange Area.
- e) The Runner(s) must wear the tops supplied by the NTJFA so, they are clearly identifiable.
- f) A Runner can only deliver a message to three (3) players at any one time. After delivering the message they must vacate the Playing Area completely and quickly before they can deliver the next Message.
- g) The Umpire or Match/Venue Manager can order a runner from the playing arena.
- h) The Umpire or Match/Venue Manager can report a runner. If reported during a Match they cannot be replaced.
- i) Runners should ensure all Interchange players report to the Interchange area when entering or leaving the playing arena.
- j) Runners must not intentionally contact players from either Team, or become involved in an on-field incident, other than to call their Team players away.
- k) The runner can be ordered from the playing arena with no replacement.
- l) These rules do not apply to the U8, U9, and U10 age divisions as runners are not to be used in these age divisions.

## 9. INTERCHANGE STEWARD

- a) Always wear purple officials vests as supplied by NTJFA.
- b) The home club is responsible for providing an Interchange Form (Attachment F) for each NTJFA Youth match.
- c) The home club must ensure that each team has an interchange steward, where required (can be the team manager), to manage and record their own rotations.
- d) Interchange Stewards must be responsible Adults and over the age of 18.
- e) Interchange Stewards will be located at the Interchange Area of each Playing Arena.
- f) The home club will record any send offs and stretcher stoppages and record any incidents i.e. suspected concussion incidents as outlined in the Interchange Form (Attachment F). The role of any Interchange Steward is not to record the scores of the game.
- g) All Interchanging players must advise the Interchange Steward of their changes at the time these changes are made and at the commencement of each quarter.



- h) There is no limit on how many interchanges are made during a game. Full interchange rules as per AFL Rules of the Game.
- i) The Interchange Form (Attachment F) signed by the home club Interchange Steward is a record of events recorded by them during the relevant Match only.
- j) Any instances of a player receiving less than the required amount of playing time (minimum of 2 quarters) for any reason other than discipline by the presiding Umpire or injury must be referred by the Interchange Steward to the Match Manager. The Match Manager must then note the indiscretions on the Match Manager Checklist for the Competition Manager to investigate.
- k) Clubs are to provide an Interchange Steward for all finals (if the team has players on the bench).

## 10. TIMEKEEPER

The Host Club will supply a Timekeeper who is positioned in a designated area with good vision of the arena. Umpires are to be notified of Timekeeper's locality. The Host Club is to supply an accurate timing device, an audible siren, a backup siren, and NTJFA forms/cards.

The Timekeeper is to be of a responsible age, have been mentored and trained to carry out the required duties and be deemed competent by the Match or Venue Manager of the Hosting Club. A visiting team has the right to also supply one (1) Timekeeper. In this case, the Host Club Timekeeper is the Senior Timekeeper and is responsible for decisions made on the day. Only those performing timekeeping duties are allowed in the Timekeeper's area.

### Duties of the Timekeeper

- a) Starting games at the appointed time when signalled by the Field Umpire.
- b) Following the schedule for matches as published by the NTJFA.
- c) Monitoring breaks and giving warning signals as required.
- d) Remaining on duty during all games
- e) Responding to directions from the Venue/Match Manager to stop and resume a game or adjust game times as instructed.
- f) Being familiar with the Laws of Australian Football Timekeeping rules.
- g) Keeping a third Scorecard that is submitted with the Match results and may be used if the Goal Umpires Scorecards do not correspond. (This does not apply to the Under 9, U10 and U11 Girls competition)

### Who Can Stop a Game and Stop Time?

A Field Umpire can stop a Game, but this needs to be in consultation with the Match Manager and/or Venue Manager who are the only people who can request the Timekeeper to stop the timer.

### Who Can Adjust Time on Gameday?

The Match Manager and/or Venue Manager can request the Timekeeper to shorten the quarters if they feel that time has been wasted, or they are required to make up lost time. This can only be done prior to the 1st or 3rd quarter commencing. Coaches, officials, and umpires are to be



informed of the reasons why adjustments are needed, and the new times before any adjustments are made.

## 10. ADMINISTRATION

- a) All match day team officials must be listed on the relevant PlayHQ team sheet.
  - i. Only those listed are permitted on the team bench.
- b) Officials on the bench must wear the appropriate NTJFA officials' vests.
- c) All game day volunteers must provide a valid *Working with Vulnerable People* (WWVP) card to their club before the season begins. Match and Venue Managers must also enter their WWVP number and issue date when registering on PlayHQ.
- d) A maximum of **seven (7)** team officials (plus interchange players) are allowed on the bench. Approved official roles include:
  - **Accredited Coach / Assistant Coach**
  - **Team Manager**
  - **Interchange Steward**
  - **Trainer** – must wear a trainer's vest and meet requirements in the Match Day Volunteer Policy
  - **Runners:**
    - U12 and U14 (boys and girls): 1 runner permitted
    - U16 boys and U17 girls: Up to 2 runners permitted, but only one on the field at a time. Runners must enter and exit via the interchange area.
    - Runners may deliver a maximum of three messages per trip and must leave the field promptly. Coaching is not permitted.

*Note: Injured players may sit on the bench to support their team but must be clearly identifiable in club colours (e.g., hoodie or training top).*

## SUPPORTING DOCUMENTS

AFL National Community Football Policy Handbook  
AFL Laws of the Game  
NTJFA Games Schedule Policy