



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 half way 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 paper work, 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 so as 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.