



JETS THEME SONG

We're a happy team at Heathmont
We're the mighty, fighting JETS – 2, 3, 4
We love our club and we play to win
Riding the bumps with a grin
At Heathmont

Come what may you'll find us striving
Teamwork is the thing that counts
One for all and all for one
The way we play at Heathmont
We are the mighty, fighting
JETS!

Email: heathmontjets@hotmail.com
Website: www.heathmontjets.com



TEAM MANAGER HANDBOOK 2007

CLUB CONTACTS

President:	Martin Sverns
Treasurer:	Susan Smith
Football Operations Manager:	Franz Keilblock
Property Steward:	Tim Purkis
Trainers' Co-ordinator:	Kelly Sverns
Team Managers' Co-ordinator:	Klaire Stenson 9874 7124

EMERGENCY NUMBERS

Heatherdale Reserve:	9873 4297
HE Parker Reserve:	9720 5541
Burwood Health Centre:	9888 8177
Box Hill Hospital:	9895 3333
Maroondah Hospital:	9871 3333
Mitcham Private Hospital:	9210 3222
Knox Private Hospital:	9210 7000
William Angliss Hospital Ferntree Gully:	9764 6111

Team Budget

Each team is allocated a budget of **\$100.00** at the beginning of the football season. This money is to be used for team social events, i.e., team pie-night, trip to swimming pool etc.

Any team playing in a **Lightning Premiership** will be allocated an additional **\$150.00** to be used only at Lightning Premiership. Any team playing in a **Grand Final** will be allocated an additional **\$200.00** regardless of match result.

Team Managers should contact the Treasurer if they need cash in advance of any team function. Alternatively, Team Managers can ask for reimbursement of expenses. However, all receipts **MUST** be forwarded to the Treasurer on a regular basis and not submitted at the end of the year in one go, this will ensure prompt reimbursement. Team Managers will be given a regular update on the financial status of their team by the Treasurer.

Additional monies can be raised for your team by the way of the **Money Board**. This scheme was introduced 4 years ago and has been a major team fundraiser. The *Money Board* consists of 25 numbers costing \$2.00 each. The idea is to sell a number for \$2.00 and then once all numbers are sold, (usually in the rooms after the game), the winning number is drawn from a hat and that number holder receives \$25.00 prize money. The remaining \$25.00 is then handed in to the Treasurer, via canteen at home games or held until the next home game. The Club takes the first \$100.00 dollars raised to purchase vital game day equipment, such as blankets, warm-up jackets etc. The rest of any *Money Board* money is then held by the treasurer and is solely the raising team's to be spent however they like. It could go towards a treat like a trip to the cinema or for extra training at the pool or a trip to the AFL. There is no limit to how many boards you sell each week, so if you fancy a couple of trips out, please sell your *Money Boards*. You can even sell them to the opposition as the *Money Boards* are sold at **all** home and away games. Please note that funds raised **are not** carried forward to next season.

A copy of the Money Board is available via our website in Team Manager Help section

Umpires must be at least the same age as the grade in which they are officiating.

In both the under 9/10 competition Boundary Umpires are not required.

DUTIES

If the Field Umpire determines that a Boundary Umpire in any match is unable to perform his or her duties competently, the Field Umpire shall request a replacement Boundary Umpire. If a competent replacement Boundary Umpire cannot be found the Field Umpire shall direct a player from the offending club to throw the ball into play.

GOAL UMPIRE

DRESS

White coat and flags

REQUIREMENTS

All Goal Umpires must be at least 15 years of age.

Goal Umpires are not required in the under 9 competition.

DUTIES

Before the match ensure details of the match have been entered on the scorecard supplied by the EFL.

During the match stand behind the goal line in line with the flight of the ball. Wait for the Field Umpire to give the all clear before giving a decision. Both Goal Umpires must wave the flags for each score. Enter the score on the card and check scores with the other Goal Umpire at the quarter breaks and after the match. The scorecard must be handed to the Team Manager after the match. Club supplied Umpires are not permitted to barrack or comment on play. If the Field Umpire is of the opinion that a club supplied Goal Umpire is making deliberately wrong or incompetent decisions he or she may demand the offending club to replace the Goal Umpire before recommencing the match.

UMPIRES ESCORT

DRESS

Must wear the official EFL bib.

REQUIREMENTS

All Umpire Escorts must be at least 18 years of age.

DUTIES

To escort all Umpires from the oval (when play ends) to the Umpires room at half time and at the conclusion of the game.

Where the club is the home club, they should offer Umpires cool drinks between each quarter.

Remain in the centre of the ground with Umpires during quarter time and the three quarter time break.

Umpires Escort must not abuse or criticise Umpires and must show courtesy at all times.

OFFICIALS REQUIRED

Team manager	all age groups
Trainer (accredited)	all age groups
Water Carrier	all age groups
Runner	all age groups
Interchange Steward	all age groups, except under 9/10/11
Timekeeper	all age groups
Boundary Umpire	all age groups, except under 9/10
Goal Umpire	all age groups, except under 9
Umpires Escort	all age groups

SPECIAL RULES - UNDER 9 DIVISION

Player Numbers

15 players per side, with no rucks/ruck-rovers and rovers meaning centre players contest centre bounce.

Ground Size

The matches may be played on a reduced ground to a minimum of one half of a full size ground.

Centre Ball Ups

A player may not take full possession of the ball at a ball up. The ball must go to another player or touch the ground before the player winning the knockout can take possession of the ball. A centre ball up will occur after each score, whether it is a goal or behind.

Field Ball Ups

Two opponents of approximately the same height are to be selected by the Umpire to contest the ball up. They do not have to be the closest or the tallest players. As with the centre ball ups full possession is not allowed.

Out of Bounds

Whether by foot or by hand, and regardless of the ball going out on the full, a free kick is awarded against the team who last touched the ball and is taken by the nearest opponent. If there is any doubt as to which team last touched the ball, a free kick is awarded to the nearest player of the defending team.

Tackling/Bumping

Players cannot tackle an opponent, hold an opponent, push an opponent in the side, knock or take the ball out of an opponent's hands. A restrained bump in which the force of the contact is insufficient to knock the opposing player over is permitted. If a player is fairly bumped the ball must be disposed of within a reasonable time by hand or foot.

Shepherding

A player is not allowed to block, shoulder or push an opponent not in possession of the ball.

Marking

A mark is to be paid to a player who catches the ball regardless of the distance of the kick, provided the ball is not touched in transit.

Bouncing the Ball

A player is allowed to bounce the ball once before disposing of it by hand or foot. After disposal the player cannot touch the ball until another player has touched the ball.

Kicking Off the Ground

A player is not allowed to deliberately kick the ball off the ground.

Playing On

A player who has been awarded a mark or free kick cannot play on. They must go back behind the mark and either kick or handball.

Advantage Rule

The advantage rule after a free kick will not be applied.

Coaches

Coaches are not permitted on the ground.

An official runner can be used.

SPECIAL RULES - UNDER 10 DIVISION

Ground Size

The matches may be played on a reduced ground to a minimum of one half of a full size ground.

Out of Bounds

Whether by foot or by hand, and regardless of the ball going out on the full a free kick is awarded against the team who last touched the ball, and is taken by the nearest opponent. If there is any doubt as to which team last touched the ball, a free kick is awarded to the nearest player of the defending team.

Bouncing the Ball

A player is allowed to bounce the ball once before disposing of it by hand or foot. After disposal that player cannot touch the ball until another player has touched the ball.

Kicking Off the Ground

A player is not allowed to deliberately kick the ball off the ground.

Playing On

A player who has been awarded a mark or free kick cannot play on. They must go back behind the mark and either kick or handball.

Advantage Rule

The advantage rule after a free kick will not be applied.

Marking the Ball

A mark shall be awarded to a player catching the ball from the kick of another player not less than 5 metres distance providing the ball has not been touched in transit.

Coaches

Coaches are not permitted on the ground.

An official runner can be used.

SPECIAL RULES - UNDER 11 DIVISION

Kicking off the ground

A player is not allowed to deliberately kick the ball off the ground.

SPECIAL RULES - UNDER 9/10/11 DIVISION

In all under 9, 10 and 11 competitions if, prior to the commencement of the match, a team has less than the maximum number of players permitted on the ground (for that age group), that team may request sufficient players from the opposition to bring the number of players up to the maximum number permitted. If the request is denied, both teams will play with the same number of players. If a request for additional players in accordance with above, an equal number of players on each team must be maintained throughout the game. A count of players on each team and subsequent exchange of players will be done at each quarter break.

Where both teams have less than the maximum number of players permitted on the ground, the total number of players will be divided equally. Where an odd number of players exist, the team with the highest number of players will retain the additional player.

JETS Standards

The EFL has reminded all clubs of certain rules that clubs, parents and players may not be aware of:

Only four team officials plus interchange players are allowed inside the playing arena immediately in front of the interchange area. All other parents and spectators must remain outside the playing arena during game time.

Smoking on the ground playing arena at quarter, half and three quarter time is banned

No alcohol is permitted at any junior football venue

Dogs are not permitted at any junior football venue

Players must removal all watches, earrings, nosepieces, rings etc prior to the game. The wearing of tape over such items is not permissible on safety grounds. *(JETS trainers have been directed to not tape these items)*

Any player who plays with senior teams must play AT LEAST 6 games in the under 16 home and away matches to be eligible for the under 16 final series.

MAXIMUM PLAYER LISTS

No junior grade team in the competitive age group (under 12/13/14/15/16) is permitted to have more than 30 players registered in each season.

PLAYING OUT OF AGE GROUP/TEAM

Players will be permitted to play outside their age group, although no player is permitted to play more than two years outside their age group The first team a player plays his third (3) match in is the **only** team they can qualify for finals in. Once a player has qualified in a division they are limited to two (2) matches in a higher division. They cannot move down to a lower division. Where a club fields more than one team in the same competitive age group: A player is permitted to move between teams, but once he/she has played three (3) matches for one particular team, that player is ineligible to compete in the finals series of the other team/s.

NUMBER OF PLAYERS NEEDED TO START MATCH

In the competitive age groups (under 12-16) a minimum of 14 players from both teams is needed to start a match.

If a match is forfeited due to lack of numbers, the teams may agree to conduct an unofficial practice match and the Field Umpires are requested to assist if necessary.

FOOTBALL REQUIREMENTS

Under 9/10/11 Sherrin - Size 2

Under 12/13 Sherrin - Size 3

Under 14/15 Sherrin - Size 4

Under 16 Sherrin - Full Size

All footballs used must have the EFL approved sponsors logo.

In non competitive age groups (under 9-11) two footballs in good condition must be supplied.

In the competitive age groups (under 12-16) two approved leather footballs in good condition must be supplied. At least one of the two balls supplied must be a red leather football.

The away team captain will select which ball to use in a match.

START TIMES

Under 9/10 9.30 am

Under 11/12 10.55 am

Under 13/14 12.30 pm

Under 15/16 2.30 pm

LENGTH OF QUARTERS

There is no time on in any junior competition matches.

Under 9/10 12 minute quarters

Under 11/12 15 minute quarters

Under 13/14/15/16 20 minute quarters

match.

When a player has been, or appears to have been so seriously injured as to prevent his being removed immediately from the playing ground, the Steward may approve his being replaced prior to the injured player leaving the ground, but if a replacement shall be made pursuant to such approval, the replaced player shall take no further part in the match. The official Runner or Captain shall immediately inform the Field Umpire that the player has been so replaced. Players who are ordered from the field by the Field Umpire are to leave at the nearest possible.

point. Players are to report to the Interchange Steward for time notification. Interchange Stewards are to note the time the player reported to the Steward and not allow that player to resume playing until 15 minutes playing time has elapsed if applicable.

Teams interchanging players during the intervals must advise the Steward of such changes before the match recommences.

Should the Steward observe the teams being lined up for the purpose of count under the AFL "Laws of Australian Football", he should assist the Field Umpire if requested.

Breaches of any of these instructions must be noted at the bottom of the interchange form.

TIMEKEEPER

DRESS

No specific requirements.

REQUIREMENTS

Each side must appoint a Timekeeper.

A Timekeeper must be at least 18 years of age.

DUTIES

To keep the time of each quarter on time cards. Timekeeper cards are not required for under 9s and 10s.

To keep a record of scores for use by the controlling body in the event of the Goal Umpires cards not agreeing.

To sound a bell or siren at the start and finish of each quarter.

No time on is added in any junior competition matches.

Refer to the Timekeepers card for a detailed explanation of timekeeping procedures and guidelines.

BOUNDARY UMPIRE

DRESS

White shorts or skirt and white t-shirt or plain white windcheater and white tracksuit pants (only on cold days in junior competition).

REQUIREMENTS

In all under 15 to senior grade matches Boundary Umpires must be at least 15 years of age. In all under 11 to under 14 grade matches Boundary

ONLINE RESULTS/TEAM SHEET INSTRUCTIONS

1. To access the online results section:

- Go to www.efl.org.au
- Click on **FIXTURES**.
- Select the match you wish to enter the results for by going to **Full Score**.
- At this stage, you may (if cookies are not enabled), be faced with a SportingPulse login page. It will be a white screen – you will need to enter your own personal email address and password, which will have been provided. (If not, move to next step).
- Press **Enter Results Online**.
- You will be asked for your **username** and **password**. This will be a yellow screen
- The online scores menu will now be on your screen.

2. To select your team;

- Click on **Enter/Edit Team**.
- The list on the left is those players in your member database. Double click on a player to select them in your team for the coming weekend's match. That player will then appear in the right column. There is an **age filter** at the top of screen so the player list on the left is reduced.
- During the season, you will need to select your team prior to the weekend's match for use with final scores and your team sheets.
- Players you select in your team will be remembered when you go to enter the team for the following rounds match once you press **Save List**.
- Once your team has been selected, you may assign jumper numbers by clicking **Assign Jumper Number** button. Once again press **Save List** then **Return to Menu**.
- To change players in future weeks, the **Enter/Edit Team** section, double click on the player in the right column no longer in the team, then double click on the player in the left column that is taking their place. Then **Save List** and **Assign Jumper Number**.

3. To print a team sheet:

- You will need to have selected your team (see 2.) to use this
- Also by clicking on **Team Support Roles** you can allocate the coach, team manager, water carriers etc. then press **Save** At the Main Menu click on **Team Sheet**.
- You will now be able to print out a team list to help you record the best player and goal kicker information as well as your team sheet for the weekend.

4. On match day during the season:

- The **HOME** team is responsible for submitting the final match scores
- To enter scores, click on **Final Match Scores**.
- Enter the quarter-by-quarter scores for the home team first, then the away team. Also click on the **result of the match** for each team, choices are Win, Loss, Draw, Forfeit.
- Press **Save** and the information will be sent to the league for updating.

5. Detailed Player Results:

- After Final Match Scores have been submitted, **Detailed Player Results** need to be added. The home side will need to enter these for BOTH sides (**this is optional for Junior Clubs**).
- Click on **Enter Details Player Results**.
- The players in this section will be those that clubs have selected in point 2. that took part in the match played.
- Go down the list and number 1-6 the best players in the match and ALL goal kickers. Player 1 is best and number 6 is sixth best. Press **Save** once finished.
- When completed, press **Save** and the information will be sent to the league for updating. All players on the team list submitted will have a game added to their career game stats.
- Career games, best player votes and goals scored, will be available on the website under the match it relates to, as well as under competition stats.
- Junior clubs have until **9.00 pm Tuesday** to complete the Detailed Player Results.

Timelines

Scores need to be submitted by **7.00 pm Sunday**. **ALL** scores need to be submitted. The league will no longer accept online, emails, phone calls and faxes. Only home teams need to submit scores, however, it maybe wise to check that the scores have been submitted by the home team – please log on every week to check that the information has been submitted and is correct.

If you are unable to submit your results by 7.00 pm Sunday, please call Klaire Stenson 9874 7124 or 0411 090342 with details so that they can be submitted. If there is any discrepancy with scores, please let Klaire know so that they can be investigated first thing Monday morning.

Minimum age for Water Carriers in the non competitive junior competition (9-11) is **10**.

Minimum age for Water Carriers in the junior competition (12-16) is **12**.

Maximum age for Water Carriers in the junior competition is **16**.

Each team is permitted to have three Water Carriers.

DUTIES

The job of the Water Carrier is to run water out to players when they require a drink and not stay out on the ground.

Water Carriers are to be based in different parts of the ground, behind the boundary line and not at the Coaches box.

Water Carriers are not permitted to act as a second Runner.

RUNNER

DRESS

Red shirt, with the word "**RUNNER**" on the back and red tracksuit pants/shorts.

REQUIREMENTS

A Runner must be at least 18 years of age.

Only one Runner per team is permitted.

DUTIES

In all matches it is their job to relay messages from Coach to players.

Runners are only permitted on the ground when actually relaying a message.

They must not remain on the ground continually.

Umpires can order the Runner from the ground if they feel the Runner is on the ground too much.

INTERCHANGE STEWARD

DRESS

Must wear the appropriate EFL armband.

REQUIREMENTS

Each side must appoint an Interchange Steward at least 18 years of age.

DUTIES

There will be two lines, 15 metres apart, marked across the boundary line at which players can be inter-changed. The Steward will be stationed near to the fence between the two marked lines which will be situated in a central position of each ground.

The Steward shall note all interchanges that occur during the game.

Players shall leave and enter the playing ground through the interchange area during the match unless the player is assisted from the playing arena through injury by a trainer, in which case he may be taken from the playing ground at any point. His replacement shall enter the playing ground through the interchange area and the Interchange Steward notified of the injured player's name and number. The replaced player must return to the playing arena by way of normal interchange. A player who does not leave the playing ground through the approved interchange shall not be permitted to take any further part in the

Reports are to be placed in sealed envelopes and forwarded to the EFL office or sent via facsimile 9761 1315.

MATCH REPORTS

Match reports are completed by umpires after all games. The Team Manager must attend the Umpires room after the game to collect the report. If the Team Manager does not attend the Umpires are instructed to leave the report in the Umpires room.

LIST OF MEDICAL PHONE NUMBERS

Compile a quick reference list of local phone numbers for ambulance, doctors, dentists and medical centres for use at all games. Ensure that these numbers are given to the 'away' teams should the situation arise.

REPORTED PLAYERS

Ensure that all details of any reported players are handed to the appropriate club officials as soon as possible and that players involved are informed.

TRAINER

DRESS

White trousers or white overalls. A top in club colours is acceptable.

REQUIREMENTS

At least one, level one accredited Trainer needs to be in attendance at all matches. All other Trainers are required to complete a recognised senior first aid course (e.g. Sports First Aid, St Johns or Red Cross). Details regarding the qualification of Trainers can be obtained from the Eastern Football League Trainers Association 0408 388 517.

The minimum age for Trainers is 15. Each team is permitted to have three Trainers.

DUTIES

Attend injured players on the ground. If any injury appears to be serious, qualified medical assistance should be obtained immediately. Trainers are responsible for having a stretcher on the ground for each game. It is also recommended that the phone numbers of each player's parents or guardian are available and that any relevant medical condition of players are known. A Trainer is not permitted to act as second Runner.

WATER CARRIER

DRESS

White trousers or white overalls, and a white top or a top in club colours is acceptable.

All Water Carriers are to wear the league approved Water Carrier bib.

REQUIREMENTS

The minimum age for Water Carriers in the senior competition is 15.

Junior Rules Summary

ORDER OFF RULE

Players in any junior grade, (under 9s to 16s), may be ordered from the field by the field umpire and may be reported. Players can be ordered from the field for breaching the AFL rules of football/EFL codes of conduct.

All players sent off can be replaced.

A. FIRST ORDER OFF DURING GAME BY FIELD UMPIRE

Penalty: Player ordered from the ground for 15 minutes of playing time, and can be replaced from the interchange bench.

The player may be reported for this offence.

This will be notified by the Field Umpire holding up a yellow card.

B. SECOND ORDER OFF OF SAME PLAYER DURING SAME GAME BY FIELD UMPIRE

Penalty: Player ordered from the field for the duration of the game.

Any player sent off more than once in a match will be reported for at least one of the offences and must appear before the EFL Tribunal if a set penalty is not offered or accepted. Player will also incur an automatic suspension if ordered off more than once during a match or season.

Player ordered off can be replaced from the interchange bench for the remainder of the game.

This will be notified by the Field Umpire holding up a red card.

C. REPORTING OF PLAYER BY FIELD UMPIRE FOR SERIOUS OFFENCE

Penalty: Player ordered from the field for the duration of the game and must appear before the EFL tribunal.

Player ordered off can be replaced from the interchange bench for the remainder of the game.

This will be notified by the Field Umpire holding up a red card.

AUTOMATIC SUSPENSION

Any player ordered from the field more than once during a match or through the course of a season will incur an automatic one match suspension. A third order off will incur an automatic two match suspension. The penalty will then double for each subsequent order off. It must be noted that the penalties incurred by a player ordered off more than once are added to any suspension incurred at the Tribunal or through the set penalty system (if applicable).

These suspensions will be notified to clubs by the EFL staff.

Any club who believes a player has been sent off unfairly has the right to appeal and if successful the send off will be taken off EFL records. To have an appeal heard the club must write to the Football Operations Manager stating reasons for seeking an appeal. This letter together with a \$100 bond must be received by 5.00 pm on the Monday immediately following the match in question. If these requirements have been met the case will be referred to the Independent Tribunal. If subsequently found guilty at the Independent Tribunal the order off will remain on league records, the \$100 bond will not be returned and the player may be suspended. If found not guilty the send off will not be recorded and the \$100 will be returned to the club.

SCORING

In all non competitive age groups (under 9/10/11) ladders will not be maintained and accordingly match results have no consequence. The use of scoreboards is not allowed.

The home club in each junior grade from under 12 to under 16 (inclusive) match shall be responsible to lodge scores by no later than 12.00 noon on the Monday following the match in the manner stipulated by the EFL.

INTERCHANGE PLAYER NUMBERS

In all non competitive age groups (under 9/10/11) a maximum of 8 interchange players is permitted.

In all competitive age groups (under 12/13/14/15/16) a maximum of 6 interchange players is permitted.

TEAM BENCHES

No more than 4 (four) people in addition to the interchange players are permitted on the team bench.

AGE QUALIFICATION REQUIREMENTS

To qualify to participate in a particular competition age group, a player must meet the age requirements (i.e. be under 16 etc.) as of the 1 January prior to the season in question.

No player shall be permitted to play in the junior competition unless they attain at least the age of eight years during that person's first year of registration with the EFL.

Females are permitted to play in matches authorised or conducted by the EFL however, females who reach the age of 14 years as at 1 January in the year of play are specifically excluded from playing in any competition that is not a female competition.

COACH ACCREDITATION/REGISTRATION

It is compulsory that all junior coaches have obtained at least level one accreditation. All EFL coaches must be registered each season by completing a coach registration form. Any club who seeks to appoint any coach under 18 years of age must gain approval from the junior committee.

ONE MATCH INTERCHANGE POLICY

Clubs are able to loan players to another club within the EFL for one match, if the one match interchange form has been completed correctly.

BEST & FAIREST AWARDS

League best and fairest awards will be voted on by the field umpires in all competitive age groups (under 12/13/14/15/16).

Any player suspended throughout the season will be ineligible to win these awards.

FINALS ELIGIBILITY

For a junior player to be eligible for his club in finals games, the player must have played a minimum of (four) 4 games for his club's team in the division in which that team competes.

Match Day Officials Guidelines

TEAM MANAGER

DRESS

Armband (junior competition only).

DUTIES

Although the responsibility of the Team Manager will vary from club to club, in general this position is responsible to see that all activities or league rules associated with the actual playing of the game (other than coaching) are carried out or adhered to.

TEAM UNIFORM

Ensure that all players are correctly attired.

OTHER OFFICIALS

Ensure that persons are designated for each of the following roles where required and that they are aware of all the necessary dress requirements, age requirements and duties:

- Trainer
- Water carrier
- Runner
- Interchange steward
- Timekeeper
- Boundary Umpire
- Goal Umpire
- Umpires

UMPIRES COMFORT

Ensure that the umpire's room is adequate in terms of cleanliness and security. Make sure that umpires are offered refreshments during quarter breaks.

SECURITY OF PLAYER BELONGINGS

This aspect should be considered prior to players taking the field. No home club can fully guarantee the safety of items that remain in change rooms during a game.

TEAM SHEETS

Complete online team sheet using names from club member database. Print copy and ensure that it is signed by all players and officials, hand to umpire by half time.

FOOTBALLS

Home team manager to present two footballs to the umpire before the game.

START TIMES

Be aware of the starting times of all quarters and ensure that the Coach has the players ready to start accordingly.

UMPIRES REPORT

The Team Manager and/or the Coach complete an Umpires Performance Report following the game. Reports should be constructive including positives and negatives, and be completed every game regardless of result.

Printing Instructions to form an A5 booklet

It is best printed one page at a time back to back, in the correct order i.e. the front of the paper has the back of the paper on the reverse. First line of wording for each page is detailed below:

Front of paper

Front and back covers
OFFICIALS REQUIRED
match.
Reports are to be placed in ...

Back of paper

Team Budget
Special Rules Under 9/10/11 ...
4. On match day during the ...
SCORING

Collation is:

Front Cover

P2	Team Budget	P 3	ONLINE RESULTS
P4	4. On match day	P 5	Junior Rules Summary
P6	SCORING	P 7	Any player who plays with
P8	OFFICIALS REQUIRED	P9	Bouncing the ball
P10	SPECIAL RULES	P11	Match Day Officials Guidelines
P12	Report are to be placed in ...	P13	Minimum age for Water Carriers
P15	match.	P15	Umpires must be at least the ...

Back Cover

Fold in half and staple in the middle to form A5 booklet

Any problems, please call me 9874 7124
Klaire Stenson