



# 2025 Metro North Team Managers Guide



**Relevant for all Age Groups:**

**Claremont, Subiaco & West Perth District Competitions**

**Metro North Competitions**

**Version 1, 2025 – Issued March 2025**

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## 1. Purpose

The purpose of the Team Managers Guideline is to provide clear guidance in relation to the operation of Junior Football for the Metro North Competitions. These guidelines are as adopted by the WA Football Metro North Competitions Team.

This publication is a 'living document' and may be amended from time to time at the discretion of the WA Football Metro North Competitions Team.

This document will be emailed to all Club Registrars (including any updated versions) for distribution to Team Managers.

## 2. Metro North Competitions Team Contacts

The Competitions team is available to assist you in undertaking your role as Team Manager, however in the first instance it is always preferable for you to contact your Club Registrar as each Club runs independently and may have procedures the Metro North Competitions Team are not aware of eg: how your ovals are set up, where your equipment is stored etc.

## 3. Related Documents and Forms

Please note that this publication is also a 'living document' which may be amended from time to time at the discretion of the WA Football.

Kia Club Hub – 2025 Rules & Regulations

<https://www.wafootball.com.au/competitions/juniors/kia-club-hub>

Team Managers should familiarise themselves with the following policies:

- Section 66 – Social Media Policy
- Section 68 – Drugs, Alcohol and Smoking
- Section 62 – Weather
- Section 63 – Protective Equipment
- Section 69 – Vilification and Discrimination
- Section 64 – Concussion
- Section 65 – Working with Children Checks
- Section 70 – Photography and Video

These will be the most likely questions you are asked as Team Manager.

## 4. Team Managers Role

Each team is required to have a team manager who will act as the primary point of contact for parents, umpires, opposition teams and match officials.

The Team Manager is responsible for:

- Ensuring the welfare of the umpires at matches.
- Dealing with off field football matters efficiently.
- Arranging the required Volunteers for games. Section 70 – Photography and Video
- Managing player welfare issues.
- Providing administrative support to the Club, coach and team volunteers.

## 5. Bouncedown

It is mandatory for all Team Managers and Coaches to watch Bouncedown, this is designed to update you on any current rule changes and your responsibilities as Team Manager.

You will need to register for Bouncedown the link will be provided to you from your Club Registrar, or your Club may hold a group session in which case you will need to be ticked off as completing Bouncedown.

## 6. PlayHQ – Pre Game

To gain access to your team you must first register as a volunteer within PlayHQ, your Club will then give you access to manage your team. Once access is given you are then required to login into PlayHQ <https://www.playhq.com/login> and under your name click **My Account > My Teams**.  
**(See Attached documents for step-by-step instructions).**

Clicking on a Team will display the team's fixtures, including the status, time and location details, scores, ladders and Squad (players and volunteers) where you can access player's contact details including emergency contacts.

Once logged in be sure you have all your team players and jumper numbers have been assigned. This may be done by your Club Registrar (once you have allocated jumpers and given your list to your Club Registrar, jumper numbers should not change all season) if you change a jumper for any reason will need your Club Registrar to update your list in PlayHQ or you will need to change this each week. Also download your parents' contact information for your team volunteer roster.

- Create Team Sheet – Within PlayHQ you will be able to select your players available to play your pending game please ensure all players are eligible to play (refer rules & regulations Part C: Players) and all jumper numbers are correct these should not change throughout the season.
- Allocate your Coaches – Coaches can only be allocated if they have completed their registration with CoachAFL be sure they do this at least 5 days prior to round 1 as this doesn't update live (only updates once a day at 5pm once completed by Coaches). Coaches must complete their online training every year as this doesn't roll over from last season.
- Allocate your Parent Volunteers – For those volunteers who like to volunteer on a permanent bases like your Runner or First aid they can register in PlayHQ as a volunteer at no cost which will make them available for you to select on your team sheet, otherwise you just enter these manually by typing their full name, if you don't know their name enter the players name instead.
- Print Team Sheet for game day – You will require 2 x team sheets for the umpires, one will be given back to you at the conclusion of the game from the umpires. (Hint if you print 3 x team sheets you can write notes on your copy for incidents during the game).

## 7. Interchange (Rookie Me Play)

All teams must run the interchange app (even if you have no bench). The Interchange Steward must be a separate individual from the Team Manager. As Team Manager it is a good idea for you to set up the app prior to gameday but you must have a volunteer run the app during the game.

For step-by-step instructions to 'Join a team' on Rookie Me Play, click [here](#).

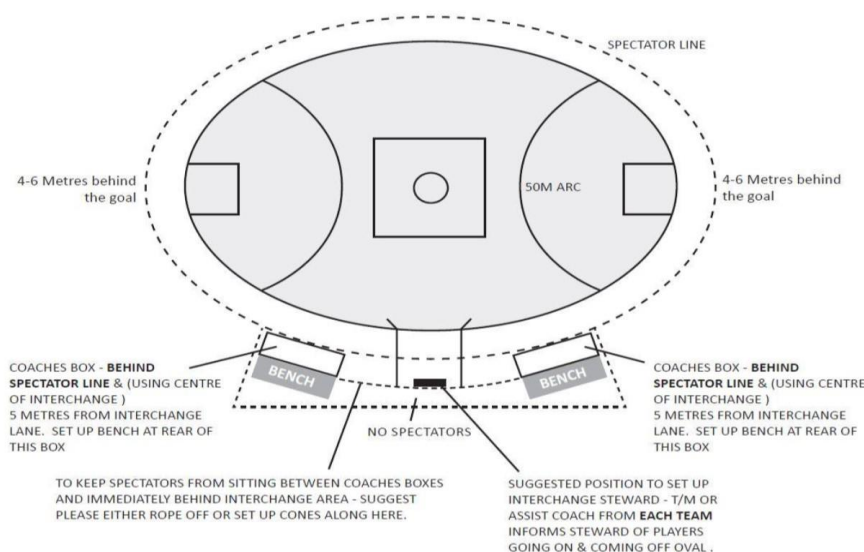


## 8. Game Day

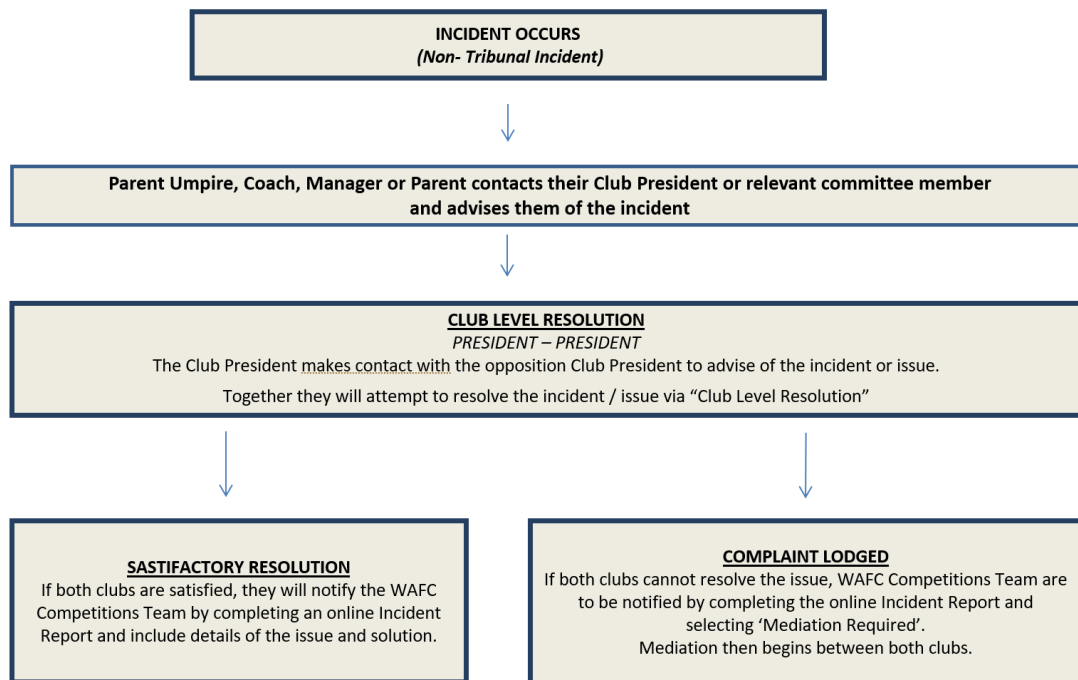
On gameday the Team Manager is the most important person in relation to game day environments as you are responsible for the communication between teams, game officials, volunteers and parents. Your responsibilities include but not limited to:

- Ensuring all players have arrived and are wearing their correct jumper number.
- Locate Umpires, if no umpires are available to attend your game, then the team coaches or team officials may agree to appoint an adult to act in that capacity. The appointed shall have the same responsibilities and authority as any umpire appointed by the WAFC. See section 24.3 of the Rules & Regulations.
- Introduce yourself to the umpires and provide them with 2 x completed team sheets.
- Introduce yourself and communicate with the opposition Team Manager in relation to team numbers and ground conditions.
- Ensure you have all your volunteers ready to go.
- If it's your home game be sure you have a timer and siren/bell ready to start the game on time.
- Ensure all parents are seated on the correct side and at least 4 meters away from the boundary line. Ensure no spectators are situated behind the goals or in the interchange areas.

## MATCH DAY SET UP



- Maintain a Match Day report, noting any positive or negative issues that arise during the match, including injuries. Then if required this can be send to the Registrar post-game. It is important that you monitor the behaviour of players, parents, and officials throughout the game to ensure your team is playing in the '*Sprit of the Game*' and in line with your clubs values.
- Ensure the game day environment stays positive. Dealing with incidents can be confrontational and uncomfortable unruly spectators have no place in our game.



## 9. Umpires

As Team Manager you along with your Team Captain are the only people who can approach the umpires on game day (except for WAFC & Umpire Officials). At all times you must be respectful, and you can only ask for an interpretation of rules or offer water, you are not permitted to question the rules or any decisions made during the game. Please remember these are also children who are learning their craft and any incorrect communication with an umpire at any time will result in heavy penalties. If you and your team wish to provide feedback on the umpiring, you can do this through your Club Registrar.

## 10. Concussion Protocol

Head impacts can be associated with serious and potentially fatal brain injuries. In the early stages of injury, it is often not clear whether you are dealing with a concussion or a more severe underlying structural head injury, for this reason, the most important steps in initial management include:

1. Recognising a suspected concussion.
2. Removing the player from the game.
3. Referring the player to a medical doctor for assessment.

Any player who has suffered a concussion or is suspected of having a concussion must be medically assessed as soon as possible after the injury and must NOT be allowed to return to play in the same game/practice session.

You must report any players who received a head knock during the game or training session to your registrar. All head knocks are to be checked by the first aider and only the first aider can make the decision to allow a player back on the oval **IF IN DOUBT SIT THEM OUT.**

## 11. PlayHQ - Post Game

Once the game is completed there are vital processes that need to be completed every week.

**Please note even if you are the away team, you must ensure the scores are updated in PlayHQ.**

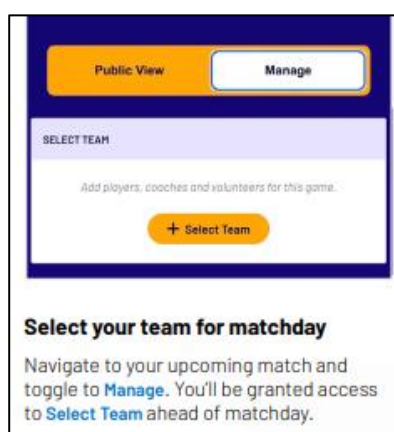
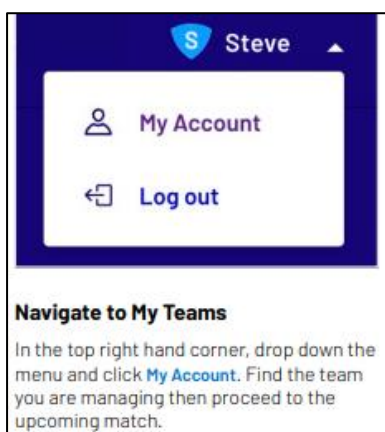
- Seek out the umpires and receive your team sheet and match football back, district Umpires will give back one team sheet.
- Ensure all players who played in the match are listed and selected on the team sheet – both hard copy and in PlayHQ. (It is vital PlayHQ is updated weekly as this is how games are credited to players).
- Scores – please ensure the scores are entered on the team sheets and then entered into PlayHQ (by team manager or club registrars – refer to your club guidelines).  
**Please do not modify / mercify the score, simply enter as per the umpires notes on the team sheet.**
- Ensure your Interchanger App connects to Wi-Fi and stores your game report to the cloud.
- Speak with your Club representative about any game day issues or umpire feedback that needs to be provided.

Any false or misleading team sheets, interchange reports or score card information may result in a forfeit, loss of E-Points and/or fines.

### Update the line up – PlayHQ

If you had players on your team sheet that you crossed out because they did not play, you must remove them from the games lineup on PlayHQ.

The following steps explain how to do so once you have logged in to your PlayHQ account:

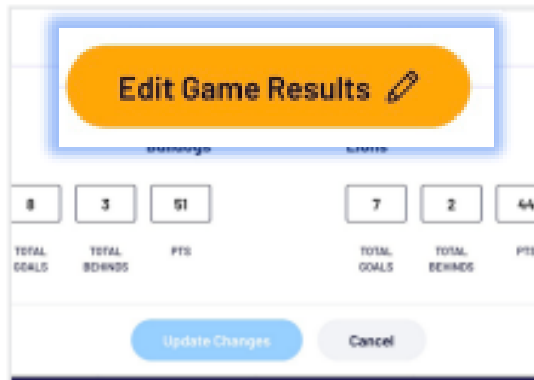


### Update the score on PlayHQ.

Once you have updated the line up, you also need to add the score. The score will be on the team sheet that the umpire has signed and given back to you.

If you did not receive the team sheet back from the umpire, please contact the registrar.

To update the game result on PlayHQ:



BRUNNAGE			LUNNIE		
TOTAL GOALS	TOTAL BEHINDS	PTS	TOTAL GOALS	TOTAL BEHINDS	PTS
8	3	51	7	2	44

1. Select '*Edit Game Results*'
2. Enter in the goals and points for each team.
3. Select '*Update Changes*'



## 12. Sample Team Sheet

Metro North - WA Competitions | SORRENTO DUNCRAIG Y10 HAWKS

**TEAM SHEET**

Top  
Section  
is Game  
Details

Middle  
Section is  
Player  
details

Bottom  
section is  
Volunteers  
details  
preloaded  
from PlayHQ  
and results  
entered by  
Umpire or  
Team  
Manager

Joendalup Kinross Y10 Sabres				vs				Sorrento Duncraig Y10 Hawks				9de2c5	
TEAM A				TEAM B				GAME CODE					
2022		2022 MN Year 10 Black		FaOC1 / FaGV8		26 Jun 2022		1:00 pm		8			
SEASON		GRADE		GROUND		DATE		TIME		ROUND			
TEAM B: Sorrento Duncraig Y10 Hawks													
NO.	PLAYERS	DOB	PLAYER SIGNATURES	PP	GOALS	BEHINDS	BEST	YEL CARD	RED CARD				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
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30													

COACH: _____	TRAINER 2: _____
ASST. COACH: _____	MEDICAL/WATER 1: _____
ASST. COACH: _____	MEDICAL/WATER 2: _____
ASST. COACH: _____	MEDICAL/WATER 3: _____
TEAM MNGR: _____	MEDICAL/WATER 4: _____
STEWARD: _____	
RUNNER: _____	FIELD UMPIRE: _____
RUNNER: _____	GOAL UMPIRE: _____
PHYSIO: _____	GOAL UMPIRE: _____
DOCTOR: _____	BOUNDARY UMPIRE: _____
TRAINER 1: _____	UMPIRE ESCORT: _____

TEAM A: Joendalup Kinross Y10 Sabres			TEAM B: Sorrento Duncraig Y10 Hawks		
GOALS	BEHINDS	TOTAL	GOALS	BEHINDS	TOTAL
Q1			Q1		
Q2			Q2		
Q3			Q3		
Q4			Q4		
T			T		

<b>INCIDENT 1</b> [Umpires, Team Managers, Coaches, Leagues Admins only] <input type="checkbox"/> OFFENCE/BEHAVIOUR <input type="checkbox"/> INJURY <input type="checkbox"/> VENUE ISSUE <input type="checkbox"/> OTHER _____ _____ _____	<b>INCIDENT 1</b> [Umpires, Team Managers, Coaches, Leagues Admins only] <input type="checkbox"/> OFFENCE/BEHAVIOUR <input type="checkbox"/> INJURY <input type="checkbox"/> VENUE ISSUE <input type="checkbox"/> OTHER _____ _____ _____
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TEAM MANAGER SIGNATURE: _____	UMPIRE SIGNATURE: _____
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## 13. PlayHQ Registration – for Managers

All Managers are required to register as a volunteer in PlayHQ prior to the season starting.

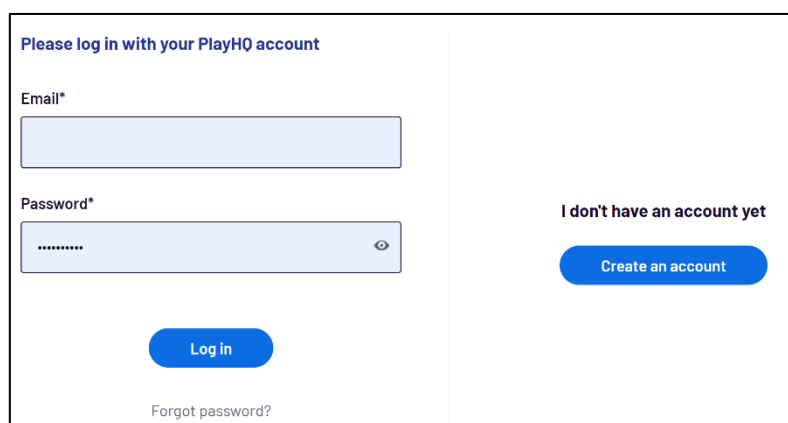
Doing this will give you access to your team list online so that you can:

- > Download your team sheet each week for the umpires.
- > Update scores at the end of each game.
- > Keep track of game counts.
- > Parent contact list

### How to register for PlayHQ

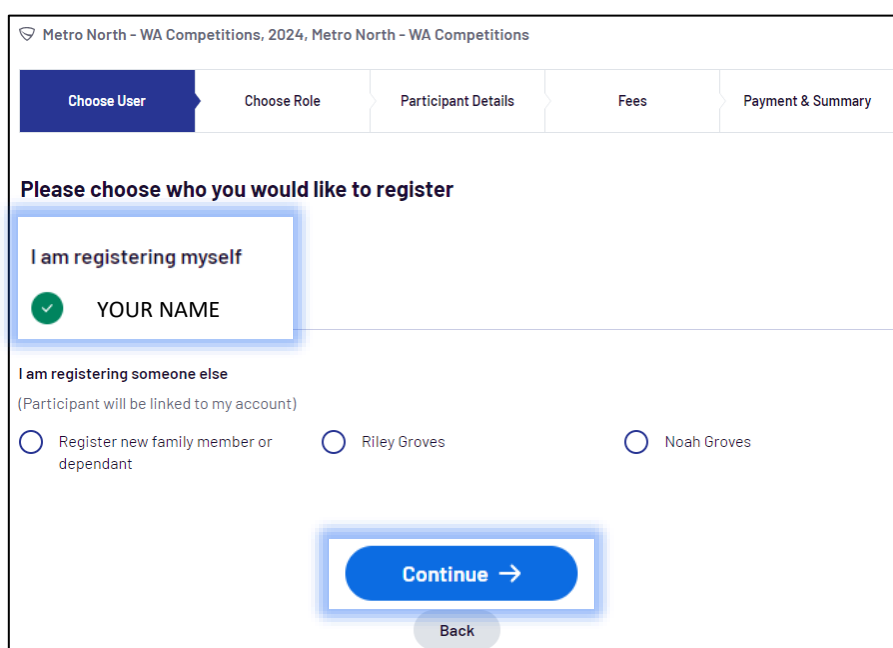
The process below explains how to register as volunteer in PlayHQ.

1. Go to [playhq.com.au](https://playhq.com.au)
2. Scroll to the bottom of the screen and select *'Get started'*. You will be taken to a log in page.
3. Enter your credentials if you already have an account, then select *'Log in'*.



The image shows the PlayHQ login page. It has a title "Please log in with your PlayHQ account". Below it are two input fields: "Email\*" and "Password\*". The password field has a toggle icon. Below the password field is a "Log in" button. To the right of the login fields is a link "I don't have an account yet" and a "Create an account" button. At the bottom left is a link "Forgot password?".

4. Authenticate your account as required.
5. Select *'I am registering myself'* then press *'Continue'*.



The image shows the PlayHQ registration page. At the top is a breadcrumb "Metro North - WA Competitions, 2024, Metro North - WA Competitions". Below it is a navigation bar with five tabs: "Choose User", "Choose Role", "Participant Details", "Fees", and "Payment & Summary". The "Choose User" tab is selected. Below the navigation bar is the heading "Please choose who you would like to register". There are two main options: "I am registering myself" and "I am registering someone else". The "I am registering myself" option is selected and highlighted with a blue box. Below it is a green checkmark icon and the text "YOUR NAME". The "I am registering someone else" option is unselected. Below it is the text "(Participant will be linked to my account)". There are three radio button options: "Register new family member or dependant", "Riley Groves", and "Noah Groves". At the bottom is a "Continue →" button and a "Back" button.

6. Choose your role.

From the options that appear, select *'Team Manager'*, then press *'Continue'*.

Metro North - WA Competitions, 2024, Metro North - WA Competitions

Choose User Choose Role Participant Details Fees Payment & Summary

Register as a:

Player

Team Manager

Volunteer

Medical Officer

Continue →

Back

7. Complete the registration form by answering all mandatory questions in Participant Details. Continue through the Fees section (there are no fees payable for volunteers)

8. From the Payment & Summary screen, select *'Submit Registration'*.

Metro North - WA Competitions, 2024, Metro North - WA Competitions

Choose User Choose Role (Team Manager) Participant Details Fees Payment & Summary

Payment is not required. Please submit registration below.

Submit Registration →

Back

**Order summary**

Description	Qty.	Total
Association Team Manager Registration Fee Metro North - WA Competitions	1	\$0.00
Club Team Manager Registration Fee Whitford JFC (Metro North - WA)	1	\$0.00
<b>Total</b>		<b>\$0.00</b>

All values are in AUD

Your registration will now be complete, and the registrar will assign you as a manager to a team in PlayHQ.

Once that is done, you will see the team under your profile, like below.

