

## **METRO SOUTH JUNIOR FOOTBALL LEAGUE**

### **TEAM MANAGER ROLES & RESPONSIBILITIES**

**These roles and responsibilities are only for clubs who have their team managers responsible for the entering of teams and results in Fox Sports Pulse, for clubs whose Registrars are responsible for the management of all records please refer to the Registrars Requirements for 2015.**

#### **ROLE:**

The Team Managers role is:

- To ensure the efficient & smooth running of the team;
- To provide support to the coach & other club officials;
- To act as a liaison between parents & the coach &/or club officials;
- To work together with club officials, coaches & parents to ensure that the Rules of the League, Codes of Behaviour, and Club Policies are being adhered to & properly observed at all times.

#### **RESPONSIBILITIES:**

The Team Managers responsibilities as per Match Day Rules:-

- ensure that players are in the correct uniform on game days, including wearing mouth guards;
- ensure that player jumper numbers on team sheets are correct before being handed to the umpire and opposition team manager
- ensure that players ticked off on team sheet are actually at the game ready to play (please note any club who ticks a player off as playing who was not at the game will face heavy penalties for breach of playing rules)
- for teams playing in premierships ages (U11 to U16.5) ensure the umpire hands the home team 2 x signed umpire team sheets (1 from each club), the umpire vote card sealed in envelope and 3 x scorecards at the completion of the game, to be returned to MSJFL
- for teams playing U8 to U10 ensure that the home team receives 2 x umpire team sheets (1 for each club) to be returned to MSJFL

#### **RULES:**

*It is essential that the Team Manager is familiar with the Rules of the League, Codes of Conduct & Club policies. Player medical treatment plan (provided by the family if a player has a known medical condition) must be available at all matches and training sessions & the Team Manager should be aware of any alerts or immediate treatment requirements specified on those forms.*

#### **Team Manager**

- Preparation of Team Sheet – available from Fox Sports Pulse website (*refer 'Metro South Junior Football League Team Manager Team Sheets Tasks' document*)

## Metro South Junior Football League Team Managers Role & Responsibility

### **MATCH DAY:**

- Complete weekly Team Sheet (*refer 'Metro South Junior Football League Team Manager Team Sheets Tasks' document*);
- Provide central umpire with umpire fee and team sheet & ensure all team sheets are signed
- Provide goal umpire with pen, scorecard, white coat & flags;
- U11 upwards: Ensure goal umpire knows to meet other goal umpire at the end of each quarter to agree score and ensure score board correct plus same team manager kept score.
- Provide boundary umpire with plain white shirt & whistle;
- Team runner must be clearly identified with an orange or bright green shirt provided by the club. The runner must only be on the field to deliver 3 messages then return to the coaches' box;
- The team manager and match day officials are the only people able to speak with the umpires;
- Water is to be provided to the umpires during quarter & half time breaks by the home teams team manager or home team match day official
- Coach must complete a field umpire's report when requested by the League

### **AT HOME MATCHES:**

- Timekeeper & scoreboard attendant are to be arranged by the home team;
- Umpires voting cards are to be given to the central umpire in addition to the team sheet before the game and received back at the conclusion of the game from umpires for the home club to submit to the League.

### **AFTER EVERY MATCH:**

- Completed team sheets/scorecards/best players/goal kickers & umpires votes (if a home game) are to be dealt with as per your clubs policy. Scores need to be in by 7pm on the Sunday. (*Refer 'Metro South Junior Football League Team Manager Team Sheets Tasks' document*)

## METRO SOUTH JUNIOR FOOTBALL LEAGUE INC.

### MATCH DAY OFFICIALS

**MATCH DAY OFFICIAL'S DUTIES/RESPONSIBILITIES ARE TO ASSIST/CONTRIBUTE TO THE QUALITY MANAGEMENT OF METRO SOUTH JUNIOR FOOTBALL LEAGUE, ON MATCH DAYS.**

**MATCH DAY OFFICIAL'S SHOULD REFLECT THE POSITIVE ASPECTS OF OUR CODE OF CONDUCT AND ACCEPTABLE BEHAVIOURS.**

#### **What is a Match Day Official?**

1. The Match Day Official is clearly identified by the Metro South Junior Football League's ID card and yellow top.
2. The Match Day Official is the representative for each club, and is the point of contact for information for coaches, parents and umpires.
3. **The Match Day Official is the first point of contact for any disputes or indiscretions that may arise.**
4. The Match Day Official oversees the Codes of Conduct for their club on match day's and through their club reports to the Metro South Juniors Football League any breaches of Codes of Conduct.

#### **Home Team Match Day Official's Responsibilities.**

1. Ensure the "JLT Sport Match Day Checklist" that relates to Ground Inspection have been undertaken, prior to the days play.
2. Meet and greet the opposition, making them aware of club facilities (Change Rooms etc).
3. Ensure First Aid Attendant/Trainer and stretcher are in place prior to the games start and First Aid is delivered to both clubs in a prompt and professional manner.
4. Ensure the field is clear and that games are able to start on time with quarter time and half time break times adhered to. If games are not running on time, the Match Day Official in consultation with the umpires may need to shorten quarters.
5. Provide support to the umpires and see to their needs before, during and after the game.
6. The only persons who should be in contact with the umpires on game issues are the Match Day Officials and Team Managers.
7. Ensure spectators are outside the fence of play or at least 2 metres from the boundary line.
8. Remain prominent throughout the day's fixtures and move about the crowd and venue.

**It is important that Match Day Officials conduct themselves in a firm but polite manner and are not over officious when speaking to persons regarding breaches of Code of Conduct.**