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## **Team Manager Job Description**

**for further guidance refer to SFL Handbook**

### **Objective**

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

### **Responsibilities**

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required, all grades except A Grade, required to supply, goal umpires, boundary umpires, water persons. All Grades to supply Runners and Timekeepers.
- Ensure the integrity of best and fairest voting in accordance with Club policy
- Ensure by liaising with the Coach that all players are qualified to play finals at the Team Manager grade level.

### **Game day responsibilities**

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the team Coach.

### **SPORTS TG    Team sheets**

- Complete, sign and give to umpire in accordance with league rules.
- Ensure all players named on team sheet including runner and trainers and water persons are named on the team sheet.
- Full names are required, first and surname.
- Home Team Manager after match obtain both teams, Team Sheets, best players & goal kickers and enter into SPORTS TG for both teams.

### **Goal kickers**

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers to be given to the opposition team manager or secretary at away matches and goal kickers obtained from the opposition at home matches,

### **Club best & fairest and League B & F voting slips with envelope to be supplied to umpires prior to match.**

- Club Vote cards are to be distributed prior to the match and collected after the match.
  - Best players are to be given to the opposition at away games and details of their best players from them at home matches This information Best & Fairest and goal kickers for the day from each team is to be entered onto SPORTS TG by the Home Team Manager for both teams or responsible SPORTS TG person for the Home Club
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#### Players property

- Ensure players property is collected prior to each game and safely secured during matches.

#### Boundary & goal umpires

- Boundary and goal umpires are to be arranged as required
- All club umpires are to be correctly attired according to league regulations.

#### Drinks

- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).

#### Trainer's equipment

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

#### Footballs

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

#### Scores reporting

- Check your league procedures for this.

#### Statistician

- Statistician to be provided for the senior team (if required by the coach).

#### Scoreboard

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

#### Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches.

#### Awards

- Determine, with appropriate football staff, best player awards for the team side
- Prepare awards for distribution

#### Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports collect report and return to Secretary and advise any player involved that they will be required to attend the tribunal.
- Home Team Manager to collect the League Best & Fairest votes sealed in an envelope from the umpires
- **Escort Umpire** off the ground after each match and for A Grade at half time and after the match, unless arranged for another club official for your grade to escort umpires off the ground.

#### **Relationships**

- Reports to the Club Secretary
- Supports the coaches and match committee and other football staff as appropriate

#### **Accountability**

- The Team manager is accountable to Club Secretary and the Coach of that team which they manage.

Further details to be found in the Southern Football League Handbook

*This document is based on the AFL Club Management Team Managers job description*

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