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## Team Manager

### **Objective**

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team manager's 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 registered with the League or are in a clearance process from their 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 have been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy

### **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 game day.

#### *Team sheets*

- Complete and provide to umpire in accordance with league rules.
- Ensure team sheet is correct and complete and includes all required information.

#### *Goal kickers and Best Players*

- Ensure goal tally is kept during match.
- Ensure Goal kickers and Best Players names to be recorded on the days running sheet.
- Goal kickers and Best Players names to be given to the opposition team manager at away matches and the same information to be collected from visiting teams to enable accurate and timely entry of results in sporting Pulse.

#### *Club Best & Fairest*

- Voting cards to be distributed prior to the match and collected after the match.

#### Players property

- Make arrangement to ensure player's 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.

#### 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.

#### Scoreboard

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

#### Awards

- Determine, with appropriate football staff, best player awards for the team side and ensure that the game day sheet is completed to enable award distribution.

#### Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If a player is reported then collect report and return to Secretary and advise any player involved that they will be required to attend the tribunal or that there is a prescribed penalty and no attendance is required.
- Ensure umpires are escorted off the field after the game.

#### ***Relationships***

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

#### ***Accountability***

- The Team manager is accountable to Secretary and the Coach of that team which he manages