

Team Managers Responsibilities

PRE GAME DAY

1. Prepare and download pre-game team sheets from SportsTG every week pre-game. Team sheet should be reviewed to ensure all players are listed and play ups are recorded.
2. Email game day reminders to parents regarding fixturing and rostering. Encourage parents to use SportsTG game day App for fixtures.
3. DO NOT CREATE SEASON FIXTURES OF YOUR OWN AS THEY ARE SUBJECT TO CHANGE
4. Ensure parents rostered for game day duties are followed up. Put responsibility on the parent to find a replacement if they are unavailable:
 - Field set up and ground inspection
 - Time Keeper
 - Goal Umpire
 - Jumper washing
 - Canteen helper
 - First Aider
 - Water Carrier (Yr7 onwards)
 - Interchange Steward (Yr7 onwards)
 - Boundary Umpire (Yr7 onwards)
 - Oranges (Optional)

PRE GAME

1. (Home Games Only) Parent helpers arrive early for ground set up. Ground setup to be completed half an hour before game start (i.e. 8:00am for an 8.30am game) this includes:
 - Marquees set up for home and away teams including benches, interchange table, chairs etc
 - Ensure player, coach and interchange area is cordoned off.
 - Ensure goal posts are erected and covers are on all posts
2. Undertake ground inspection of the ground, ask parents to assist. Remove all ground rubbish dog mess, bottles etc. Identify any potential game day hazards such as obstacles near field of play, weather conditions and reasonably assess with other team manager if safe to play.
3. After ground inspection is completed the checklist needs to be signed off by both Team Managers on the JLT Game Day App. Game Day report to be emailed to registration@manningrippersfc.com.au
4. Ensure all rostered game day duties are filled and persons available.
5. Provide game day team sheet and player numbers to Interchange Steward (Youth Competition Only)
6. Introduce yourself to the other Team Manager.
7. Coordinate distribution of jumpers to players.

DURING GAME / GAME DAY ENVIRONMENT

8. Stand with the umpire at quarter and three quarter time and check they are OK. At half time break, escort umpires to their change rooms (Youth Competition Only)
9. Ensure umpires are offered water during game by water carriers and offer bottled water to umpires at half time break. (Youth Competition Only)

1. Keep your own parents/coaches under control.
2. Parents are not to enter the field of play if an incident occurs, leave this to the match officials.
3. Parents may not approach the Coach or Officials during the course of the game.
4. Look out for anti-social behaviour and advise committee representative or opposition Team Manager.
5. Advise Club President or Committee Member immediately of any incidents.
6. Ensure parents or spectators do not enter the cordoned area.
7. Ensure parents maintain a 2m clearance from the field of play.

POST GAME:

1. Shake hands with Umpire and escort them from the ground.
2. Cross off names of boy's names that did not play on the team sheet.
3. Modifieds competition (Year 3 to 6) to provide team sheets to Umpire for sign off.
4. Youth Competition (Year 7 to 12) to provide iPad interchange sheet and scorecards to Umpires to complete match report)
5. Enter post game information into sporting pulse after game. Remove players from team sheet that did not play. Modifieds Competition to enter the scores as being a draw ie 0-0
6. Ensure Interchange Steward emails the interchange sheet to Competition Coordinator, Maree Power mpower@wafc.com.au within 2 hours of game completion.
7. Fairest and best votes to be completed by each team. As a general guide, we suggest a 5,4,3,2,1 voting system for the Fairest and Best players on the day. Voting adjudication is to given to the coach, assistant coach and ONE parent. Junior Committee will provide some guidelines as to the end of year awards.
8. Ensure jumpers are collected by rostered jumper washer.
9. Coordinate pack up if last team playing.
10. Ensure change rooms are cleaned for next team, encourage team to pick up their own rubbish.

OTHER DUTIES:

1. Co-ordinate hand out of team jumpers and maintain record of player and jumper numbers. Enter jumper allocation into Sporting Pulse.
2. Maintain a parent/player database with names and contact numbers.
3. Be the conduit for communication between the team and the Junior Club Committee. This is likely to include game day feedback, safety issues, upcoming social events, equipment needs, play up requests, selling of raffle tickets etc.
4. Encourage parents to utilise the website.
5. Keep stock of team equipment and advise Equipment Manager of any requirements
6. Assist with coordination of District Gala Days, Little League games and other events.