

# Team Manager

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**The main role of a team manager is to make sure that match day goes smoothly.**

This is done by ensuring:

1. sufficient players are available for the game
2. players bring the correct equipment to play
3. all player tops are available and clean
4. there is water and oranges available at each break
5. the team kit is at each game
  - a. scoresheets, bell, timers etc
  - b. complete first aid kit
  - c. goalies gear
6. for home games, sufficient people are available to help with set up if required
7. the following paperwork is filled in correctly
  - a. Scoresheets (for matches played as well as walkovers)
  - b. Ground reports for home games (for matches played as well as walkovers)
  - c. Accident reports for any on field injury
8. encouragement awards are given out post match
9. that paperwork is dropped off at the clubrooms before 5pm on game day

It is recommended that the team manager roster parents on to assist with cleaning tops, bringing oranges, helping with set up etc. Parents can also be encouraged to score, referee, manage the bench etc. if needed.

It is also recommended that the team manager be aware of the responsibilities of the officials (scorer/bench, etc.), the rules and the acceptable behaviour expected of parents.

The team manager will also:

1. Prepare a team contact list for distribution to parents early in the season
2. Keep families informed and encourage them to participate in club activities
3. Organise families to help with kitchen duty on the team's allocated night
4. Co-ordinate the team on photo night and be part of the photo
5. Participate in junior presentation night
6. Participate in junior committee meetings
7. Assist in vote count night (excludes under 12's as no vote collected for this age group)

## **Document Resources:**

Sport Code of Conduct  
Scorer's duties men/women  
Process for making a claim  
Field set up – men/women  
ELC constitution