



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers age 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.
- Liaise with the club Registrar to ensure all players are either currently registered with the League or has an approved clearance from previous Club.
- Provide the Registrar 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 and have appropriate sponsors logos attached if required.
- Ensure all club property including jumpers are always accounted for and are returned to the Exec at the completion of the season.
- Ensure other support staff has 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 on game day. Duties may be varied to reflect an individual time commitment or the role as negotiated with the team coach.

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 boys are registered.
- Full names are required, first and surname.

Goal kickers

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet and provided to the registrar for update to clubs live scoring system.





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Club best & fairest

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

Player's 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

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, the match 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.

Scoreboard

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

Canteen

- Team manager responsible for providing minimum 1 canteen attendant for all team's home games to assist canteen staff prior to and during the relevant match.

Interchange

- Team manager responsible for ensuring that the interchange steward performs their duties correctly and that all paperwork is signed and delivered to the umpires at the completion of each match for all competitive age groups.

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





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Umpires

- Check with umpires within 10 minutes of the game ending that there were no reports ("all Clear"). If there are reports, collect reports and return to Secretary and advise any player/s involved that will be required to attend the tribunal.

Club rooms

- Team managers are responsible to ensure club change rooms, for both home and away matches are left in a clean and tidy state at the completion of each match
- For home matches the Team Manager is responsible to ensure that the club rooms are swept clean, and all rubbish removed from both the club rooms and coaches box at the completion of every match.

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



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<http://www.endeavourhillsjfc.com.au/>
<http://facebook.com/EHJFC>

