Team Manager Tasks

(March 2022)

* Organise Boundary and Goal umpires and Central umpires
* Organise drink carriers
* Maximum 2 on ground at any one time.
* Dressed in all white and wearing Club armbands
* Sole duty is to dispense water
* Give out best & fairest Club vote cards in envelopes (these are to be given to suitable player’s parents, coach’s, goal umpires, or supporters that will be watching entire game. All votes are private and anonymous.
* Check team sheets and jumper numbers
* Give umpires a copy of team sheet.

***Home games only:***

* Organise Interchange Steward/ Umpire Escort person (Red Coat person). Must be given Order off sheet pre-game. (Refer to Interchange Steward & Umpire Escort Policy document for procedures)
* Hand out: Time Keepers Cards and Goal Umpires Cards.
* Place in Umpires Room:
	+ - Match Football (provided by Footy ops)
		- Team Sheets (home & opposition teams)
		- Make sure Umpires Pads are in place.

**Game Day - During Game:**

* Record results on Game Day Notes & Results sheet (Goal kickers – your team, Scores quarterly – Both teams)
* Attend to players and coaches general needs

**Game day - Post Game:
 *Home game:***

Collect:

* + Goal Umpire Cards.
	+ Timekeeper cards
	+ Club Vote Cards
	+ Completed opposition Team Sheet (make sure goal kickers and best are listed)
* Pay Central, Time Keeper/Scorer and Boundary Umpires
* Coach and support staff to pick 6 best players
* Complete team sheet with goal kickers and best players
* Submit match results for both teams
* Put all paper work (Time Cards, League vote cards, Team Sheets, Goal Umpire Cards, into envelopes and file in “Post Game" Drawer in Team Managers office
* Organise someone to write game report for newspaper & Barracker. To be emailed no later than Sunday night to ‘footy@pifnc.com.au’
* Awards – Work out player awards with Coach and support staff

***Away games***

* Collect:
	+ Club Vote Cards (pass on to Footy Ops)
* Pay Central, Scorer and Boundary Umpires (League umpires are already paid by league)
* Coach and support staff to pick 6 best players
* Complete team sheet with goal kickers and best players and hand to opposition (keep a copy for your own records)
	+ It is the Oppositions duty to complete results for both teams into online computer system and send all relevant paperwork to the league
* Organise someone to write game report for newspaper & website. To be emailed to Phil at Footy Ops (footy@pifc.com.au) no later than Sunday 12pm.

It is to your advantage to try and get permanent helpers where you can

If you have any queries please talk to other team managers or Phil at Football Operation.