



# St Ives AFL

## Team Managers Operations

Major Sponsor



### 1 Team Management

This section provides an outline of the team managers responsibilities and activities. It is not an exhaustive list, it is a guide.

#### 1.1 The Role of the Team Manager

The team manager is ultimately responsible for the organisation of the team/squad on and off the field. This includes:

- Club & GSJ administration requirements for the players and the team (match day records, registration details, contact Details).
- All team communications to players, parents and coaches.
- Team equipment, jerseys, match balls.
- Organisation of players, officials and parents (not umpires) and ensuring they know where they should be and when (game, training, canteen, ground management, goal umpiring, match reporting, B&F voting).

The following provides a more thorough checklist of team manager’s responsibilities.

#### 1.2 Pre Season

Activity	Description
Manager Briefing	<ul style="list-style-type: none"> <li>• Attend coaches and managers briefing meeting hosted by Greater Sydney Juniors (GSJ).</li> <li>• Attend Club coaches’ and managers’ briefing session.</li> </ul>
Contact Details	Compile a full contact list for the age group. Once teams are sorted, these should be broken into team contact lists. Distribute to all team members.
Registration	Check that all players are registered and obtain each player’s registration number.
Kit	Ensure players have purchased club shorts, socks and football boots. Jerseys to be allocated by club. Player’s jersey numbers to be recorded and maintained across seasons where possible. It is a club requirement that all players wear a mouthguard during play. Mouthguards are available from dentists or local chemists, depending upon requirements.
Equipment	St Ives Property Officer will provide a full complement of required equipment, such as: <ul style="list-style-type: none"> <li>• 2 x leather Sherrin match balls &amp; pump</li> <li>• armbands (U9 and U10 only)</li> <li>• goal Umpire flags and coat (AFL are looking to trial the supply of AFL flags by the home ground, TBA)drinks bottle holder</li> <li>• first aid kit</li> </ul>

Activity	Description
Training	<ul style="list-style-type: none"> <li>• Check location of training, timing and any other relevant details</li> <li>• Prepare schedule of training and distribute to all relevant persons</li> </ul>
Fixture List	<p>Prepare fixture list for the season covering all sixteen rounds, including:</p> <ul style="list-style-type: none"> <li>• dates, times and venues</li> <li>• opposition team names</li> <li>• scheduled duties <ul style="list-style-type: none"> <li>- canteen (home games only)</li> <li>- goal umpiring</li> <li>- match reporting</li> <li>- best and fairest assessment</li> </ul> </li> </ul> <p>Distribute fixture list to all relevant persons.</p>
Templates & Documents	<ul style="list-style-type: none"> <li>• Obtain stock of score cards sufficient for season (allow 2 per game)</li> <li>• Download, customise (where relevant) and store soft copies of all relevant documents, including: <ul style="list-style-type: none"> <li>• Team Sheet</li> <li>• Player Zoning (only 9s and 10s or teams with arm bands)</li> <li>• Best &amp; Fairest Score Cards</li> <li>• Best &amp; Fairest Schedule*</li> </ul> </li> <li>• Download, customise (where relevant) and store soft copy of Match Report template</li> </ul> <p><i>* Note: The Best &amp; Fairest schedule has to be updated after each match and submitted to the Club President for central record keeping [see Awards at PART C – END OF SEASON below]</i></p>
Record Keeping	<ul style="list-style-type: none"> <li>• Keep records for the season of: <ul style="list-style-type: none"> <li>- Game date, time and venue</li> <li>- Opposition team &amp; match score (progressive and final)</li> <li>- Best &amp; Fairest scores</li> <li>- Goals &amp; behinds scored and by whom</li> <li>- Captaincy of team</li> <li>- Best on Ground winner</li> <li>- Best Players on the day</li> <li>- Players who did not play</li> <li>- Incidents / injuries – Complete any incident reports, scan and send to club first aid coordinator.</li> </ul> </li> </ul>
Canteen Roster	<ul style="list-style-type: none"> <li>• Establish a canteen roster for the allocated rostered days. The Canteen manager will provide you details. All parents that are not coach, manager or ground manager should take their fair share of the canteen roster.</li> <li>• NBwhere teams do not have set players (ie where div 1 and/or 2 and/or 3 mix their players) then roster is completed in the week prior to the game when teams are known.</li> </ul>

Activity	Description
First Aid	<ul style="list-style-type: none"> <li>• Confirm ground has official first aid representative.</li> <li>• If not available, Check to see if any of the parent contingent hold The relevant first aid qualifications:               <ul style="list-style-type: none"> <li>○ Age groups 9-11 - Apply First Aid Certificate/Accreditation</li> <li>○ Age groups 12-16 – Apply First Aid Certificate + ERC (Emergency Response Coordination) Training.</li> </ul> </li> </ul>
Photography	<ul style="list-style-type: none"> <li>• Seek permission from all parents of boys on team to allow their sons/daughters to appear in photos to be posted on website accompanying match report</li> </ul>

### 1.3 Pre-Game

Activity	Description
Notification	<ul style="list-style-type: none"> <li>• Around mid-week, issue re-confirmation notice of upcoming game, including:               <ul style="list-style-type: none"> <li>• Date, time and venue</li> <li>• Opposition team</li> <li>• Goal Umpires</li> <li>• Match Reporters</li> <li>• B&amp;F Assessors</li> <li>• Canteen Attendants</li> </ul> </li> <li>• Seek confirmation of player attendance.</li> <li>• Notify coach of expected player list.</li> <li>• Remind Best on Ground winner to bring trophy to game for re-award</li> </ul>
Documentation	Prepare documentation for game, including: <ul style="list-style-type: none"> <li>• Team sheet (prepared at Footyweb on GSJ website) – (minimum of 3)</li> <li>• Match scorecards (minimum of 2) – as backup if not to be supplied by GM</li> <li>• B&amp;F scorecards (number as required)</li> <li>• Umpire Report - entered online by coach after the game</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Check all equipment is available, serviceable (eg, balls pressurised, armbands (9s and 10s) &amp; coats clean, first aid kit complete etc).</li> <li>• Supply any supplementary equipment (eg, pencils for match scoring, clipboards for B&amp;F assessors etc)</li> </ul>
Local Derbies	For local derby games (St Ives vs St Ives), arrange with Club Property Coordinator to have clash jerseys available (for the away team only).
Ground Availability	In the event of inclement weather, local councils may close the grounds. Notice of closure is posted at relevant council websites. <ul style="list-style-type: none"> <li>• Check status of grounds</li> <li>• Notify all relevant persons if grounds closed and any alternative arrangements this imposes on the game venue and timing</li> </ul>

## 1.4 Game Day

Activity	Description
General	<ul style="list-style-type: none"> <li>• Arrive at least 30 mins before game and ideally before all other players</li> <li>•</li> </ul>
Contact Details	Take to game a copy of contact details for all relevant persons to game (eg, emergency contact details, general enquiries re: non-shows etc)
Team Sheet	<ul style="list-style-type: none"> <li>• Check that all players are in attendance and cross-check against teamsheet. If any 'no shows' call parents/carers to check on status.</li> <li>• Sign off all three copies of teamsheet with any corrections, as required</li> <li>• Seek opposition team manager. Each to counter-sign all three opposition teamsheets.</li> <li>• Exchange one signed copy of team sheet with opposition team manager</li> <li>• To be updated with 2013 by laws</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Take all equipment to game.</li> <li>• Supply armbands to coach.</li> <li>• Supply match ball to Umpire and retrieve after game (home games only)</li> <li>• Recover Best on Ground trophy from previous winner</li> <li>• Collect players' drinks bottles in drinks bottle holder</li> </ul>
Best & Fairest	<ul style="list-style-type: none"> <li>• Supply B&amp;F scorecards, clipboards and pencils etc to B&amp;F raters.</li> </ul>
Match Reporting	<ul style="list-style-type: none"> <li>• Check that designated Match Reporter is able to record game details and produce match report.</li> </ul>
Record Keeping	<ul style="list-style-type: none"> <li>• Record and spreadsheet the required records (see Pre-Season Record Keeping)</li> </ul>

## 1.5 Post-Game

Activity	Description
Record Keeping	Update B&F and match statistics records and send to <a href="mailto:footy@stivesafl.com">footy@stivesafl.com</a> by Monday evening after game.
Match Reporting	<ul style="list-style-type: none"> <li>• Ensure that Match Reporter prepares report.</li> <li>• Upload to website (TBC for 2013).</li> </ul>

## 1.6 End of Season

Activity	Description
Equipment	Ensure that all equipment is returned to the club directly after the last game of the season. Check all equipment in kit bag and take instructions from Property coordinator as to where to deliver.
Kit	Collect and ensure ALL player jumpers are returned to the club directly after the last game of the season. Arrange for all players to attend final game with a spare shirt.
Awards	For the end of season awards refer to the Awards document in the resources section of the website
Presentation Day	<ul style="list-style-type: none"> <li>• Presentation Day held in September (time, date and venue will be confirmed by Club).</li> <li>• Coach and Manager to attend to preside over presentation of Club awards (referred above). Coach and Manager to discuss and agree arrangements.</li> </ul>
Social	Organise end of season social activity for parents and players if appropriate.
End of Season Wrap up	Email or other form of written season summary <ul style="list-style-type: none"> <li>• Feel good factor</li> <li>• Promotes team spirit</li> <li>• Encourages players &amp; parents to return next season</li> <li>• Sends strong message</li> </ul>
Gifts / show of appreciation	Club provides gifts (usually bottle of wine) for coaches, managers and ground managers for presentation day. Providing gifts or other gestures of appreciation at the end of the season is optional but common. Team manager should consider arranging a card signed by all the players.