



Everton J AFC Junior Team Manager (U8, U9, U10, U11G)

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade 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 to ensure the efficient operation of the team
- 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 (**use google sheet provided**)
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Keep parents informed with game day time / locations.
- Ensure parent roster is complete and all volunteers are in attendance as required (**use roster google sheet provided**)

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 each Saturday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the team Coach.

Team sheets

- Complete, sign and give to opposition team manager.
- Ensure all players and coaches named on team sheet are registered.
- Full names are required, first and surname.
- After the game (**before Monday night**) edit the pre-game team sheet on SportsTG. Electronically delete players who did not play, add extra players. Save the changes This is to ensure players game history is kept correct.

First Aid Officers

- Home games - Ensure a registered first aid officer is in attendance. If no one from your team is available organise a volunteer from another team.
- Away Games – Ensure a first aid officer is in attendance. If there is not one speak to the ground marshall and do not allow the game to begin until a first aid officer is available.



Ground Marshall

- Home games – Ensure Ground Marshall is in attendance and if you are the first game of the day that the JLT checklist app has been completed. (This is for insurance purposes)

Ground Set-Up Home Games

- If you are the first game of the day ensure volunteers are rostered to help set out the field with cones, posts etc.
- If you follow a game and the field needs adjustment (different size) ensure volunteers are rostered to help with the adjustment.
- If you are the last game of the day ensure volunteers are rostered to pack up the field and put all equipment in the shed, empty rubbish bins around the club and do a quick tidy up.

Time Keeper

- Ensure a Time Keeper is available to each home game.

Canteen Assistance Home Games

- Ensure a 1 volunteer is rostered to help in the canteen for each half of your game.

Goal umpires

- Goal umpires have flags and understand their role. Under no circumstance are scores to be recorded.

Drinks

- Ensure player's drinks are on hand at all times (club supplies water bottles).

Footballs

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

Awards

- Determine, with coach, game day player awards. (eg. McDonald Awards)

Umpires

- Check with umpires at the end of the game that there were no reports ("all Clear").
- If reports collect report and return to Registrar and advise any player involved that he/she will be required to attend the tribunal.

Relationships

- Reports to the Registrar
- Supports the coaches

Accountability

- The Team manager is accountable to Registrar and the Coach of that team which he manages
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