**INTRODUCTION**

The Team Manager is responsible for ensuring all administration is taken care of on a match day so that coaching staff and players can focus on the game at hand. They are also responsible for ensuring all team specific volunteer roles are filled.

**WOULD SUIT SOMEONE WHO**

* Is organised and can handle multiple things going on at once
* Can only assist the club immediately prior to, during and after a match

**RESPONSIBILITIES**

* Ensure the coach and players are provided with sufficient equipment (within established guidelines) to ensure the efficient operation of the team
* In conjunction with the Registrar, ensure all players are either currently registered with the League or have an approved clearance from their 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 guernseys are in good condition at all times and have appropriate sponsors logos attached
* Ensure the integrity of best and fairest voting in accordance with club policy
* Ensure all equipment is taken to away games

**Gameday Responsibilities**

* Ensure the team sheet is filled out fully and correctly before signing it and handing it to the umpire at the beginning of the match
* Ensure all players named on the team sheet including runner, coaches, trainers and water carriers are registered
* Distribute best player vote cards and ensure they are collected at the end of the match, in accordance with the club policies
* Keep a tally of all goal kickers during the match
* Record best player votes and goal kickers and hand to the opposition team manager at away matches
* Collect opposition team sheets, including best players and goal kickers at the conclusion of the match
* Notify the timekeeper of players details immediately if they sent off during the match
* Ensure players property is collected prior to each game and safely secured during matches
* Ensure match ball is provided for home matches and is returned at the completion of the match
* Refer to the Team Specific Volunteer list to ensure all roles are filled.
* Check with umpires within 10 minutes of the finish of the game that there were no reports (“All Clear”). If there were any reports, collect the report and return to the Registrar and advise the player involved of the necessary procedures.

**KEY RELATIONSHIPS**

* **Reportable To: Volunteer Coordinator**
* Coaching Staff
* Registrar
* Players
* Parents & Caregivers
* Team Volunteers

**TIME COMMITMENT REQUIRED**

* 2 – 4 hours per week on a matchday depending on the teams division
* 1 week of additional administration work (emailing out volunteer roles, collating votes etc.) will be required during the season