Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | **www.aveleyfootballclub.com.au**
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

TEAM MANAGER JOB DESCRIPTION

Objective

- To ensure the efficient and smooth running of the team
- To ensure all off field football matters are dealt with efficiently and in a timely manner for the manager's grade of competition
- To provide support to the Coach and other club volunteers
- Provide administrative support to the coach and any AJFC volunteers
- To act as a liaison between the parents and the coach and club volunteers including district umpires
- Support the coaching volunteers to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game
- To work together with club volunteers, coaches and parents to ensure that the Laws of the Game, Codes of Behaviours and Club Policies are being adhered to and properly observed at all times.

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
- Check jumpers are in good order at all times and have appropriate sponsors logos
- Ensure other support volunteers have been appointed and are in attendance as required

GAME DAY

- Ensure players are in the correct uniform on game days
- Ensure players, in accordance with the Laws of the Game have short nails and are wearing correct football boots appropriate for the level of play
- Ensure player jumper numbers are correct on team sheets for Umpire sighting
- Ensure that players ticked off on team sheet are actually at the game ready to play
- Be familiar with player medical treatment plans (provided by the family if a player has a known medical condition)
- Provide goal umpire with pen, scorecard, white coat & flags
- Provide Team Runner with pink Runner's Vest
- Provide Team Medic with blue Medic Vest
- Ensure Team Water bottles are filled and readily available before, during and after the match
- Provide effective and respectful communication with the Umpire as required. The Team Manager and Match day officials are the only people able to speak with Umpires.
- Arrange the required support volunteers for games to take place
- Ensure all volunteer positions are filled each game day, including Timekeeper, Canteen, BBQ, Goal Umpire, Field Umpire, Oranges and Runner positions are arranged and present for all home games

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.

Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches.

AFTER EVERY GAME:

- Completed team sheets are to be sent to the Registrar within 24 hours of the end of the match
- Completed incident reports are to be sent to the Risk Coordinator immediately following the match
- Prepare game day awards as agreed by the Coach
- Following a Home Game, pack down and away if yours is the last game OR hand over to the next team as appropriate.

Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports collect report and return to Registrar

Relationships

- Liaise with umpires officiating in the match
- Liaise with opposition Team Manager
- Work closely with the Team Coach and Coach Assistant
- Liaise with Parents and Members

Accountability

- Reports to the Team Coach
- Accountable to the Registrar

Date:	**Item:**
October 2019	**Drafted**
DD MMM YYYY	**Adopted by Committee**
DD MMM YYYY	**For Review**