



CLAREMONT DISTRICT FOOTBALL DEVELOPMENT COUNCIL
ROLE OF THE TEAM MANAGER

4TH APRIL, 2012

BEGINNING OF THE SEASON

- Once registration day has been complete gather a list of players who will be participating in your team this season.
- In consultation with the coach notify the players and their parents of when training will start and occur during the season along with what is required for the season – shorts, socks, boots, mouthguard etc.
- Construct a database of all the players details which includes parents names and contact details (phone and email)
- Communicate to the parents the duties that are required on match day:

Year 4 – Year 7

*Parent Umpire Mentor (home games only and **should be the same person each time**)*

Goal Umpire

Time keeper

Oranges

Runner (Not year 4's)

Water Carriers (one only)

Year 8 – 12's

*Ground Marshall - For 13's only and to be supplied at home games, **should be the same person each time**)*

Ground Set Up: goal post, coaches box if not already marked, stretcher

Goal Umpire

Timekeeper

Boundary umpire/s (can have 2)

Water Carriers (maximum 2)

Runner

Oranges

- In consultation with the clubs '**Equipment Manager**' organize the equipment you require for the entire season, this includes.

Team jumper, shorts and socks

Kit of Footballs (approx 10)

Match ball

Markers x 20

Bibs x 10

Football pump



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Goal Umpire Jacket
Goal Flags
Runner Vests x 2
Water Carrier Vest x 2
Boundary Umpire Vest x 2
Whistles for boundary umpires

PRIOR TO THE GAME

- Confirm all volunteers for the game
- Team sheets to be completed by Friday night prior to the game.
- Print two copies out – one for match day envelope and one for your records to keep and to go back and make adjustments on sporting pulse following the game.

Important notes:

- Make sure all jumper numbers are marked on the team sheet.
- Make sure you cross out names of kids on the team sheet that do not end up playing.
- Add any not on the sheet (neatly) and include the DOB for these players
- Ensure all officials are named on the team sheet.

Team sheets are accessed via www.tigersdistrict.com.au

- Click on 'Junior Competition',
- Click on 'Fixtures and Results'
- Click on relevant 'competition' that you are involved in.
- Click on 'your team' eg. Cottesloe for that fixture
- *further information see sporting pulse manual.*

GAME DAY

Before the game:

- Ensure the ground is set up appropriately (see by law 20 and 21)
 - Coaches box
 - Goal Post pads
 - Stretcher
- Ensure all team officials are wearing their appropriate vests and name badges.
- Complete a 'match day' checklist of the ground with opposition team manager. These forms are available at www.tigersdistrict.com.au .
- Introduce yourself to the umpire



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FOLLOWING THE GAME

- Pay the umpires - share the payment with the opposing team.

Match Day envelopes:

- It is the role of the home team manager to ensure the match day envelope is posted off after the game. The match day envelope should include:
 - Both the home and away team sheets ; **ensure their signed by the umpires**
 - For **Youth (Year 8 to 12's)**: Three completed scorecards (timekeepers and both goal umpires)
 - For **Modified (Yr 4 – Yr6s)**: No scorecards but include Challenge Shield form as filled in by the umpire
 - For **Modified (Year 7's)**: At least one scorecard and challenge Shield form as filled in by the umpire.

Match envelopes must be posted by the team manager and reach the reach the district registrar by Monday @ 6pm so need to post straight after the game.

Online Results and Team sheet:

MODIFIEDS (Yr 4 – Year 7's)

Following the game ensure you update any details on the online results database. For example

- Removing players from the original team sheets that did not play
- Adding any players who were written on the team sheet at the ground

This is once again done via www.tigersdistrict.com.au

- Click on 'Junior Competition',
- Click on 'Fixtures and Results'
- Click on relevant 'competition' that you are involved in.
- Click on 'your team' eg. Cottesloe for that fixture
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YOUTH : Year 8 to 12's

- Following the game ensure you update any details on the online results database. For example
 - Removing players from the original team sheets that did not play
 - Modifying any jumper number changes
 - Adding any players who were written on the team sheet at the ground

This is once again done via www.tigersdistrict.com.au

- Click on 'Junior Competition',
- Click on 'Fixtures and Results'
- Click on relevant 'competition' that you are involved in.
- Click on 'your team' eg. Cottesloe for that fixture
- Further information see sporting pulse manual.

Enter the results of the game, only the final score is required - *further information see sporting pulse manual.*