



TEAM MANAGER

Handles all things team related

<p>TIME COMMITMENT</p>	<p>NEEDED FOR</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Home Games </div> <div style="text-align: center;"> Away Games </div> </div>	<p>WOULD SUIT</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Adult </div> <div style="text-align: center;"> Child </div> </div>
<p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> ▪ Confirm who is playing and supporting the team (runner, water carriers etc.) prior to each match and ensure the info has been correctly entered into Sports TPG, that any necessary permits have been organised and that 4 copies of the team sheet have been printed (home, away, umpire, spare) ▪ General communication – keep players and parents informed during the season and in lead up to games ▪ Organise match day volunteers ▪ Distribute best player vote cards and ensure they are collected at the end of the match ▪ 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 ▪ Note 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 ▪ 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. ▪ Complete the online match day paperwork form ▪ Collect jerseys and equipment post game and coordinate washing and the return of equipment to the club 		<p>WHAT NOT TO DO</p>



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<p>KEY RELATIONSHIPS</p> <ul style="list-style-type: none">▪ Team Coach + other volunteer positions▪ Parents of players▪ Match umpires and opposition Team Managers▪ Match Day Manager (game day) and Club Volunteer Coordinator – for questions surrounding the role, changes in availability etc.	<p>THINGS TO KNOW</p> <ul style="list-style-type: none">▪ This position requires a blue card▪ Procedures for match day are outlined in the QAFL Match Day Procedure guide▪ Will need to download AFL Match Day App by JLT▪ Will need to wear closed in shoes, black pants/skirt and club polo (polo supplied)
<p>THIS ROLE IS GREAT FOR</p> <ul style="list-style-type: none">▪ A parent of a player in the team who is very well organised, loves kids and being involved in grass roots community programs▪ Someone wanting to take an active, hands on part in the success of the team▪ Someone who wants to experience a football game on the ground as opposed to on the sidelines	