



OHAFC Team Manager

Role:

- To ensure all off field football matters are dealt with efficiently to provide administrative support to the coach and any football staff.

Tasks:

- 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.
- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive & the VAFA) to ensure the efficient operation of the team. Ensure no duplication of player numbers
- Ensure all players are either currently registered with the VAFA or has an approved clearance from previous Club.
- Provide the Secretary 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 attached if required.
- Ensure the integrity of best and fairest voting in accordance with Club policy
- See Matchday Checklist (Appendix) over the page.

Primary Connections:

- Football Director

Secondary Connections:

- Secretary



Appendix:

Team Manager's Game Day Checklist

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday.

Team sheets

- Complete & exchange with the opposition and give to umpire in accordance with VAFA rules.
- Ensure all players named on team sheet including coaches, runners and trainers and water boys are registered.
- Full names are required, first and surname.
- Adjust on day for any last minute changes

Goal kickers

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers to be given to the opposition team manager or secretary at away matches and goal kickers obtained from the opposition at home matches.

Best Players

- Converse with the coach and then the list of best players are to be given to the opposition at away games and details of their best players received from them at home matches (Check league rules).

Players property

- Ensure players' valuables are collected prior to each game and safely secured during matches.

Boundary & goal umpires

- Boundary and goal umpires are to be arranged as required and equipment allocated. (Not required for Seniors)
- All club umpires are to be correctly attired according to league regulations.
- Field Umpires may sometimes be required. Need to check VAFA Portal <https://membership.mygameday.app/authlist.cgi> Ensure club has qualified personnel to fill this task.

Drinks

- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).

Trainer's equipment

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

Footballs

- Prior to home matches, 2 new balls are to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

Scores reporting

- At the completion of the game, collect goal umpire's, time keeper's and opposition's scorecards and make sure they all match.
- Report the final scores in accordance to VAFA procedures. Need to be inputted into VAFA portal <https://membership.mygameday.app/authlist.cgi>
- If Senior men and women are at home has to inputted for both sides by 5.30pm Saturday. When playing away, opposition responsibility. Other teams -Home clubs must enter the final match score including quarter by quarter scores into portal by 5.30pm game day. Best players and goalkickers to

be inputted by 10am Monday. For all teams, any last minute changes to be inputted by 10am Monday.

Statistician

- Provide the statistician with what is required, as requested by the coach.

Scoreboard

- Team manager responsible for the organisation of scoreboard attendant at all home matches, if none are organised prior. Access to scoreboard via Red Key

Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches. Coordinate this with the Director of Football and the coaches during the week.
- Ensure that all gear is collected at the completion of the match and returned to the club accordingly.

Playing Attire

- Ensure all players have correct jumpers, shorts and socks in accordance with the VAFA standards.

Awards & Reports

- Determine, with appropriate football staff, best player awards for the team side.
- According to the team's Best and Fairest Policy's, coordinate with the coach the recording and safe-keeping of the vote getters.
- Arrange for a short report of the game to be sent to Communications for the Website and/or Social Media.

Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports had been made, collect the report and converse with the Director of Football to advise any player involved that they may be required at the tribunal.

Rooms

- Coordinate and assist with the cleaning of rooms after the match.