

# EAST BRIGHTON VAMPIRES JUNIOR FOOTBALL CLUB

## TEAM MANAGER CHECK LISTS of DUTIES (used in conjunction with SMJFL Team Manager’s Handbook 2014).

### During the week

(Preferably early in the week!)

#### 1. Email your team and outline:

- Confirmation about training
  - Day, date, time, venue (consider sign in/out and confirmation of attendance for training)
- Confirmation of the following week’s game. **It may be best to reference the SMJFL Fixtures website as there may be changes leading up to the game!**
  - Day, date, time – allow 30 minutes prior to start,
  - Venue – try and include a reference (website, Melways),
  - Shorts – Specify Home game, Away game colour (encourage players to have both in their footy bag.)
- Parent Duties (Do Roster- see Parent Duties sheet): “Pick ups” happen on Match day, unless you have permanent parent helpers who can look after their own equipment. Roster includes:

Role	Colour
Team Manager	Grey bib
Coach	Red Bib
Assistant Coach	Green bib
Trainer	White bib and the water bottles
Runner	Yellow bib
Water Carrier (if required – see Trainer)	Light Blue bib
Umpire Escorts	Orange bib
Club Umpires <sup>1</sup> (younger grades)	Florescent yellow (shirt)
Boundary Umpires	will need to pick up White bib and whistle (this may not be required for younger grades)
Goal Umpires	White coat will need to pick up coat, flags,

<sup>1</sup> Under 8, 9, 10 and Girls 11 need to provide trained “parent” umpires for each home and away game

	score card, pen
<b>Time keeper</b>	will need to pick up Clock, time /score card, pen, siren (now where/how to activate this)
<b>Best &amp; Fairest Parent voter</b>	Parent to pick up voting sheet and team sheet. Coach, team manager and parent each award 6 - 1 votes
<b>Oranges (and emergency)</b>	Parent responsible for bringing the half time oranges. This position may also be nominated as the “emergency helper” should another rostered parent be unable to help

## 2. Prepare Sporting Pulse Team Sheet

Log On to Sporting Pulse (via the MSJFL website) and allocate the team for the week. Typically this will be the same as the previous week’s team with any known absentees removed.

Print 3 Copies of Team in alphabetical order

- SMJFL Copy
- Copy for Opposition Team
- Copy for Home Club

## 3. Prepare the score cards

One Time keepers score card and the two goal umpire’s score cards for Home games). (Only one goal umpires scorecard required for Away games). Write the correct date, round and team details ie **“EBVJFC Under 10 South (Whites)” NOT “East Brighton”, NOT “Vampires”**.

## 4. Pack the Team Bag and ensure it has all the parent duty items in it including

- **First Aid Kit:** It must be with you on the ground, not in the boot of your car.
- **Team Manager’s folder with all required paperwork beyond the parent duty items including**
  - Score cards (Time Keeper, Goal Umpire)
  - Match report book – (This may be a master copy at the ground!!! See the ground coordinator)
  - Umpire review sheet “Report on Umpires” (Home games only)
  - Submission envelopes
  - Coach’s award (voucher or other)
- **Two match footballs of the appropriate size**
  - U9 & U10 Two synthetic footballs must be supplied.
  - U11 to U13 One red leather and one synthetic football must be supplied.

- U14 to U17. Two red leather footballs must be supplied.

Size of footballs

- U9 & U10 Size 2
- U11 & U12 Size 3
- U13 & U14 Size 4
- U15 U16 & U17 Full Size

## HOME GAME

### 5. Prior to the game at the ground

If first Team at the Ground – follow the ground set up procedures, including the ground inspection report form being filled out.

Then...

- Team Manager to wear Grey bib
- Coach to wear Red bib
- Check that a club representative has done the ground inspection and signed off a condition report (Away team may also inspect ground or ask for report)
- Ensure that signage, goal post padding, Time keeper's table and scoreboard are in place – if you are the first game
- Find the Opposition Team Manager and show them the opposition “away” rooms
- Find the rostered parents (**encourage them to be early**) and provide them with required equipment – This is where it may help to have an “Assistant”
  - **Runner**- will need to pick up Yellow bib
  - **Trainer**- will need to pick up White bib and the water bottles (may have a Water carrier with a Light Blue bib.
  - **Umpire Escort** - will need to pick up - Orange bib and can introduce themselves to opposition Umpire Escort – make them responsible for the ball perhaps!
  - **Boundary Umpire** - will need to pick up White bib and whistle (this may not be required for younger grades) and can introduce themselves to opposition Boundary Umpire
  - **Goal Umpire** – will need to pick up White coat, flags, score card, pen and can introduce themselves to opposition Goal Umpire as well as give the goal them a score card if required.
  - **Time keeper** – will need to pick up Clock, time /score card, pen, siren and can introduce themselves to opposition Time keeper.
  - **Best & Fairest Parent voter** – Parent to pick up voting sheet and team sheet. Coach, team manager and parent each award 6 - 1 votes
  - **Oranges (and emergency)** – Parent responsible for bringing the half time oranges. This position may also be nominated as the “emergency helper” should another rostered parent be unable to help.
- Find the **Umpires (Younger grades will have one parent Umpire from home and one from away team in a Florescent yellow (shirt))**
  - Present the Umpire with two match balls. The umpire will reject one and **the rejected ball to be placed back into the Team Bag immediately.** (The match ball will need to be collected at the end of the game).
  - Introduce the umpire to the Umpire escorts

- As Players arrive
  - **All players sign in** the SMJFL Copy. (as per the Specimen Sheet at the commencement of the year) before half time.
    - Please Note: a **Specimen Signature Sheet of the Team in alphabetical order is required at the commencement of the season**: This must be 100% completed (full name signature) and submitted no later than Rd 2.)
  - Players attire: Ensure all players are in correct EBFCJ strip, **red SMJFL shorts home**, (white shorts away), always **red SMJFL socks**.
  - Ensure all players have a mouthguard, **NO MOUTHGUARD, NO PLAY**
  - Boots (stops) must not have any sharp edges, typically long screw in (Aluminium or Stainless) hard stops are prohibited.
  - Players to be ready for Umpire inspection prior to game.

## 6. At Half Time

- A line is to be drawn through players names who are on the Team sheet but have not arrived. Make hand written adjustments to Team Sheet if required (add registered players not previously shown if appropriate)
- Sign Master Team sheets (Both Home & Visiting Team Managers). Give copy of your team (typically unsigned by players, if it is a Sporting Pulse print, but with any corrections) to Visiting Team Manager and received copy of their team. (Keep this Visitors copy for records, but should also appear on Sporting pulse)
- Put Master Signed Team Sheets (Home and Away team) into SMJFL Master match report book and hand to Umpire

## 7. After Game

- Give coach “report on umpires” form and coach’s award certificate/voucher
- Find the umpire (in their rooms) and ensure they have filled out the match report
- Sign Match Report. Note umpires comments re reports, send offs, other remarks and add comments if appropriate.
- **Collect the game ball** (or confirm if the **Umpire Escort has it if it has been previously arranged to do this**)
- Check & Sign back of Umpires Pink attendance Card. (Proof of attendance)
- Away Team Manger signs match report and receives a copy.
- Receive the Match Report book (with **master match report**) and **both master Team sheets (signed)** from Umpire.
- Collect all Documentation from Goal Umpires & Time Keepers, Best and

Fairest Parent votes/statistics/scores (and Best & Fairest Vote Cards (in Envelope) from Umpire for U/11 and over)

- Collect Umpire Review Feedback report from coach
- Collect all Parent helper items including: – This is where it may help to have an “Assistant”
  - **Runner**- Yellow bib
  - **Trainer** - White bib and the water bottles
  - **Umpire Escort** - Orange bib
  - **Boundary Umpire** - White bib and whistle
  - **Goal Umpire** – White coat, flags, score card as above, pen
  - **Time keeper** – Clock, time /score card, pen, siren.
  - **Best & Fairest Parent voter** – Parent 6 - 1 votes and Statistics (goals and quarter by quarter scores)
- Put SMJFL required documentation into envelopes and mark check list on the front of the Submission envelope. (ensure that you have scores recorded in a place other than Time keeper or goal umpire cards) (Round 1 or 2 – whichever is the first home game, you will need to include the Specimen signature Team Sheet – add description “Specimen sheet” )
- Place envelope into appropriate Team’s pigeon hole in club rooms before leaving the ground **OR hand to Grounds Co-Ordinator at Hurlingham.**  
(Envelopes will be collected by club representative and forwarded to SMJFL)

**If the last Team at the Ground, follow all of the ground pack up procedures.**

## **8. Evening of the game day**

- Enter data into sporting pulse system, include:
  - Quarter by Quarter scores (Visitors to check & confirm)
  - Record Goal Kickers
  - 6 Best Players for your team (Home Team & Visiting team responsible for making their own entry)
- Keep a tally separately of the Best & Fairest voting, (Parent, Coach, Team Manager)
- Help coach with the writing of a **match report** which will be uploaded onto Vampires website

## AWAY GAMES

(Generally at Away games do all of the above, except it will be the opposition team manager who does points 6 and 7 of the “Home Games” process with your assistance – differences in [Blue](#))

### 1. Prior to the game at the ground

- Team Manager to wear [Grey bib](#)
- Coach to wear [Red bib](#) - give coach coach’s award certificate/voucher ([No Umpires review/ feedback form required](#))
- [Away team may also inspect ground or ask to sign report](#))
- [Find the Opposition Team Manager to show you the “away” rooms](#)
- Find the rostered parents (**encourage them to be early**) and provide them with required equipment
  - **Runner**- will need to pick up [Yellow bib](#)
  - **Trainer**- will need to pick up [White bib](#) and the water bottles
  - **Umpire Escort** - will need to pick up - [Orange bib](#) and can introduce themselves to opposition Umpire Escort
  - **Boundary Umpire** - will need to pick up [White bib](#) and whistle (this may not be required for Under 9s) and can introduce themselves to opposition Boundary Umpire
  - **Goal Umpire** – will need to pick up [White coat](#), flags, score card, pen and can introduce themselves to opposition Goal Umpire as well as give the goal them a score card if required.
  - **Time keeper** – will need to pick up Clock, time [/\(Not the official\)](#) score card, pen, siren and can introduce themselves to opposition Time keeper.
  - **Best & Fairest Parent voter** – Parent to pick up voting sheet and team sheet. Coach, team manager and parent each award 6 - 1 votes
  - **Oranges (and emergency)** – Parent responsible for bringing the half time oranges. This position may also be nominated as the “emergency helper” should another rostered parent be unable to help.
  - **Umpires** – for younger grades [Florescent yellow \(shirt\)](#)
- [You may be asked by the umpire to select the Match ball](#)
- As Players arrive
  - **All players sign in** the SMJFL Copy. (as per the Specimen Sheet at the commencement of the year) before half time.
    - Please Note: a **Specimen Signature Sheet of the Team in alphabetical order is required at the commencement of the season**: This must be 100% completed (full name signature) and submitted no later than Rd 2.)
  - **Players attire**: Ensure all players are in correct EBFCJ strip, [SMJFL](#)

**white shorts Away**, (red shorts home), always **red SMJFL socks**.

- Ensure all players have a mouthguard, NO MOUTHGUARD, NO PLAY
- Boots (stops) must not have any sharp edges, typically long screw in (Aluminium or Stainless) hard stops are prohibited.
- Players to be ready for Umpire inspection prior to game.

## 2. At Half Time

- A line is to be drawn through players names who are on the Team sheet but have not arrive. Make hand written adjustments to Team Sheet if required (add registered players not previously shown if appropriate)
- Coach to sign Master Team Sheet (the one with Players' signature)
- Sign Master Team sheets (Both Home & Visiting Team Managers). Give the **MASTER copy of your team (signed by players plus any corrections) to Home Team Manager and received copy (unsigned) of their team.** (Keep this Visitors copy for records, but should also appear on Sporting pulse)

## 3. After Game

- Sign Match Report. Note umpires comments re reports, send offs, other remarks and add comments if appropriate.
- Receive a COPY of the Match Report
- Make sure your Goal umpire has given score card to Home Team Manager
- Collect all Parent helper items including:
  - **Runner- Yellow bib**
  - **Trainer - White bib** and the water bottles
  - **Umpire Escort - Orange bib**
  - **Boundary Umpire - White bib** and whistle
  - **Goal Umpire – White coat**, flags, score card as above, pen
  - **Time keeper – Clock, time /score card (your copy, this is not the official one), pen, siren.**
  - **Best & Fairest Parent voter – Parent 6 - 1 votes and Statistics (goals and quarter by quarter scores)**

## 4. Evening of the game day

- Enter data into sporting pulse system, include:
  - Record Goal Kickers
  - 6 Best Players for your team (Home Team & Visiting team responsible for making their own entry)
  - Check the Quarter by Quarter and final scores as entered by the Home Team Manager and confirm.



- Keep a tally separately of the Best & Fairest voting, (Parent, Coach, Team Manager/other)
- Help coach with the writing of a **match report** and uploaded to Vampires website