

FERNTREE GULLY FOOTBALL CLUB

TEAM MANAGER ROLE / POSITION DESCRIPTION

MARCH 2014

PURPOSE:

To develop an articulated position description for the Team Manager role for any team at the *Ferntree Gully Football Club*.

SKILL REQUIREMENTS OF TEAM MANAGER:

It is essential that the Team Manager has the following qualities:

- Good organisational skills
- Good interpersonal skills
- Good communication skills
- Good temperament (regardless of the pressure felt)
- Access to a computer

Time requirement is on average two hours per week . this does NOT include game day, training sessions (as required) and all social functions (including Thursday Team selection night and post-game Saturday night).

POSITION REQUIREMENTS:

Club Requirements

- Collect Medical Forms from players and present them to the Head Trainer
- All players have read and completed Code of Conduct Forms
- All players are made aware of all Club Policies as requested by the Committee
- Ensure all players have registered and paid their insurance fees with the EFL
- Ensure all necessary Working with Children Checks (WWCC) for their team are submitted and present evidence to Club Secretary
- Assist in collecting Club registration fees from players

EFL Requirments

- Complete all necessary paperwork for the EFL:
 - 1. Team sheet:**

For U/19s & Reserve Matches the Signed Team Sheet needs to be handed to Umpires by Halftime. For Senior (only) 2 Team Sheets need to be handed to Umpires 30 minutes prior to match starting. It should include all 22 players plus 3 emergency players.
 - 2. Match Report #1:**

This can be a copy of the Team Sheet (without signatures) as it has provision for goal kickers and best on ground (6 players . rate from 1 to 6 . 1 being best on ground). At home games these team sheets need to be handed to the Club Secretary after the match so any team changes, scores and best players can be uploaded to the EFL website. This needs to be done before 6pm match day.
 - 3. Interchange Forms:**

To be completed by Interchange Steward and hand to Umpire at end of game
 - 4. Goal Umpire:**

Goal Umpire Cards and Time Keeper Cards to be handed to the Umpires at end of the Game
 - 5. Umpires Report:**

Collect from Umpire at end of game and hand in to Club Secretary

Game Day Arrangements

- Arrange Interchange Steward
- Arrange time keepers (who will also activate and manage electronic scoreboard)
- Arrange scoreboard attendees if electronic scoreboard faulty
- Arrange water carriers as required
- Arrange Umpire Escort (and ask that they provide water to umpires at end of each quarter)

Game Day: Special requirements for Under 19's and Second Eighteen teams

- Arrange 1x Goal Umpire: Scorecard to be completed and signed by Goal Umpire and handed to Field Umpire at end of game
- Arrange 1x Boundary Umpire

Paperwork to be handed to Club Secretary on Saturday Night

Envelope #1:

- **Ground Inspection Report:**
Ground Inspection Reports are to be completed by the home club on the Thursday prior to the match and any Risk Issues, the club must notify the league of these issues prior to 10.00 am on the Friday immediately prior to the scheduled match.
- **Timekeepers Report:**
Timekeeper Reports to be handed to the umpires after each match
- Signed Team sheet to be given to umpires 20 minutes before the game
- Report on Field Umpire is to be handed in to the Secretary . who will ensure that it is submitted to the EFL by Tuesday of the following week
- Match Report from Field Umpire will be given to the Team Manager only if there is a report
- At HOME games, the opposition will supply the Team Manager with their team sheet and goal kickers; the Team Manager will submit to the Club Secretary . who will ensure that it is submitted on the relevant EFL website by 6:00pm Saturday night (game day).

Envelope #2:

- Best and Fairest Voting Form

Team related

- Ensure the security of player valuables during the game (collect before the game and return post-game . keep a valuables bag on your person at all times). Valuables bag normally placed in the Canteen for home games or locked away in Team Managers Car.
- Ensure all players are correctly attired on and off the field

Club functions

- It is in the Team Managers interest to attend all Thursday night Team Selection nights so that arrangements for water boys, boundary umpire, and any other role can be finalised/confirmed.
- Team Managers are encouraged to attend all other Club social functions.
- It is advantageous for Team Managers (or a representative of Team Managers) to take a seat on the Committee.

OTHER RESPONSIBILITIES:

- Ensure EFL rules (other than on-ground) are adhered to.
- Monitor supporters and diffuse potential breaches of the Code of Conduct; and have a calming influence on supporters as required where practicable; and report any recurring matter to the Committee and/or Executive member

- Monitor the Coaches Box and diffuse potential breaches of the Code of Conduct where practicable; and report any recurring matter to the Committee and/or Executive member
- Wear Team Manager arm band
- Be stationed out of the Coaches Box and off the ground
- Player jumpers are returned at end of season (at the last game, ask players to leave jumpers with Team Manager who will arrange laundry and return to Club)
- Ensure you carry with you your team folder with all necessary and important contact names and phone numbers . with Under 19s especially it is important to have a responsible adult contact person(s) in case of injury
- Footballs:
For Senior Matches 2 Red full size Footballs required 1 New & 1 in Very Good condition
For Reserves & U19s 2 any colour football Footballs required 1 New & 1 in Very Good condition
- No club official (or any-one for that matter) is to enter into discussion with the umpires. Team Manager may be asked about reporting of a player whether the player wishes to accept a set penalty or go to the tribunal this is the only discussion they are able to have with the umpires.

CLEANING ROSTER:

- Arrange a cleaning roster of players each week
- On game day: Players are to clean after their game and have the room prepared for the next team
- At Training during the week: Players are to clean the rooms after training (currently every Tuesday and Thursday nights)
- At Thursday night meals: Players to clean upstairs and help food servers

REPORTED PLAYERS:

- Make sure all details of any reported players are handed to our Club officials as soon as possible and that the player(s) involved are informed
- Report matter to Player Welfare and Wellbeing Confidante for their necessary follow-up with the player

ACCOUNTABILITY:

The Executive position responsible for Team Managers is the Club Secretary.

Team Managers should discuss any issue with the Club Secretary in the first instance.

The Club Secretary is the Team Manager's avenue to the Executive and Committee.

Further, one Team Manager (or more) can become a member of the General Committee as a representative of the Team Managers. Please discuss with the Club Secretary.

DECISION:

This position description was unanimously accepted (ie: ~~with~~ no objections) at the General Committee Meeting held in March 2014. This position description will be reviewed after the first twelve months (ie: November / December 2014).

**Ferntree Gully Football Club
Executive and General Committee
March 2014**