



BLYTH SNOWTOWN FOOTBALL CLUB INC.

ROLE DESCRIPTIONS & GUIDELINES

TEAM MANAGER

Reports to: Secretary and PlayHQ Admin

Supports: Coaches, Volunteer Coordinator and appropriate football staff

Purpose of the role

Ensuring there is successful management of the team and welfare of the players in their care whilst ensuring all off-field football matters are dealt with efficiently and effectively.

Qualifications & Desirable Characteristics

- Hold current or willing to obtain a volunteer “Working with Children Check”
- Strong oral and written communication skills
- Strong organisational skills
- Knowledge or willing to learn of the selection procedures and rules/regulations of the competition
- Competent using apps on mobile devices and/or computer skills
- Previous experience in managing a team

Duties & Responsibilities

Team Manager duties may include but are not limited to:

- Administration and management of the team.
- Arrange a guernsey sizing night prior to the first game and record numbers allocated. Send list to PlayHQ Administrator to be entered on PlayHQ.
- Register as a Team Manager on PlayHQ (separate registration required) and check team admin access has been granted by PlayHQ Administrator
- Liaise with PlayHQ Administrator to learn how to enter team selections, game and player statistics
- Refer to SANFL PlayHQ Team Manager Checklist for PlayHQ game day requirements.
- Prior to game day: enter team selections on PlayHQ and print 4 copies of the team sheet
- Game day responsibilities (e.g. team sheets, goal kickers, club best & fairest)
 - Check player names and numbers are correct on all copies of Play HQ printed team sheet and make adjustments as needed. Provide a copy to the umpires and opposition team manager
 - Adjust team selection on PlayHQ prior to game commencing as needed
 - Hand out best player slips to unbiased supporters where possible. Collect slips at the end of the game and return them to the match day box.
 - Hand out score cards to timekeepers and goal umpires. Collect after the game and place in the Match Day Box.



BLYTH SNOWTOWN FOOTBALL CLUB INC.

ROLE DESCRIPTIONS & GUIDELINES

- During the game, record goals/points for each game.
- Keep a record of weekly Coach Award winners and Best Player as awarded by Coach to ensure each player receives a voucher.
- Check Match Day rosters and remind relevant players of their jobs for that day.
- After the game, complete an official team sheet for NEFL with goals scored and best players. For home games, collect the official team sheet from the opposition and place both together in the Match Day Box. For away games, provide the official team sheet to the opposition team manager.
- **For home games: enter game scores, goals kicked and best players for both clubs to PlayHQ immediately after the game**
- Fill in the Presentation Sheet with scores, best players, milestones etc (kept in match day box)
- After away games, check player goals and best players have been entered correctly by opposition and adjust if needed
- Ensure players return guernseys neatly and not inside out to the correct suitcase.
- Assist coach with equipment to ensure efficient operation of the team at trainings and games.
- Collection of completed forms including codes of behaviour, parent/guardian agreement and any relevant medical forms or underage player consent forms as required.
- At the end of each year review and update position description to ensure it continues to reflect the requirements of the role.

Notes:

- Refer to NEFL Operations Manual 2023 Revised 20th Edition
- Refer to NEFL Junior Development Manual

Time Commitment: 3 Hours per week or as requested

