

Sydney Harbour Region

“A week in the life of a Team Manager”



The role of a

Team Manager.

Sydney Harbour Region ~ Quality Clubs – Quality Coaching – Quality Experience

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- The Principles Of Team Management
- Pre-Match Activities & Responsibilities
- Match Day Activities
- Post Match Activities
- Team Management - Outcomes



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Your Role

- Leadership – Representative Of The Club and The Code
- Kids First & Code Of Conduct Champion
- Well Organised
- Good Communicator
- Ownership of all ‘Off Field’ issues
- Allow The Coaches to Coach
- Under 9 – Under 11 Team Manager role is slightly different to the Under 12 to Under 16



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Setting up for the year ahead

- Communications
 - Email / web-links/Text-tools / Phone
 - Contact Lists
 - Maps & Directions

Note: Privacy issues need to be considered such as using bcc & distribution of contact lists
- Footyweb: Team Set-Up/Team Sheets
- Parent Volunteer Rosters
 - Canteen / Boundary Umpire / Goal Umpire / Runners / Match Reports
- Wet Weather
- Read up on the appropriate AFL Bylaws

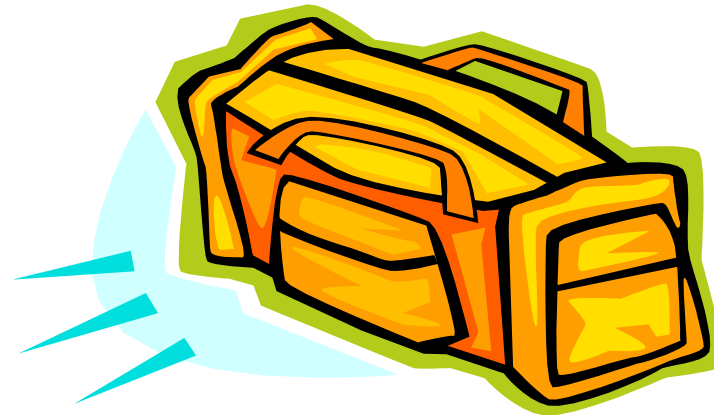


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Pre-match Activities

- The Managers Bag
 - First Aid / Ice / Water
 - Sunscreen
 - Arm Bands
 - Match Ball / Ball Pump
 - Nail Clippers
 - Goal Umpire – Flags & Coat / Vest
 - Whistle
 - Runners / Boundary / Water carriers / Umpires Vest/Bib
 - Wear your Team Manager Bib [Maroon coloured]
 - Documentation.....



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In preparation for Match Day Activities

- Generate Team Sheets x 3 (Checked & Signed), plus 1 (support Best & Fairest voting).
 - Home / Visitors / Ground Manager
- The Scorecard x 2
- Best & Fairest Cards x 3 plus extra copy of the Team Sheet
- Player Of The Match Certificate
- Player Of The Match Voucher
- Injury Report Form

NOTE: Umpire Review Form no longer required – Coaches now perform Umpire Review online.
(Link on website)



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Match Day Activities*continued*

- Allocate Parent Volunteers with appropriate bibs and gear
- Agree Team Numbers with Opposition hand write amendments on all generated Team Sheets so all agree
- Distribute Team Sheets
 - Must be in hands of ground manager before commencement of match
 - For finals – at least 15 minutes prior to commencement of game.
 - Adjustments can be made up until the half time break.
- Provide Match Ball – if home team
- Enforce the Code of Conduct – keep the parents off the field and leave the Umpires alone !!!
- Record quarterly scores / scorers
- Ensure all paperwork is submitted to Ground Manager



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Post Game Activity

- ALL Teams Re-enter Footyweb and tidy up your own Team’s Team Sheet if there were amendments on the day.
- Under 9 – Under 11: Teams must re-enter Footyweb and SAVE the Team Sheet in order to record and close off the game. No score is recorded.
- Under 12 – Under 16: If you are the HOME TEAM enter Match Result > Footyweb (Monday)
 - Match Result
 - Scorers
 - Be Accurate – Takes 20 Minutes

Continued



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Post Game Activity*continued*

- Match Report (Coach)
- Next Game Details > Parent Group
- Refresh Parent Volunteer Roster
- Check & Refresh Manager's Bag

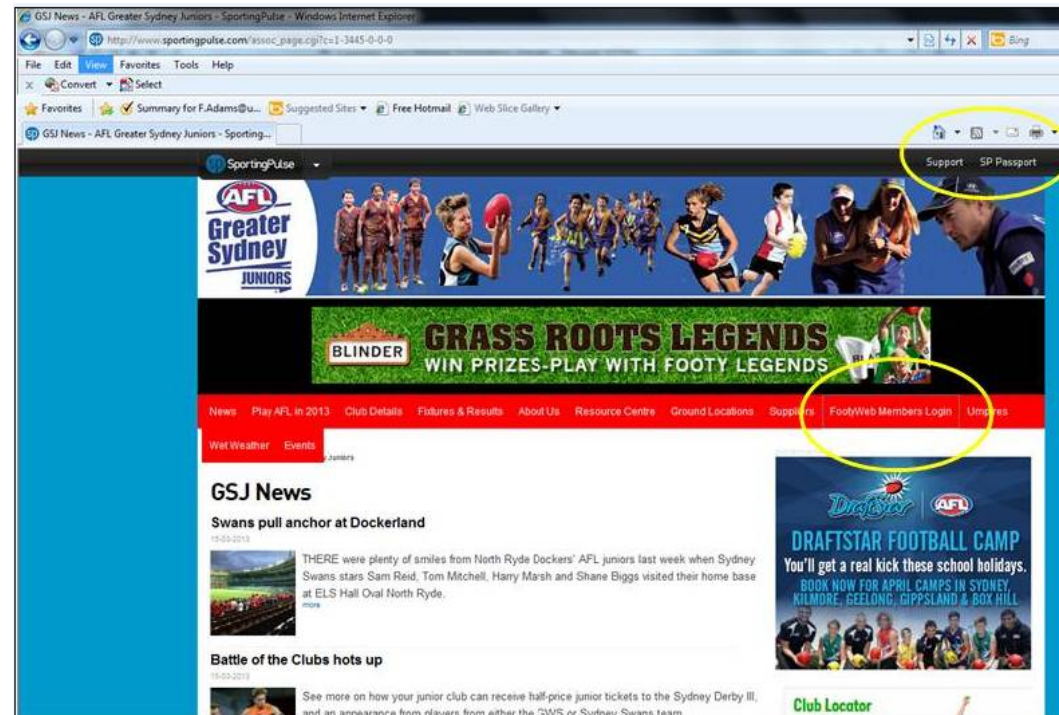


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‘Footyweb’ Explained

- Access footyweb via:
 - You will need to register using SP Passport follow the instructions
 - The Club Registrar will give you the Team id and password to access the Team Database area of Footyweb available competition draw has been loaded.
 - The **‘SportingPulse Team Sheet and Match Results manual 2013’** will help you explore and accurately step up the Team Details from the available player and official details as entered by the Club Registrar.
 - Sit with experienced Team Manager from your club.



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Other Points – Refer to Bylaws

- Forfeit Rules (Bylaw 16) – Minimum Numbers within 15 minutes of agreed starting time.
- Washout processes (Bylaw 13.9)
 - Home team to advise of washout.
 - Relocated games – first name team assumes the role of Home team – enter results, pay umpires, set-up
- Recording the game result if Mercy Rule (Appendix 3)
 - Applied in Under 12's and 3rd division.
 - Winning team score is losing teams score, plus 60 points.
- What should I do if the Opposition do not provide a Team Sheet at the game? (Bylaw 18.10) – Refer to ground manager
- At a minimum the full time result must be entered for the Under 12 to Under 16s
- Divisional teams – playing up and down. (Bylaw 10.12) – Restricted Players list
- In the event of injury (Bylaw 19.13) – Coach shall abide by the decision of the qualified first aid official.



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Reference materials

- All Bylaws of particular importance – 2, 10, 11, 12, 16, 17, 18, 19, 20
- Appendix 2 - Development Grade Rules
- Appendix 6 - Zoning
- Appendix 3 - Age Group Rules
- Appendix 1 - Umpire Review Process
- AFL Greater Sydney Juniors website
 - Resources / Footyweb & Webinars / User Guide V6 – Team Sheets & Match Reports
 - http://www.sportingpulse.com/assoc_page.cgi?client=1-3445-0-0-0&sID=232504&&news_task=DETAIL&articleID=22195350
 - Fixtures & Results



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**Draw to be loaded 3rd
or 4th of April.**

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“Team Management is a key role in the team and is a rewarding and integral role in any club”

Effective Team Management is key to the core objectives of your club to ensure our players, parents, visitors and supporters :-

- Have fun
- Meet people
- Learn new skills
- Assist
- Support
- Respect
- Enjoy

..... And they will come back for more!



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