



TEAM MANAGER - The role, tasks and responsibilities

Description: The team manager's role is to maintain the general running of a team to free the coach to concentrate on the coaching and training and game day responsibilities.

Time: This is not a difficult task and doesn't involve much time to perform. Around 15 mins each week of organisation.

Requirements:

- You will need a Working with Children Check (<https://www.vic.gov.au/working-with-children-check>)
- Registered on PlayHQ as TM for your Team

Your main tasks are:

- Make sure all parents have access to your team's WhatsApp group
- Create a scoring roster
- Confirm game times each week via WhatsApp group.
- Check that your team has enough players (5 minimum but you can play with 4)
- **Fill in players** –
 - If you find that players are away/sick and your team is low (5-6) let your coach know and contact your coordinator (girlscoordinator@emeraldlakers.com.au or boyscoordinator@emeraldlakers.com.au).
 - They will help you find a fill-in player and provide you with player details: first name, surname, date of birth, jersey number.
 - If you have a fill-in player in mind, let your coordinator know for weekly reporting purposes.
 - ***Rules for fill in players*** - only lower grade, same age group or lower. If you are playing in the same grade and age group, you can not interchange players. You can use any Under 8 player regardless of their grade.
- If you have a **game clash** please contact your coordinator to arrange clash tops by Thursday of that week.
- If you have a **jersey number clash**, please contact the uniform coordinator (uniforms@emeraldlakers.com.au and your coordinator)
- If your coach is under 18, please be available to support on the bench or organise a parent to support the coach. If any issues arise during games, please seek out the Referee Supervisor at the venue and let your coordinator know.
- If any issues arise during the game involving players, the coach or spectators, please let a coordinator know.
- **Injuries** –
 - If a player is injured or has a medical condition that prevents them from playing please ask them to submit a medical certificate to the coordinator ASAP. A medical exemption will be submitted to KBI to make sure the injured player is eligible to play final
 - If a player is injured during the game that requires reporting, please let the referee know to record it at the conclusion of the game. This may be necessary for insurance purposes. If the player or player's family would like to claim insurance, they can contact president@emeraldlakers.com.au
- Organise the **end of season coaches gift** and/or breakup with the families.