

CBJFC Team Manager Match Day Checklist

Before Match Day:

- Confirm fixture in Play HQ and inform player families.
- Allocate and distribute match day roles to families.
- Create Team Sheet in PlayHQ.
- Check Milestones (50 / 100 games) (non-modified only).
- Have access to and be familiar with content of SMJFL Team Managers Handbook and By-Laws.

On Arrival Pre Game Start:

- Wear Team Manager bib.
- IF HOME GAME first match of day* - ensure ground is set up and safe for play; goal post padding, timekeeper equipment, sponsor / milestone banners etc.
- For modified rules HOME GAME Ground Setup*, allocate parent helpers to assist with ground set up (temporary goal posts, cones if boundary not marked, zones per By-Law 25).
- Hand out bibs to all parent helpers and instruct Umpire Escort, Timekeeper & Goal Umpire of duties.
- Hand out whistle to Parent / Boundary Umpires and First Aid Kit to Trainer.
- Give scorecard to Goal Umpire, and timekeeper card to Timekeeper.
- IF HOME GAME*, Team Manager to ensure appropriate scoreboard is in operation (non-modified only).
- Introduce yourself to opposition Team Manager.
- IF HOME GAME*, give Field Umpire 2 match footballs to select from. Spare football kept at home team bench (ensure both balls returned at end game).
- Ensure all Players are properly attired (correct uniform, including mouthguards).
- Modified rules give 6 player wristbands to Coach.
- Ensure match reporter allocated. Provide with match report template. Ensure they're aware to send match report and 1-3 photos by midday Monday following game to: cbjfcnewsletter@gmail.com.

During Match:

- Ask Umpire during breaks if any messages for Coaches.
- Ensure no spectators in team bench area. Only Coaches, Trainer & Runner (not TM) are permitted.
- Manage any communication between teams with opposition Team Manager.

At Full Time:

- Check Coach has player awards.
- Collect signed scorecards from Goal Umpire and Timekeeper, verify they match and keep on hand for min. 4 weeks.
- Collect all bibs, goal ump flags/ jackets, whistles, match balls, wristbands, water carriers, first aid kit.
- Record all quarter time scores and goal scorers (non-modified only).
- For modified rules HOME GAME* submit competition match report (CMR) online by 9pm.
- Help pack up ground and tidy Club Rooms (if last home game of day).

PlayHQ Entry Deadlines (6 hour entry window), After Game:

- SCORES:** The HOME TEAM Team Manager is to input BOTH teams final scores by 9pm on match day. Modified rules enter full time scores only. Non-modified rules enter quarter and full time scores. \$ Penalty charged to Home team Club if scores not entered by PlayHQ lockout deadline.
- TEAM SHEET:** Home and Away TMs to make any final online changes to their Team Sheet by 9pm on match day.
- PLAYER STATS:** Home and Away TMs to enter their team goal kicker stats by 9pm on match day (non-modified only).