

# Team manager match day checklist

## Ensure you start the day with ...

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- Start time known: \_\_\_\_\_ AM/PM  
Arrive an hour before this time.
- Volunteers arrived for these positions:
  - runner
  - boundary umpire
  - goal umpire
  - timekeeper/ scorer
  - umpire escort
  - water carrier(s)
  - trainer (first-aider)
  - refreshments volunteer
  - best & fairest voters (official and parent)

## Before the match ...

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- Check that the stretcher has been taken to interchange bench on ground
- (For first games of the day only) Complete the match day safety checklist
- Ensure players are attired in correct uniform
- Ensure players are appropriately clothed given weather conditions
- Ensure each player signs team sheet
- Assign best-and-fairest voting duties to one team or NJFC official and one parent
- Notify the NJFC committee of any non-attendance of umpires
- Check use of mouthguards - these are players' and parents' responsibility, but consistent non-users should be told "no mouthguard, no play"
- Monitor and record payment of player registrations on player information sheet (if payment agreement in place)
- (Home matches only) Present two match footballs to the umpire.
- Put on your armband

## During the match ...

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Take photo of Coaches board at start of each quarter and when positions are rotated, in order to update spreadsheet after game.

Make sure only appropriate people (coach, assistant coach, runner, team manager) are in bench/interchange area.

Make sure runner and water carriers are only on field when delivering messages or water.

Ensure that players are rotated in line with club policy, using the team rotation sheet.

Ensure volunteers and supporters do not make any comments regarding umpire decisions or opposition players. If this happens either counsel the individuals directly; or ask an NJFC committee member to do so.

Ensure no parents approach the roped-off interchange bench during a game.

By half-time, give the umpires one copy of the signed team sheet

## If a match incident is reported ...

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Gather descriptions from multiple witnesses where possible – shorter or longer depending on the seriousness of the incident.

If the incident appears minor:

- Discuss it with the opposition team manager with an aim to getting an undertaking the matter will be addressed by the club. If the opposition is hostile or dismissive, have an NJFC committee member discuss raise the issue with an opposition committee member.

If the incident appears substantial:

- Record witnesses' names.
- Ask witnesses to provide (usually in email) documentation of the incident. Try to get multiple witnesses; a single witness will often be insufficient to effectively progress a complaint.
- Notify the football operations manager by phone.

Record an overview of the incident in the team manager report.

Where an NJFC player is clearly the offender, follow these steps minus the discussion with the opposition.

## In the rooms after the match ...

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Make any required team announcements as notified by the president, communications manager, football operations manager or other club officials.

Announce any alterations to the week's training schedule.

Collect best & fairest voting sheets from parent and team official allocating them for that match

Ensure coach and assistant coach assign best & fairest votes

Retrieve any player equipment necessary.

## Within 20 mins after the match ...

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Attend umpires rooms to obtain "All Clear" and:

- Provide umpires with signed goal umpire cards received from goal umpires and timekeepers report/scorecard.
- Receive match report from umpires.

## After match

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By 5pm on match day (home matches) or 6pm Wednesday (away matches) place completed team manager report (overleaf), team sheet and best-and-fairest votes in envelope in clubroom posting box.