

Game Day Volunteer Roles



Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Responsibilities

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy

Game day responsibilities

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the team Coach.

Team sheets

- Complete, sign and give to umpire in accordance with league rules.

- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.

Goal kickers

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers to be given to the opposition team manager or secretary at away matches and goal kickers obtained from the opposition at home matches.

Club Best & Fairest

- Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be given to the opposition at away games and details of their best players got from them at home matches (Check league rules)

Players property

- Ensure players property is collected prior to each game and safely secured during matches.

Boundary & Goal Umpires

- Boundary and goal umpires are to be arranged as required
- All club umpires are to be correctly attired according to league regulations.

Drinks

- Ensure player's drinks are on hand at all times (liaise with Trainers / Water Persons on the provision of drinks).

Trainer's equipment

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

Footballs

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

Scores reporting

- Check your league procedures for this.

Statistician

- Statistician to be provided for the senior team (if required by the coach).

Scoreboard

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches.

Awards

- Determine, with appropriate football staff, best player awards for the team side
- Prepare awards for distribution

Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports (“all Clear”).
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.

Relationships

- Reports to the **Junior Administrator**
- Supports the coaches and match committee and other football staff as appropriate

Accountability

- The Team manager is accountable to **Junior Administrator** and the **Coach** of that team which he manages

Set Up / Pack Up

- Supervise and oversee the set up (for the first game of the day) / pack up (last game of the day)

Time Keeper

Objectives

- To act as the official keeper of time for the duration of the match.

Responsibilities

- Keep time for each quarter of the match
- Record on time cards the time taken to play each quarter
- Lodge completed time cards with the Team Manager after the game has finished

- Sound the siren in accordance with the procedures contained in the association / league rules and regulations
- Stop the clock used for timing of each quarter as required by the association / league rules and regulations
- Perform any other function as may be directed
- Reports to the Team Manager
- Liaises with the umpires and the timekeeper from the opposition team
- The Timekeeper is accountable to the Field Umpires officiating the game and the Team Manager

Umpires Escort (Yellow Vest)

Objective

- To ensure the safety of umpires.

Responsibilities

- Escort the umpires from their change rooms to the centre of the field prior to the start of each match.
- Escort the umpires from their assembly point on the field to their change rooms at half time.
- Escort the umpires from their change rooms to the centre of the field after the half time break.
- Escort the umpires from their assembly point on the field to their change rooms at the conclusion of the match.
- Stand with the umpires during the quarter and three quarter time intervals.
- Reports to the Team Manager.

Goal Umpire (Club)

Objective

- To umpire matches in accordance with the Laws of the Game

Responsibilities

- Determine whether a goal or behind has been scored
- Signal that a goal or behind has been scored after being given the all dear or touched all clear by a field umpire
- Record all goals and behinds scored by each team during a match

- Report any player or official who commits a reportable offence
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded.
- Liaise with all other umpires officiating in the match
- Reports to Field Umpire
- Accountable to the Team Manager

Boundary Umpire (Club)

Objective

- To umpire matches in accordance with the Laws of the Game

Responsibilities

- Determining whether a football is out of bounds or out of bounds on the full and signaling to the field umpire when that has occurred
- Throwing the football back into play if it has gone out of bounds, when directed to do so by a field umpire. No throw in required at Under 10 level.
- Determine whether a player has incorrectly entered the centre square (as indicated in the association/league rules and regulations)
- Bringing the football back to the centre square after a goal has been scored
- Advising the field umpire of any player or official who commits a reportable offence
- Liaise with all other umpires officiating in the match
- Reports to the Field Umpire during the match
- Accountable to the Team Manager

Match Day Manager (Red Vest)

Objective

- To assist in ensuring a family friendly environment at all junior games

Responsibilities

- To remind parents and spectators of our club of the acceptable behaviour standards for junior games should a parent act outside of the league and clubs code of conduct.
- Liaise with opposition Team Manager in regards to opposition parents and or spectators acting outside the league code of conduct.

- Alert own Team Manager or club official (if Team Manager cannot be located) to any potential issues from crowd behaviour.
- Set a good example to other parents and spectators.
- Accountable to the Team Manager

Water Person (Pink Vest)

Objective

- To provide water to players during the course of a game

Responsibilities

- To fill water bottles supplied by the coach or team manager prior to the commencement of the game and during the game if required.
- During the game the designated water carrier must not be within 15m of the coaching box at any time. Generally the two water carriers should separate and work alternative ends of the ground.
- The water carrier must not enter the 50m zone whilst the ball is in the area during shots at goal or kick outs.
- The water carrier must not be inside the centre square during centre square ball ups.
- The water carrier should deliver drink to players that require one and then to leave the area immediately. Loitering on the field of play may result in either a free kick to the opposition or the banishment of team water boys for the remainder of the match.
- Under no circumstances should the water carrier act as a coach on the field or deliver messages. Water carriers should not speak with opposition players during the match.
- Accountable to the Coach and Team Manager

Runner (Orange Top)

Objectives

- To assist coach on match day by delivering messages to players during the match.

Responsibilities

- To deliver messages from the coach to players whilst each quarter is in progress.

- To deliver the message as quickly as possible and return to the coaches box immediately.
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game
- The runner must be correctly attired in accordance with league requirements
- Liaise with Coach, Coaching Staff and Team Manager
- Reports to the team coach

Trainer (White Vest)

Objective

- To provide medical treatment and advice to the Coach and players for the team allocated to his/her care.

Responsibilities

- Maintain a current First Aid and Sports Injury certificate.
- Develop/revise code of conduct regarding injury treatment for coaching staff and players.
- Ensure adequate supplies of strapping tape and medical supplies are available in accordance with Club policy.
- Wear appropriate attire as required by the Club.
- Be in attendance in the change rooms prior to the game at a time agreed upon with the team coach.
- Provide game day medical support to all players.
- Provide post game treatment of any injuries to players or advise players and or parents of any recommendation.
- Provide regular reports to the relevant coaches on the state of any injury to any player.
- Reports to the Coach and Team Manager
- Must possess a current WRFL Trainers Card

Canteen Helper

Objective

- To assist the club on Fridays nights and Home games in the running of the canteen.

Responsibilities

- Report to Team Manager and Canteen Manager at least 20 minutes prior to the commencement of the game.
- Undertake tasks as allocated by the Canteen Manager, serving, cooking, cleaning etc.
- Accountable to the Canteen Manager and Team Manager

Ground Set up / Pack Up

Objective

- To assist the club by setting up the ground for the first game of the day and pack up after the last game of the day

Responsibilities

- Report to Team Manager 30 minutes prior to the commencement of the game (set up) and after completion of last game (pack up)
- Undertake tasks as allocated by the Team Manager including:

Set Up

- Open change rooms & umpire change rooms
- Install goal post padding (from Umpires change room)
- Check condition of ground removing any rubbish, glass, debris and any other items that may make the ground unfit to play
- Put out "A" frame signs (from Umpires change room)
- Help put rubbish bins around ground
- Help set up scoreboard computer

Pack Up

- Remove goal post padding (return to Umpires change room)
- Return "A" frame signs (to Umpires change room)
- Store Rubbish bins
- Make sure change rooms are in a clean neat state
- Return scoreboard computer to Team Manager

All families are required to volunteer their services to assist both their child's team and the club. Sunshine Kangaroos appreciate the support of our families.