

TEAM MANAGER - HOME GAME



Notes

- Arrive at the ground by 11:45am to start setting up before team arrives
- Additional Rosterees should be :
 - Game Day Manager (11:30am – 6:30pm) : *Sets up Ground, Looks after Referee Requirements*
 - Linesman/Ball Gatherer/Marshall (12:30pm – 5:30pm) : *FFV Rules say Players cannot be linesmen.*
 - Canteen Assistant (12:00pm – 6:30pm)
 - BBQ Chef (12:30pm – 5:30pm)
 - Ball Gatherer/Marshall (12:30pm – 5:30pm) : *Retrieves balls kicked out of field of play*
- Purchase Oranges on Friday night. All other items should already be stocked in the canteen.
- Organize (if possible) somebody to take photos/video of the Seniors Game.
- Team manager should not have to act as a Marshall (unless Match Day Manager is short of helpers). First priority is looking after the team and helping the coaches out but sometimes you need to use some common sense. Everybody is there to help one another out.

Equipment Manifest

Consumables

6 x Oranges (3 per team) ****PURCHASE****
Cordial 2L (share between 2 teams + refs) **** Canteen ****
2 x packets of lollies **** Canteen ****
strapping tape (at least 2 rolls)
metsal cream / denca rub
cold spray
black electrical tape
5kg bag of ice **** Canteen ****
3 x small plastic bags (for icepacks)
50 x zip ties
Vaseline
Box of Chalk

General Items

Club's Membership List (Phone #/FFV #)
Camera (*optional*)

Team Items

15 x Plastic cups
2 x Hand Towels
Bucket
2 x Sponges
10 x Warmup balls
20 x Cones
Large First Aid Kit
2 x Containers for Oranges
Container for lollies
Chalk (for blackboard)
Pens (filling in matchbook)
Small Papers for 3-2-1 Votes
Drinks Esky (to dispense cordial)
Small Rectangular Esky (to store icepacks on field)
2 x strips
2 x captain's armbands
2 x matchbooks
3 x water bottle carriers
24 x water bottles
12 x bibs (for bench players + warm-up)
Spares of :

- shin pads
- white shorts
- socks
- boots

Useful Information

FFV Results Phone Line 9474 1888
Club President 0412 606 178 (Richard Huysmans)
Club Secretary 0402 113 822 (Michael Pogrebnoy)
Senior Coach 0414 876 836 (Andy Humble)
Reserves Coach 0448 012 229 (Jeff Hepworth)
Ex - Team Manager 2009 0404 466 412 (Konrad Steinmuller)

TIMELINE



<i>Time</i>	<i>Job Description</i>
PRE	Locate Both Strips needed for the Day Buy Oranges (<i>keep receipt & get reimbursement from canteen manager</i>) Cut Oranges & Place in Tupperware containers Have rubbish bags available (use to make Icepacks) Fill out the match day books (check with Reserves/Senior coaches for team selections) Ensure practice balls are pumped up to between 8 - 12psi
11:45:00 AM	Arrive – The rooms should have already been opened by the Game Day Manager. If he is not there yet you may need to get the keys from Monash Sport.
11:50:00 AM	Setup a table in the center of the Home change-room
	Hang up Reserves Strips in numerical order
	Get the following equipment from the coffin lockers before players arrive (so the lockers can be closed and the players can sit on the benches) : <ul style="list-style-type: none"> • First Aid Kit • 20 Cones • 10 Practice Balls • Seniors/Reserves Bib bag (12 bibs required) • 3 Waterbottle Carriers + 24 waterbottles
	Pump up practice balls to 8 – 11psi (if necessary). Practice balls should already be at a usable pressure if they were used at training on the Thursday night.
12:00:00 PM	Get the following equipment from the match day cupboard : <ul style="list-style-type: none"> • Bucket • Sponge • Towels • Strip Boxes
	Fill up water bottles and make available to players
	Make up cordial (<i>add ice to keep cool</i>) & pour into cups and place on table in change-rooms Need to make up 5 lots of cordial over course of the day so ration the cordial bottle accordingly.
	Make Available <ul style="list-style-type: none"> • Metsal Cream / Heat Cream • 3 rolls Black Tape • Sunscreen
	Fill in match book with names & numbers & get Signatures (Team Manager, Coach, Assistant Coach)
	Collect warm up materials for Coach <ul style="list-style-type: none"> • 10 cones • 10 balls • 12 bibs
12:30:00 PM	Pass the match book to the referee & ask if he has any requests <i>(like when the referee would like to speak to the players).</i>
	Make up icepacks and put into esky (for injuries)
12:55:00 PM	Carry out <ul style="list-style-type: none"> • water bottles • first aid equipment • bucket, sponge • towel • cold-spray • icepack esky • bibs (for warming up) <i>(Players can help with this as they go out onto the field)</i>
01:00:00 PM	Start of Reserves Match
	Collect up any training balls and return to clubrooms.
	Hang up Senior strip + shorts in numerical order



	Organize 10 balls and 10 cones for seniors warm-up.
	Refill cordial if necessary (<i>wait till almost end of the half before pouring into cups</i>).
	If required help retrieve balls kicked away from field of play.
01:35:00 PM	Put out Oranges for half time (if supplied)
	Put lollies into bowl for half time (if supplied)
	Pour cordial into cups
01:45:00 PM	End of Reserves 1 st Half
	Carry water bottles + icepack esky + 1 st Aid Kit back to the change-rooms (<i>Bench players can help with this</i>)
	Refill Water-bottles
01:55:00 PM	Carry water bottles, icepack esky, & 1 st Aid Kit back to the bench (<i>Players can help with this as they go out onto the field</i>)
02:00:00 PM	Reserves 2 nd half starts
	Refill cordial if necessary (<i>wait till almost end of the game before pouring into cups</i>).
	Senior Squad should start changing now
	Make Available <ul style="list-style-type: none"> • Metsal Cream / Heat Cream • 3 rolls Black Tape • Sunscreen
	Fill in match book with names & numbers & get Signatures (Team Manager, Coach, Assistant Coach)
	Fill up waterbottles. 2 water bottle carriers should go with the Seniors as they warm up. 1 water bottle carrier should stay on the bench with the reserves.
02:30:00 PM	Hand in signed matchbook to referee. If possible get the Media Copy (Pink Sheet) of the opposition for the Seniors Coach. Most referees should allow this.
02:35:00 PM	Pour cordial into cups
02:45:00 PM	Reserves 2 nd half ends
	Reserves should warm down on the field since the Seniors still need the changerooms.
	Leave 2 water bottle carriers with the Reserves as they warm down. Refill 1 water bottle carrier for the seniors bench.
	Leave icepack esky + 1 st Aid Kit + Bibs on the bench for the Seniors Match
03:00:00 PM	Start Seniors 1 st Half
	Get Reserves coach to fill out Match Referee Appraisal Form
	Reserves should be made to fill out the 3-2-1 Votes
	Collect Reserves Strip (must count Shirts and Shorts) **IMPORTANT**
	Refill cordial if necessary.
	Remain near the seniors bench in case a coach or player requires something.
03:30:00 PM	Reserves should have vacated the changing rooms by now.
	Do a quick clean-up of empty drinks bottles + general rubbish & put bags under benches/tables (<i>so players can sit down when they come in</i>)
	Put out Oranges for Seniors half time (if supplied)
	Put lollies into bowl for Seniors half time (if supplied)
03:35:00 PM	Pour cordial into cups
03:45:00 PM	End Seniors 1 st Half
	Carry water bottles (& refill) + icepack esky + 1 st Aid Kit back to the changerooms
03:55:00 PM	Carry water bottles, icepack esky, & 1 st Aid Kit back to the bench
04:00:00 PM	Start Seniors 2 nd Half
	Refill cordial/ice if necessary.



04:35:00 PM	Pour cordial into cups
04:45:00 PM	Seniors 2 nd Half Ends
	Retrieve all equipment from the bench
	Carry off water bottles from the field (after team completed warm down)
	Pick up rubbish from the home bench
	Senior Players should fill out the 3-2-1 votes
	Collect Seniors Strip (must count Shirts and Shorts) **IMPORTANT**
	Collect both match day books from the referee **IMPORTANT**
	Get Seniors coach to fill out Match Referee Appraisal Form
	Rinse out cups
	Rinse out all eskys
	Pack away strip boxes & other gear. <i>(ensure that all equipment is accounted for)</i>
	Count the training balls + locate any missing balls
	Assign somebody to wash the strip + towel (unless you are washing strip yourself)
	Collect up lost + forgotten equipment & put in Lost Property
	Pick up all rubbish left in the home changing rooms (ie discarded electrical tape, empty bottles)
	Lock Up <ul style="list-style-type: none">- All coffin locks should be properly locked- Game day cupboard is properly locked (must check inside bolts)
06:00:00 PM	Relax and enjoy a brewski with the team.
POST	Wash and Dry Cups Wash and Dry the Tupperware containers (for lollies and oranges) Wash both Seniors and Reserves Strips Wash Towels Send Match Referee Appraisal Forms Return all gear to club on Tuesday

TEAM MANAGER - AWAY GAME

Notes

- Arrive at the ground by 11:45am to start setting up before team arrives
- There should be 1 rostered Linesman from the Sunday League Teams to arrive from 12:30pm – 5:30pm. The Linesman should be taking photos of the Senior's match if not otherwise running the line.
- Purchase oranges, lollies and cordial on the Friday night
- Purchase Ice on Saturday morning
- Double check supplies of other consumables (strapping tape/metsal cream/plastic bags) on Thursday night. Extra supplies should be available in the canteen/storeroom.
- For away games please bring an alternate color strip (ie maroon strip). Away teams are required to wear a strip that does not clash with the Home Strip. Always bring the 3rds strip just in case.
- The Team Manager should wash both Strips, but could possibly assign a player from the reserves to wash the reserves strip.

Equipment Manifest

Consumables

6 x Oranges (3 per team) ****PURCHASE****
Cordial 2L (share btw seniors + reserves) ****PURCHASE****
2 x packets of lollies ****PURCHASE****
strapping tape (at least 2 rolls)
metsal cream / denca rub
cold spray
black electrical tape
5kg bag of ice ****PURCHASE****
3 x small plastic bags (for icepacks)
50 x zip ties
Vaseline
Box of Chalk

Other

Club's Membership List (Phone #/FFV #)
Camera (*optional*)

Team Items

15 x Plastic cups
2 x Hand Towels
Bucket
2 x Sponges
10 x Warmup balls
20 x Cones
Large First Aid Kit
2 x Containers for Oranges
Container for lollies
Chalk (for blackboard)
Pens (filling in matchbook + votes)
Small Papers for 3-2-1 Votes
Drinks Esky (to dispense cordial)
Large Round Esky (to store ice)
Small Rectangular Esky (to store icepacks on field)
3 x strips (including alternate color strip) ****IMPORTANT****
2 x captain's armbands
2 x matchbooks ****IMPORTANT****
3 x water bottle carriers
24 x water bottles
12 x bibs (for bench players + warm-up)
Spares of :

- shin pads
- white/blue shorts
- socks
- Boots (*if possible*)

Useful Information

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TIMELINE

<i>Time</i>	<i>Job Description</i>
PRE	Locate Both Strips needed for the Day Buy Oranges (<i>keep receipt & get reimbursement from canteen manager</i>) Cut Oranges & Place in Tupperware containers Buy Lollies (<i>keep receipt & get reimbursement from canteen manager</i>) Buy Cordial (<i>keep receipt & get reimbursement from canteen manager</i>) Buy bag of Ice (<i>from local service station or supermarket, keep receipt...</i>) Have rubbish bags available (use to make Icepacks) Fill out the match day books (check with Reserves/Senior coaches for team selections) Confirm the rostered-on Linesman is available and attending Ensure practice balls are pumped up to between 8 - 12psi
11:45:00 AM	Arrive and liaise with Home Club to open up away changing rooms
	Hang up Reserves Strips in numerical order
	Layout the following equipment from the lockers before players arrive : <ul style="list-style-type: none"> • Bucket • Sponge • Towel • Cold Spray • First Aid Kit • Cones • Practice Balls
12:00:00 PM	Reserves Players start arriving
	Fill in reserves match book with names & numbers , get signatures from coaches
	Fill up water bottles and make available to players
	Make Available <ul style="list-style-type: none"> • Metsal Cream / Heat Cream • 3 rolls Black Tape • Sunscreen
	Make up cordial (<i>add ice to keep cool</i>) & pour into cups and place into change-rooms Need to make up 5 lots of cordial over course of the day so ration the cordial bottle accordingly.
	Collect warm up materials for Coach <ul style="list-style-type: none"> • 10 cones • 10 balls • 12 bibs
12:30:00 PM	Pass the match book to the referee & ask if he has any requests <i>(like when the referee would like to speak to the players).</i>
	Assigned Linesman should have arrived by now. Ensure that the linesman speaks to the Reserve's referee to get his instructions (<i>usually done just before the match starts</i>).
	Make up icepacks and put into esky (for injuries)
12:55:00 PM	Carry out <ul style="list-style-type: none"> • water bottles • first aid equipment • bucket, sponge • towel • cold-spray • icepack esky • bibs (for warming up) <i>(Players can help with this as they go out onto the field)</i>
01:00:00 PM	Start of Reserves Match
	Collect up any training balls and return to clubrooms.
	Hang up Senior strip + shorts in numerical order
	Organize 10 balls and 10 cones for seniors warm-up.
	Refill cordial if necessary (<i>wait till almost end of the half before pouring into cups</i>).

01:35:00 PM	Put out Oranges for half time (if supplied)
	Put lollies into bowl for half time (if supplied)
	Pour cordial into cups
01:45:00 PM	End of Reserves 1 st Half
	Carry water bottles (& refill) + icepack esky + 1 st Aid Kit back to the change-rooms <i>(Bench players can help with this)</i>
01:55:00 PM	Carry water bottles, icepack esky, & 1 st Aid Kit back to the bench <i>(Players can help with this as they go out onto the field)</i>
02:00:00 PM	Reserves 2 nd half starts
	Refill cordial if necessary <i>(wait till almost end of the game before pouring into cups).</i>
	Senior Squad should start changing now
	Make Available <ul style="list-style-type: none"> • Metsal Cream / Heat Cream • 3 rolls Black Tape • Sunscreen
	Fill in match book with names & numbers & get Signatures (Team Manager, Coach, Assistant Coach)
	Fill up waterbottles. 2 water bottle carriers should go with the Seniors as they warm up. 1 water bottle carrier should stay on the bench with the reserves.
02:30:00 PM	Hand in signed matchbook to referee. If possible get the Media Copy (Pink Sheet) of the opposition for the Seniors Coach. Most referees should allow this.
02:35:00 PM	Pour cordial into cups
02:45:00 PM	Reserves 2 nd half ends
	Reserves should warm down on the field since the Seniors still need the changerooms.
	Leave 2 water bottle carriers with the Reserves as they warm down. Refill 1 water bottle carrier for the seniors bench.
	Leave icepack esky + 1 st Aid Kit + Bibs on the bench for the Seniors Match
02:55:00 PM	If not required for linesman duties in the Seniors match, the Monash Linesman should be taking photos of, or videotaping the Seniors match.
03:00:00 PM	Start Seniors 1 st Half
	Get Reserves coach to fill out Match Referee Appraisal Form
	Reserves should be made to fill out the 3-2-1 Votes
	Collect Reserves Strip (must count Shirts and Shorts) **IMPORTANT**
	Refill cordial if necessary.
	Remain near the seniors bench in case a coach or player requires something.
03:30:00 PM	Reserves should have vacated the changing rooms by now.
	Do a quick clean-up of empty drinks bottles + general rubbish & put bags under benches <i>(so players can sit down when they come in)</i>
	Put out Oranges for Seniors half time (if supplied)
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03:35:00 PM	Pour cordial into cups
03:45:00 PM	End Seniors 1 st Half
	Carry water bottles (& refill) + icepack esky + 1 st Aid Kit back to the changerooms
03:55:00 PM	Carry water bottles, icepack esky, & 1 st Aid Kit back to the bench
04:00:00 PM	Start Seniors 2 nd Half
	Refill cordial/ice if necessary.
04:35:00 PM	Pour cordial into cups
04:45:00 PM	Seniors 2 nd Half Ends

	Retrieve all equipment from the bench
	Carry off water bottles from the field (after team completed warm down)
	Pick up rubbish from the team's bench (<i>as a courtesy to the home club</i>)
	Senior Players should fill out the 3-2-1 votes
	Collect Seniors Strip (must count Shirts and Shorts) **IMPORTANT**
	Collect both match day books from the referee **IMPORTANT**
	Get Senior coach to fill out Match Referee Appraisal Form
	Rinse out cups
	Rinse out all eskys
	Pack away strip boxes & other gear. (<i>ensure that all equipment is accounted for</i>)
	Count the training balls + locate any missing balls
	Collect up lost + forgotten equipment & put in Lost Property
	Pick up all rubbish left in the changing rooms (ie discarded electrical tape, empty gatorade bottles)
06:00:00 PM	Relax and enjoy a beverage with the team.
POST	Wash and Dry Cups Wash and Dry the Tupperware containers (for lollies and oranges) Wash both Seniors and Reserves Strips Wash Towels Send Match Referee Appraisal Forms Return all gear to club on Tuesday