

## Role description for IFJSC Team Managers

Team managers are asked to act as liaison between parents, coaches, and club. It is your responsibility to pass all relevant information to parents and hand out any club related material.

- Arrange roster for parents to share team shirt washing on game day.
- Distribute the seasons game dates to your team.
  
- Collect match fees from Canteen (or designated place) on home game day.
- Fill out match day card clearly with player's number and name, the teams age group (e.g., Under 10 Green) and League Division (e.g., Division 2) or for Modified Rules U6,7,8,9 (e.g., Red Division)
- Home ground on match card is to be written as 'Rowe Park Upper'.
- Give the match card and match fees to your ground marshal to pass onto the Referee.
- At completion of the game the ground marshal will give you the signed match card. Please return it to the club canteen (or designated place) for collection.
  
- Arrange volunteer parent on game day for linesperson duties. (U9 – U17)
- Arrange volunteer parent on game day for ground marshal duty. (home & away). Each club will provide their own ground marshal vest/jacket. These are to be clearly labelled as 'Ground Marshal'.
  
- Attend managers meetings when requested.
- Be responsible for distribution of fundraising items when asked including collection of any proceeds for return to IFJSC fundraising officer.
- Coordinating volunteers for Canteen / BBQ when requested.
  
- The team manager is permitted to be in the tactical area of their team.
  
- Attend to any minor first aid requirements of players upon them returning to tactical area. For major first aid needs seek persons who hold first aid certificate for assistance.
- You will be asked to keep medical certificates of all players. Please make sure coach is aware of any medical needs of players.