

Team Manager Briefing Session 2022

- Role of Age Co-ordinator
- Role of Team Managers
- Team Manager Specific Items (Pre-game and Game Day)
- General Items of Interest



Role of Age Coordinator

- Assist Football Director with team selection (U9, U10 & U12)
- First point of contact for assistance or issues
- Support coaches / team managers in age group
- Uphold the Cobra's philosophies and behaviours (Code of Conduct on website)
- Organise/communicate with age group as required:
 - U9 mascot program with OG senior home games
 - Manage opportunities to play games in higher age groups (where applicable)



Role of Team Manager

- Conduit between club and team about club events
- Manage team communications
- Coordinate all game day requirements and support Coaches (so they can focus on coaching)
- Connect with all parents of children in team
- Uphold the Cobra's philosophies and behaviours
- Represent the team with opposition club on matchday
- Register as volunteer on www/playhq.com



Team Manager Specific Items

Weekly Items (pre-game)

- All Coaches, Team Managers and Match Day volunteers must register at [Playhq.com](https://playhq.com) (it can be done on a phone, its free and takes just 3 minutes)
- Communication to parents reminding them of upcoming match location details and volunteer roster
- Set-up roster for game day helpers (umpire, goal umpire, first-aid, timekeeper and BBQ. Note timekeeper and BBQ volunteers not required for away games)
- Suggest getting in early to identify umpires and first-aiders to rotate through season
- Friday night pick-up of awards from clubrooms (or arrange for someone to pick them up. No club supplied oranges or lollies this year)
- Add team/coaches/first aid on [Playhq.com](https://playhq.com) & print team sheets



Team Manager Specific Items

Game Day

- Assist coaches to set-up ground or pack-up (home games either first game or last game of day)
 - Note shortened ground for U9, U10 boys and U10 girls (refer Game Day Ground Set Up on Cobras website)
- Set-up BBQ / kiosk and money float (home games)
- Ensure weekly helpers have turned up and have them ready for tasks
- Make contact with opposition team manager and complete AFL Match Day checklist on phone (next slide)
- Have umpires sign game day goal umpire scorecards and team sheets and either hand to opposition team manager (away games) or collect them (home games)
- Home games complete scores on Playhq.com and drop off paperwork (20 Valda Crescent Ocean Grove)
- Game day summary (scores and Award winners) sent to Cobra's News Assistant (Nicole Mayne nicolemayne@icloud.com) by Sunday night each week for 'The Voice'

Game Day Ground Set Up

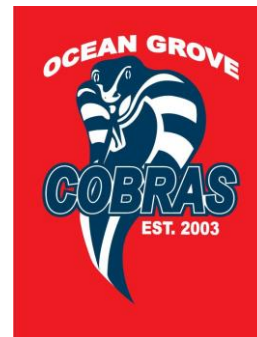


COLLENDINA RESERVE (U9/U10 Boys and U10 Girls)



MEMORIAL RESERVE (U12 Boys and U12 Girls)





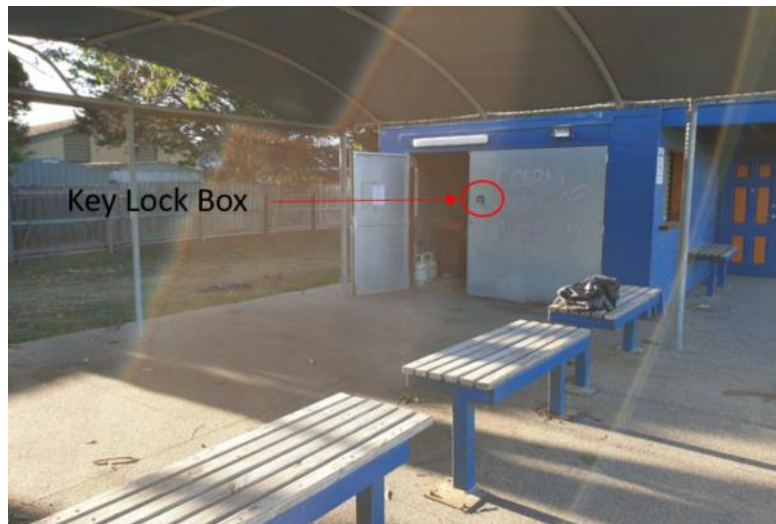
Marsh Pre-Game Ground Checklist (Insurance)

- Both Team Managers need to complete the Marsh Pre-Game Ground Checklist (first game of day only):
 - Online Pre Match Ground Check Link (save to your phone home screen) - <https://www.cvent.com/surveys/Welcome.aspx?s=b8ad5d31-3f3f-4163-b8f9-d1d2fb50ac21>
 - Paper Form - https://sport.marshadvantage.com.au/afl/documents/Match_Day_Checklist.pdf?202011232004

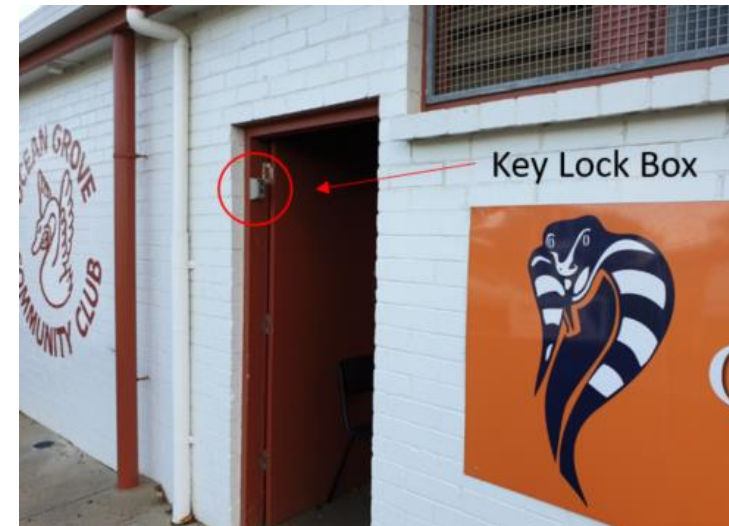
General Items



- Team Manager kits
 - Match balls (2) and warm up footballs, Goal umpire flags, Hi-vis vests (4 – Coach, Assistant Coach, First Aid and Goal Umpire), Air Horn (or can use siren in timekeepers box at Collendina Reserve), Set of wrist bands (U9, U10 only), Football pump and needle.
- Kids to bring their own drink bottle
- Contact Age Coordinators for key lock box codes



Access/keys set-up Collendina Oval



Access/keys set-up Memorial Oval

Questions



Website: www.playhq.com

- **Log In Email:** Your personal PlayHq Log In Details
 - search for Ocean Grove and Register as a TM or volunteer
- Support for PlayHQ (Shaan Briggs, secretary@oceangrovecobras.com.au, 0427 823 179)
- First Aid – complete incident report form (available to print on Cobras website and send photo or scan copy to secretary@oceangrovecobras.com.au)