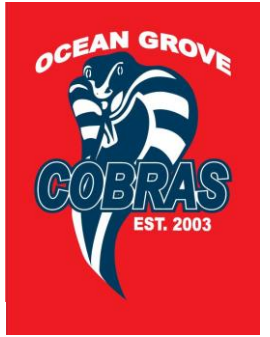


# Team Manager Briefing Session 2023



- Welcome
- Child Safe Standards
- Club Communications
- Role of Age Co-ordinator
- Role of Team Managers
- Team Manager Specific Items (Pre-game and Game Day)
- General Items of Interest

# Welcome



A word cloud centered around the word **Volunteer**. The word **Volunteer** is the largest and most prominent, rendered in blue. Surrounding it are various other words in different colors and sizes, including: **Teamwork** (dark blue), **Communication** (pink), **Passion** (black), **Help** (red), **Growth** (red), **Fun** (green), **Humanity** (light blue), **Hope** (blue), **Connect** (dark blue), **Learn** (green), **Networking** (dark grey), **Community** (red), **Commitment** (pink), **Health** (dark blue), **Enthusiasm** (green), **Engagement** (red), **Serve** (black), **Goodwill** (purple), **Fulfillment** (orange), **Achievement** (brown), **Career** (green), **Motivation** (purple), and **Teamwork** (dark blue).

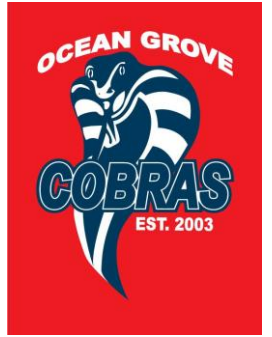
# Child Safe Standards



- Our Club has a legal obligation to provide a “safe place”
- Child Safe Policy
- Stewie Brilliant (Cobras Child Safe Coordinator) who is first contact for assistance or issues, phone 0413 173 959
- Why is this important
- How Stewie can help
- What should you be considering



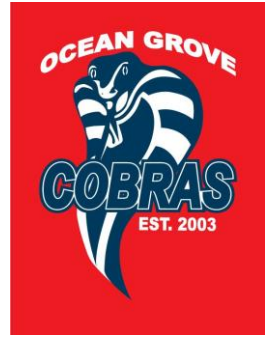
# Club Communications



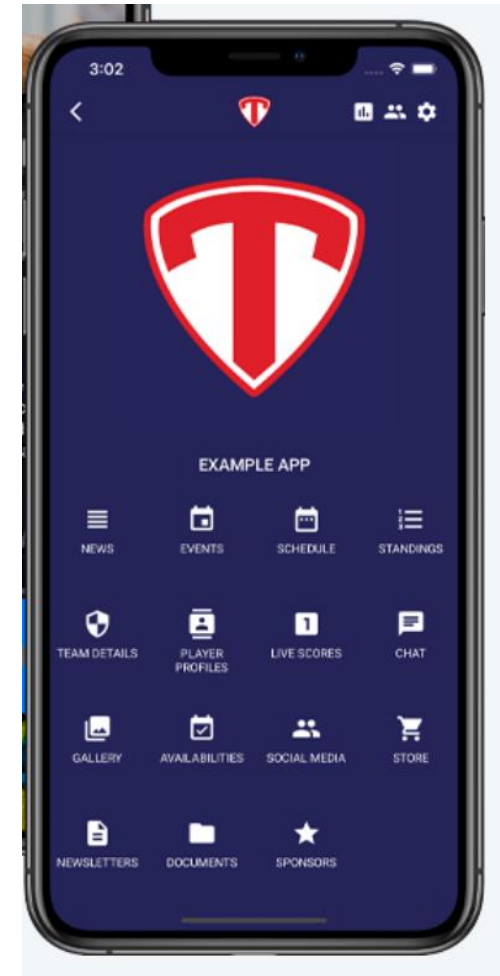
- Website
- Facebook
- Team App (new this year)
  - TeamApp will be the major platform for Club communication this season.
  - Strongly encourage TMs to use TeamApp as the main and only platform for comms to/from parents
  - We have automatically enrolled parents into the app, using emails provided during the registration process. If only one parent's details were provided then one parent has been added.

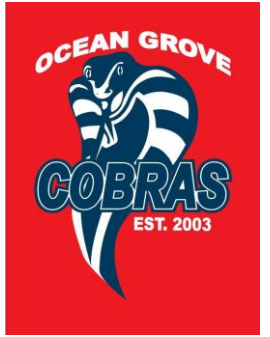
*You have been invited to join the Ocean Grove Cobras FREE app. Please download Stack Team App, search for 'Ocean Grove Cobras' and request to join. iOS: <https://www.teamapp.com/ios-app> Android: <https://www.teamapp.com/android-app> If you'd prefer the website version please click here: <https://ogcobras.teamapp.com?webpage=v1>*

# Club Communications



- If someone is not a member and would like to join, go to: <https://ogcobras.teamapp.com/>
  - *You will need to request access to the appropriate access groups. There is one for each age group and one for each specific team (only U9 and U10 team groups exist so far, others will be created when teams are finalised). Please include your child's name when requesting access so we know who you are.*
- Parents will be assigned to a group for their child's team. There will be a team chat that can be used for notices/game times/volunteer rosters etc
- The setup for the U14s squad may be a little different due to the nature of players moving between teams. Final details are still being worked out.
- If you have any difficulties or questions please don't hesitate to contact Damon Carr at [info@oceangrovecobras.com.au](mailto:info@oceangrovecobras.com.au) or phone 0407 863 510

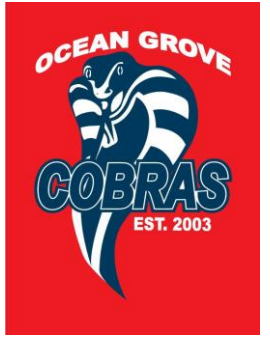




# Role of Age Coordinator

- 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

- Privacy obligations and duty of care of registration information
- Importance of knowing child's needs in team
- 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](http://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)
- Add team/coaches/first aid on [Playhq.com](https://playhq.com) & print team sheets



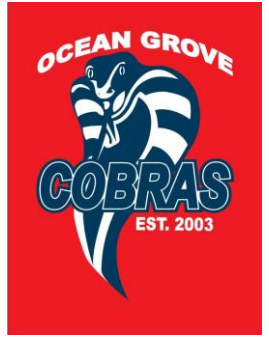


# Team Manager Specific Items

## 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 – Collendina and Memorial)
- 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](https://playhq.com) and drop off paperwork (66 Janelle Way, Ocean Grove by 5pm Sunday)
- Game day summary (scores and Award winners) sent to Mel Gee email at [vicepresident@oceangrovecobras.com.au](mailto:vicepresident@oceangrovecobras.com.au) by 5pm Sunday

# Game Day Ground Set Up



COLLENDINA RESERVE (U9/U10 Boys and U10 Girls)



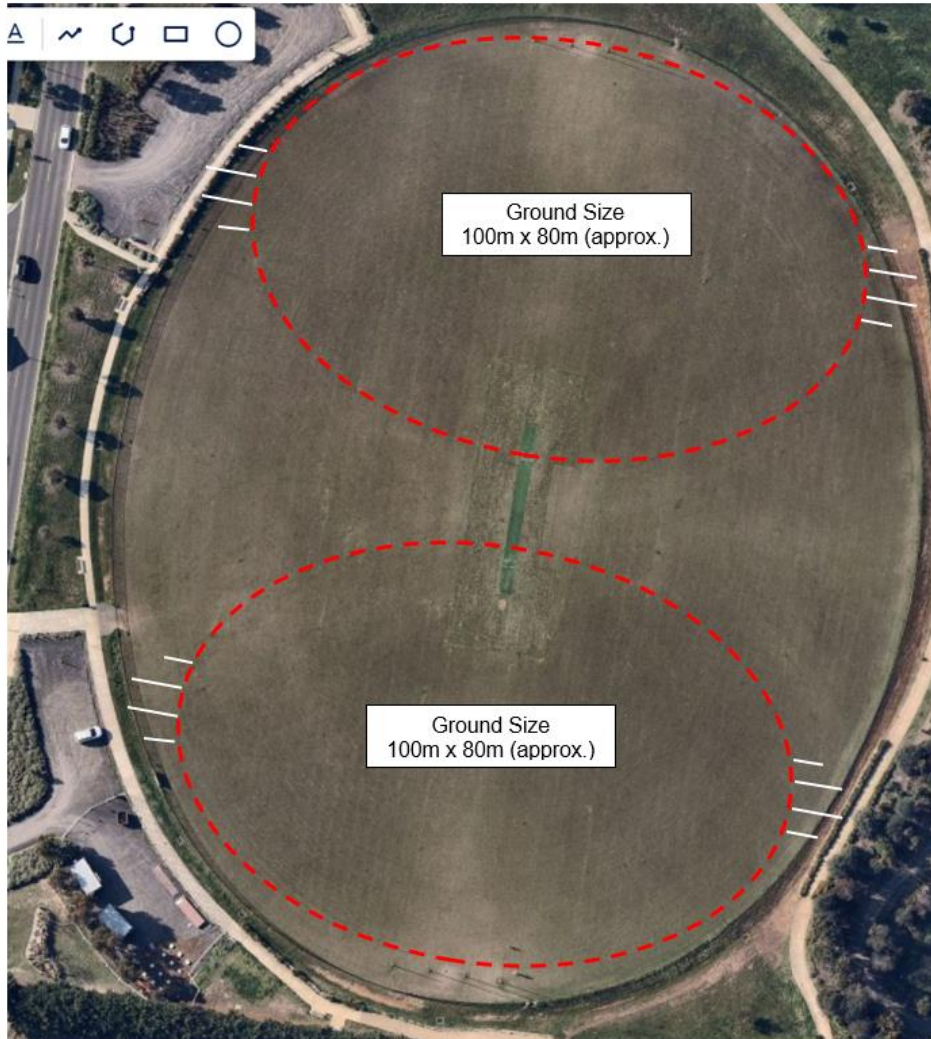
MEMORIAL RESERVE (U12 Boys and U12 Girls)



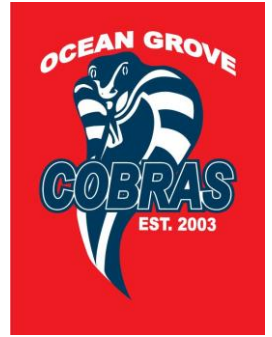
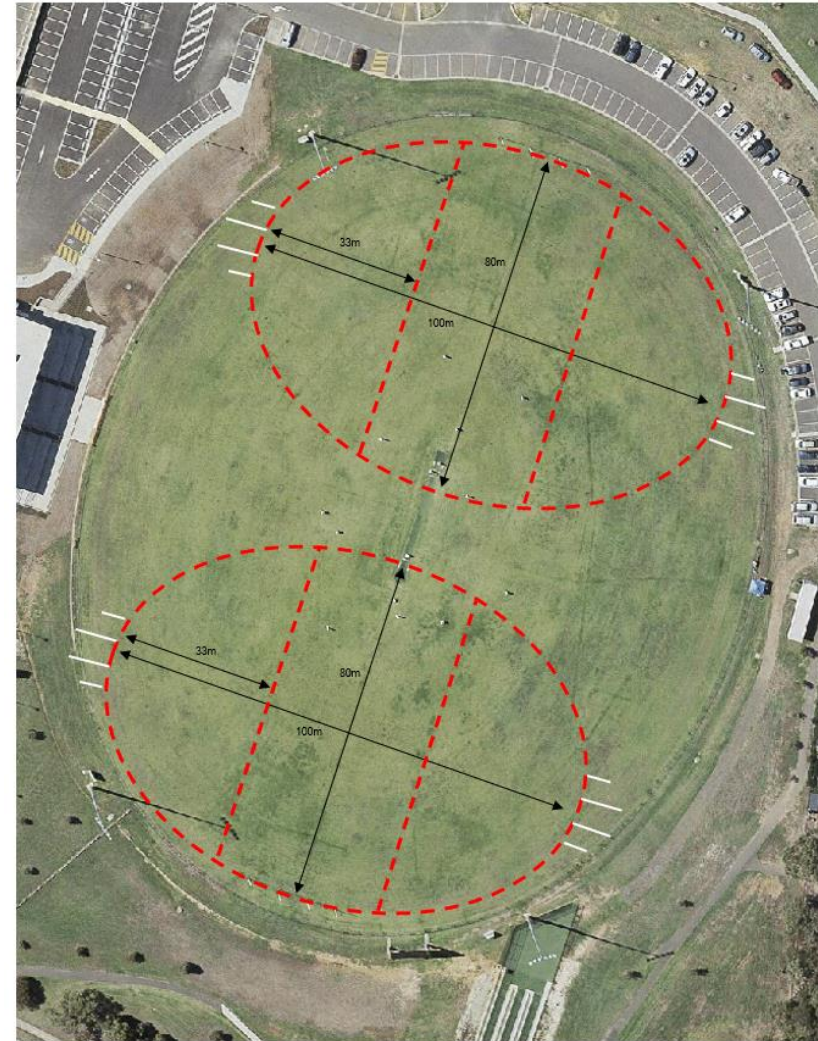


# Game Day Ground Set Up

OAKDENE OVAL (U9/U10 Boys and U10 Girls)



RAY MENZIES (SHELL) OVAL (U9/U10 Boys and U10 Girls)

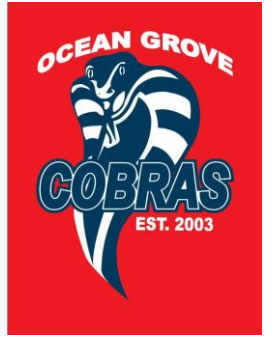




# Marsh Pre-Game Ground Checklist (Insurance)

- 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](https://sport.marshadvantage.com.au/afl/documents/Match_Day_Checklist.pdf?202011232004)

# General Items



- Team Manager kits
  - Match (2) footballs,
  - First Aid Kit,
  - 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),
  - Whistle
  - Football pump and needle.
- Kids to bring their own drink bottle
- 2023 AFL Barwon Junior Footy Match Guide
- Cobras Junior Umpire Academy (Rob Schuller - Coordinator) may assign an umpire to your games, this will be confirmed each Thursday.

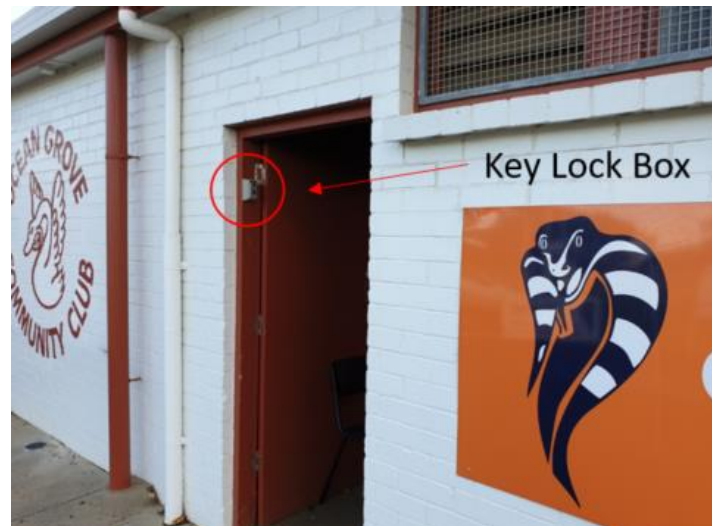


# General Items

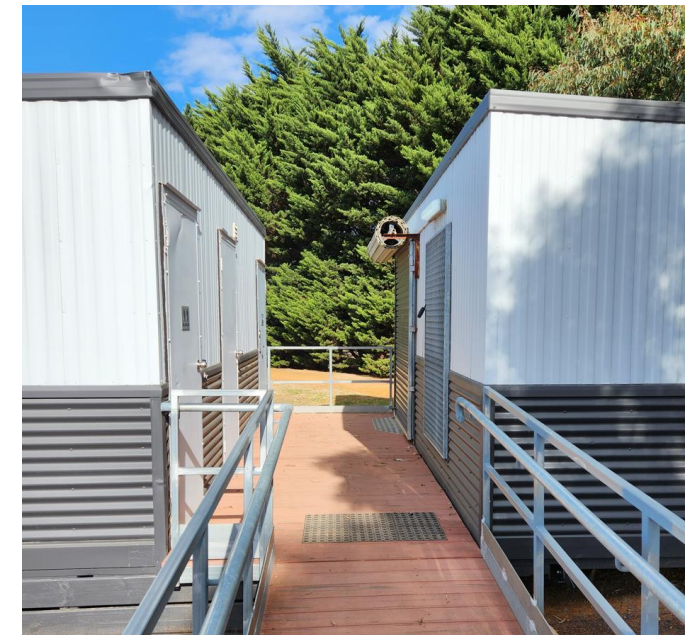
- Accessing Grounds / Keys
- Contact Age Coordinators for key lock box codes



Collendina Oval



Memorial Oval



Oakdene Oval



# Questions



Website: [www.playhq.com](http://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 (Dennis Hateley 0417 316 640)
- First Aid – complete incident report form (available to print on Cobras website and send photo or scan copy to google doc – details to be provided)