



Taylor's Lakes Football Club



TEAM MANAGER

The Team Manager must always be visibly wearing their EDFL issued RED VEST and is responsible for:

- instructing all club officials what their duties are and ensuring they are correctly dressed.
- ✚ **PRIOR TO THE FIRST GAME OF THE DAY**, the Team Managers are to inspect the playing surface and surrounding area and then the Home Team Manager completes the checklist on the JLT AFL Match Day app. When you are the Home Team Manager, please email to me at gojulie@bigpond.com via the app.
- ✚ **AFTER THE GAME**, the **HOME Team Manager** is responsible for the entering a 0 score on the internet for **both teams** by no later than 5:30pm on the Sunday. You are responsible for making any team sheet amendments (e.g late inclusions/omissions). Stats for goal kickers etc are not to be recorded.
- ✚ If you are unable to enter your scores on to the online program please contact the Junior Coordinator ASAP. Note that the EDFL will NOT be responsible for entering or amending this information. Online Team Sheets must match exactly to reflect the match accurately in terms of players and officials who took part. Update any manual changes online so they match.
- ✚ **FOR ALL HOME GAMES (INCLUDING PRACTICE MATCHES)**, THE TEAM MANAGER IS RESPONSIBLE FOR FILLING ALL OFFICIAL POSITIONS. TO AVOID LAST MINUTE PROBLEMS, YOU SHOULD CONFIRM YOUR VOLUNTEERS EARLY IN THE WEEK, TO ENSURE THAT THEIR CHILD IS PLAYING AND THEY WILL BE IN ATTENDANCE ON GAME DAY. PARENTS ARE REMINDED THAT A CHILD WILL NOT BE ABLE TO PLAY IF THEIR PARENT DOES NOT ATTEND TO DO ANY DUTY THAT THEY HAVE BEEN ROSTERED FOR.
- ✚ **Cordial, cups and oranges** will be handed to all volunteers at the Club every Friday night so they can prepare them for match day. Cordial is routinely provided at half time. It is up to the coach whether they want the oranges at half or three-quarter time. At some grounds where the rooms are quite a distance from the field, cordial and oranges may be given out on the ground.
- ✚ **First Aid Ice** to be collected from the Club every Friday night. Please keep it frozen and take it to the game on the Sunday in the team's insulated cooler.

**PLEASE BE AWARE THAT FAILURE TO ADHERE TO THESE E.D.F.L. GUIDELINES
MAY RESULT IN THE CLUB BEING FINED.**