

Team Manager Running Sheet 2024

Before the Game

- Fill in game details on score and timecards.
- Fill out team sheet (print at least 4 copies).
- Collect team folders from the club.
- Contact team with details of volunteers and game day details.

On Game Day

- Ensure **all team sheets** are accurate (cross out those that are away and/or add players if needed to all team sheets)
- Take **1 team sheet** to the umpire's room as soon as you get to the game.
- Give the opposition **1 team sheet** and **collect 1 team sheet from the other team** (is only needed for purposes of knowing the other teams' players names and numbers).
- For an away game find out where the timekeeper needs to go).
- Give **score sheet to goal umpire** and **timecard to timekeeper**.
- Hand out **parent voting card** to selected parent (nominate top 5 with 5 being best – include a list of players names and numbers for parents to use).
- Give out vests & equipment to volunteers (runner - pink, boundary umpire - white t-shirt & whistle, umpire's escort - yellow, goal umpire - coat & flags, water - blue)
- Fill in **1 team sheet** during the game – add goals kickers & keep track of the score during the game directly onto the team sheet.

After the Match

- Go to the **umpire's room** to sign off on the match.
- Collect **score card** and **timekeeper card** from parent helpers.
- Have **coach vote for best players on the team sheet** (1-6, these go on the website they are not the same as the Best and Fairest Votes and are at the coach's discretion).
- Give **coach and assistant coach club voting cards** (nominate top 5 with 5 being best).
- Collect **coaches voting cards** (ensure the envelope is sealed and signed).
- Collect **vote card from parent** (ensure the envelope is sealed and signed).
- Seal **voting envelopes with tape**.

HOME Game

- Collect **team sheet, score card** and **timecard** FROM opposition.
- Fill in game stats including game score, goals and best players (1-6), as well as any team changes (absences or extra players) on PlayHQ.
- Message Team Mangers group with team scores.
- Place team sheets, score/timecards (from both teams) & votes in team folder and return to Lynette McAlpine.

AWAY Game

- Give **filled out team sheet** (including best players 1-6), **score card** and **timecard** TO opposition.
- Ensure you have your own copy of the team sheet for reference (written or a photo).
- Message Team Mangers group with team scores.
- Check goals and 1-6 from the team sheet have been put onto PlayHQ.
- Place votes in team folder and return to Lynette McAlpine.