

Team Managers

Roles & Responsibilities



Congratulations on your appointment as a WOBFC Team Manager. Below we have provided a summary of the key activities that you are responsible for in this role:

Training

- * You will be responsible for communicating to the players training dates, times, locations and any changes that occur in relation to training. It is important that you liaise with the coach and/or other team managers when there is a change to training (i.e. for wet-weather field closures) and determine if there is an alternate plan in place.
- * You should discuss with the team coach how your team will manage player availability – your coach may prefer that players who will be late or absent communicate with them directly, or you may be asked to be the liaison and provide the coach with updated numbers prior to each training session.
- * You may be required to liaise with the coach or equipment manager to ensure that the appropriate equipment (i.e. nets, balls, cones and bibs) are brought to and taken from training.

Games

- * You will be responsible for communicating to the team the dates, times, locations and opponents for each game, as well as any other messages your coach may wish you to pass on in preparation.
- * You will be required to track and assist the coach in managing game availability of players for all games. The coach may request that you liaise with managers, coaches and/or players of other teams to pull up players when required.
- * Where a home game has been cancelled and needs to be rescheduled, you will be required to manage communication between the team, the opposition and ESFA to ensure that the game is rescheduled, which involves filing the [Game Amendment Request Form](#).
- * For each home game you will need to ensure that the appropriate equipment is set up and taken down. This includes nets, flags and spectator ropes. You may work with this team to delegate this task (i.e. via a team roster). All equipment can be picked up from and returned to the storage room.

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- * You will need to ensure that the relevant information is available for presentation to ESFA, including player cards (or a physical PDF of the cards). From 2016 onwards, team sheets and score entry are to be completed online through Sporting Pulse. Refer to the guide on ESFA's library with specific instruction on how to do this.
- * You are responsible, along with the coach, for ensuring that all players are aware of and abide by the WOBFC and ESFA Player Code of Conduct (see "Resources, Tools & Policies").
- * Where an incident (i.e. a red card offence) has occurred, you may be required to provide details and complete the [Incident Report Form](#) for submission to ESFA.
- * After each match, you are responsible for updating the Match Report details in the WOBFC App with the outcomes, scorers, and other details. This reporting may include 'play of the day' or 'man of the match' information. Collecting and recording this type of information is mandatory and is required for end-of-year presentations.

Management Administration & Communications

- * You will be required to attend periodic Team Manager meetings. These meetings are held regularly and provide an opportunity to both receive key updates and provide a view of any issues faced or opportunities that may exist.
- * From time to time you may be asked to distribute messages to your team from our Operations, Volunteers or Communications Chair.
- * You may be required to liaise with the Team Social Manager to coordinate support for and attendance at WOBFC events.

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Resources, Tools & Policies

The following resources and tools are available to help you perform your role as Team Manager:

- * [ESFA Code of Conduct – Manager/Team Official](#): Above all, you must ensure that you are always acting in accordance with this policy.
- * [ESFA Code of Conduct - Player](#) – Ensure that all players are aware and act in accordance with the ESFA Code of Conduct for players.
- * [ESFA Document Library](#) - There are a number of forms that you may be required to complete, including the Game Amendment Request form, Incident Report Form, Forfeit form, etc. There is also a RTO Handbook which, as a Registered Team Official, you should be familiar with.
- * [Team App](#): Manage the communication of matches, training and events and track player availability. Download from the app store.
- * [WOBFC App](#): Used to track game outcomes, view team statistics and record scorers, play highlights and man of the match results. Download from the app store by searching "WOBFC".
- * [ESFA Online Team Sheets](#) – ESFA has released a new online process for lodging team sheets and recording game outcomes. Please refer to the 'Sporting Pulse Score Entry Guide' in ESFA's Library for more information.
- * [WOBFC Injury Claims Process](#) – Any injuries sustained while at WOBFC training that require assessment and treatment or games can be lodged using the Personal Injury Claims form. Contact communications@waverleyoldboys.com to facilitate the claims process.
- * [WOBFC Storage Facility](#): Pick up and return match equipment. Please check with [Anna Morrison](#) re: location, hours of operation and access codes.