



# North Mandurah Junior Football Club

## TEAM MANAGERS DUTIES

### 13, 14, 15, 16's

Game Timing	13's	4 x 15 min quarters	quarter time =	5 min
	14, 15, 16	4 x 20 min quarters	half time =	10 min
			3 quarter time =	5 mins

### Before The Game

- Check you have in your clipboard / file
  - Team sheets x 2 copies – downloaded from Sporting Pulse website
  - Umpire fees
  - Umpire appraisal by coach form
  - Club appraisal by umpire form
  - Ground Appraisal by umpire form
  - Peel District Football Dev Council (PDFDC) Fairest & Best Cards (home only)
  - NMJFC Fairest & Best cards x 3 (all games)
  - Interchange sheets
  - Score cards x 2 (home games)
- Collect umpires money from players and record - \$2 per player or \$16 season
- Ensure parents on roster are in attendance
  - 1 goal umpire
  - 1 boundary umpire – with whistle
  - 1 scorer & interchange recorder
  - 1 time keeper / siren (home game)
  - Adult runner with club t-shirt
  - Adult water person with club t-shirt
  - 3 parents for club Fairest & Best
- Game ball footy (home game)
- Give the umpire the PDFDC Fairest & Best cards (home only)
- Give the goal umpire the PDFDC scorecard, white coat and flags

### During The Game

- At quarter time meet other team manager and exchange team sheets
- At every break check score with umpire, goal umpire and scorer
- Give umpires a drink every quarter

### After The Game

- Umpire to sign team sheets
- Pay umpire fees – each team pays half. Check the level of qualification.
- Give umpire a Club Appraisal form to complete – home games only
- Give umpire a Ground Appraisal form to complete – home games only
- Give coach (or parent) Umpires Appraisal form to complete
- Collect club F & B and put in envelope with date, and sign it
- Collect umpires F & B and place in envelope provided (home games only)
- Collect equipment given to helpers

### In The Bags

Bag One: Players umpire money (\$2 each)

Bag Two: Team sheets, Umpire Appraisal Form by coach/parent, Club Appraisal form by umpire, Ground Appraisal form by umpire, Goal umpire score card, umpire vote cards, Club vote slips, interchange recording sheet

Any extra monies, forms etc please leave with a note.

Place bags in the van if home game. If away game drop off bags to registrar home by **Sunday 3pm**. If not home place in letterbox by opening back.

Home address: 21 Preswick Green, Meadowsprings  
Kate Gillespie – 0437 413 306

---

### **50<sup>th</sup> or 100<sup>th</sup> Games**

Game Count for each player has been provided in your pack.

Please inform parents two weeks in advance so they can make a banner.

The banner is usually made of black & white crepe paper.

The committee will provide you with a certificate for the player and a medallion if 50 games or a Game Footy if 100 games.

### **Newsletters & Club Notices**

These will be given to you by a committee member to give out to all parents / children.

If you need more forms or have any questions please contact the Registrar.

Kate Gillespie

0437 413 306

[Kategillespie@live.com.au](mailto:Kategillespie@live.com.au)

THANK YOU VERY MUCH FOR TAKING ON THIS ROLE.  
IT MEANS WE CAN GET THE BOYS ON THE FIELD AND ENJOYING THEIR FOOTY.

GO THE MIGHTY MAGGIES!