

### Team Manager Running Sheet

<b>Pre-Season</b>	<ul style="list-style-type: none"> <li>- Organise hardware/software/</li> <li>- Register Players</li> <li>- Clear Players</li> <li>- Collect fees</li> </ul>
<b>Take to match</b>	<ul style="list-style-type: none"> <li>- First Aid Kit</li> <li>- Water bottles</li> <li>- Team sign-on book with names entered</li> <li>- Umpires report</li> <li>- Gear:</li> <li>-</li> </ul>
<b>Playing at Home</b>	
<b>Before match</b>	<ol style="list-style-type: none"> <li>1. Allocate support roles and ensure identification of::  Coach:..... Bib/Arm band  Manager:..... Bib/Armband <ul style="list-style-type: none"> <li>- Goal Umpire:..... White coat, Flags, Scorecard</li> <li>- Timekeeper:..... Time card/Scorecard</li> <li>- Boundary Umpire: ..... White T-Shirt, Whistle</li> <li>- Runner:..... Runners Bib (yellow)</li> <li>- Trainer:..... Trainers Bib (green)</li> <li>- Umpire escort..... Escort Bib (blue)</li> </ul> </li> <li>2. Check ground condition – safe, marked, goalposts padded</li> <li>3. Numbers to scoreboard</li> <li>4. Timekeeper's table/sirens/clocks</li> <li>5. 2 match balls – provide to umpire for opposition to choose ONE</li> <li>6. Ensure players sign book</li> <li>7. Meet opposition Team Manager and Umpires – show rooms</li> <li>8. Distribute scorecards to timekeepers and goal umpires</li> <li>9. Give umpire "Umpire Report Sheet"</li> <li>10. Umpire inspects boots 15 mins prior to game</li> <li>11. Team on ground before start time</li> <li>12. Umpire escorted onto ground by Umpire Escort</li> </ol>
<b>¼ Time</b>	Umpire escort to offer umpire drink Collect signed player sheet from opposition Team Manager
<b>Half-Time</b>	Umpire escort to offer umpire drink and escort umpire off ground and back on for next quarter Provide signed player sheet from both teams to umpire
<b>¾ Time</b>	Offer umpire a drink
<b>Full-Time</b>	Umpire escort to escort umpire off
<b>After match</b>	Collect all gear Sign umpire report Write and sign Report on umpire Wash bottles <b>Phone</b> in match scores to: <i>Jack Chrapot Tel: 9523 5666 Fax: 9523 0095</i> <b>Post:</b> Team sheets Scorecards/Time cards Umpires reports Report on umpire Vote cards <i>To: League Registrar, Bruce Stegelman, MSJFL, PO Box 5225  CLAYTON VIC 3186 Tel: 9544 5062</i>
<b>Additional</b>	Be aware of interchange numbers on bench and numbers on field Sent off players – Timekeepers alerted Runners – messages to 2 players only at a time