



Team Manager Guideline

2024



Team Manager Guideline 2024

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What is a team manager?

The team manager role is pivotal within any team at The Gap Football Club (TGFC) and can positively affect the team's culture and cohesiveness for both players and their families/ caregivers by facilitating positive connections throughout the season and being the link between team members, their families and the Club.

The team manager role can be as little or large as you want to make it but is primarily responsible for ensuring the administrative functions of teams are completed before the season starts, during the season and at its conclusion. Having a dedicated administrator within each team enables the coaching staff to concentrate on the football aspect for the team and developing players.

The main tasks of a Team Manager are:

- Collection and distribution of uniforms for all team members
- Compliance with registration requirements
 - Ensuring all team members are registered in TGFC's Majestri and Football Queensland's (FQ) Squadi platforms prior to the season commencing (including pre-season games)
- Team communications (if not being done by the coach)
 - Confirmation of game time and location
 - Confirmation of playing kit (for Academy teams)
 - Wet weather impacts
 - Changes to training times or locations
 - Social events
- Rostering Ground Marshals for every home game
- Liaising with the Football Administration Manager if sideline game officials are required
- Submitting matchday team sheets prior to games in accordance with FQ requirements

What the Team Manager does NOT do during the season:

- Interfere with the coaching of a team
- Enter the changerooms prior to a match or during halftime when the coach is discussing playing tactics
- Enter the technical area on match days unless requested by your coach
- Become involved in any player/club/team dispute. This is the responsibility of the Coach

This guideline is to assist you perform your duties as a team manager to the best of your abilities and ensure your team has a smooth season, and your coach can concentrate on all things football.

CAVEAT

These guidelines are the generic tasks required of a Team Manager across the Club in all age groups and playing levels. Specific programs or coaches may have additional tasks they would like a Team Manager to perform or may alter some of the tasks outlined in this Guideline. For example, some programs may ask Team Managers to assist in scheduling player feedback sessions with Technical Directors. It is up to the relevant program Technical Director or Team Coach to clearly outline their expectations of a Team Manager at the commencement of the season and any tasks in addition to those included in this Guideline. If you need clarification, consult the relevant Technical Director as included in the [Key Contacts](#) of this document.



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Key contacts

Position	Name	E-mail
Corporate		
Football Administration Manager	Steve Turner - 0405955987	admin@gapfootball.org.au
Registrar	Shona	registrar@gapfootball.org.au
Uniform Coordinator	TBC	uniforms@gapfootball.org.au
Social Media	Siares Marketing	socialmedia@gapfootball.org.au
Blue Card Coordinator	Steve Turner	bluecards@gapfootball.org.au
Majestri Administration	Glenn Watson	majestri@gapfootball.org.au
Football Programs		
Female Football Technical Director	Kelvin Wheeler	npltd@gapfootball.org.au
Youth Football Technical Director	Tim Johnston	youthtd@gapfootball.org.au
MiniRoos Technical Director	John Faulds	miniroostd@gapfootball.org.au
U8 to U12 High-Performance Technical Director	David McDonald	minirooms.hpt@gapfootball.org.au
U8 to U12 High-Performance Coordinator	Cindy Anderson	minirooms.hptcoordinator@gapfootball.org.au

Teamwork

Humility

Effort

Gratitude

Achievement

Persistence



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Pre-season

There are several things you will need to have organised prior to the season commencing.

Blue card

It is a requirement under the *Working with Children (Risk Management and Screening) Act 2000* that you hold a valid Queensland Blue Card issued by the Department of Justice and Attorney General, Blue Card Services (BCS) if you wish to volunteer with children in Football Queensland affiliated football clubs such as TGFC.

Prior to season commencing, if you do not hold a valid blue card, or your blue card is due to expire you are to apply for or renew your blue card through the [BCS Website](#).

TGFC has a volunteer who manages our blue card compliance. You will be required to link your blue card to TGFC. Contact bluecards@gapfootball.org.au if you experience issues with this process.

Once you have completed your application, notify the TGFC Blue Card coordinator at bluecards@gapfootball.org.au and provide your blue card number and expiry date.

Please note: you CANNOT commence in a team manager role without a valid blue card.

Uniform collection and distribution

Uniforms are coordinated by a volunteer who is responsible for ordering team kits from the contracted uniform supplier.

Once the uniforms are organised into their team allocations, it is the responsibility of the team manager to arrange collection from the uniform coordinator and distribute to team members or their parents. Contact the uniform coordinator on uniforms@gapfootball.org.au.

Uniform allocations differ depending on age and football program [social, metro and Football Queensland Academy (FQA)], however the allocation will be clearly marked with the uniforms and players.

If any item of uniform is missing, it is team manager's responsibility to work with the Technical Director to ensure every member of the team has the correct training and playing kit in time for the first game of the season.

Football Queensland Squadi App

FQ introduced Squadi in 2023 for all official football management. Squadi is the platform used by FQ to streamline the many facets of Queensland football operational functions into one single fully integrated competition management system, removing unnecessary duplication of effort for clubs, volunteers and participants.

Team set up

FQ have developed resources including videos and guidelines to assist in the setup of the Squadi platform prior to the start of the season. FQ have several [Squadi Guides](#) to provide step by step assistance to set up your team, including the need for recent photos for each player, and manage team communications.

The guides have video tutorials to assist in the set up and management of the team through the Squadi platform.

Parent/caregiver/player communications

Squadi provides the capability to set up a team communication chat, however there are many other platforms available to use should Squadi not be the team option such as What's App. The advantage of Squadi is the



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ability to schedule training and games so all parents/caregivers and/or players can easily see when and where training is on and when are where games are being played.

During the season

Once the season is underway, the team manager is responsible for parent/caregiver/player communications and ensuring all game day processes are completed.

Pre-game day communications

Leading up to game day, parents/caregivers/players and the team coach will rely on you to confirm:

- game time
- game arrival time
- game location
- game go ahead in the event of wet weather
- players ie who's playing and who's not playing
- playing kit (FQA only – home kit for home games; away kit for away games)

It is useful to send communications to parents/caregivers/players a few days before the scheduled game confirming all the above information and advising the coach of team numbers.

Borrowing players

If players are not available for the game, the team manager is to advise the team coach who will follow the Club's processes to source players from another team if possible. It may not always be possible to find additional players, and it will up to the team coach what they do in this situation. Players are not to be borrowed between teams without the agreement of the relevant Technical Director/ Club Director. FQ has strict rules as outlined in the relevant [FQ Competition Regulations and Playing Formats](#) regarding player borrowing and playing up which must always be adhered to.

Wet weather

FQ provides the most up to date list of ground and whether grounds have been closed due to wet weather through Squadi. Check the [FQ Wet Weather Update](#) to see if the field you are playing on has been closed or remains open. Most clubs also update their Facebook and websites, however as these are updated mostly by volunteers, they are not always updated as regularly as the FQ website.

If the ground is closed due to wet weather, inform your team members as soon as possible, particularly if the team is travelling to an away ground.

The Club has a published [Wet Weather Procedure](#) on the website.

Game day responsibilities

The team manager is responsible for ensuring compliance with FQ requirements, particularly TGFC home games where the team manager must ensure the fields are set up correctly and there is an allocated Ground Marshal to perform duties for the duration of the game.

Similarly, the team manager is responsible for ensuring the end of game day duties are carried out if your team is the last game on Fields 1, 2 or 3 (as notified by the Football Administration Manager) and the playing and training fields are clear of rubbish and lost property.

A game day checklist is included as [APPENDIX A – GAME DAY CHECKLIST](#).

Ground Marshal

Regardless of age group or competition level, all home games are to have a ground marshal in compliance with FQ requirements. This role is to be undertaken by team parents. **Having a ground marshal is not optional.** The [FQ Roles and Responsibilities of a Ground Official](#) clearly outline what is expected of this role. Please ensure all parents performing the role of ground marshal are aware of the responsibilities and direct them to the FQ guideline.

To ensure that every home game played by your team has a ground marshal, it can be useful to roster parents at the beginning of the season so they can plan accordingly, and everyone knows when their turn as ground marshal is due.

Team x Ground Marshal Roster 2024			
Game date	Field	Opposition	Ground Marshal family
12/5/2024	2	Samford	Jones family
19/5/24	2	Brighton	Smith family

A reminder can be sent in the team communications leading up to game day to ensure the responsible family are reminded of their obligation to perform the role.

The hi-viz vest that the ground marshal is required to wear is located in the home changeroom underneath the Clubhouse balcony for teams playing on Field 1, or in the referee room adjacent to the Bakeoligists entrance for teams playing on Fields 2 or 3. Please ensure the vests are returned to these locations at the end of each game for the next ground marshal to use.



Ground Marshals Miniroos U6 – U7 Field 1

The duties and responsibilities for ground marshal in the Miniroos U6 and U7 age groups can be found on the club website: [Ground Marshals U6/7](#). These are also incorporated into this document in [APPENDIX A – GAME DAY CHECKLIST](#).

First Aid

In the event of an injury being sustained by a player during a game, the team manager may be required to seek ice or first aid treatment.

If the game is being played at TGFC ice can be obtained from the clubhouse or the fridges in the home changerooms under the clubhouse balcony, and a basic first aid kit is in the home changerooms or in the

referee room. A stretcher is also located in the home changerooms underneath the clubhouse balcony. If the game is being played away, seek assistance from the hosting team ground marshal.



You may wish to take ice or ice packs and a basic first aid kit with you to games to ensure it is easily accessible should you need it – this is personal choice.

FQ compliance - U 13 and up

The team manager is responsible for ensuring FQ compliance is adhered to in support of the team coach. It is the team manager's role to confirm the team sheet and submit it at least 30 minutes prior to the game kick off time through Squadi, and for home games to confirm through Squadi the ground officials (referees) allocated to the game.

In addition, if you are a team manager for a Football Queensland Academy (FQA) team you are responsible for assisting the coach by recording statistics for each player during the game. This is so the coach can concentrate on the game play and strategies with the team. Work with your coach and the relevant FQA Technical Director to understand these additional requirements.

Damage to grounds or equipment

If you observe any damage to Club grounds or equipment either before, during or after any home games, please notify Steve Turner, the Club Football Administration Manager.



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End of season

Once the season is over your job is nearly done!

For teams U13 and above, three trophies are handed out at the end of season celebration day (usually October). The coach is responsible for picking the Most Improved and Best and Fairest, but the team manager can see if the coach would like help to coordinate the Player's Player which is voted by the team members.

A useful tool to ensure the Player's Player is picked fairly is to have the team vote for their player of the match each week. Keep a tally of the weekly votes at the end of season the Player's Player is the person with the highest votes.

Player	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7	Round 8	Total
Jones	I			III	II	I	III		10
Smith	II	I		I		I	II		7
Brown		I	II		II	I		I	7
Grey	III				II	I	I		8
Doe		III	III	II		I		I	12
Black						I		III	5

Once all three trophy recipients are known, the team manager is to submit the names to the Football Administration Manager at admin@gapfootball.org.au.

Team managers of FQA teams are also to submit the FQ compliance statistics to the team coach or relevant Technical Director for collation. This process will be explained prior to, during and after the season by the relevant Technical Director.

Team managers of senior teams (Men's and Women's Metro and FQPL) are to collect all playing kits (except socks) and hand the to the Football Administration Manager.

APPENDIX A – GAME DAY CHECKLIST

Before the game

First game of the day on either Field 1 or 2 (except Miniroos U6 and U7)

The Football Administration Manager will notify you if you are the first game on F1 or F2.

If your team is first game for the day you need to set up the following:

- Open the referee room (located adjacent to the Bakeolgists)
- Open the away changing rooms

Use the key issued to team coaches or the key located in the lock box adjacent to the referee room - code 2014#



Open the home sheds underneath the clubhouse balcony if you wish to use them for your match.

Place the corner flags located in the referee room into the four corners of either Field 1 or 2.



Balls

The Club Football Administration Manager will ensure there are inflated match balls available for the game. Match balls are located in the referee room adjacent to the Bakeologists cafe.



Miniroos and Kangaroos use the training balls provided to the coaches. All teams from U12 and above use "Mitre" branded balls. U12 and U13 use a size 4 ball and the remaining age groups use size 5.

If you find a match ball requires pumping up, there are pumps in the referee room and the home changerooms. If there are issues with match balls, email the Football Administration Manager on admin@gapfootball.org.au or phone on 0405 955 987.

Goals

Field 2 - U12 and U13

- Move the U12 goals (smaller goals) on to Field 2
 - Lift the goals, do not drag them across the grass so the field and goals are not damaged
- Peg the goals with metal clips (see photo below)
 - Pegs are located in a white bucket in the home changerooms
- Position them on the edge of the large penalty box
- Set up the corner flags for a field using the white lines
- Play within the white lines





Field 1 and 2 - U14 and above

- Use the large goals with the wheels
 - Before moving, make sure the wheels are locked down so the goals do not scrape along the ground and does not damage the field or the goal



- Once in place disengage the wheels by flipping the wheels up so the goal is resting on the ground and the wheels are not touching the ground



- Peg the goals with metal clips
 - Pegs are located in a white bucket in the home changerooms



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Miniroos U6 and U7

First game on Field 1

The Football Administration Manager will notify you if you are the first game.

Games will be scheduled for:

- 8:30 am
- 9:30 am
- 10:30 am

The games are two halves of 20 minutes each, with a five-minute halftime break.

If you are the nominated Ground Marshall for the first Miniroos U6 or U7 teams to play on Field 1 at 8:30am, please arrive no later than 8:00am.

The equipment you need is in the green equipment container at the end of the road, near the access to Field 1. If the container is locked, the key is kept in the lock box on the wall at the referee's room (next to Bakeologists) - code 2014#.

The equipment needed for the day's games is:

- Goals x 6
- Megaphone
- High-visibility vest

The fields are marked on the far side of Field 1 and at the back of Field 1 behind the large netting adjacent to the creek. Set up the six goals on the three marked fields.

To protect the condition of Field 1, please ensure no one walks across Field 1 to access these fields; this includes the set-up process and parents/ players and spectators for the scheduled games.

The process once the fields have been set up are as follows:

1. Make yourself known to the referees and assist them with anything they might need.
 - 1.1. Ensure that coaches, managers, and spectators do not discuss the game with the referees.
 - 1.2. If there are concerns, ensure discussion only occur with the Ground Marshal who can choose whether any further action is required.
 - 1.3. Keep in mind that the referees are young players from the club and need our full support.
2. Two minutes before game time use the speaker on the megaphone to give a warning to coaches and managers to get their team on the field.
3. At kick-off time, give 1 blast of the siren on the megaphone to signify kick-off and start timing the game
4. To indicate halftime after 20 minutes of play and full time after another 20 minutes of play by giving 1 short blast of the siren.
 - 4.1. The halftime break is 5 minutes.
5. Repeat the process for starting the second half.
6. Whilst carrying out the duties as a Ground Marshal you must ensure that all spectators are well behaved and observe the code of conduct.
 - 6.1. Please avoid the use of derogatory language and be consistent, objective, and courteous in dealing with any unruliness.
 - 6.2. Please ensure that you report any incidents to the Miniroos Director minirooms@gapfootball.org.au.



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7. **At no time is anyone to access the playing area of Field 1.**
 - 7.1. If a ball is kicked onto Field 1, it may be retrieved but the member must immediately leave the playing area.
 - 7.2. Ensure all players, coaches, managers, and spectators are kept on the eastern side of the field (fence side near the creek).
 - 7.3. Ensure that no one sets up portable chairs on Field 1
 - 7.4. Ensure no one enters the goalmouths or goalmouth area.
 - 7.5. Ensure there is no interference with the large green netting at the end of Field 1 and no one climbs or bounces against the netting.
8. Where safety zones or technical areas are marked, please ensure that only coaches and players are in this zone at any time.
 - 8.1. This is for the safety of all players.

If any assistance is required email minirooms@gapfootball.org.au or admin@gapfootball.org.au.



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First game on Field 3

The Football Administration Manager will notify you if you are the first game.

If your team is first game for the day you need to set up the following:

- Open the referee room (located adjacent to the Bakeologists)

Use the key located in the lock box adjacent to the referee room - code 2014#

Balls

Miniroos and Kangaroos use the training balls provided to the coaches. If the training balls required pumping up, there are pumps in the referee room.

Goals

Miniroos and Kangaroos use the small goals located on **Field 3**.

U8 and U9

These age groups use the smaller goals, and two games are played on Field 3 at the same time. The goals are to be pegged down. Pegs are located in a bucket in the referee room.

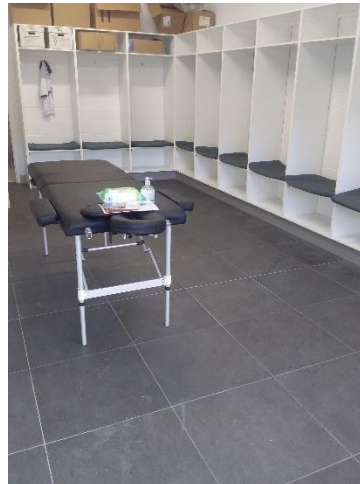
U10 and above

These age groups use the larger goals and one game is played on Field 3 at a time. The goals are to be pegged down. Pegs are located in a bucket in the referee room.

After the game

Teams on Fields 1 or 2 (excluding Miniroos U6 and U7)

Make sure your team leaves the home and away changerooms as clean as possible for the next team. Ensure they are swept clean after your match and all rubbish is placed in the bins provided. There is a broom in each changeroom for this purpose.



Last game of the day or night (as notified by the Football Administration Manager)

- Unpeg all goals and put the pegs back in the white bucket
- Move the goals off the pitch and lock them up with the chains provided on the fences
- Put the corner flags into the referee room and
- Put the bucket with metal clips back into the home changeroom
- Place all match balls back into the referee room
- Lock both the home and away changerooms
- Lock the referee room
- Make sure the key is in the lockbox and the lockbox is firmly closed and locked.

Field 1 Miniroos U6 and U7

At the conclusion of the games at 11:15am the Ground Marshal is responsible for:

- Folding and packing away the goals and taking them back to the equipment container
- Packing away the Marshal's box and taking it back to the equipment container
- Coordinating a clean-up of the pitch areas.

Teams on Field 3

Make sure Field 3 is clean of rubbish and any property left behind by teams.

If there is property left behind, place it neatly at the door of the Clubhouse where it can be collected by the Football Administration Manager and placed in the Club's lost property box.

Last game of the day (as notified by the Football Administration Manager)

- Unpeg all goals and put the pegs back in the white bucket
- Move the goals off the pitch and lock them up with the chains provided on the fences
- Put the bucket with metal clips back into the referee room
- Lock the referee room
- Make sure the key is in the lockbox and the lockbox is firmly closed and locked.