

Team Manager Match Week Checklist

Mid-Week:

- Double check you have:
 - Ensure scorecards for goal umpires + timekeeper, coat + flags.
 - Communicate – shorts colour and correct uniform (e.g. potential guernsey clash) to team.
 - Match balls (x 2 if home team) (see 12 of [Bylaws](#) for correct size per age group).
 - Ensure all volunteer roles in place (see Appendix 5 of [TM Handbook](#)).
 - Ensure all bibs for volunteer roles (see 3 of [TM Handbook](#)).
 - Ensure all players are registered on PlayHQ and are on team sheet.
 - There is no clash between the club uniforms (see 2.15.1 of [TM Handbook](#)).
- For any forfeits, please advise your club secretary ASAP so opposition team and umpires can be informed (see 6 of [TM Handbook](#)).

Pre-Game:

- Ensure access to the TM Handbook and Bylaws whilst carrying out TM duties (see 20.13 of [Bylaws](#))
- Ensure the venue is set up correctly (see 2.2 of [TM Handbook](#)).
- Complete ground inspection and ensure you have submitted the [Marsh Ground Inspection Report](#) (see 2.3 of [TM Handbook](#)) - only if first game at venue on the day.
- Make sure all volunteers have arrived and have the appropriate bib per role (see 3 of [TM Handbook](#) for correct role colours) and have all required paperwork/resources.
- Make yourself known to Ground Manager(s) and Umpires.
- Give match balls to umpires (if home team).
- Teams to be entered in PlayHQ prior to the commencement of the match (see 2.1 of [TM Handbook](#)).
- Ensure you have collected the un-used match ball from the umpires.

Mid-Game:

- Team bench area management (e.g., Appropriate volunteers in team box, etc.).
- Spectator behaviour (see 20.12 of [Bylaws](#)).
- Be main point of contact for your team should any issues arise.

Post-Game:

- Collect Timekeeper and Goal Umpire cards.
- Confirm match details and any incidents with umpires for Competition Match Report (CMR), provide full name to umpire in lieu of a signature (see 21.15 of [Bylaws](#)).
 - Notify club of any report made during the match.
- Entry of match results onto PlayHQ (see 2.14 of [TM Handbook](#)).
 - Quarter by quarter results to be published by 9pm on the day of the match.
 - Goal kickers and best players may be entered for U11+ age groups only.
- Ensure any result, team sheet or competition match report disputes are communicated to your Club Committee as soon as possible.