



# TEAM MANAGERS CHECKLIST

## Non-Premiership

### PRE GAME

- Organise All Volunteers.
  - Ground Marshall, Goal Umpire and Timekeeper and ensure they understand their duties. Provide SANFL Juniors Function Cards if necessary.
- Log onto PlayHQ and select players and officials and print THREE (3) Team Sheets.
- Check if CLASH game, and if so, contact [sanfljuniors@sanfl.com.au](mailto:sanfljuniors@sanfl.com.au).

### GAME DAY

- If HOME GAME, do a Ground Check.
  - Ensure goal post pads are secured.
  - Ensure the ground and facilities is suitable for play.
- Update Team Sheets if there are any last minute changes and provide one (1) Team Sheet to the Opposition Team Manager and collect the Opposition Team Sheet.
- If HOME GAME, provide Water Bottle for Umpire(s) and provide at each break (**not required for season 2023, unless COVID protocols change**).
- Hand out vests and supplies to ALL volunteers.
- Scores not to be advertised in any way.

### POST GAME

- Team Manager to provide Umpire with updated Team Sheet at the end of the game.
- Collect all vests and supplies from volunteers.
- By MONDAY NIGHT, log onto PlayHQ:
  - Update Team Sheets if there were any changes – PLAYHQ Player Selections.



# TEAM MANAGERS CHECKLIST

## Premiership

### PRE GAME

- Organise All Volunteers.
  - Ground Marshall, Goal Umpire, Timekeeper, Boundary Umpire (1 or 2), Water Runner (1 or 2) (**not available for the 2023 season, unless COVID protocols change**) and First Aid and ensure they understand their duties. Provide SANFL Juniors Function Cards if necessary.
- Log onto playHQ and select players and officials and print THREE (3) Team Sheets.
- Check if CLASH game, and if so, contact [sanfljuniors@sanfl.com.au](mailto:sanfljuniors@sanfl.com.au).
- Note that your Timekeeper and Goal Umpire are to keep a scorecard each. Goal Umpires for home and away teams “should” meet each quarter to ensure scores match.

### GAME DAY

- If HOME GAME, do a Ground Check.
  - Ensure goal post pads are secured.
  - Ensure the ground and facilities is suitable for play.
- Update Team Sheets if there are any last minute changes and provide one (1) Team Sheet to the Opposition Team Manager and collect the Opposition Team Sheet.
- If HOME GAME, provide Water Bottle for Umpire(s) and provide at each break (**not required for season 2023, unless COVID protocols change**).
- Hand out vests and supplies to ALL volunteers.

### POST GAME

- Team Manager to provide Umpire with updated Team Sheet at the end of the game.
- Collect all vests and supplies from volunteers.
- By MONDAY NIGHT, log onto PlayHQ:
  - Update Team Sheets if there were any changes – PLAYHQ Player Selections.
  - UMPIRE and HOME TEAMS to complete scores only online.