



# TEAM MANAGER ROLE

## **Purpose:**

To effectively manage and administer all matters relating to the team's admission and participation in the tournament.

## **Responsibilities:**

### **General:**

- Provide accurate personal details for timely communication with FV
- Act at short notice to requests by FV for information if required
- Act in good faith to uphold the integrity of the competition, including all information provided on the Team-sheet and other documentation
- Act in the best interests of the players' enjoyment and experience of the game whilst also respecting that all decisions from the referee are final.
- Distribute relevant information to your team members as requested by FV

### **Pre-Tournament Phase:**

- Be aware of and have fully understood the Rules of Competition, the Conditions of Entry and Code of Behaviours.
- Fill out and return to the FV completed Team-sheet as accurately as possible within the requested timeframe
- Determine 3 team officials that will be allowed to enter the Technical Area and/or Field of Play during the team's matches. These are: Team Coach, Team Manager and other Team Support member, all 3 names need to be included on the Team Sheet.
- Determine at least 1 (upto 2) person to fulfil the role of Team Marshal. The appointed person will be responsible to manage the team's affairs (outside the Technical Area/Field of Play). Further information is provided in the Team Marshall Role document.

### **At the Tournament:**

- Sign in at the Registration Desk – 1 hour prior to the team's 1<sup>st</sup> match on Saturday morning
- Confirm and sign off on most current Team Sheet
- Receive Team Pack
- Issue out high-vis Team Marshal vest to appointed person
- Timely inform FV of any changes to the Team Sheet throughout the course of the tournament
- Be aware of latest updates to team's fixtures and overall event site (including pitch locations) to ensure team turns up to scheduled matches on time
- Timely communication with FV any issues that may hinder the safety of participants and spectators and/or the effective operation of the competition
- Ensure all necessary paperwork is readily accessible for proof of age of players and/or dispensation approval documentation

### **Post Tournament:**

- Complete a feedback evaluation survey